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.

Table of Contents

*Click on the topic or page number to jump to the corresponding section of the instruction sheet.*

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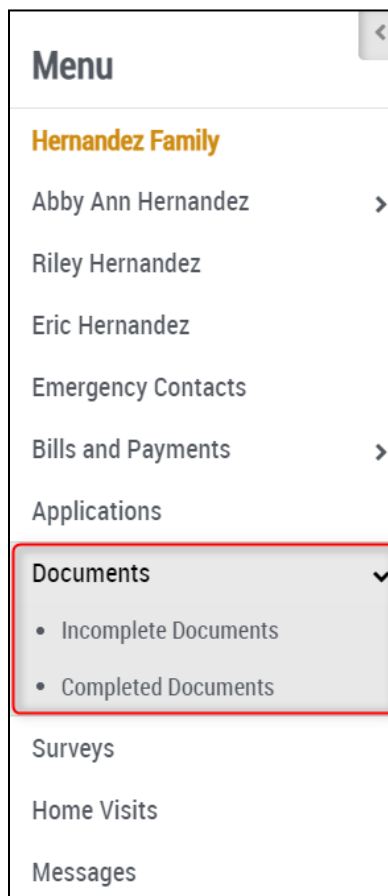
1 The ***Incomplete Documents*** record will list the forms that you need to provide an eSignature for at the top of the page.

Incomplete Documents
Hernandez Family

eSign Documents

1. Meal Benefit Form   [Sign] [Download]
2. Abby Ann Hernandez's February Monthly Attendance   [Sign]
3. Certification for services (ELCD-9600)   [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   [Sign] [Download]
2. Abby Ann Hernandez's February Monthly Attendance   [Sign]
3. Certification for services (ELCD-9600)   [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) ℹ ⤓

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

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	⬆ Upload	
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	⬆ Upload	
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	⬆ Upload	

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	⬆ Upload 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	⬆ Upload 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.

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.

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.

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.

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.

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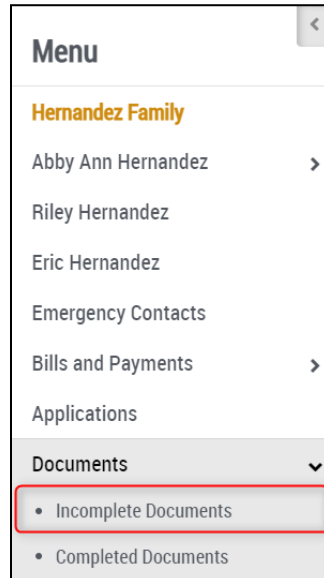
2 In your document grid, locate the item to which you would like to upload a document. Click on the blue "Upload" button in the "Uploaded Documents" column of the grid. In the modal that appears, click on "Upload Document," select the appropriate file, click "Open," and then click "Save."
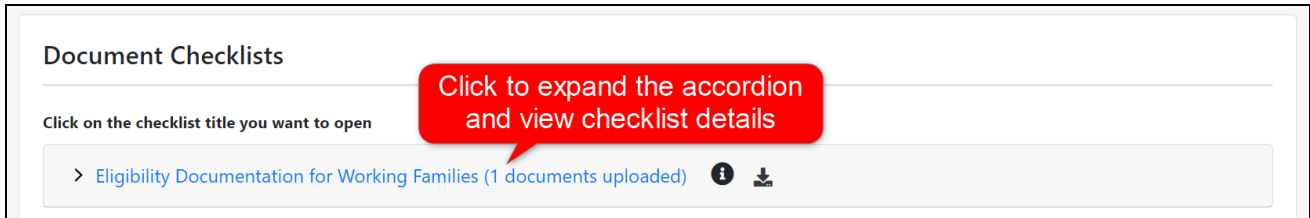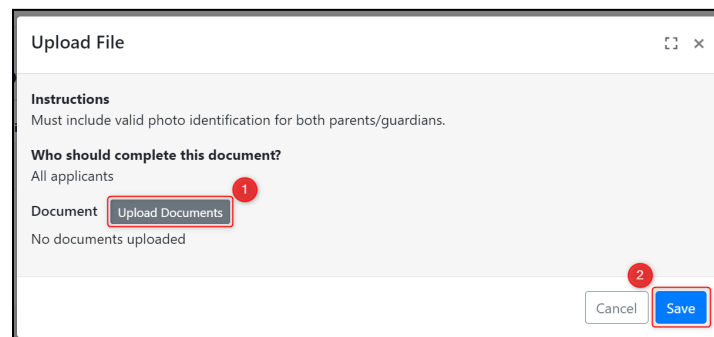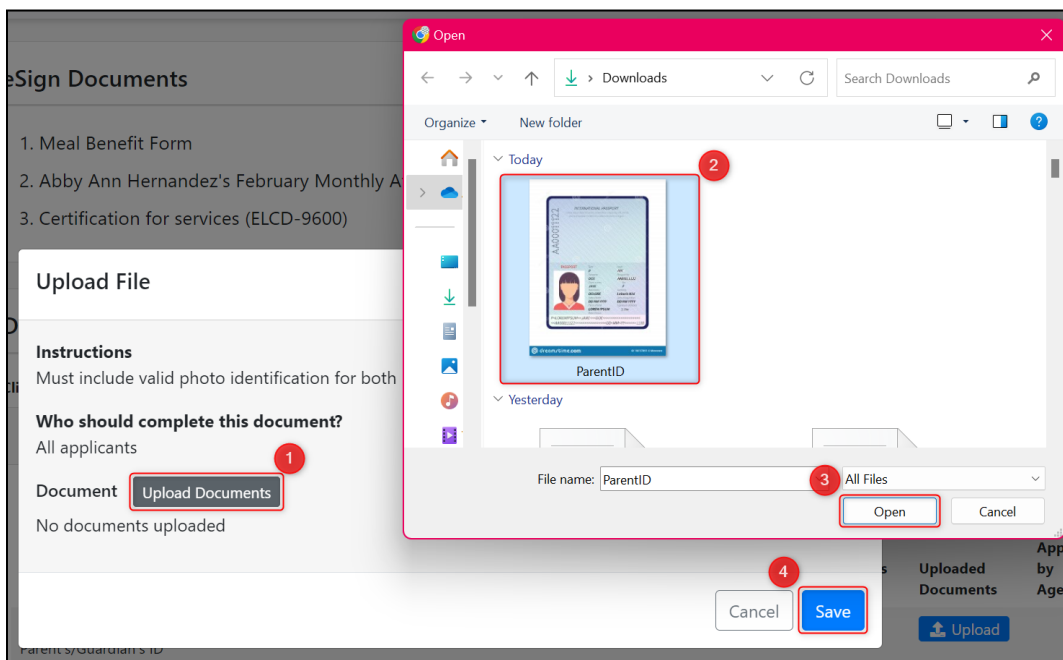
To Do Items

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.
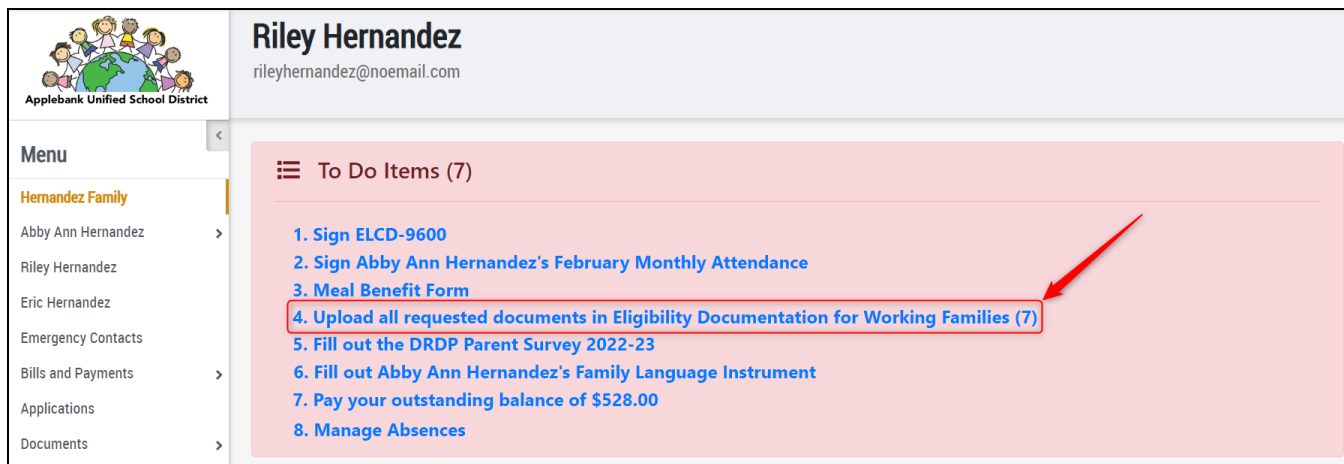
Riley Hernandez
rileyhernandez@noemail.com

← 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	⬆ Upload ParentID.jpeg 🗑	

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

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.
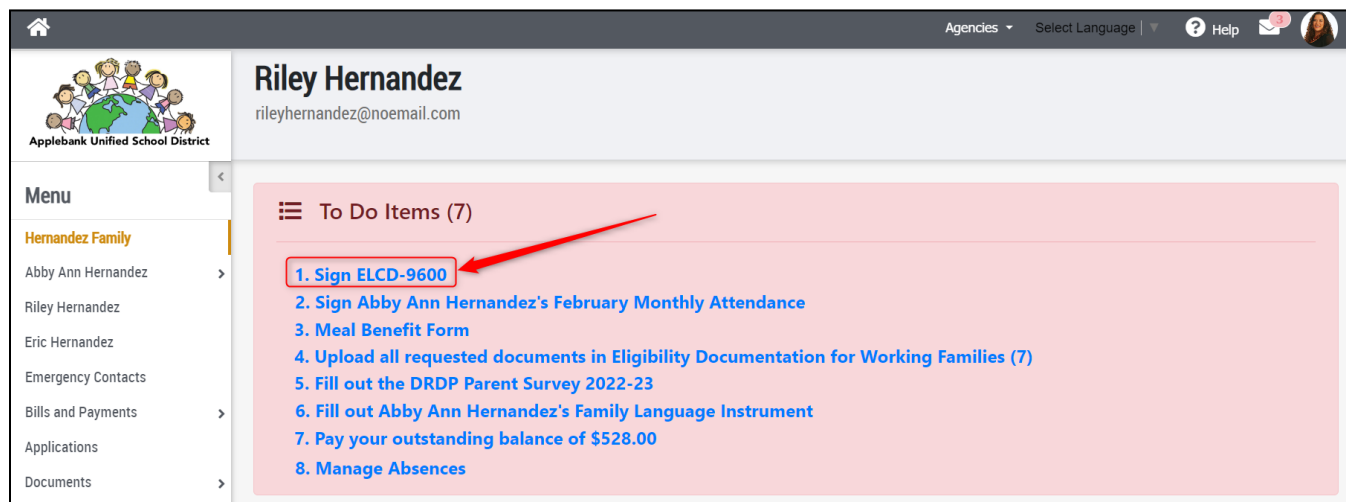
You will also be sent an email notification when an action is required of you. This email will describe which form requires action and provide you a link to your parent portal account where you can continue with the process below.
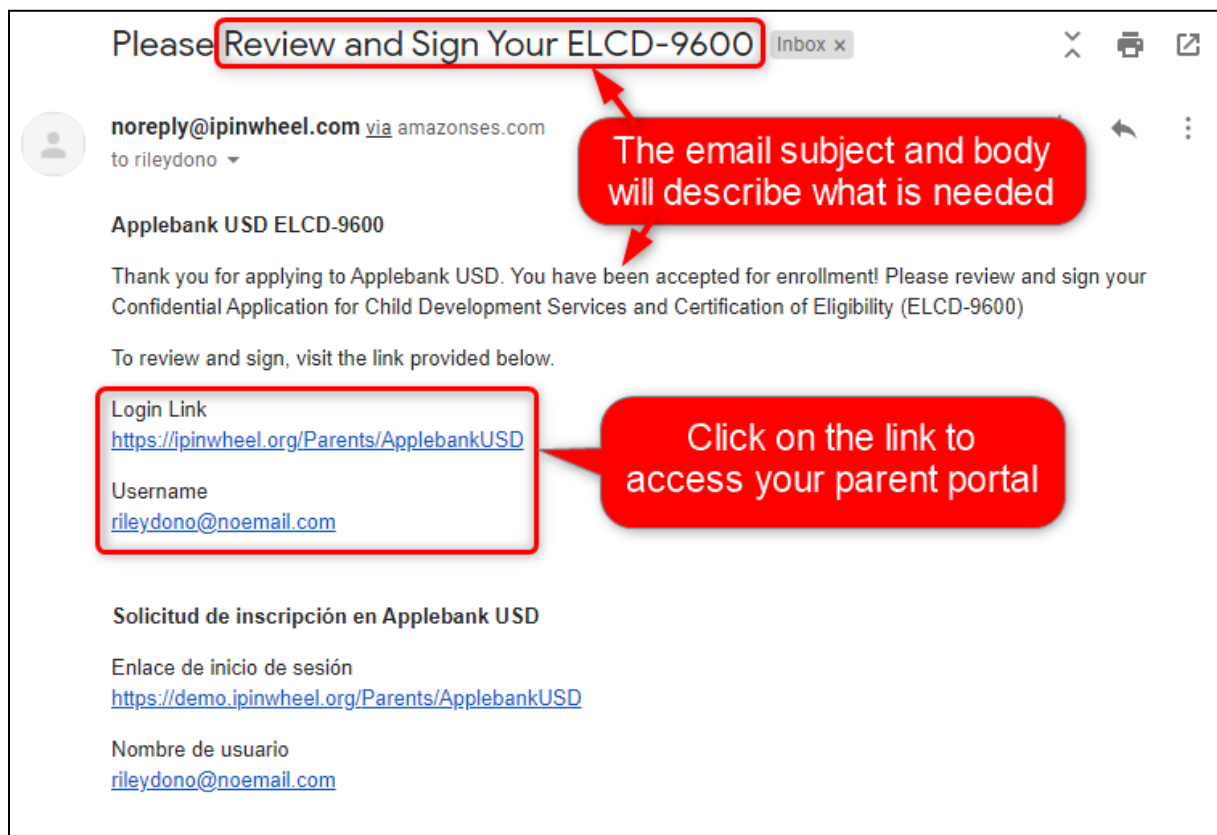
The items listed within the "To Do Items" box will be linked to the document where you can provide your eSignature. Click on any item to complete the signature.

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.

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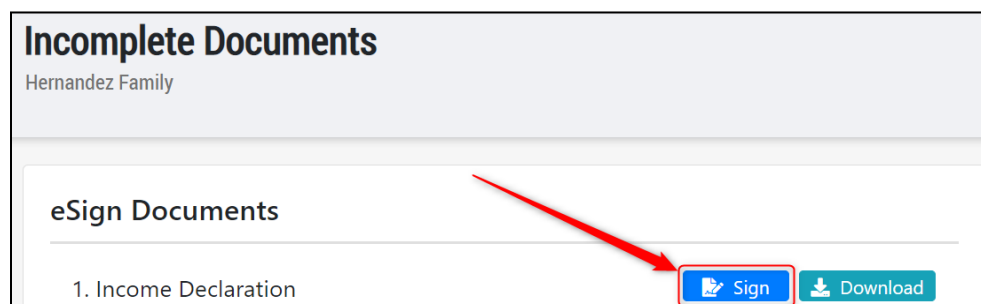
The "Income Declaration" form will appear. Check to make sure the information is accurate and contact your agency administrator if anything needs to be updated. Note that the form will be different for each family, so you must check all items on the form.

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		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

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.

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.

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.

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."

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

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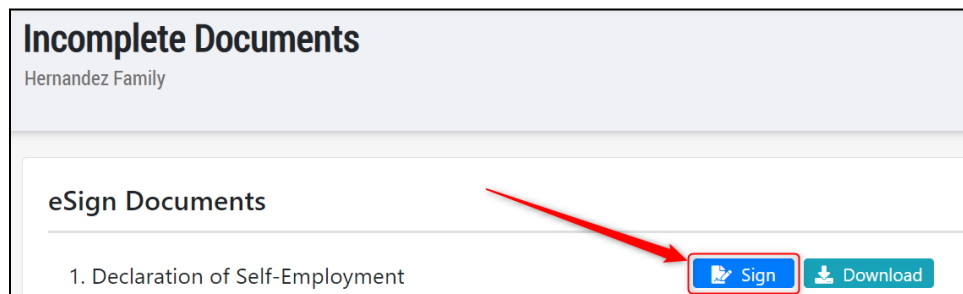
If you are Self-Employed, a "Parent Declaration of Self-Employment" will be sent to your "To Do Items" box on the Family Overview page. You may also find this form listed at the top of your "Incomplete Documents" record. You will need to complete and sign the form.

Click on the item link in the "To Do Items" box or on the "Incomplete Documents" page.
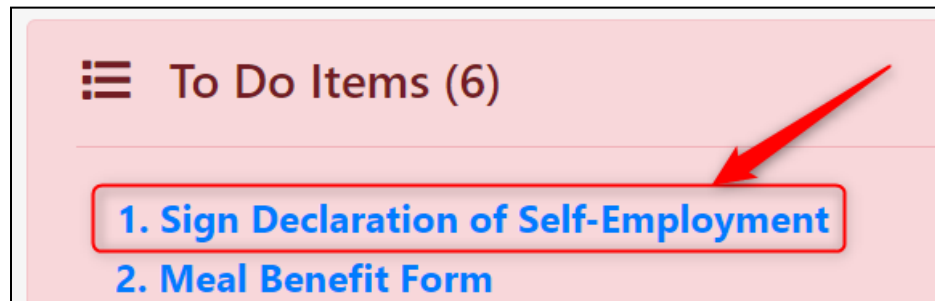
OR

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.

Provide a description of your work activity.

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.)

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

Zipcode

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 | |

Thurday

| 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

> Download a PDF copy

> Go back to the completed documents page

...of perjury that the following are the days and hours of work, a ...he 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
Thurday
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
Hernandez Family

| **2022-2023** | 2021-2022 | 2020-2021 | Completed Document Che... | ...klists |

> View or download the signed document here

eSigned Enrollment Documents

1. Declaration of Self-Employment   👁 View   ⬇ Download ▾
2. Certification for services (ELCD-9600)   👁 View   ⬇ Download ▾
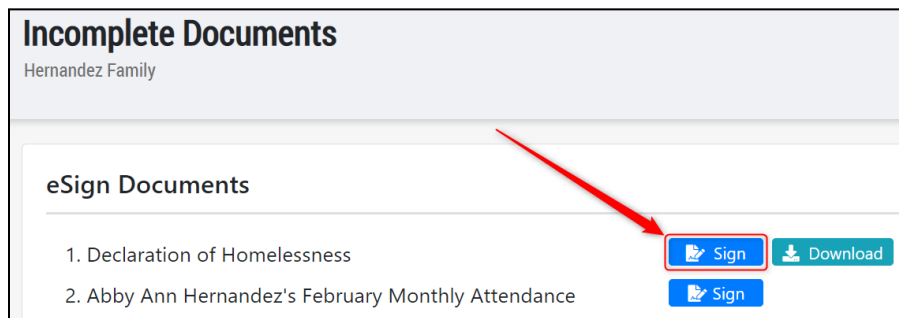
If you, as a parent, are homeless, a "Homeless Declaration Form" will be sent to your "To Do Items" box at the top of the Family Overview page. You may also find this form listed at the top of your "Incomplete Documents" record. You will need to complete and sign the form.

Click on the item link in the "To Do Items" box or on the "Incomplete Documents" page.
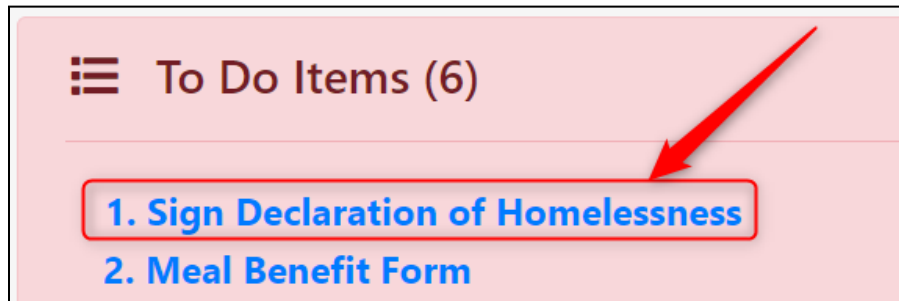
OR

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

Provide the address or location you are currently residing.

Provide the phone numbers to best contact you.

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

Save   Cancel

Homelessness Declaration Form
Riley Dono

← Back to Documents   ⬇ 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
Hernandez Family

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

eSigned Enrollment Documents

View or download the form here

1. Declaration of Homelessness   👁 View   ⬇ Download ▾
2. Certification for services (ELCD-9600)   👁 View   ⬇ Download ▾

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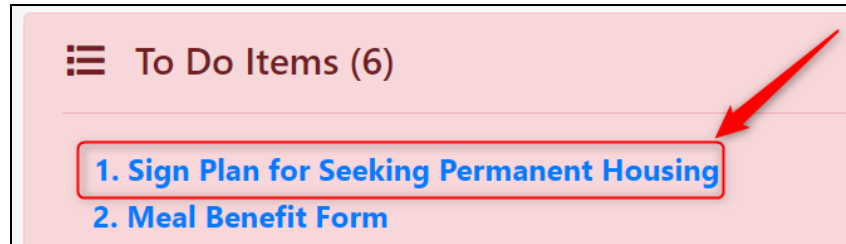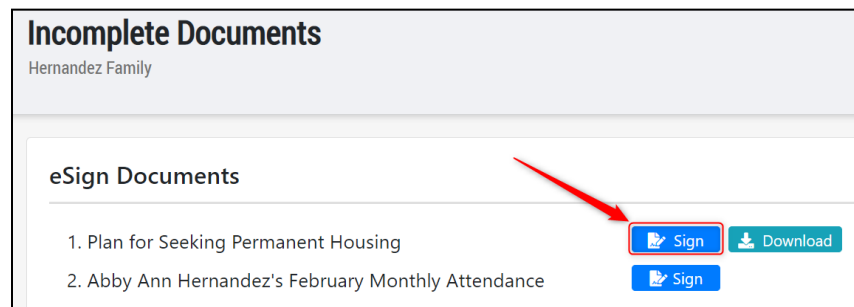
The "Plan for Seeking Housing" form will appear. Provide a detailed description of how you plan to secure adequate residence in the first text-box.

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

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.

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.

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.

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

...hat, 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
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

View or download the form here

1. Plan for seeking housing   👁 View   ⬇ Download ▾

2. Certification for services (ELCD-9600)   👁 View   ⬇ Download ▾

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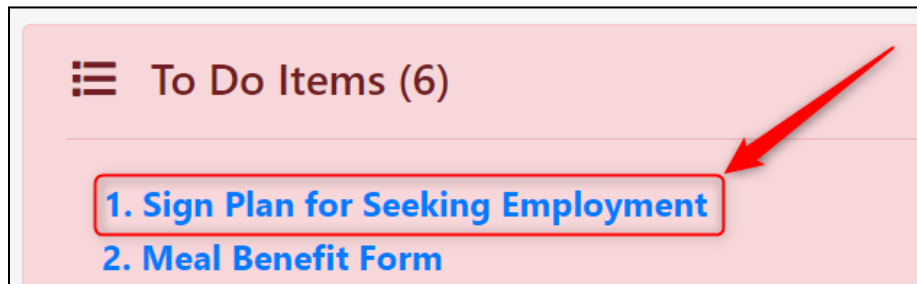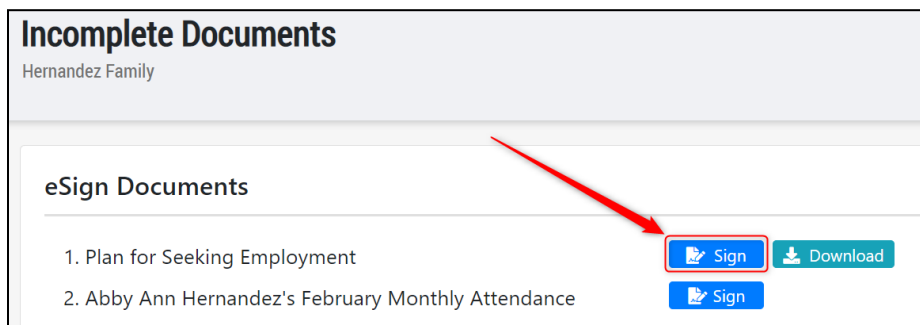
The "Plan for Seeking Employment" form will appear. Include your detailed plan for employment search activities in the first text box. This description will also need to include the child care services you will require during your employment search.

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 | 🕐 | To | 05:00 PM | 🕐 |

Tuesday

| From | 09:00 AM | 🕐 | To | 05:00 PM | 🕐 |

Wednesday

| From | 09:00 AM | 🕐 | To | 05:00 PM | 🕐 |

Thurday

| From | 09:00 AM | 🕐 | To | 05:00 PM | 🕐 |

Friday

| From | 09:00 AM | 🕐 | To | 05:00 PM | 🕐 |

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

10/05/2020

End Date

10/30/2020
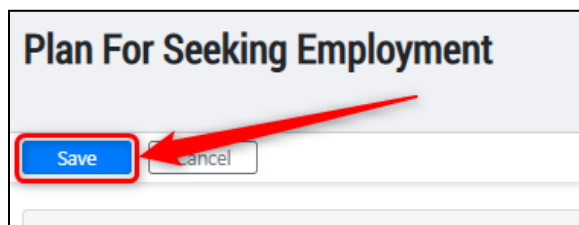
Today's Date

10/05/2020

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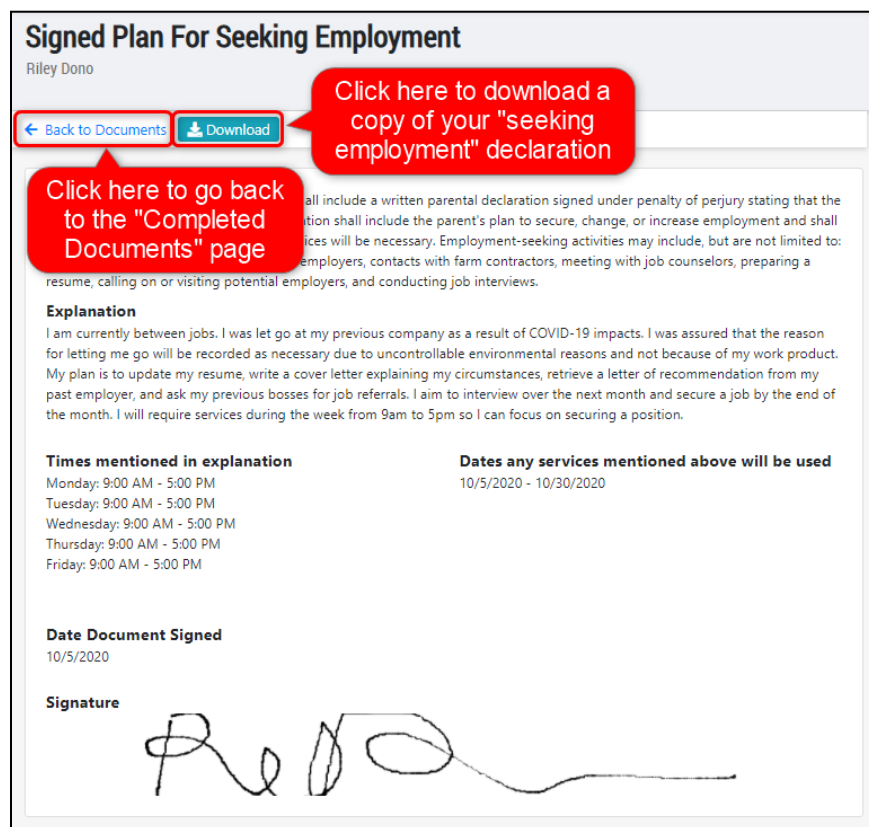
Once you are done with the form, press "Save" at the top of the page. You will be led to the view-page of the completed form where you can download a PDF copy or go back to the "Completed Documents" page.

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.