

Managing Documents in the Parent Portal

Hello Parents! The Hubbe Parent Portal gives you the ability to manage, upload, and eSign enrollment documents online. Many documents will most likely have already been uploaded before you are able to gain access to your main parent portal account as a result of completing the family application. These documents will be stored in the “Completed Documents” menu item where you can view previous uploads and view the documents that you have eSigned. The “Incomplete Documents” menu item is where you can complete any new upload requests and provide eSignatures. This instruction sheet will also provide guidance on completing and signing many online forms in your parent portal.

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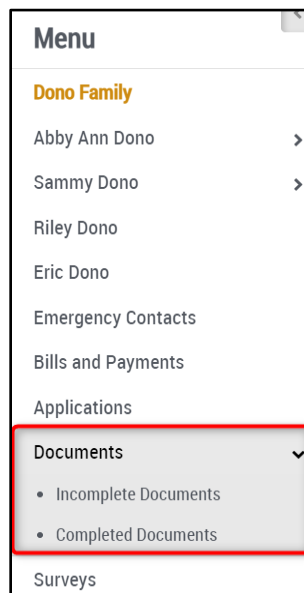
Overview

The “Incomplete Documents” and “Completed Documents” menu items are part of a feature within the Hubbe Parent Portal that allows the parent(s) to manage their uploaded and eSigned enrollment documents.

Upon being waitlisted, you as the parent/guardian will gain access to the main parent portal account beyond the family application. The documents that were uploaded during the application process will be stored within this “Completed Documents” record. The documents that still need to be uploaded will be listed within the “Incomplete Documents” record. If you were not required to supply any documents, then you will not see any document checklists or uploaded documents in these records. The document checklists vary by agency so you will see only the document checklists that were assigned to you by your agency.

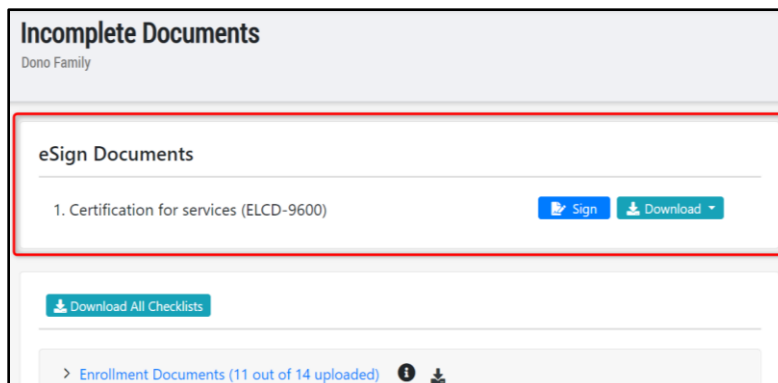
The eSigned Enrollment Documents will be listed at the top of the “Completed Documents” record and will include items such as the Income Declaration, ELCD-9600, NOA, and any document that establishes verification of your reason for needing services (i.e., homelessness, seeking employment, etc.). The forms that you still need to eSign will be listed within the “Incomplete Documents” record.

Click on the “Incomplete Documents” and “Completed Documents” items in the Menu to access this feature.



1

The “**Incomplete Documents**” record will list the forms that you need to provide an eSignature for at the top of the page.



Below the “eSign documents” card, each document checklist that you have been assigned, if any, will be displayed as accordions. Click on the title of a document checklist to expand the accordion and view the documents within the checklist. Click the name again to close the accordion.

Incomplete Documents
Dono Family

eSign Documents

1. Certification for services (ELCD-9600) Sign Download

Download All Checklists

> [Enrollment Documents \(11 out of 14 uploaded\)](#) Info Download

Download All Checklists

> [Enrollment Documents \(10 out of 14 uploaded\)](#) Info Download

Please complete and upload all applicable and/or required documents included in this checklist. IMPORTANT! To digitally sign the forms, we recommended you download and save files to your computer prior to completion.


Description and items

Checklist Item	Upload Required	Instructions	Who should complete this document?	Uploaded Documents	Approved by Agency
Enrollment Packet - English	Not required	Click on the link to open the Enrollment Packet. Carefully follow the instructions to fill out the forms and re-upload the document.	All applicants (English version)	Upload Enrollment Packet.docx	✓
Paquete de Inscripción	Not required	Haga clic en el enlace para abrir el Paquete de Inscripción. Siga cuidadosamente las instrucciones para completar los formularios y volver a cargar el documento. Si no puede completar los formularios electrónicamente, llámenos al (555)545-5545 para obtener asistencia adicional.	All applicants (Spanish version)	Upload	
Parent or Legal Guardian's ID's	Required	Upload a copy of your current Drivers License or any other form of ID with a picture. ID's are required for both parents when both parents live in the home.	All applicants	Upload Abby Riley Dono ID.docx ✖	
Birth Certificates	Not required	Upload a copy of the birth certificates for all children residing in your household.	All applicants	Upload Abby Dono Birth Certificate.docx ✓	


If you have uploaded a document for an item listed, a link to your upload will be displayed under the blue “Upload” button. Click on this link to download the document onto your computer or device.

Download Template	Upload Required	Instructions	Who should complete this document?	Uploaded Documents	Approved by Agency
Enrollment Packet - English	Not required	Click on the link to open the Enrollment Packet. Carefully follow the instructions to fill out the forms and re-upload the document.	All applicants (English version)	Upload Enrollment Packet.docx ✖	

To delete the document that you have uploaded to an item in the checklist, click on the red trash can icon next to the document link. Be cautious when choosing to delete an item.

Download Template	Upload Required	Instructions	Who should complete this document?	Uploaded Documents	Approved by Agency
Enrollment Packet - English	Not required	Click on the link to open the Enrollment Packet. Carefully follow the instructions to fill out the forms and re-upload the document.	All applicants (English version)	Upload Enrollment Packet.docx	

If you notice a green dot with a check mark in the “Approved by Agency” column, this indicates that this document has been reviewed and approved by your agency administrator. You cannot delete the upload once it has been approved. Once all of your required/applicable uploaded documents listed in your document checklist have a green dot in this column, the next step would be for the document checklist to be moved to the “Completed Documents” page.

Download Template	Upload Required	Instructions	Who should complete this document?	Uploaded Documents	Approved by Agency
Employment Verification	Not required	Please fill out your employment verification	Employed parents	Upload Employment Verification.docx	

2

The “**Completed Documents**” records will be organized by fiscal year, with a tab for each fiscal year containing the uploaded enrollment documents for that year. If this is your first year applying or using Hubbe to apply, you will only see one fiscal year tab. The current fiscal year will be automatically displayed when you enter the “Completed Documents” page.

Completed Documents

Dono Family

2021-2022

eSigned Enrollment Documents

1. Income Declaration [View](#) [Download](#)

Once you have eSigned a document, it will appear under the “eSigned Enrollment Documents” title and you can click on “View” to view the declaration or “Download” to download a PDF copy of the declaration. If you have not eSigned any documents, then there will not be any listed at the top.

Completed Documents

Dono Family

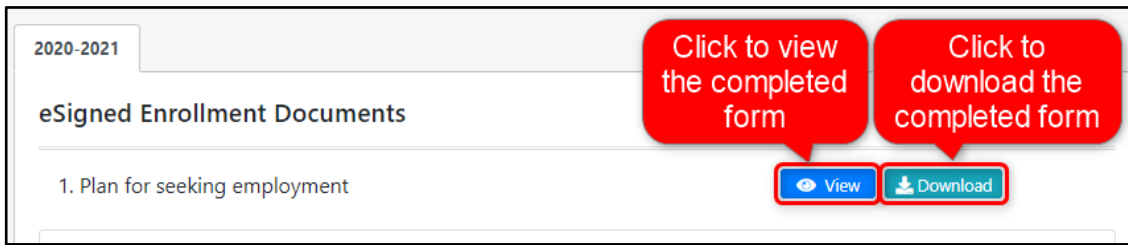
2021-2022

eSigned Enrollment Documents

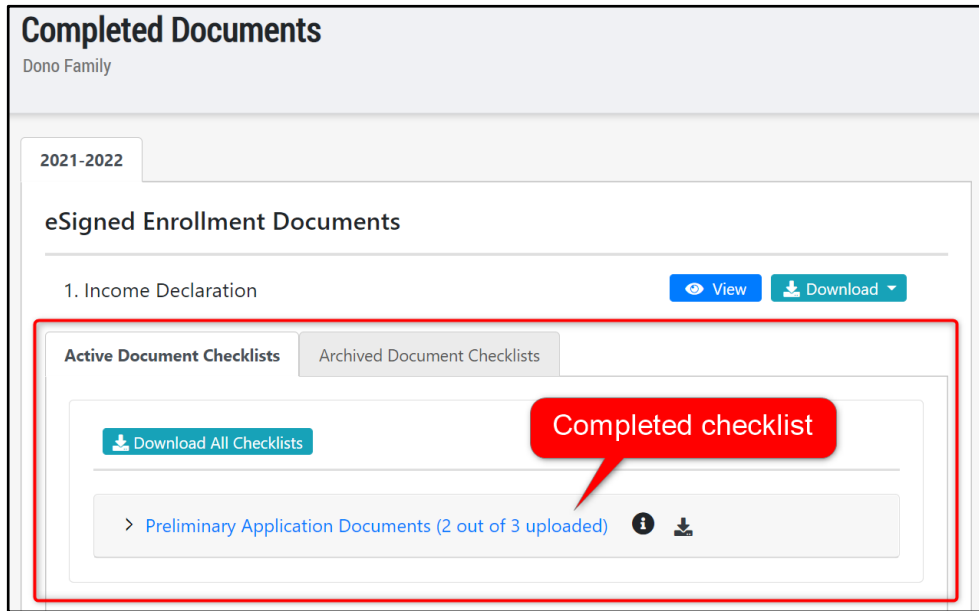
1. Income Declaration [View](#) [Download](#)

Active Document Checklists Archived Document Checklists

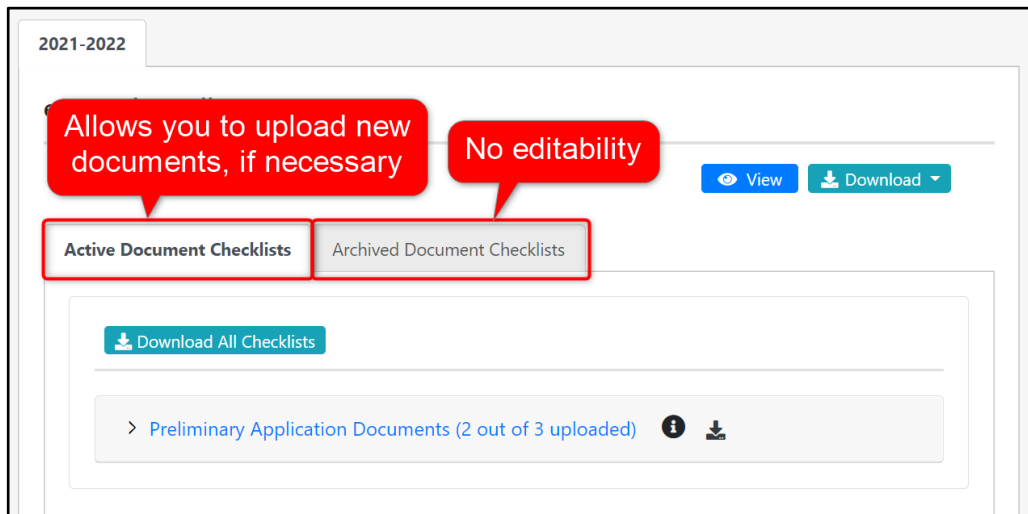




Beneath the eSigned Enrollment Documents, any document checklist that you have been assigned to and have completed will be displayed. Note that your agency administrator needs to review and approve your submissions and then mark your checklist as “Completed” on their end before the checklist will be moved to the “Completed Documents” record. The tab that the checklist lives in (*Active* vs. *Archived*) also depends on whether your agency staff has archived the checklist on their end of the system.

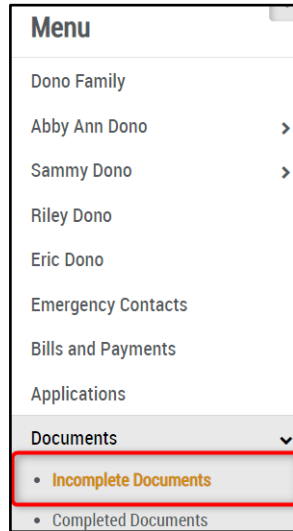


If the checklist is in the “Active Document Checklists” tab, you will still be able to upload new documents that will be sent to your agency, if ever needed. However, once the checklist has moved to the “Archived Document Checklist” tab, you will no longer be able to upload or delete any documents in the list.

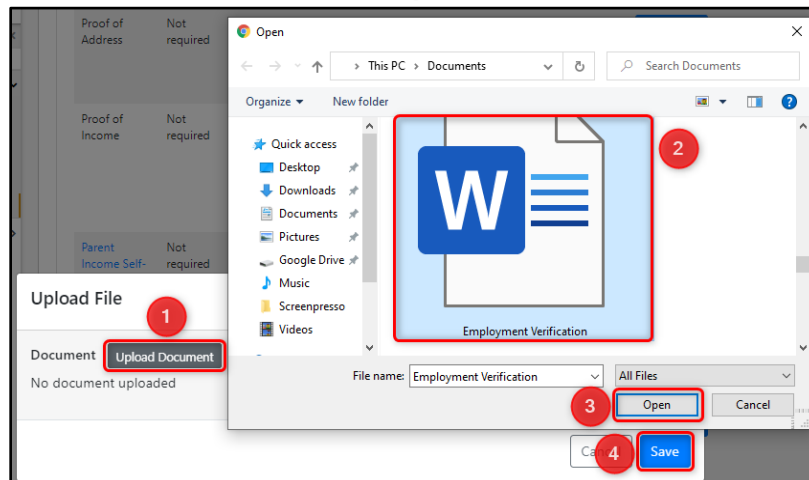
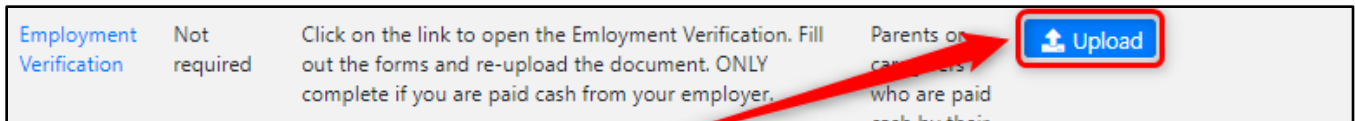
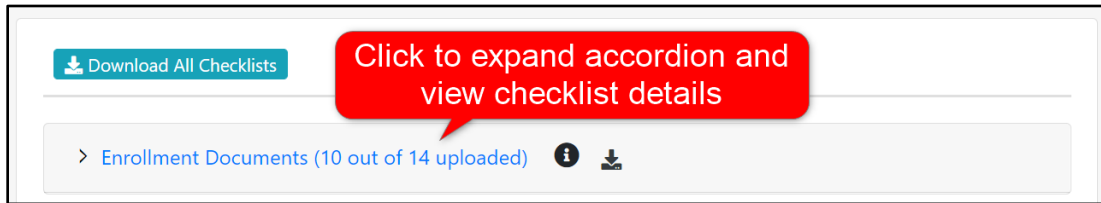


Uploading Documents

- 1 You will most likely have uploaded all documents that are required for the application at this point, but you still have to upload additional documents. Navigate to the “Incomplete Documents” menu item.

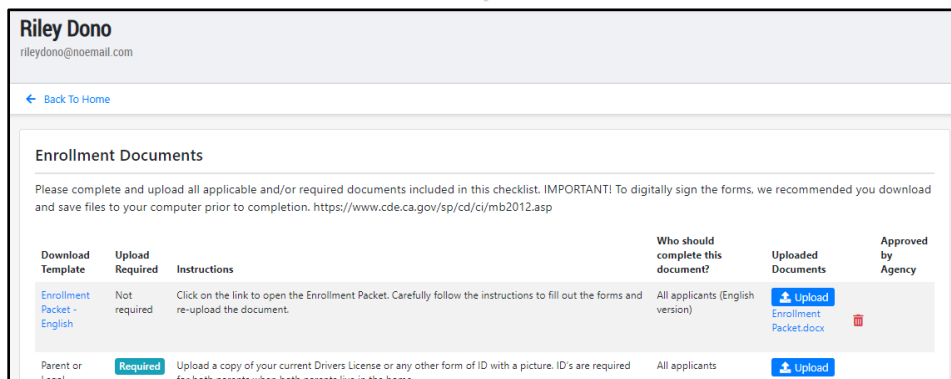
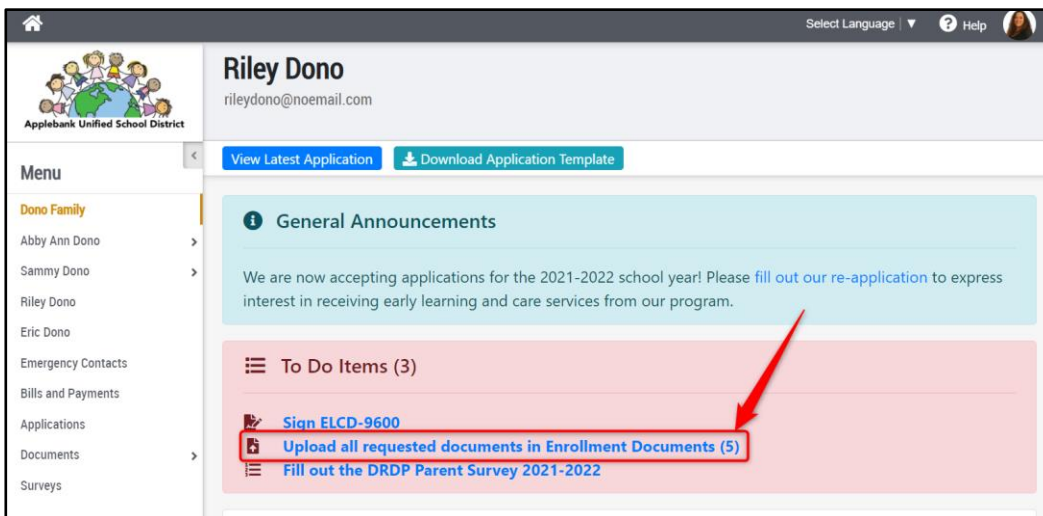


- 2 In your document grid, locate the item to which you would like to upload a document. Click on the blue “Upload” button in the “Uploaded Documents” column of the grid. In the modal that appears, click on “Upload Document,” select the appropriate file, click “Open,” and then click “Save.”

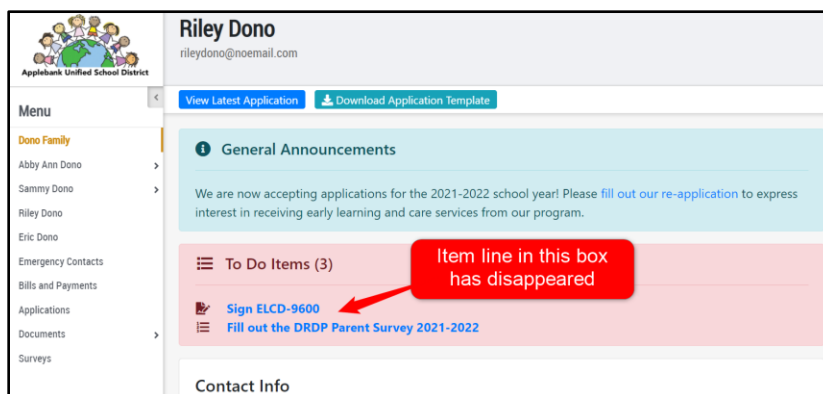


“To Do Items” Box

On the “Family Overview” landing page of your account, you can also see if there are any documents that you still need to upload in the “To Do Items” box. The number of documents that are required will appear in the parentheses besides the box title. Click on any item in the checklist to access the location where you can upload the requested documents.

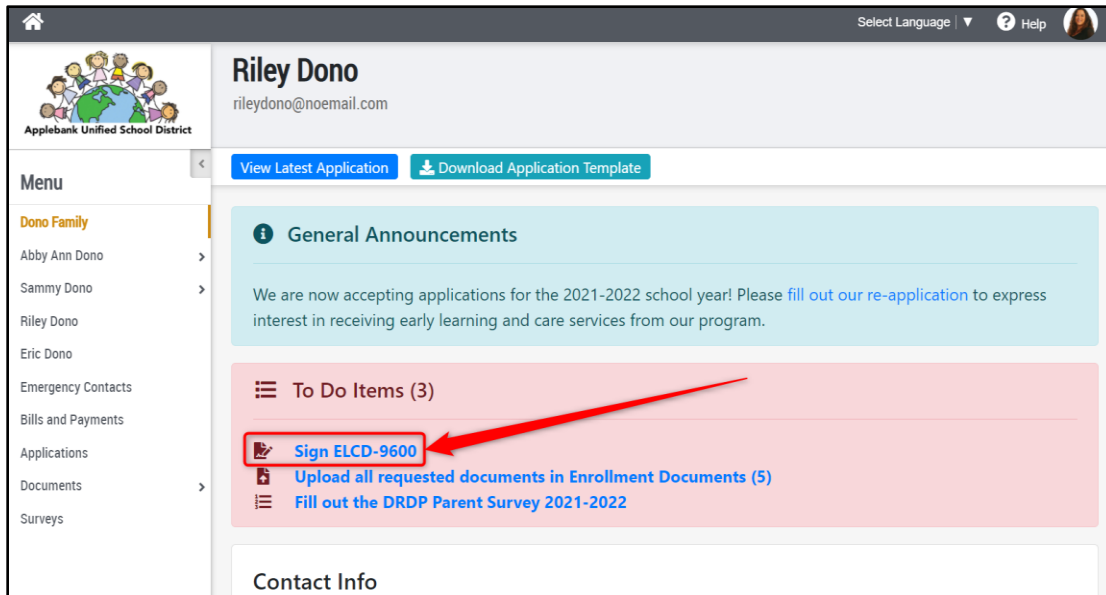


To upload the requested documents, follow step 2 in the [“Uploading Documents”](#) section above. Once you have uploaded all the documents that are required of you and the agency staff have marked your checklist as “Complete” on their end, the task line in the “To Do Items” box will go away. This notifies you that you do not need to provide any additional documentation at this time.

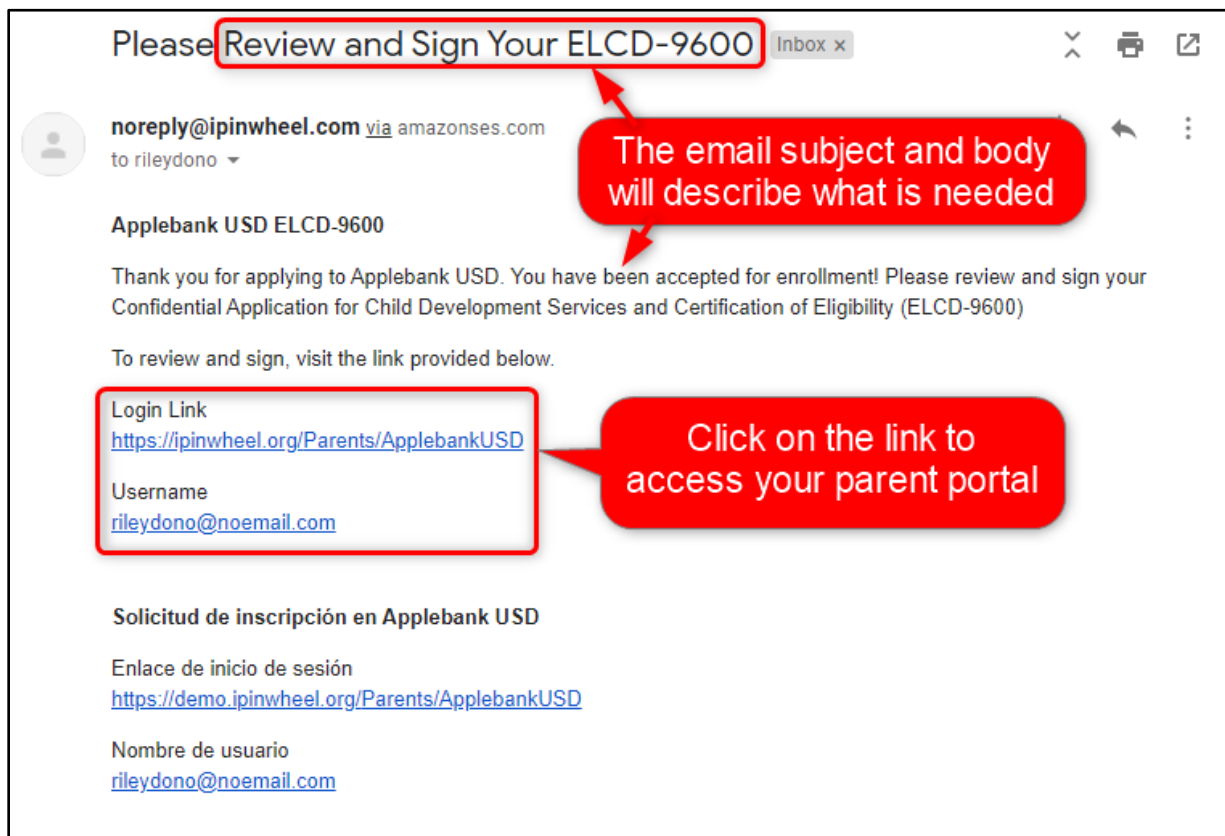


eSigning Documents

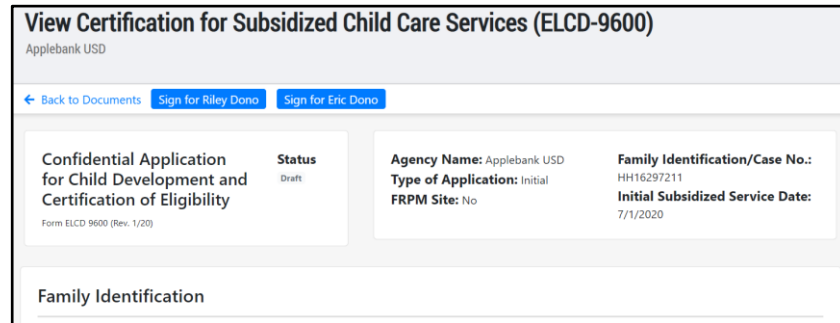
There are many documents that require a parent signature during the family intake process. This process begins once you have submitted your application and that application has been waitlisted. You can easily see when the agency requires your signature on a document with the “To Do Items” box on the “Family Overview” page of your account.



You will also be sent an email notification when an action is required of you. This email will describe which form requires action and provide you a link to your parent portal account where you can continue with the process below.



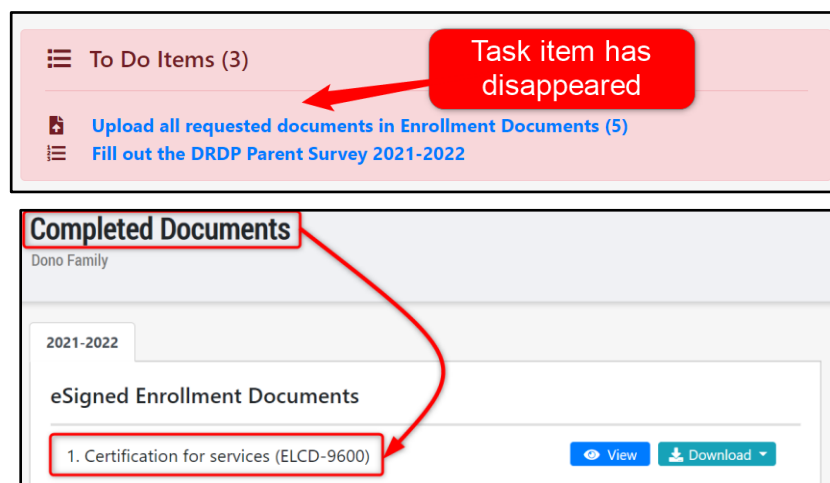
The items listed within the “To Do Items” box will be linked to the document where you can provide your eSignature. Click on any item to complete the signature.



You can also access the documents that you need to eSign by navigating to the “Incomplete Documents” record and clicking the blue “Sign” button next to the document listed.



Once you have signed the document, the line item in the “To Do Items” box will disappear, indicating that you have completed that task. You will also notice that the item will be moved from the “Incomplete Documents” record to the “Completed Documents” record.



Below you will find a detailed guide on how to complete many forms and declarations that may be sent to your “To Do Items” box. Skip to the one that you need guidance on.

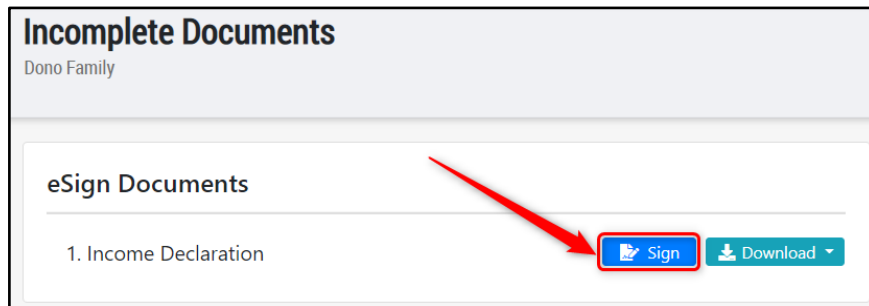
Income Declaration

You will notice an income declaration in your “To Do Items” box on the Family Overview page as the enrollment process begins. You may also find this declaration listed at the top of your “Incomplete Documents” record. You will need to sign the form.

Click on the item link in the “To Do Items” box or on the “Incomplete Documents” page.



OR



The “Income Declaration” form will appear. Check to make sure the information is accurate and contact your agency administrator if anything needs to be updated. Note that the form will be different for each family, so you must check all items on the form.

Sign Income Declaration

Dono Family

[Save](#) [Cancel](#)

Family Name	Rank	Family Size	Monthly Income	Full-Time Fees	Part-Time Fees	Effective Date	Students
Dono Family	42	3	\$3,000.00	\$0.00	\$0.00		Abby Ann Dono (10/4/2017)

All income of biological parent(s), adoptive parent(s), step-parent(s), or adults who have responsibility for the care and welfare of the child(ren) living in the home of the enrolled child(ren) **MUST BE REPORTED**. Income is all wages or salary, commission, dividends or interest, cash aid, unemployment, disability, worker's compensation, alimony, child support received, pension, business income, foster care payments or **any other source of income received**. I certify by my signature that all income I/we received is listed below. I am aware that I **must** report any changes in income within 5-calendar days of that change.

Weekly: (52 pay periods annually)

A. \$0.00 + \$0.00 + \$0.00 + \$0.00 = \$0.00 / 4 = \$0.00 (weekly average)
Weekly average \$0.00 x 52 weeks / 12 months = \$0.00 gross monthly income

B. \$0.00 + \$0.00 + \$0.00 + \$0.00 = \$0.00 / 4 = \$0.00 (weekly average)
Weekly average \$0.00 x 52 weeks / 12 months = \$0.00 gross monthly income

Every Two Weeks: (26 pay periods annually)

A. \$0.00 + \$0.00 = \$0.00 / 2 = \$0.00 (Two week average)
Weekly average \$0.00 x 26 pay periods / 12 months = \$0.00 gross monthly income

B. \$0.00 + \$0.00 = \$0.00 / 2 = \$0.00 (Two week average)
Weekly average \$0.00 x 26 pay periods / 12 months = \$0.00 gross monthly income

Twice Monthly: (24 pay periods annually)

A. \$0.00 + \$0.00 = \$0.00 / 2 = \$0.00 (Two week average)
Weekly average \$0.00 x 24 pay periods / 12 months = \$0.00 gross monthly income

B. \$0.00 + \$0.00 = \$0.00 / 2 = \$0.00 (Two week average)
Weekly average \$0.00 x 24 pay periods / 12 months = \$0.00 gross monthly income

Monthly: (12 pay periods annually)

A. \$2,000.00 gross monthly income

B. \$1,000.00 gross monthly income

Fluctuating: use for seasonal, migrate, agricultural, fluctuating

A. \$0.00 / 12 months = \$0.00 gross monthly income

B. \$0.00 / 12 months = \$0.00 gross monthly income

Monthly Child Support Payments:


A. \$0.00 monthly child support **B.** \$0.00 monthly child support

Other Sources of Countable Income							
Public Assistance/TANF/Cash Aid	\$0.00	Disability/Unemployment	\$0.00	Workers Compensation	\$0.00	Spousal Support	\$0.00
Child Support	\$0.00	Survivor benefits	\$0.00	Retirement benefits	\$0.00	Dividends/Interest	\$0.00
Rental Income	\$0.00	Foster care grant	\$0.00	Financial assistance for child	\$0.00	Veterans pension	\$0.00
Annuity/Pension	\$0.00	Inheritance	\$0.00	Housing included in pay	\$0.00	Auto included in pay	\$0.00
Student loan living expenses	\$0.00	Insurance settlements	\$0.00	Net gain from property	\$0.00	Other income	\$0.00
Subtotal	\$0.00	Gross Monthly Income	\$3,000.00	Total Countable Income	\$3,000.00		

Provide your signature in the signature box at the bottom. If you would like to re-do your signature, click on the "Clear" button to clear the signature. Then enter the date you signed the form.

I certify under penalty of perjury that all sources of income have been reported and are included in the above calculations. I realize that failure to report this information constitutes fraud and will result in termination of subsidized child care services and repayment of child care funds.

Please sign here



Date Signed

10/19/2020

Clear

Once you are done, click "Save" at the top of the page. You will be led to the view-page of the completed form where you can download a PDF copy or go back to the "Completed Documents" page.

Sign Income Declaration

Dono Family

Save Cancel

View Income Declaration

Dono Family

[← Back to Documents](#) [Download](#)

Download a PDF copy of the declaration

Go back to the completed documents page

Income	Full-Time Fees	Part-Time Fees	Effective Date	Students
\$0.00	\$0.00	\$0.00		Abby Ann Dono (10/4/2017)

All income of biological parent(s), adoptive parent(s), step-parent(s), or adults who have responsibility for the care and welfare of the child(ren) living in the home of the enrolled child(ren) **MUST BE REPORTED**. Income is all wages or salary, commission, dividends or interest, cash aid, unemployment, disability, worker's compensation, alimony, child support received, pension, business income, foster care payments or **any other source of income received**. I certify by my signature that all income I/we received is listed below. I am aware that I **must** report any changes in income within 5-calendar days of that change.

Weekly: (52 pay periods annually)
A. $\$0.00 + \$0.00 + \$0.00 + \$0.00 = \$0.00$
 $/4 = \$0.00$ (weekly average)
Weekly average $\$0.00 \times 52$ weeks / 12 months = $\$0.00$ gross monthly income
B. $\$0.00 + \$0.00 + \$0.00 + \$0.00 = \$0.00$
 $/4 = \$0.00$ (weekly average)
Weekly average $\$0.00 \times 52$ weeks / 12 months = $\$0.00$ gross monthly income

Every Two Weeks: (26 pay periods annually)
A. $\$0.00 + \$0.00 = \$0.00 / 2 = \0.00 (Two week average)
Weekly average $\$0.00 \times 26$ pay periods / 12 months = $\$0.00$ gross monthly income
B. $\$0.00 + \$0.00 = \$0.00 / 2 = \0.00 (Two week average)
Weekly average $\$0.00 \times 26$ pay periods / 12 months = $\$0.00$ gross monthly income

Twice Monthly: (24 pay periods annually)
A. $\$0.00 + \$0.00 = \$0.00 / 2 = \0.00 (Two week average)
Weekly average $\$0.00 \times 24$ pay periods / 12 months = $\$0.00$ gross monthly income
B. $\$0.00 + \$0.00 = \$0.00 / 2 = \0.00 (Two week average)
Weekly average $\$0.00 \times 24$ pay periods / 12 months = $\$0.00$ gross monthly income

The "Income Declaration" will now be listed at the top of the "Completed Documents" page under "eSigned Enrollment Documents." You have the ability to view or download the form here, too.

Completed Documents
Dono Family

2021-2022

eSigned Enrollment Documents

1. Income Declaration [View](#) [Download](#)

Active Document Checklists Archived Document Checklists

[Download All Checklists](#)

> [Preliminary Application Documents \(2 out of 3 uploaded\)](#) ⓘ ⬇

A red callout box with the text "View or download the declaration here" points to the "View" and "Download" buttons for the "1. Income Declaration" document. The "View" button has an eye icon and the "Download" button has a download icon and a dropdown arrow.

ELCD-9600

You will notice an ELCD-9600 form in your “To Do Items” box on the Family Overview page as the enrollment process begins. You may also find this form listed at the top of your “Incomplete Documents” record. You will need to sign the form.

Click on the item link in the “To Do Items” box or on the “Incomplete Documents” page.



OR



The ELCD-9600 form will appear. Check all the information in this form to make sure it is accurate and contact your agency administrator if anything needs to be updated.

The screenshot shows the 'View Certification for Subsidized Child Care Services (ELCD-9600)' form for Applebank USD. The form includes the following information:

- Confidential Application for Child Development and Certification of Eligibility** (Form ELCD 9600 (Rev. 1/20))
- Status:** Draft
- Agency Name:** Applebank USD
- Type of Application:** Initial
- FRPM Site:** No
- Family Identification/Case No.:** HH16297211
- Initial Subsidized Service Date:** 10/19/2020

Family Identification

Parent/Caretaker	Phone Number (cell or home)	Phone Number (work or school)
Parent/Caretaker A Riley Dono	(555) 359-6620	
Parent/Caretaker B Eric Dono	5553596620	

Street Address: 232 Vista Mar
City, State, Zip: Mapleton, CA, 90001-4528
FIPS Code: 06041

Family Eligibility and Reason for Needing Service

Once you are done checking the information, provide your signature confirmation by clicking on the blue “Sign for [Name]” button. There may be a button for each parent/guardian in the family. Click on the button that includes your name and in the modal that appears, provide your signature, the date, and your relationship to the child. Then click “Save.”

I DECLARE UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

Parent/Guardian Signature(s) Sign for Riley Dono Sign for Eric Dono

Certification and Signature of Parent/Caretaker

Parent/Guardian Signature

Date: 10/19/2020

Relationship to Child: Parent

If Other, please describe

Signature: 

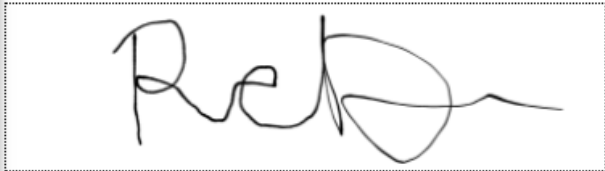
Cancel Save

Your parent signature will be displayed beneath the “Parent/Guardian Signature(s)” title.

I DECLARE UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

Parent/Guardian Signature(s) Sign for Riley Dono Sign for Eric Dono

Parent A
Riley Dono
Relation to Child: Parent | Date Signed: 10/19/2020



Notice of Action

Once a Notice of Action (NOA) has been completed by an agency administrator, you will see this document in your “Completed Documents” record. This document does not require an electronic signature, but can be viewed and downloaded on this page to keep for your records.

Completed Documents
Dono Family

2021-2022

eSigned Enrollment Documents

1. Income Declaration
2. Notice of Action

Active Document Checklists Archived Document Checklists

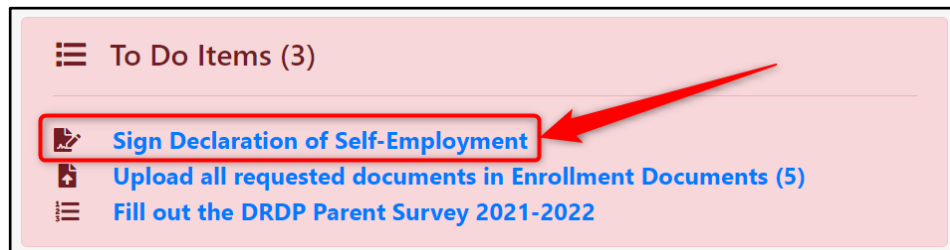
Click to view the NOA

Click to download a PDF copy of the NOA

Self-Employment

If you are Self-Employed, a “Parent Declaration of Self-Employment” will be sent to your “To Do Items” box on the Family Overview page. You may also find this form listed at the top of your “Incomplete Documents” record. You will need to complete and sign the form.

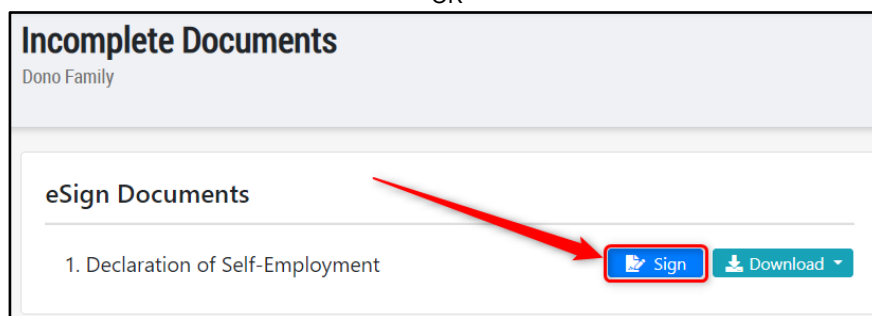
Click on the item link in the “To Do Items” box or on the “Incomplete Documents” page.



To Do Items (3)

- Sign Declaration of Self-Employment
- Upload all requested documents in Enrollment Documents (5)
- Fill out the DRDP Parent Survey 2021-2022

OR



Incomplete Documents

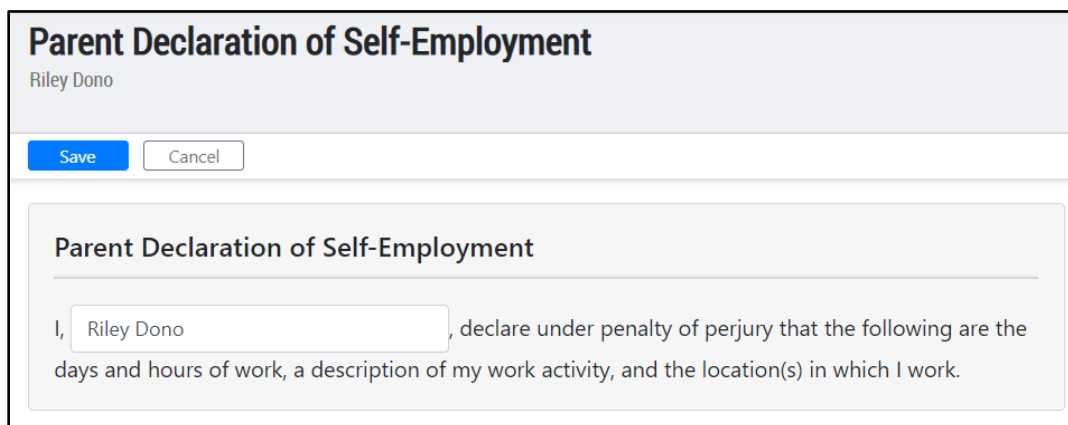
Dono Family

eSign Documents

- Declaration of Self-Employment

Sign Download

The Self-Employment form will appear. The name of the parent filling out this form will be automatically populated in the “Parent Declaration of Self-Employment” field.



Parent Declaration of Self-Employment

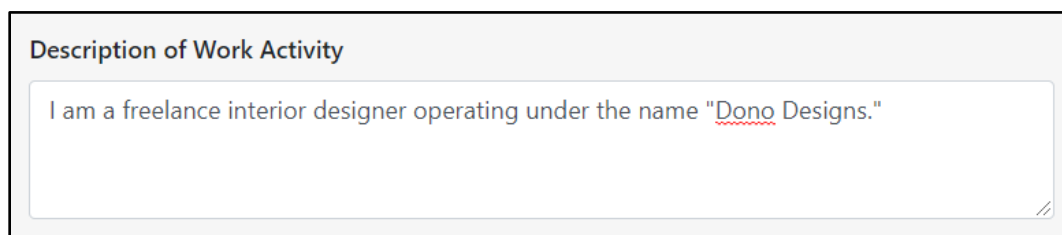
Riley Dono

Save Cancel

Parent Declaration of Self-Employment

I, Riley Dono, declare under penalty of perjury that the following are the days and hours of work, a description of my work activity, and the location(s) in which I work.

Provide a description of your work activity.



Description of Work Activity

I am a freelance interior designer operating under the name "Dono Designs."

Enter the location of your work and, if at your home, explain why child care is needed. Include the address of the work location.

Location of Work (if employed in the family home, please indicate why care is needed.)	Address	
While <u>Dono</u> Designs is based out of my home, I am constantly meeting with clients and traveling to sites. I am also often contracted by design firms, which requires me to work out of their office.	232 Vista Mar	
	City	Zipcode
	Mapleton	90001-4528

Enter the days and hours of the week that you will be working.

Days and Hours of Work (if variable, please provide an estimate.)	
Monday	
From 09:00 AM	To 06:00 PM
Tuesday	
From 09:00 AM	To 06:00 PM
Wednesday	
From 09:00 AM	To 06:00 PM
Thursday	
From 09:00 AM	To 06:00 PM
Friday	
From 09:00 AM	To 06:00 PM
Saturday	
From --:-- --	To --:-- --
Sunday	
From --:-- --	To --:-- --

Provide your signature in the box at the bottom. Click on the “Undo” arrow to clear the signature if you would like to re-do it. Then enter the date you are completing the form. Note that you are required to submit monthly Parent Verification of Employment forms to your Child Care Liaison by the fifth business day of each month.

Only Riley Dono can sign this declaration	
I understand that, as a condition of self-employment, I am required to submit monthly Parent Verification of Employment forms, which are due to my Child Care Liaison by the fifth business day of each month.	
Signature	Date Signed
	10/19/2020

Once you are done, click “Save” at the top of the page. You will be led to the view page of your completed and signed form. You will be led to the view-page of the completed form where you can download a PDF copy or go back to the “Completed Documents” page.

Parent Declaration of Self-Employment
Riley Dono

[Save](#) [Cancel](#)

Parent Declaration of Self-Employment
Riley Dono

[← Back to Documents](#) [Download](#)

of perjury that the following are the days and hours of work, a the location(s) in which I work.

Description of Work Activity I am a freelance interior designer operating under the name "Dono Designs."	Location of Work While Dono Designs is based out of my home, I am constantly meeting with clients and traveling to sites. I am also often contracted by design firms, which requires me to work out of their office.		
Address 232 Vista Mar	City Mapleton	Zip 90001-4528	Days and Times of Work Monday 9:00 AM - 6:00 PM Tuesday 9:00 AM - 6:00 PM Wednesday 9:00 AM - 6:00 PM Thursday 9:00 AM - 6:00 PM Friday 9:00 AM - 6:00 PM

I understand that, as a condition of self-employment, I am required to submit monthly Parent Verification of Employment forms, which are due to my Child Care Liaison by the fifth business day of each month.

Signature

Date Signed
10/19/2020

The “Declaration of Self-Employment” will now be listed at the top of the “Completed Documents” page under “eSigned Enrollment Documents.” You have the ability to view or download the form here, too.

Completed Documents
Dono Family

2021-2022

eSigned Enrollment Documents

1. Declaration of Self-Employment [View](#) [Download](#)

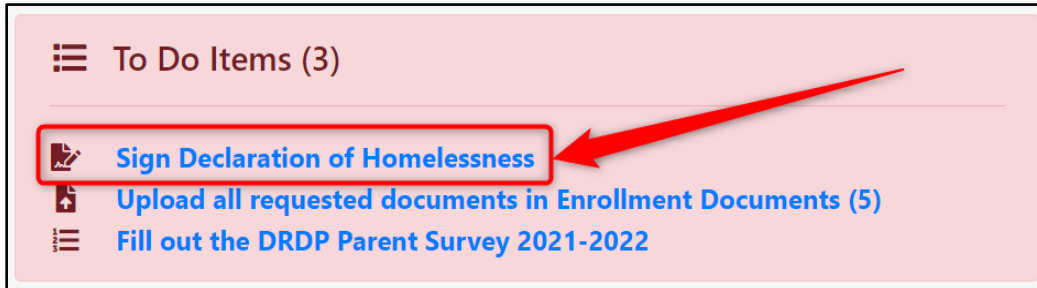
2. Notice of Action [View](#) [Download](#)

Active Document Checklists **Archived Document Checklists**

Homelessness

If you, as a parent, are homeless, a “Homeless Declaration Form” will be sent to your “To Do Items” box at the top of the Family Overview page. You may also find this form listed at the top of your “Incomplete Documents” record. You will need to complete and sign the form.

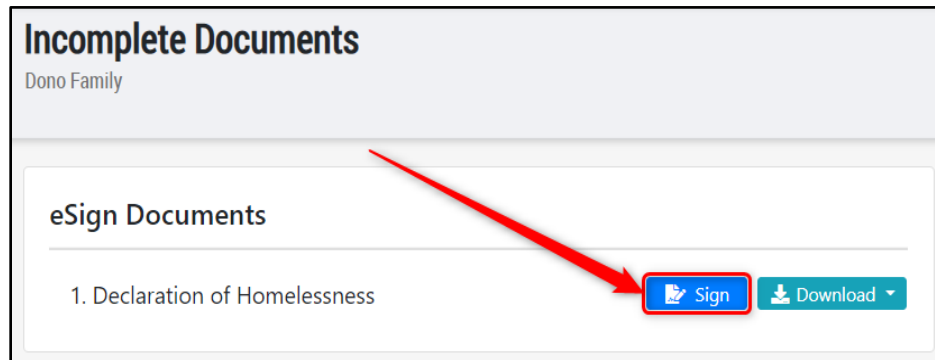
Click on the item link in the “To Do Items” box or on the “Incomplete Documents” page.



To Do Items (3)

- Sign Declaration of Homelessness**
- Upload all requested documents in Enrollment Documents (5)**
- Fill out the DRDP Parent Survey 2021-2022**

OR

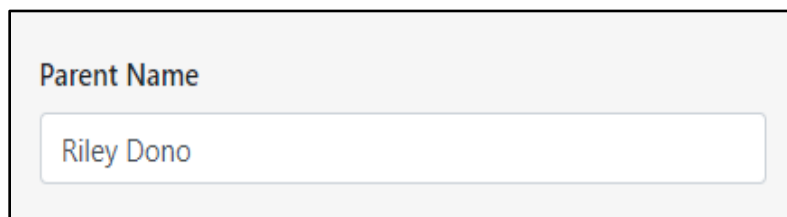


Incomplete Documents
Dono Family

eSign Documents

1. Declaration of Homelessness **Sign** **Download**

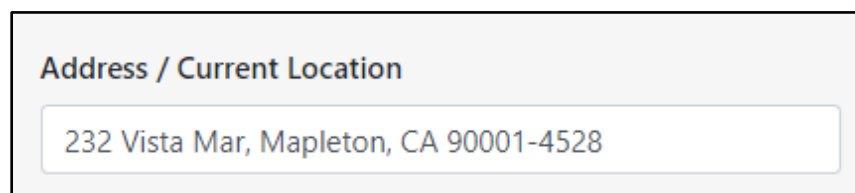
The “Homeless Declaration Form” will appear. Enter the name of the parent filling out the form declaring homelessness.



Parent Name

Riley Dono

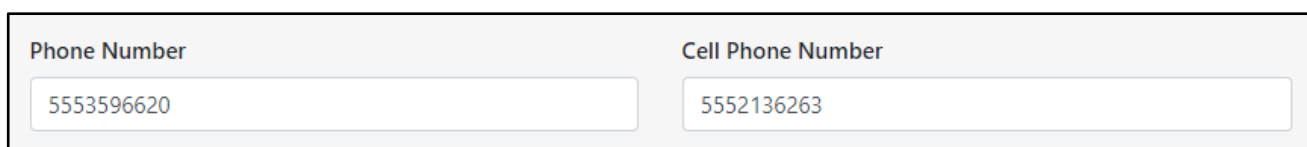
Provide the address or location you are currently residing.



Address / Current Location

232 Vista Mar, Mapleton, CA 90001-4528

Provide the phone numbers to best contact you.



Phone Number	Cell Phone Number
5553596620	5552136263

Enter the name and phone number of your emergency contact.

Emergency Contact Name	Phone Number
Jean Dono	5557851697

Enter the information for each child in the family, including his/her name, birth date, school, and grade.

Student	Birth Date	School	Grade
Abby Ann Dono	10/04/2017	Central State Preschool	Pre-K


Check the condition(s) your family meets for the McKinney-Vento Homeless Assistance Act.

I declare that my family meets one of the following conditions for the McKinney-Vento Homeless Assistance Act: (Please check all that apply)

- Lack a fixed, regular nighttime residence
- Live with a friend or relative because I cannot afford housing (Doubled-up)
- Live in a motel / hotel
- Live in an emergency shelter, transitional shelter, or domestic violence shelter
- Live in a car, trailer, park, or campground
- Other

Provide your signature in the signature box at the bottom. If you would like to re-do your signature, click on the "Undo" arrow to clear the signature. Then enter the date you are completing the form.

Signature



Date

Once you are done, click "Save" at the top of the page. You will be led to the view page of your completed and signed form. You will be led to the view-page of the completed form where you can download a PDF copy or go back to the "Completed Documents" page.

Homeless Declaration Form



Homelessness Declaration Form

Riley Dono

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[Download](#)

Download a PDF copy of the form

Go back to the completed documents page

Address / Current Location
232 Vista Mar, Mapleton, CA 90001-4528

Phone Number
5553596620

Cell Phone
5552136263


Emergency Contact Name
Jean Dono

Emergency Contact Phone Number
5557851697

McKinney-Vento Homeless Assistance Act Conditions

- Lack a fixed, regular nighttime residence
- Live with a friend or relative because I cannot afford housing (Doubled-up)
- Live in a motel / hotel
- Live in an emergency shelter, transitional shelter, or domestic violence shelter
- Live in a car, trailer, park, or campground
- Other

Student	Birth Date	School	Grade
Abby Ann Dono	10/4/2017	Central State Preschool	Pre-K

Signature


Date
10/19/2020

The “Homelessness Declaration Form” will now be listed at the top of the “Completed Documents” page under “eSigned Enrollment Documents.” You have the ability to view or download the form here, too.

Completed Documents

Dono Family

2021-2022

eSigned Enrollment Documents

View or download the form here

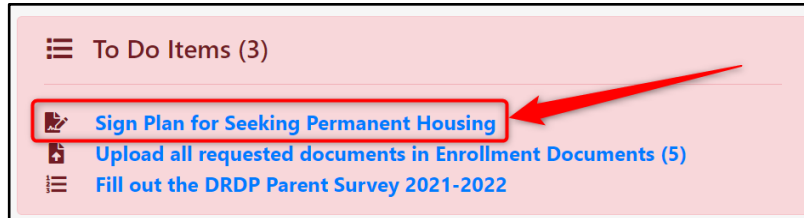
1. Declaration of Homelessness [View](#) [Download](#)

Active Document Checklists Archived Document Checklists

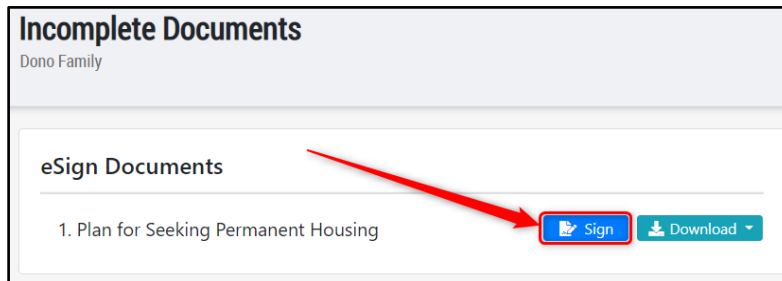
Seeking Permanent Housing

If you are seeking permanent housing, a “Plan for Seeking Housing” declaration will be sent to your “To Do Items” box at the top of the Family Overview page. You may also find this form listed at the top of your “Incomplete Documents” record. You will need to complete and sign the form.

Click on the item link in the “To Do Items” box or on the “Incomplete Documents” page.



OR



The “Plan for Seeking Housing” form will appear. Provide a detailed description of how you plan to secure adequate residence in the first text-box.

My plan to secure adequate residence is:




Since I lost my job, I will be searching for a new position while also searching for a home. I plan on researching and applying to government funded programs to assist with housing expenses. I will be dropping my daughter off at my sister's house on Thursdays and Fridays, so I will require child care services on Monday-Wednesday.

Enter the days and times of the week that you will require child care services.

Please fill out when any services mentioned above will be used

Monday	From 09:00 AM	To 04:00 PM
Tuesday	From 09:00 AM	To 04:00 PM
Wednesday	From 09:00 AM	To 04:00 PM
Thursday	From --:--	To --:--
Friday	From --:--	To --:--
Saturday	From --:--	To --:--
Sunday	From --:--	To --:--



Enter the date that you will begin needing services and the date you will end needing services, as well as the date you complete the form.

Start Date 10/19/2020 	End Date 11/09/2020 
Today's Date 10/19/2020 	

Provide your signature in the signature box at the bottom. If you would like to re-do your signature, click on the “Undo” arrow to clear the signature. Note that you cannot request more than 5 days per week of child services and less than 30 hours per week.


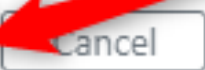
I understand that child care services for this need are limited to no more than 5 days per week and less than 30 hours per week.
Based upon this information, my need for seeking employment/permanent housing will be reviewed at my next recertification with Early Care and Education (ECE), unless I report a change in need prior to that date. Parents strongly encouraged to report to ECE if you secure employment or begin a training/education program prior to your next recertification.

Please sign here

Once you are done, click “Save” at the top of the page. You will be led to the view page of your completed and signed form. You will be led to the view-page of the completed form where you can download a PDF copy or go back to the “Completed Documents” page.

Plan For Seeking Housing

Plan For Seeking Housing

↓

Signed Plan For Seeking Housing
Riley Dono

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Go back to the completed documents page


that, effective 10/19/2020, my need for child care services is based on Seeking

Explanation
Since I lost my job, I will be searching for a new position while also searching for a home. I plan on researching and applying to government funded programs to assist with housing expenses. I will be dropping my daughter off at my sister's house on Thursdays and Fridays, so I will require child care services on Monday-Wednesdays from 9am-4pm.

Times mentioned in explanation	Dates any services mentioned above will be used
Monday: 9:00 AM - 4:00 PM	10/19/2020 - 11/9/2020
Tuesday: 9:00 AM - 4:00 PM	
Wednesday: 9:00 AM - 4:00 PM	

Date Document Signed
10/19/2020

I understand that child care services for this need are limited to no more than 5 days per week and less than 30 hours per week.
Based upon this information, my need for seeking employment/permanent housing will be reviewed at my next recertification with (ask michaela about ECE), unless I report a change in need prior to that date. Parents strongly encouraged to report to ECE if you secure employment or begin a training/education program prior to your next recertification.

Signature


The “Plan for Seeking Housing” will now be listed at the top of the “Completed Documents” page under “eSigned Enrollment Documents.” You have the ability to view or download the form here, too.

Completed Documents
Dono Family

2021-2022

eSigned Enrollment Documents

View or download the form here

1. Plan for seeking housing [View](#) [Download](#)

Active Document Checklists Archived Document Checklists

Actively Seeking Employment

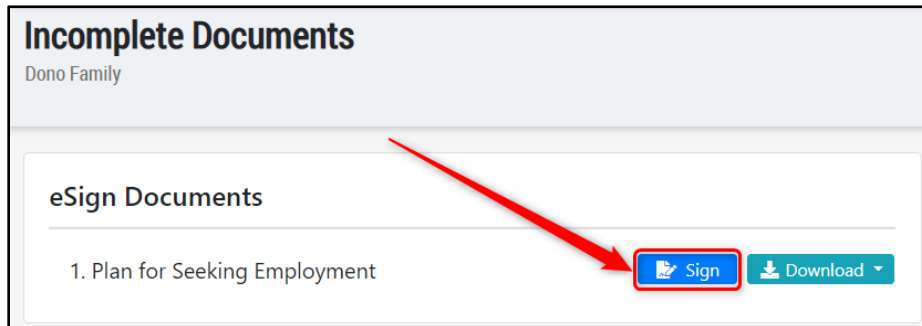
If you, as a parent, are currently not employed and are seeking to find new employment opportunities, you will need to fill out an “Seeking Employment” declaration in your parent portal account.

The declaration will appear in your “To Do Items” box once it has been sent by your agency administrator. You may also find this form listed at the top of your “Incomplete Documents” record. If you need to complete this form and are not seeing it in your “To Do Items” box or “Incomplete Documents” record, contact your agency administrator.

Click on the item link in the “To Do Items” box or on the “Incomplete Documents” page.



OR



The “Plan for Seeking Employment” form will appear. Include your detailed plan for employment search activities in the first text box. This description will also need to include the child care services you will require during your employment search.

Plan For Seeking Employment

[Save](#) [Cancel](#)

Plan For Seeking Employment

Documentation of seeking employment shall include a written parental declaration signed under penalty of perjury stating that the parent is seeking employment. The declaration shall include the parent’s plan to secure, change, or increase employment and shall identify a general description of when services will be necessary. Employment-seeking activities may include, but are not limited to: conducting internet searches of potential employers, contacts with farm contractors, meeting with job counselors, preparing a resume, calling on or visiting potential employers, and conducting job interviews.

Please describe your plan for your employment search activities

I am currently between jobs. I was let go at my previous company as a result of COVID-19 impacts. I was assured that the reason for letting me go will be recorded as necessary due to uncontrollable environmental reasons and not because of my work product. My plan is to update my resume, write a cover letter explaining my circumstances, retrieve a letter of recommendation from my past employer, and ask my previous bosses for job referrals. I aim to interview over the next month and secure a job by the end of the month. I will require services during the week from 9am to 5pm so I can focus on securing a position.

Next, fill in the hours per week that you will be requiring child care services so you can focus on employment opportunities.

Please fill out when any services mentioned above will be used

Monday

From To

Tuesday

From To

Wednesday

From To

Thursday

From To

Friday

From To

Saturday

From To

Sunday

From To

Enter the date that these services will begin and end, as well as the date you are completing the form.


Start Date

End Date

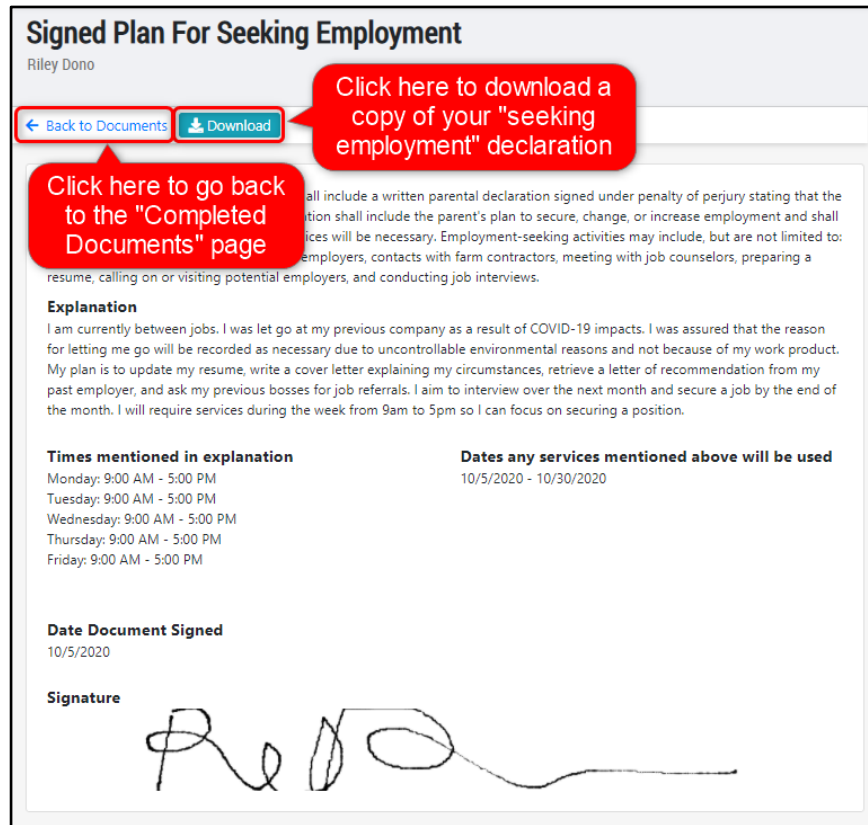
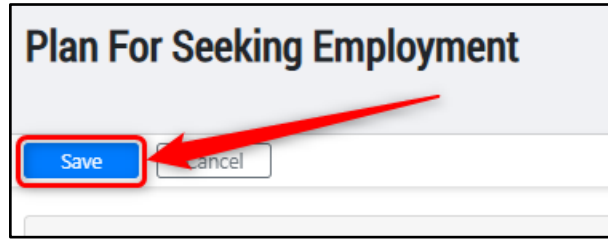
Today's Date

Provide your signature in the signature box at the bottom. If you wish to re-do your signature, click on the “undo” arrow in the top right of the box to clear the signature.

Please sign here



Once you are done with the form, press "Save" at the top of the page. You will be led to the view-page of the completed form where you can download a PDF copy or go back to the "Completed Documents" page.



The "Plan for Seeking Employment" will now be listed at the top of the "Completed Documents" page under "eSigned Enrollment Documents." You have the ability to view or download the form here, too.

