

# 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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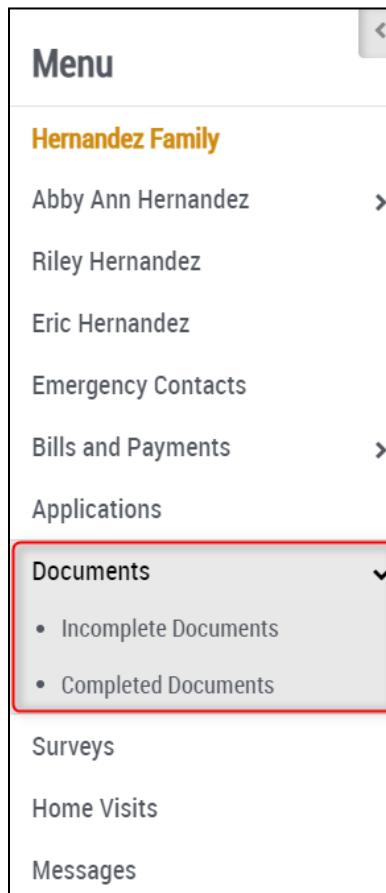
# Overview

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.

## Incomplete Documents

Hernandez Family

### eSign Documents

1. Meal Benefit Form
2. Abby Ann Hernandez's February Monthly Attendance
3. Certification for services (ELCD-9600)

 Sign  Download  
 Sign  
 Sign  Download ▾

### Document Checklists

Click on the checklist title you want to open

➤ [Eligibility Documentation for Working Families \(0 documents uploaded\)](#)  

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

Hernandez Family

### eSign Documents

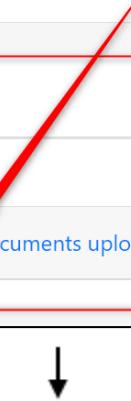
1. Meal Benefit Form
2. Abby Ann Hernandez's February Monthly Attendance
3. Certification for services (ELCD-9600)

 Sign  Download  
 Sign  
 Sign  Download ▾

### Document Checklists

Click on the checklist title you want to open

➤ [Eligibility Documentation for Working Families \(0 documents uploaded\)](#)  



## Document Checklists

Click on the checklist title you want to open

▼ [Eligibility Documentation for Working Families \(0 documents uploaded\)](#)  

You must bring the following items that are needed to apply to our program. Upload documents here through your application, or bring these documents to the office.

### Description and items

Checklist Item	Upload Required	Instructions	Who should complete this document?	Uploaded Documents	Approved by Agency
Copy of Parent's/Guardian's ID	Optional	Must include valid photo identification for both parents/guardians.	All applicants	 <a href="#">Upload</a>	
Birth certificates	Mandatory	Birth certificates or other legal document showing child's birth date for all the children in the household under the age of 18. Child being enrolled to preschool must be 3 or 4 years old on or before December 1st.	All applicants	 <a href="#">Upload</a>	
Address Verification	Mandatory	Proof of residency to include 3 of the following acceptable documents: a utility bill, driver license, mortgage statement, rental or lease agreement, water/garbage bill, car registration, unopened business mail with current postmark. Declaration of Residency needed if bill is not in parent's name.	All applicants	 <a href="#">Upload</a>	

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.

Checklist Item	Upload Required	Instructions	Who should complete this document?	Uploaded Documents	Approved by Agency
Copy of Parent's/Guardian's ID	Optional	Must include valid photo identification for both parents/guardians.	All applicants	 <a href="#">Upload</a> ParentID.jpeg 	

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.

Checklist Item	Upload Required	Instructions	Who should complete this document?	Uploaded Documents	Approved by Agency
Copy of Parent's/Guardian's ID	Optional	Must include valid photo identification for both parents/guardians.	All applicants	 <a href="#">Upload</a> ParentID.jpeg 	

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.

Checklist Item	Upload Required	Instructions	Who should complete this document?	Uploaded Documents	Approved by Agency
Copy of Parent's/Guardian's ID	Optional	Must include valid photo identification for both parents/guardians.	All applicants	<a href="#">Upload ParentID.jpeg</a>	<input checked="" type="checkbox"/>

2

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

## Completed Documents

Hernandez Family

2022-2023    2021-2022    [Completed Document Checklists](#)    [Archived Document Checklists](#)

**eSigned Enrollment Documents**

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

This tab will include enrollment documents for the 2022-2023 fiscal year

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

Hernandez Family

2022-2023    2021-2022    2020-2021    [Completed Document Checklists](#)    [Archived Document Checklists](#)

**eSigned Enrollment Documents**

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

eSigned documents will be listed under "eSigned Enrollment Documents"



2022-2023 2021-2022 2020-2021 Completed Document Checklists Archived Document Checklists

### eSigned Enrollment Documents

1. Income Declaration

Click to view the completed form

Click to download the completed form

[View](#) [Download](#)

Any document checklist that you have been assigned to and have completed will be displayed in the “Completed Document Checklists” tab. 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 (*Completed vs. Archived*) also depends on whether your agency staff has archived the checklist on their end of the system.

## Completed Documents

Hernandez Family

2022-2023 2021-2022 2020-2021 **Completed Document Checklists** Archived Document Checklists

### Document Checklists

Completed checklist

Click on the checklist title you want to open

> Enrollment Documents (2 documents uploaded) [i](#) [d](#)

If the checklist is in the tab for its particular fiscal year, 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 “Completed Document Checklists” or “Archived Document Checklist” tabs, you will no longer be able to upload or delete any documents in the list.

## Completed Documents

Hernandez Family

Can upload new documents, if necessary

No ability to edit

2022-2023 2021-2022 2020-2021 Completed Document Checklists Archived Document Checklists

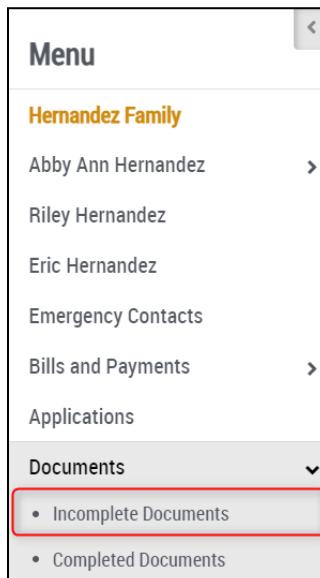
### eSigned Enrollment Documents

1. Income Declaration

[View](#) [Download](#)

# Uploading Documents

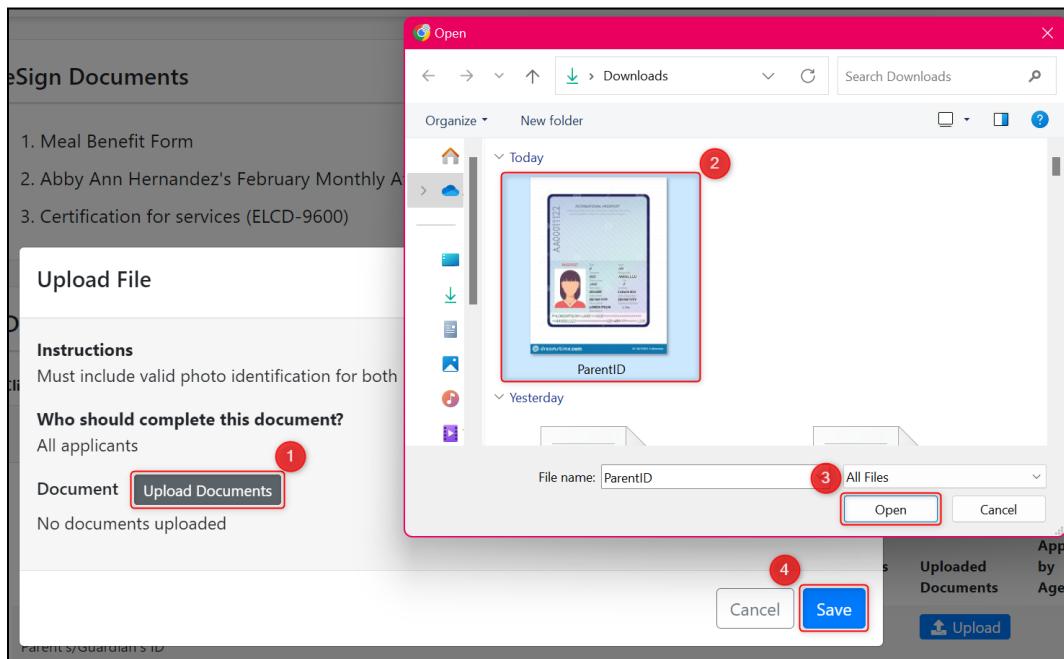
1 You will most likely have uploaded all documents that are required for the application at this point, but you still have to upload additional documents. Navigate to the **Incomplete Documents** menu item.



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.”

The image consists of three vertically stacked screenshots illustrating the document upload process.

- Top Screenshot:** A 'Document Checklists' section. It shows an accordion titled 'Eligibility Documentation for Working Families' which is expanded, showing '1 documents uploaded'. A red callout bubble points to the accordion title with the text 'Click to expand the accordion and view checklist details'. Below the accordion is a table with columns: Checklist Item, Upload Required, Instructions, Who should complete this document?, Uploaded Documents, and Approved by Agency. The first row shows 'Copy of Parent's/Guardian's ID' as optional, with instructions 'Must include valid photo identification for both parents/guardians.' A red arrow points from the 'Upload Required' column to the 'Upload' button in the table row. The 'Upload' button is highlighted with a red box.
- Middle Screenshot:** A 'Upload File' modal window. It contains an 'Instructions' section with the same photo ID requirement, a 'Who should complete this document?' section (set to 'All applicants'), and a 'Document' input field with a red box around it. The 'Upload Documents' button next to it is also highlighted with a red box. The modal also shows 'No documents uploaded' and has 'Cancel' and 'Save' buttons at the bottom, with 'Save' also highlighted with a red box.
- Bottom Screenshot:** A large downward-pointing arrow indicating the flow from the checklist grid to the detailed document view, and then to the file upload modal.



## To Do Items

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.

The image shows the Family Overview page for Riley Hernandez. The top navigation bar includes the Applebank Unified School District logo and Riley Hernandez's contact information (rileyhernandez@noemail.com). The left sidebar contains a 'Menu' with sections for Hernandez Family (Abby Ann Hernandez, Riley Hernandez, Eric Hernandez), Emergency Contacts, Bills and Payments, Applications, and Documents. The main content area is titled 'To Do Items (7)' and lists the following items:

1. Sign ELCD-9600
2. Sign Abby Ann Hernandez's February Monthly Attendance
3. Meal Benefit Form
4. Upload all requested documents in Eligibility Documentation for Working Families (7) (this item is highlighted with a red box and a red arrow points to it)
5. Fill out the DRDP Parent Survey 2022-23
6. Fill out Abby Ann Hernandez's Family Language Instrument
7. Pay your outstanding balance of \$528.00
8. Manage Absences

# Riley Hernandez

rileyhernandez@noemail.com

[← Back To Home](#)

## Eligibility Documentation for Working Families

You must bring the following items that are needed to apply to our program. Upload documents here through your application, or bring these documents into an eligibility appointment.

Checklist Item	Upload Required	Instructions	Who should complete this document?	Uploaded Documents	Approved by Agency
Copy of Parent's/Guardian's ID	Optional	Must include valid photo identification for both parents/guardians.	All applicants	<a href="#"> Upload ParentID.jpeg</a> <a href="#"></a>	

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.

# Riley Hernandez

rileyhernandez@noemail.com

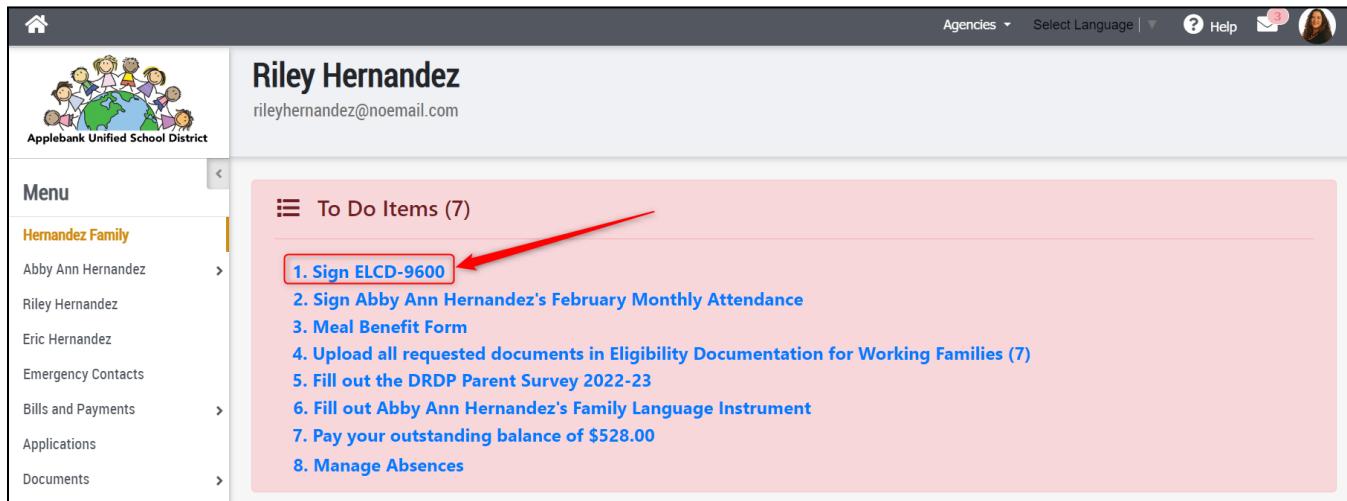
### To Do Items (7)

1. Sign ELCD-9600
2. Sign Abby Ann Hernandez's February Monthly Attendance
3. Meal Benefit Form
4. Fill out the DRDP Parent Survey 2022-23
5. Fill out Abby Ann Hernandez's Family Language Instrument
6. Pay your outstanding balance of \$528.00
7. Manage Absences

Item line in this box has disappeared

# 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.

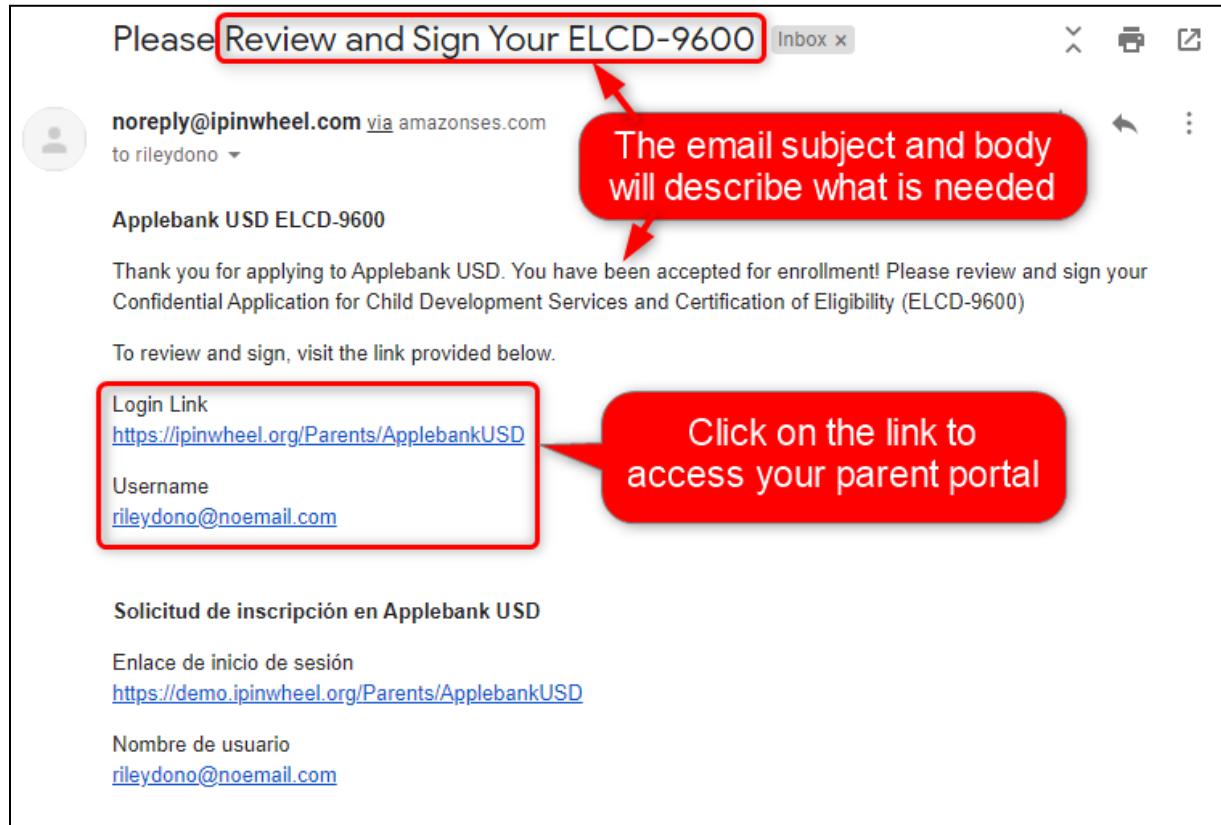


The screenshot shows the 'Family Overview' page for Riley Hernandez. The top navigation bar includes 'Agencies', 'Select Language', 'Help', and a user profile icon. The main area displays 'Riley Hernandez' and 'rileyhernandez@noemail.com'. A 'Menu' on the left lists 'Hernandez Family' members: Abby Ann Hernandez, Riley Hernandez, Eric Hernandez, and Emergency Contacts. The 'To Do Items (7)' section is highlighted with a pink background and contains the following list:

- 1. Sign ELCD-9600
- 2. Sign Abby Ann Hernandez's February Monthly Attendance
- 3. Meal Benefit Form
- 4. Upload all requested documents in Eligibility Documentation for Working Families (7)
- 5. Fill out the DRDP Parent Survey 2022-23
- 6. Fill out Abby Ann Hernandez's Family Language Instrument
- 7. Pay your outstanding balance of \$528.00
- 8. Manage Absences

A red arrow points to the first item in the list, '1. Sign ELCD-9600'.

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 email subject and body are highlighted with red boxes and arrows. The subject is 'Please Review and Sign Your ELCD-9600'. The body text reads: 'noreply@ipinwheel.com via amazones.com to rileydono'. A red callout box points to the body text with the text 'The email subject and body will describe what is needed'. The body of the email continues with 'Applebank USD ELCD-9600' and 'Thank you for applying to Applebank USD. You have been accepted for enrollment! Please review and sign your Confidential Application for Child Development Services and Certification of Eligibility (ELCD-9600)'. It also includes a 'Login Link' with the URL <https://ipinwheel.org/Parents/ApplebankUSD>. A red callout box points to this link with the text 'Click on the link to access your parent portal'. Below the email, there are Spanish translations for the 'Login Link' and 'Username' fields.

Please Review and Sign Your ELCD-9600

noreply@ipinwheel.com via amazones.com to rileydono

Applebank USD ELCD-9600

Thank you for applying to Applebank USD. You have been accepted for enrollment! Please review and sign your Confidential Application for Child Development Services and Certification of Eligibility (ELCD-9600)

To review and sign, visit the link provided below.

Login Link  
<https://ipinwheel.org/Parents/ApplebankUSD>

Username  
[rileydono@noemail.com](mailto:rileydono@noemail.com)

Solicitud de inscripción en Applebank USD

Enlace de inicio de sesión  
<https://demo.ipinwheel.org/Parents/ApplebankUSD>

Nombre de usuario  
[rileydono@noemail.com](mailto:rileydono@noemail.com)

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.

The screenshot shows a 'To Do Items (7)' box with three items: 1. Sign ELCD-9600, 2. Sign Abby Ann Hernandez's February Monthly Attendance, and 3. Meal Benefit Form. A red arrow points from the first item to the 'View Certification for Subsidized Child Care Services (ELCD-9600)' document. The document details the application for child development and certification of eligibility, showing the agency name as Applebank USD, the family identification number as HH16297211, and the initial subsidized service date as 7/1/2020. The 'Sign' button for the ELCD-9600 document is highlighted with a red box.

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.

The screenshot shows the 'Incomplete Documents' record for the Hernandez Family. It lists three documents: 1. Meal Benefit Form, 2. Abby Ann Hernandez's February Monthly Attendance, and 3. Certification for services (ELCD-9600). The third document is highlighted with a yellow box. A red arrow points from the 'Sign' button for the ELCD-9600 document to the 'eSign Documents' list.

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.

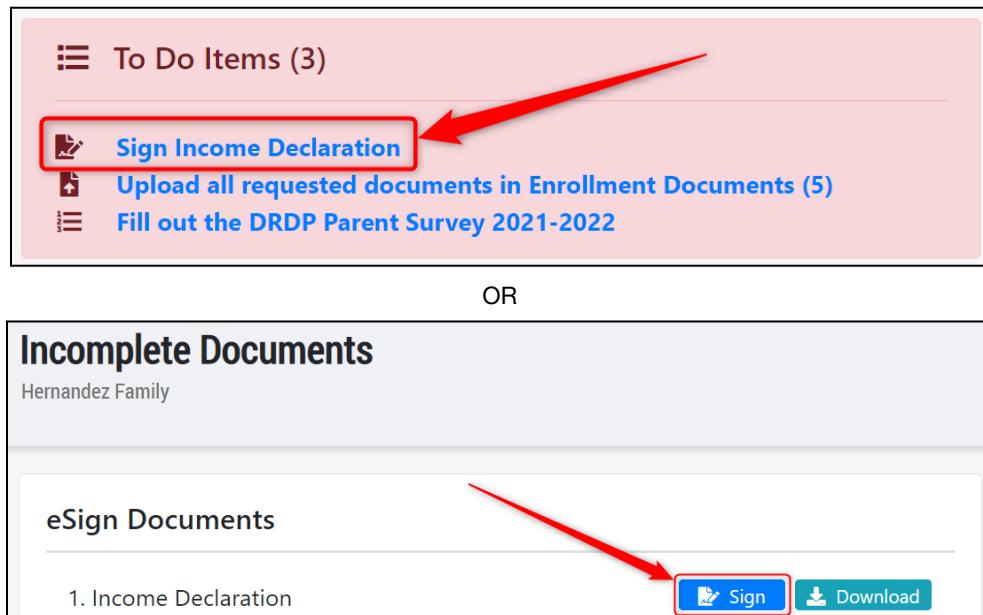
The screenshot shows the 'To Do Items (6)' box with two items: 1. Sign Abby Ann Hernandez's February Monthly Attendance and 2. Meal Benefit Form. A red arrow points from the 'Completed Documents' record to the 'To Do Items' box. The 'Completed Documents' record shows the signed enrollment documents, with the 'Certification for services (ELCD-9600)' document highlighted with a red box. A red callout bubble says 'Task item has disappeared'.

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

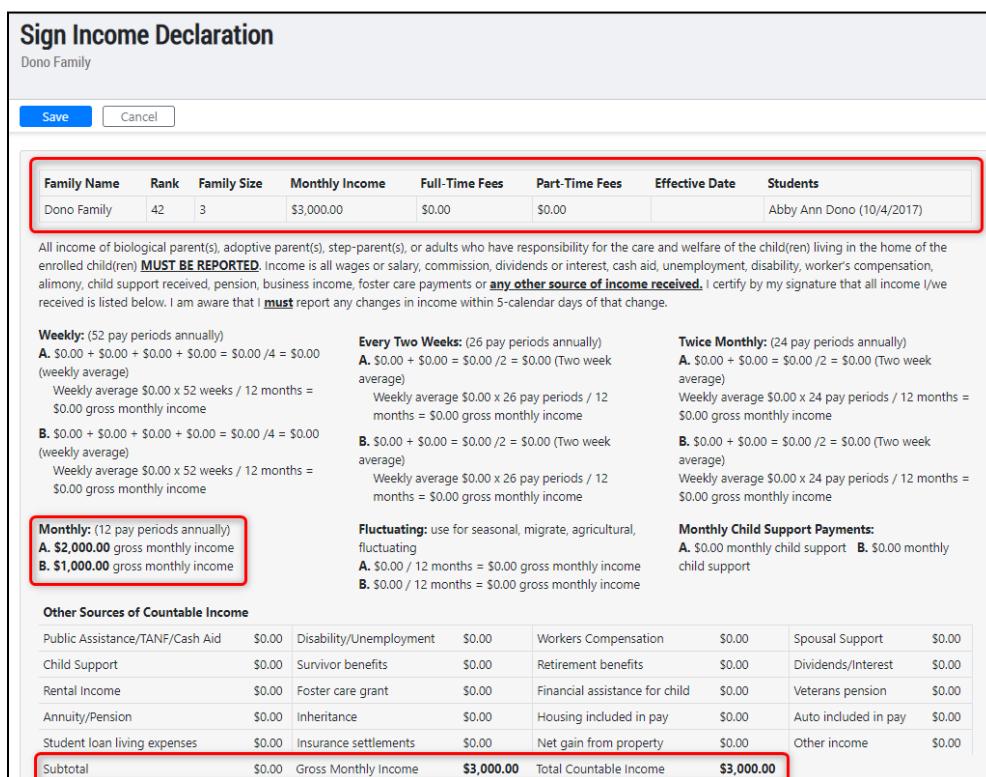
You will notice an income declaration in your “To Do Items” box on the Family Overview page as the enrollment process begins. You may also find this declaration listed at the top of your “Incomplete Documents” record. You will need to sign the form.

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



The image shows two screenshots. The top screenshot is titled 'To Do Items (3)' and lists three items: 'Sign Income Declaration' (highlighted with a red box and arrow), 'Upload all requested documents in Enrollment Documents (5)', and 'Fill out the DRDP Parent Survey 2021-2022'. The bottom screenshot is titled 'Incomplete Documents' for the 'Hernandez Family' and shows an 'eSign Documents' section with a list item '1. Income Declaration' and a 'Sign' button (highlighted with a red box and arrow).

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.



The screenshot shows the 'Sign Income Declaration' form for the 'Dono Family'. The top section displays family information: Family Name (Dono Family), Rank (42), Family Size (3), Monthly Income (\$3,000.00), Full-Time Fees (\$0.00), Part-Time Fees (\$0.00), Effective Date (Abby Ann Dono (10/4/2017)), and Students (Abby Ann Dono (10/4/2017)). Below this, there is a statement about reporting income and a signature line. The form is divided into sections for 'Weekly', 'Every Two Weeks', 'Twice Monthly', 'Monthly', 'Fluctuating', and 'Monthly Child Support Payments'. At the bottom, there is a table for 'Other Sources of Countable Income' and a summary table at the very bottom.

Source	Amount
Subtotal	\$3,000.00
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



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

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

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

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

B.  $\$0.00 + \$0.00 = \$0.00$   
 $\div 2 = \$0.00$  (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.

The screenshot shows the 'Completed Documents' page for the 'Hernandez Family'. At the top, there are tabs for '2022-2023', '2021-2022', '2020-2021', 'Completed Document Checklists', and 'Archived Document Checklists'. Below these tabs, a yellow box highlights 'eSigned Enrollment Documents'. Under this box, there are two items: '1. Income Declaration' and '2. Certification for services (ELCD-9600)'. Each item has a 'View' button and a 'Download' button. A red callout bubble with the text 'View or download the declaration here' points to the 'View' button of the 'Income Declaration' item.

ELCD-9600

For subsidized families, 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.

The screenshot shows the 'To Do Items' box with three items: 'Sign ELCD-9600' (highlighted with a red box and arrow), 'Upload all requested documents in Enrollment Documents (5)', and 'Fill out the DRDP Parent Survey 2021-2022'.

OR

The screenshot shows the 'Incomplete Documents' page for the 'Hernandez Family'. At the top, there is a yellow box labeled 'eSign Documents'. Below this box, there is a list: '1. Certification for services (ELCD-9600)'. To the right of this list is a 'Sign' button and a 'Download' button. A red arrow points from the 'Sign' button on the 'Incomplete Documents' page to the 'Sign' button in the 'To Do Items' box.

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.

**View Certification for Subsidized Child Care Services (ELCD-9600)**

Applebank USD

[← Back to Documents](#) [Sign for Riley Dono](#) [Sign for Eric Dono](#)

Confidential Application for Child Development and Certification of Eligibility <small>Form ELCD 9600 (Rev. 1/20)</small>	Status <small>Draft</small>	Agency Name: Applebank USD Type of Application: Initial FRPM Site: No Family Identification/Case No.: HH16297211 Initial Subsidized Service Date: 10/19/2020
<b>Family Identification</b>		
Parent/Caretaker A Riley Dono	Phone Number (cell or home) (555) 359-6620	Phone Number (work or school)
Parent/Caretaker B Eric Dono	Phone Number (cell or home) 5553596620	Phone Number (work or school)
Street Address 232 Vista Mar	City, State, Zip Mapleton, CA, 90001-4528	FIPS Code 06041
<b>Family Eligibility and Reason for Needing Service</b>		

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



A handwritten signature of "Riley" is shown within a red-bordered box. The signature is written in cursive and appears to be "Riley".

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Notice of Action

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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

Hernandez Family

2022-2023

2021-2022

**2020-2021**

Completed Document Checklist

### eSigned Enrollment Documents

1. Income Declaration

Click to download a PDF copy of the NOA

 View

 Download ▾

2. Notice of Action

Click to view the NOA

 View

 Download ▾

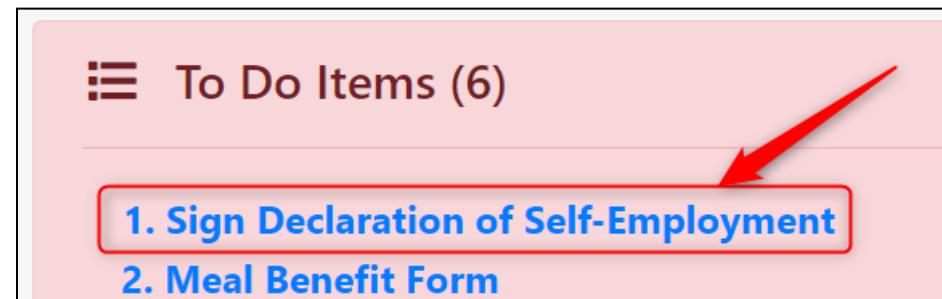
3. Certification for services (ELCD-9600)

 View

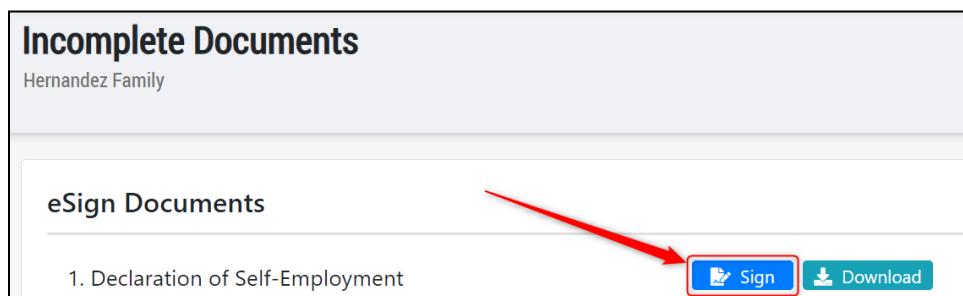
 Download ▾

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.



OR



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."

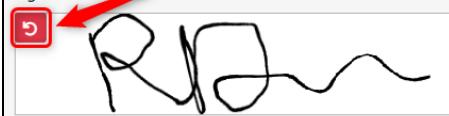
Enter the location of your work and, if at your home, explain why child care is needed. Include the address of the work location.

<b>Location of Work</b> (If employed in the family home, please indicate why care is needed.)  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.	<b>Address</b> 232 Vista Mar
<b>City</b> Mapleton	<b>Zipcode</b> 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**

**Download a PDF copy**

**Go back to the completed documents page**

**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**

<b>Monday</b>	9:00 AM - 6:00 PM
<b>Tuesday</b>	9:00 AM - 6:00 PM
<b>Wednesday</b>	9:00 AM - 6:00 PM
<b>Thursday</b>	9:00 AM - 6:00 PM
<b>Friday</b>	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

Hernandez Family

2022-2023 2021-2022 2020-2021 Completed Document Cheklists

### eSigned Enrollment Documents

1. Declaration of Self-Employment **View** **Download**

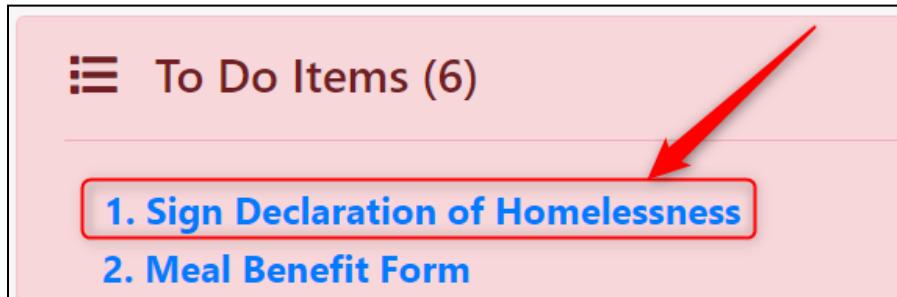
2. Certification for services (ELCD-9600) **View** **Download**

**View or download the signed document here**

## Homelessness Declaration

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.

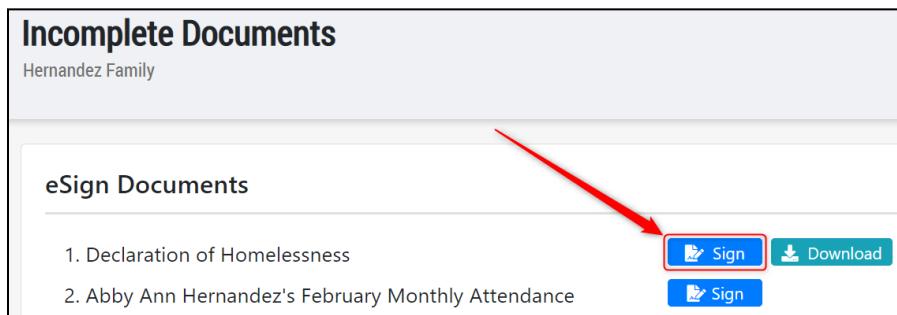
Click on the item link in the “To Do Items” box or on the “Incomplete Documents” page.



**To Do Items (6)**

- 1. Sign Declaration of Homelessness**
- 2. Meal Benefit Form**

OR



**Incomplete Documents**  
Hernandez Family

**eSign Documents**

1. Declaration of Homelessness
2. Abby Ann Hernandez's February Monthly Attendance

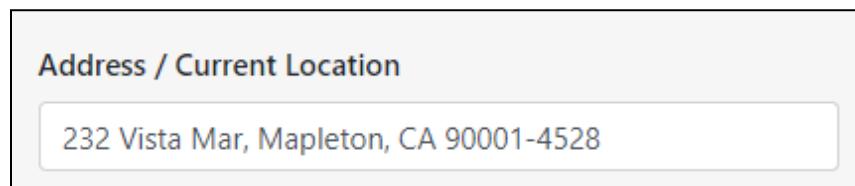
**Sign** **Download**

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



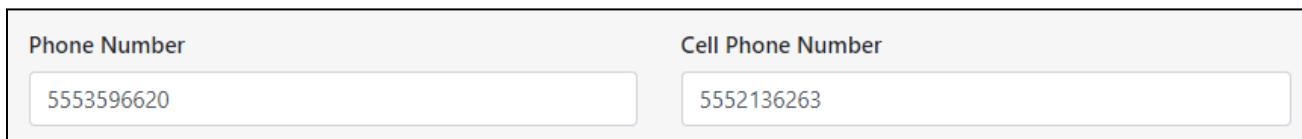
**Parent Name**  
Riley Dono

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.



<b>Phone Number</b> 5553596620	<b>Cell Phone Number</b> 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

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.

Homeless Declaration Form



## Homelessness Declaration Form

Riley Dono

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

Download a PDF copy of the form

Go back to the completed documents page

**Phone Number**

5553596620

**Emergency Contact Name**

Jean Dono

**Address / Current Location**

232 Vista Mar, Mapleton, CA 90001-4528

**Cell Phone**

5552136263

**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

Hernandez Family

2022-2023

2021-2022

2020-2021

Completed Document Checklists

Administrative Document Checklists

### eSigned Enrollment Documents

1. Declaration of Homelessness

View or download the form here

 [View](#) [Download ▾](#)

2. Certification for services (ELCD-9600)

 [View](#) [Download ▾](#)

## Seeking Permanent Housing Declaration

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.

The image shows two screenshots. The top screenshot is titled 'To Do Items (6)' and lists two items: '1. Sign Plan for Seeking Permanent Housing' and '2. Meal Benefit Form'. The first item is highlighted with a red box and a red arrow points to the 'Sign' button. The bottom screenshot is titled 'Incomplete Documents' for the 'Hernandez Family' and shows an 'eSign Documents' section. It lists two items: '1. Plan for Seeking Permanent Housing' and '2. Abby Ann Hernandez's February Monthly Attendance'. The 'Plan for Seeking Permanent Housing' item has a red box around its 'Sign' button, and a red arrow points to it.

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.

The image shows a text input box with the placeholder text: "My plan to secure adequate residence is:". Below the box is a scrollable text area containing the following text: "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.

The image shows a form titled "Please fill out when any services mentioned above will be used". It contains a table with rows for each day of the week, each with two time selection fields: "From" and "To". The days are: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. The time fields are in 12-hour format with AM/PM indicators.

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.

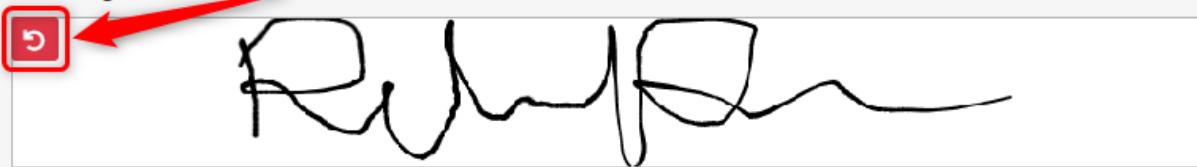
<b>Start Date</b>	<b>End Date</b>
10/19/2020 <input type="button" value="Calendar"/>	11/09/2020 <input type="button" value="Calendar"/>
<b>Today's Date</b>	
10/19/2020 <input type="button" value="Calendar"/>	

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



A rectangular box for a signature. On the left side, there is a small red square containing a white 'C' shape, which is a standard icon for a 'Clear' or 'Undo' function in digital signatures. A thick red arrow points from the text 'Please sign here' towards this 'Clear' button.

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



## Signed Plan For Seeking Housing

Riley Dono

[← Back to Documents](#)[Download](#)

Download a PDF copy of the form

Go back to the completed documents page

### 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

Monday: 9:00 AM - 4:00 PM

Tuesday: 9:00 AM - 4:00 PM

Wednesday: 9:00 AM - 4:00 PM

#### Dates any services mentioned above will be used

10/19/2020 - 11/9/2020

#### 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

Hernandez Family

2022-2023

2021-2022

2020-2021

Completed Document Checklists

Archived Document Checklists

### eSigned Enrollment Documents

1. Plan for seeking housing

[View](#)[Download](#)

View or download the form here

2. Certification for services (ELCD-9600)

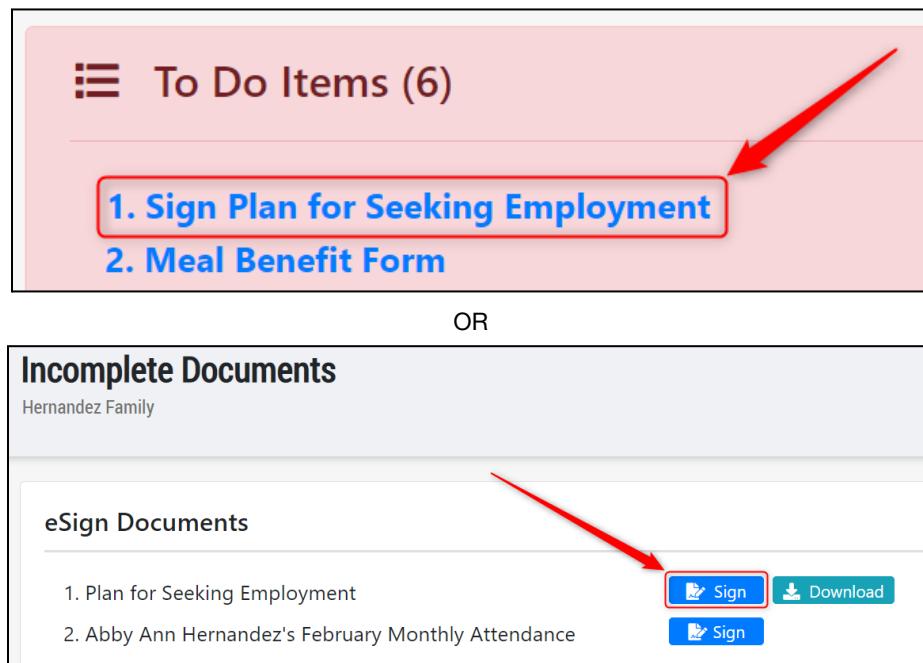
[View](#)[Download](#)

## 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.

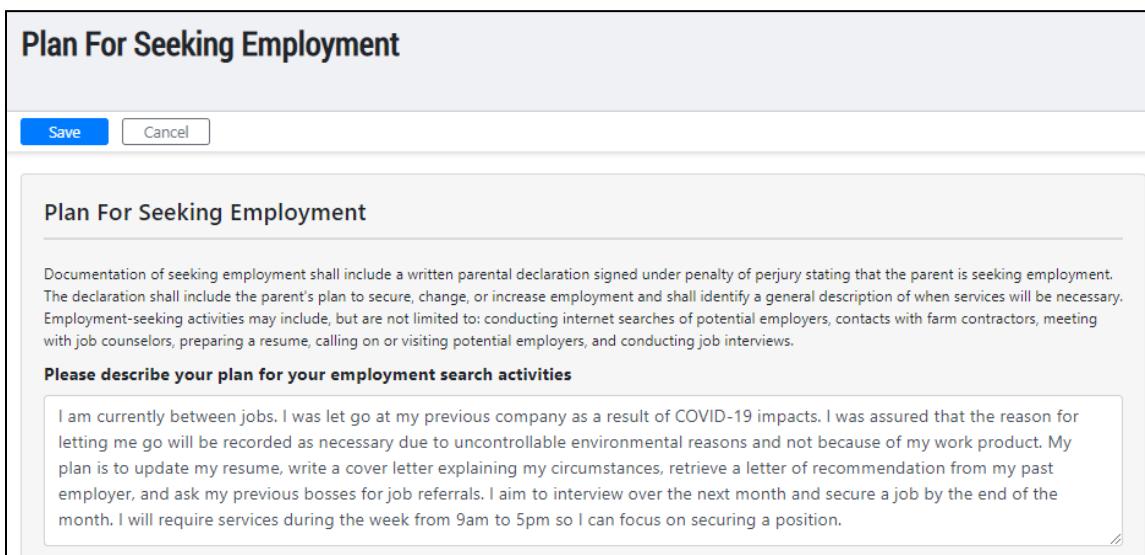
The declaration will appear in your “To Do Items” box once it has been sent by your agency administrator. You may also find this form listed at the top of your “Incomplete Documents” record. If you need to complete this form and are not seeing it in your “To Do Items” box or “Incomplete Documents” record,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

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



The image contains two screenshots. The top screenshot shows a 'To Do Items' box with a red arrow pointing to the first item, '1. Sign Plan for Seeking Employment'. The bottom screenshot shows an 'Incomplete Documents' page with a red arrow pointing to the first item, '1. Plan for Seeking Employment'.

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.



The image shows a screenshot of the 'Plan For Seeking Employment' form. It includes a 'Save' and 'Cancel' button at the top, a title 'Plan For Seeking Employment', a note about documentation requirements, and a text area for the plan. The text area contains a placeholder: '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 09:00 AM <input type="button" value=""/>	To 05:00 PM <input type="button" value=""/>
Tuesday	From 09:00 AM <input type="button" value=""/>	To 05:00 PM <input type="button" value=""/>
Wednesday	From 09:00 AM <input type="button" value=""/>	To 05:00 PM <input type="button" value=""/>
Thursday	From 09:00 AM <input type="button" value=""/>	To 05:00 PM <input type="button" value=""/>
Friday	From 09:00 AM <input type="button" value=""/>	To 05:00 PM <input type="button" value=""/>
Saturday	From --:-- -- <input type="button" value=""/>	To --:-- -- <input type="button" value=""/>
Sunday	From --:-- -- <input type="button" value=""/>	To --:-- -- <input type="button" value=""/>

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

<b>Start Date</b>	<b>End Date</b>
10/05/2020 <input type="button" value=""/>	10/30/2020 <input type="button" value=""/>
<b>Today's Date</b>	
10/05/2020 <input type="button" value=""/>	

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



*Ru No*

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 image shows a two-step process for saving and viewing a completed form. The top part is a screenshot of a web page titled "Plan For Seeking Employment". It has two buttons at the bottom: a blue "Save" button and a white "Cancel" button. A red arrow points to the "Save" button. Below this is a downward-pointing arrow. The bottom part is a screenshot of a "Signed Plan For Seeking Employment" page. It shows the name "Riley Dono" and two buttons: "Back to Documents" and "Download". A red arrow points to the "Download" button. A red callout box points to the "Download" button with the text "Click here to download a copy of your "seeking employment" declaration". Another red callout box points to the "Back to Documents" button with the text "Click here to go back to the "Completed Documents" page". The page also contains a text area about parental declaration, an "Explanation" section with a narrative, and tables for "Times mentioned in explanation" and "Dates any services mentioned above will be used". It also shows the date "10/5/2020" for "Date Document Signed" and a handwritten signature.

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.

The image shows the "Completed Documents" page for the "Hernandez Family". It features a navigation bar with tabs for "2022-2023", "2021-2022", "2020-2021", "Completed Documents", and "Worklists". Below this is a section titled "eSigned Enrollment Documents" with a list of two items: "1. Plan for Seeking Employment" and "2. Certification for services (ELCD-9600)". Each item has a "View" button and a "Download" button. A red callout box points to the "Download" button for the first item with the text "You can view or download the signed document here".