

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.

Overview.....	1
Uploading Documents.....	6
• To Do Items.....	7
eSigning Documents.....	9
• Income Declaration.....	11
• ELCD-9600.....	12
• Notice of Action.....	14
• Self-Employment Form.....	15
• Homelessness Declaration.....	18
• Seeking Permanent Housing Declaration.....	22
• Actively Seeking Employment Declaration.....	25

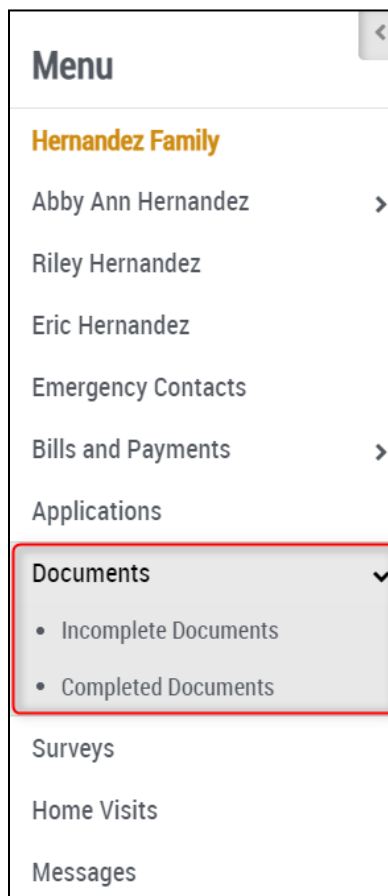
Overview

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

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)

i

Download

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)

i

Download



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

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.

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	<div> <div>Upload</div> <div>ParentID.jpeg</div> </div>	<div> <div>✓</div> </div>

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

Archived Document Checklists

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

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

Hernandez Family

2022-2023

2021-2022

2020-2021

Completed Document Checklists

Archived Document Checklists

eSigned documents will be listed under "eSigned Enrollment Documents"

eSigned Enrollment Documents

1. Income Declaration

View

Download



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) ⓘ ⬇

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

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

eSigned Enrollment Documents

1. Income Declaration

Can upload new documents, if necessary

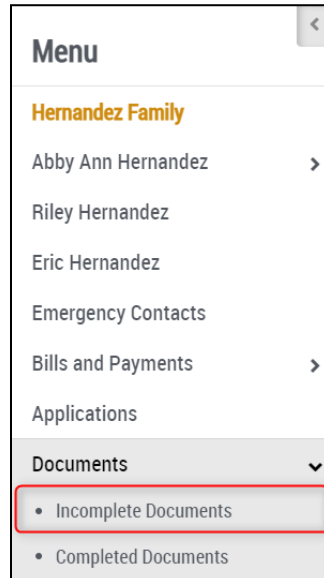
No ability to edit

View Download

Uploading Documents

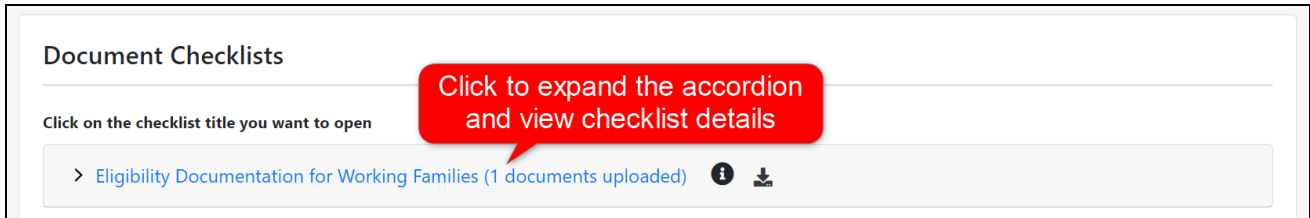
1

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.

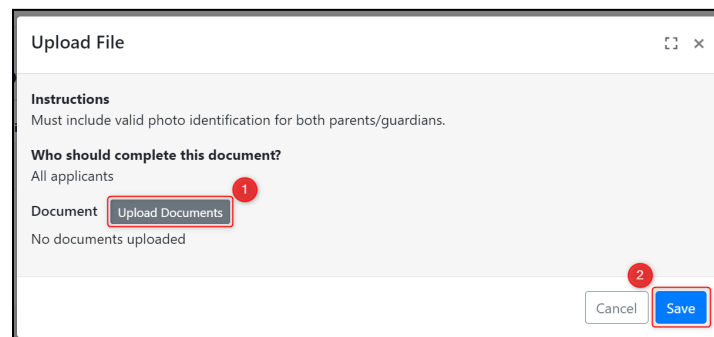


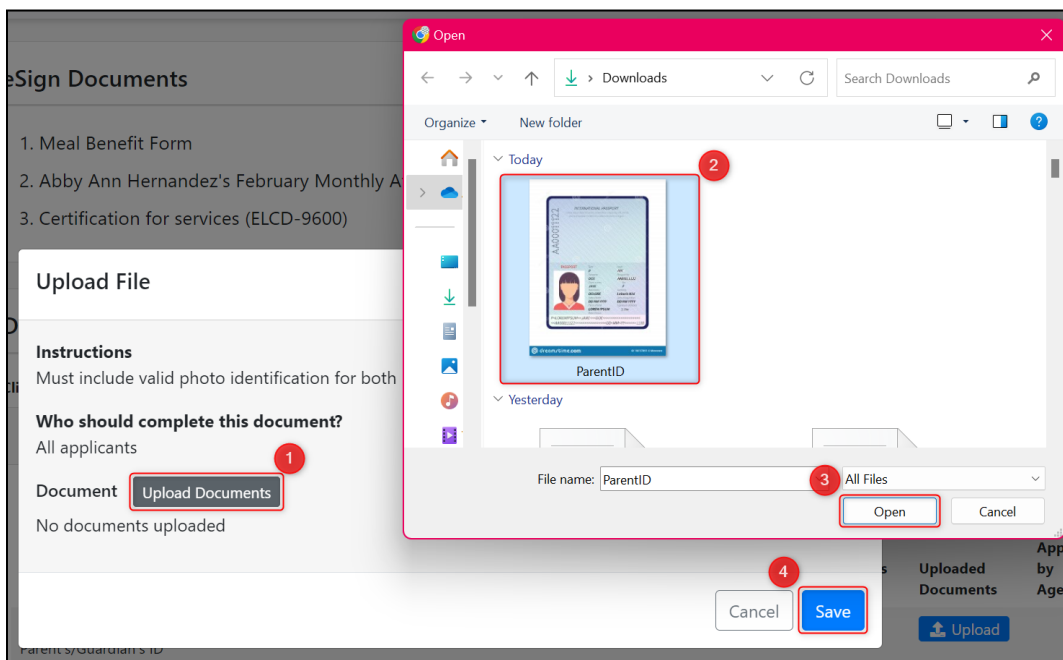
2

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.”



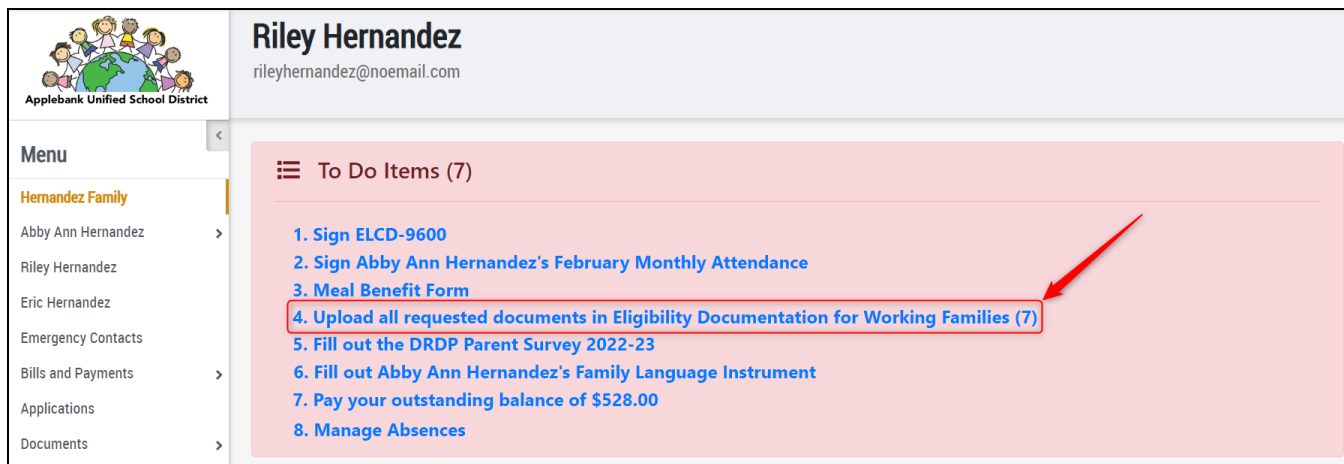
Checklist Item	Upload Required	Instructions	Who should complete this document?	Uploaded Documents	Approved by Agency
Copy of Parent's/Guardian's ID	Optional	Must include valid photo identification for both parents/guardians.	All applicants	Upload	





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

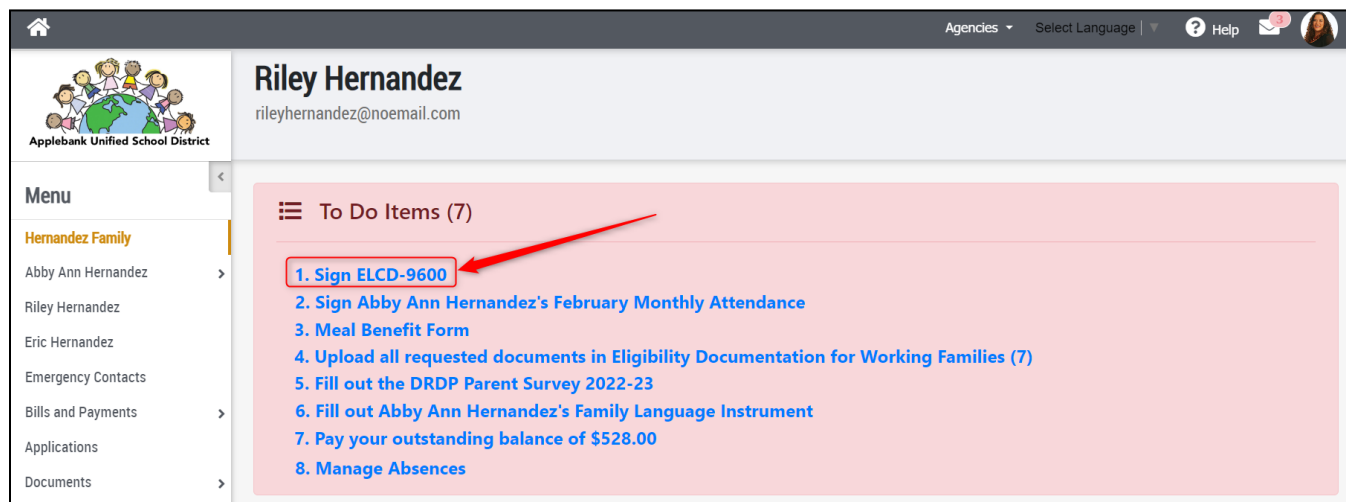
To Do Items (7)

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](#)

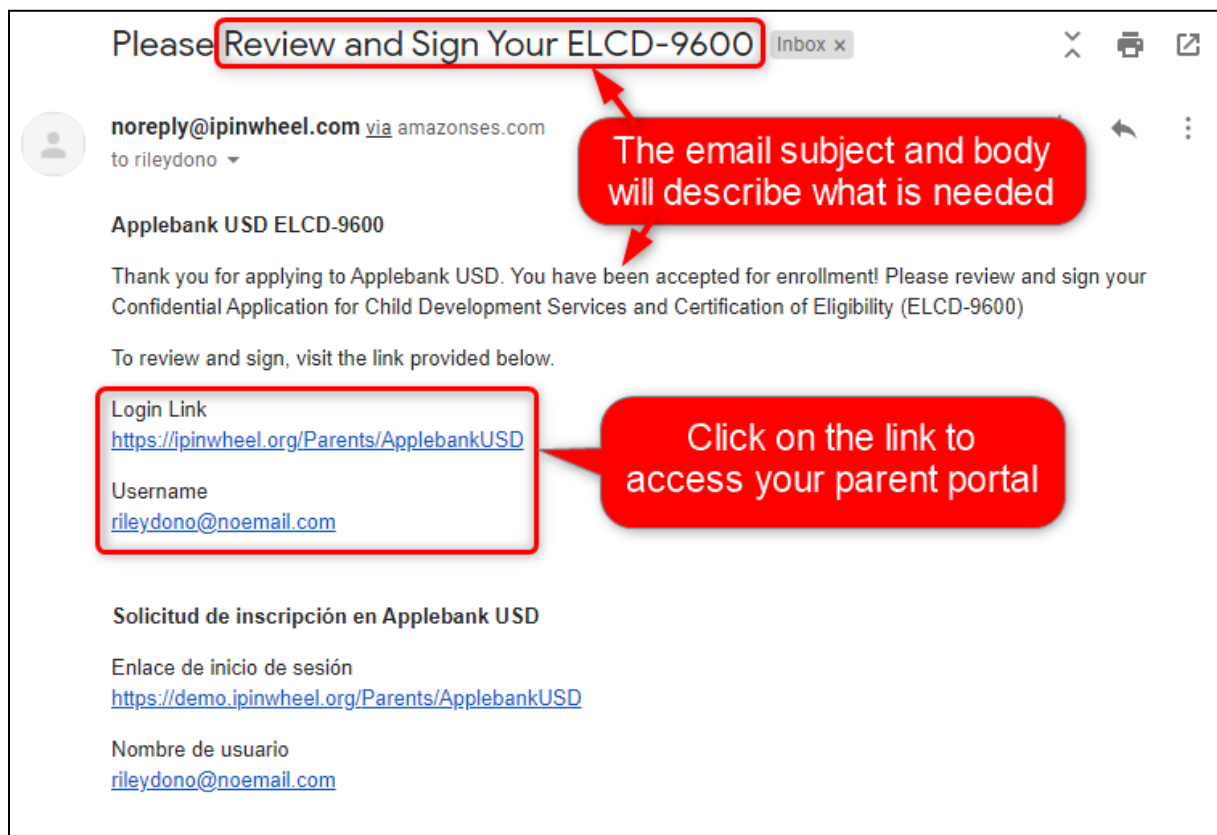
Item line in this box has disappeared

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.

The first screenshot shows a 'To Do Items (7)' box with a red arrow pointing to the first item: '1. Sign ELCD-9600'. Below it are '2. Sign Abby Ann Hernandez's February Monthly Attendance' and '3. Meal Benefit Form'. A downward arrow points to the second screenshot, which is the 'View Certification for Subsidized Child Care Services (ELCD-9600)' document. The document header includes 'Applebank USD' and navigation links: 'Back to Documents', 'Sign for Riley Hernandez', and 'Sign for Eric Hernandez'. The document content is divided into two columns. The left column contains the title 'Confidential Application for Child Development and Certification of Eligibility' and the form number 'Form ELCD 9600 (Rev. 1/20)'. The right column contains fields for 'Agency Name: Applebank USD', 'Type of Application: Initial', 'FRPM Site: No', 'Family Identification/Case No.: HH16297211', 'Initial Subsidized Service Date: 7/1/2020', and 'Certification Dates: 2/14/2023 - 2/14/2025'.

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' page for the 'Hernandez Family'. It features a section titled 'eSign Documents' with a list of three items: '1. Meal Benefit Form', '2. Abby Ann Hernandez's February Monthly Attendance', and '3. Certification for services (ELCD-9600)'. The third item is highlighted in yellow. To the right of each item are 'Sign' and 'Download' buttons. A red arrow points to the 'Sign' button for the third item.

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 first screenshot shows the 'To Do Items (6)' box. A red callout bubble with the text 'Task item has disappeared' points to the space where the 'Sign ELCD-9600' item was previously located. The remaining items are '1. Sign Abby Ann Hernandez's February Monthly Attendance' and '2. Meal Benefit Form'. A downward arrow points to the second screenshot, which is the 'Completed Documents' page for the 'Hernandez Family'. It shows tabs for '2022-2023', '2021-2022', '2020-2021', 'Completed Document Checklists', and 'Archived Document Checklists'. The 'Completed Document Checklists' tab is selected. Below it is a section titled 'eSigned Enrollment Documents' with a list of two items: '1. Income Declaration' and '2. Certification for services (ELCD-9600)'. The second item is highlighted in yellow. To the right of each item are 'View' and 'Download' buttons. A red arrow points to the 'View' button for the second item.

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.

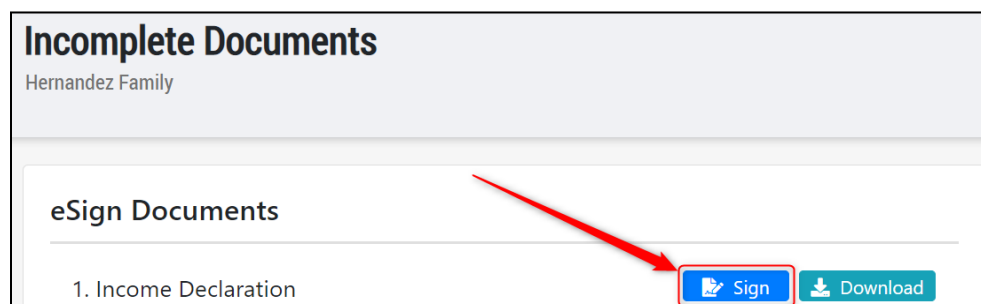
Income Declaration

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 \times 52 \text{ weeks} / 12 \text{ 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 \text{ weeks} / 12 \text{ 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 \text{ pay periods} / 12 \text{ 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 \text{ pay periods} / 12 \text{ 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 \text{ pay periods} / 12 \text{ 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 \text{ pay periods} / 12 \text{ 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 \text{ months} = \0.00 gross monthly income
B. $\$0.00 / 12 \text{ 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

Source	Amount	Source	Amount	Source	Amount	Source	Amount
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			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 \text{ weeks} / 12 \text{ 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 \text{ weeks} / 12 \text{ 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 \text{ pay periods} / 12 \text{ 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 \text{ pay periods} / 12 \text{ 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 \text{ pay periods} / 12 \text{ 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 \text{ pay periods} / 12 \text{ 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

Hernandez Family

2022-2023

2021-2022

2020-2021

Completed Document Checklists

Archived Document Checklists

eSigned Enrollment Documents

1. Income Declaration

View

Download

2. Certification for services (ELCD-9600)

View

Download

View or download the declaration here

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.

To Do Items (3)

Sign ELCD-9600

Upload all requested documents in Enrollment Documents (5)

Fill out the DRDP Parent Survey 2021-2022

OR

Incomplete Documents

Hernandez Family

eSign Documents

1. Certification for services (ELCD-9600)

Sign

Download

13|[Back to top](#)

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
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 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

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

Hernandez Family

2022-2023

2021-2022

2020-2021

Completed Document Checklist

eSigned Enrollment Documents

1. Income Declaration	View	Download ▾
2. Notice of Action	View	Download ▾
3. Certification for services (ELCD-9600)	View	Download ▾

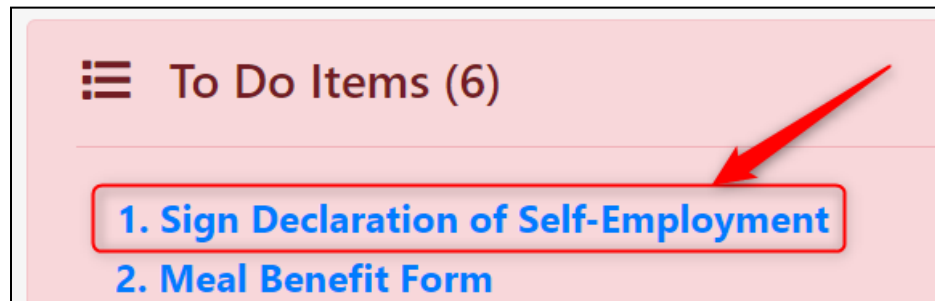
Click to download a PDF copy of the NOA

Click to view the NOA

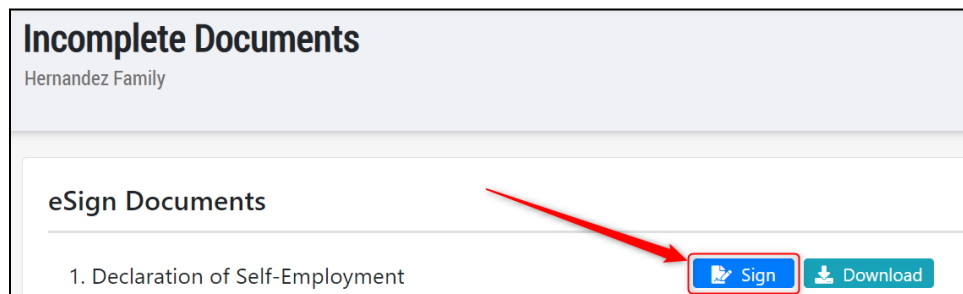
Self-Employment

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.



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, , 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.) <div>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.</div>	Address <div>232 Vista Mar</div> City <div>Mapleton</div> Zipcode <div>90001-4528</div>
--	---

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 <div></div>	Date Signed <div>10/19/2020</div>

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](#)

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

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
Hernandez Family

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

eSigned Enrollment Documents

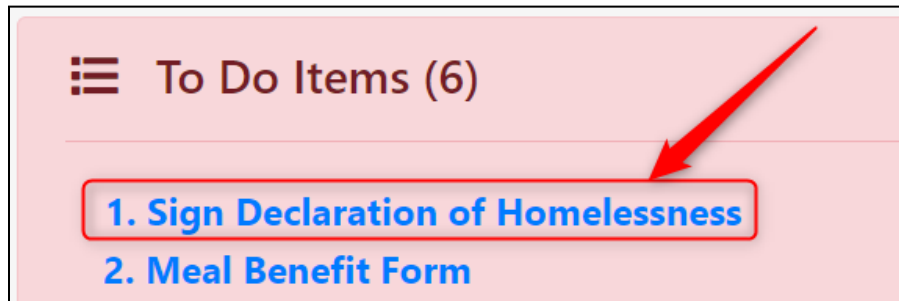
1. Declaration of Self-Employment [View](#) [Download](#)

2. Certification for services (ELCD-9600) [View](#) [Download](#)

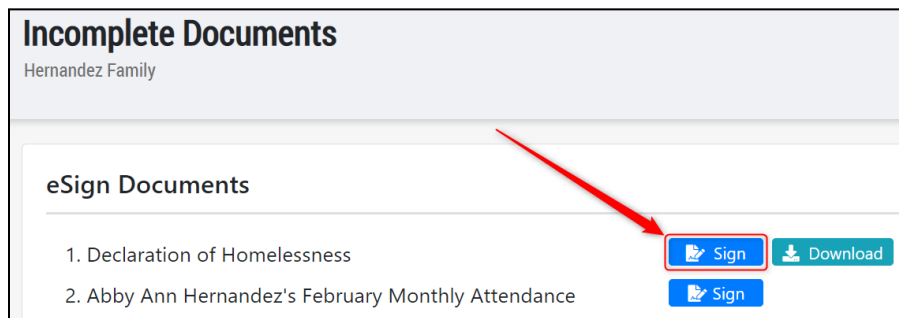
Homelessness Declaration

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.



OR



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

Parent Name
<input type="text" value="Riley Dono"/>

Provide the address or location you are currently residing.

Address / Current Location
<input type="text" value="232 Vista Mar, Mapleton, CA 90001-4528"/>

Provide the phone numbers to best contact you.

Phone Number	Cell Phone Number
<input type="text" value="5553596620"/>	<input type="text" value="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

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 Checklists](#)
[Archived Document Checklists](#)

eSigned Enrollment Documents

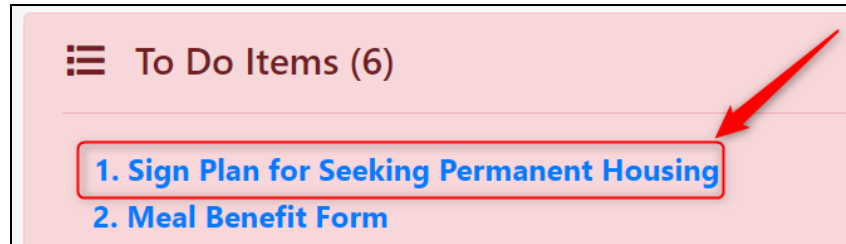
View or download the form here

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

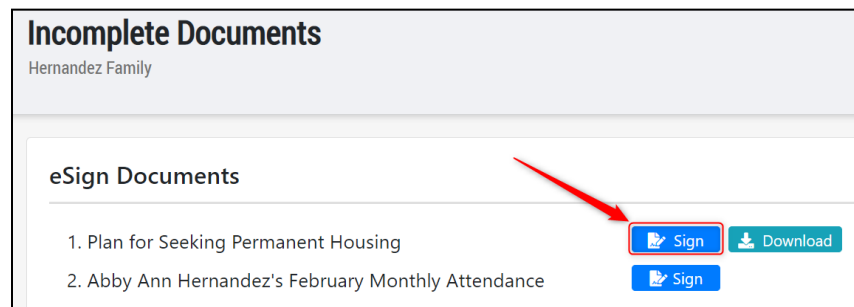
Seeking Permanent Housing Declaration

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.



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	End Date
10/19/2020 	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

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

Download a PDF copy of the form

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

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

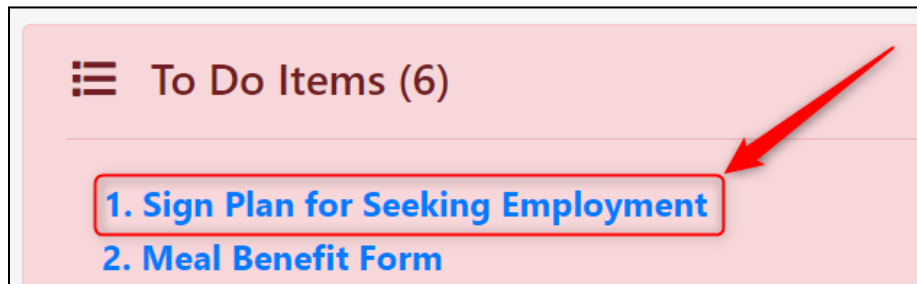
1. Plan for seeking housing	View Download
2. Certification for services (ELCD-9600)	View Download

Actively Seeking Employment

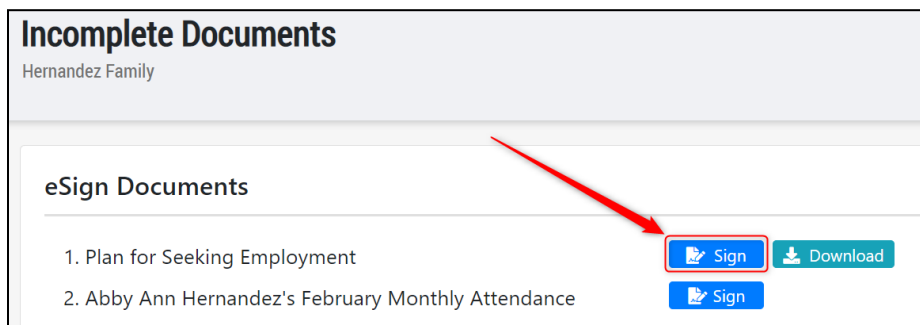
If you, as a parent, are currently not employed and are seeking to find new employment opportunities, you will need to fill out an “Seeking Employment” declaration in your parent portal account.

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

SaveCancel

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 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

Thursday

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 

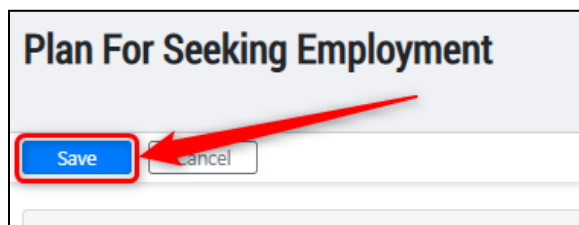
Today's Date 10/05/2020 

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

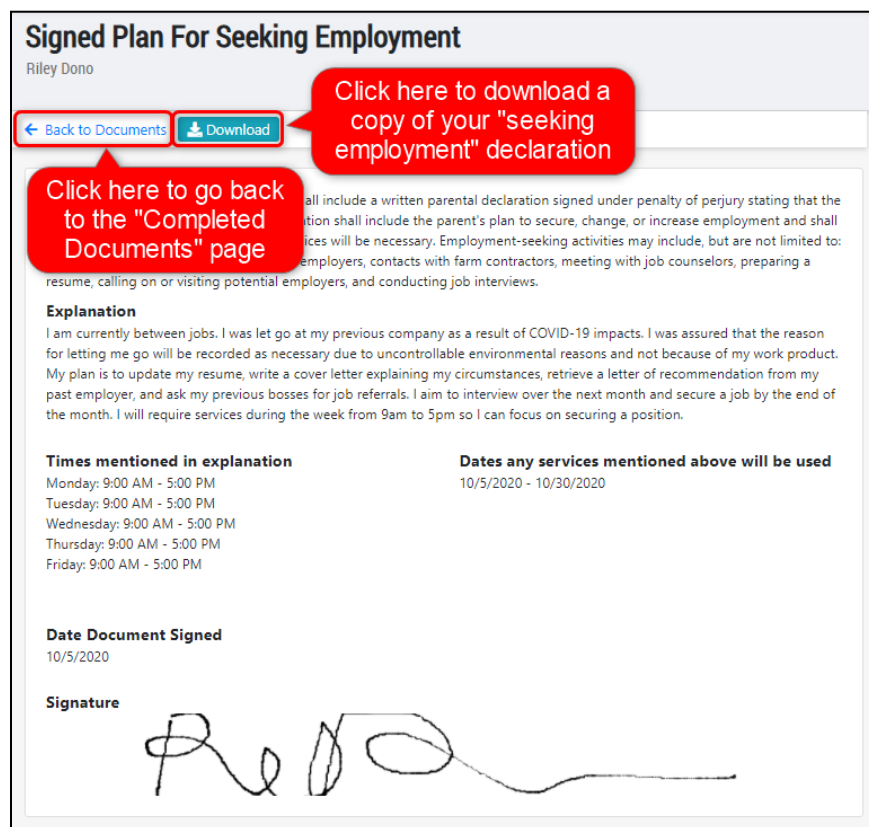
 

Once you are done with the form, press “Save” at the top of the page. You will be led to the view-page of the completed form where you can download a PDF copy or go back to the “Completed Documents” page.



Plan For Seeking Employment

Save Cancel



Signed Plan For Seeking Employment

Riley Dono

Back to Documents Download

Click here to go back to the "Completed Documents" page

Click here to download a copy of your "seeking employment" declaration

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

Explanation

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.

Times mentioned in explanation

Monday: 9:00 AM - 5:00 PM
Tuesday: 9:00 AM - 5:00 PM
Wednesday: 9:00 AM - 5:00 PM
Thursday: 9:00 AM - 5:00 PM
Friday: 9:00 AM - 5:00 PM

Dates any services mentioned above will be used

10/5/2020 - 10/30/2020

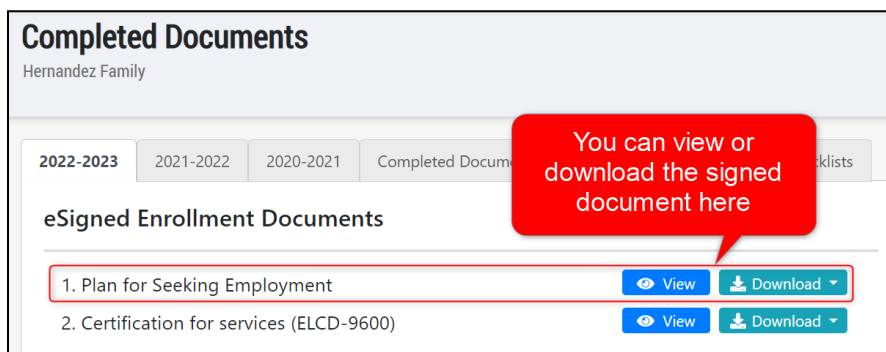
Date Document Signed

10/5/2020

Signature

Riley Dono

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.



Completed Documents

Hernandez Family

2022-2023 2021-2022 2020-2021 Completed Documents

eSigned Enrollment Documents

1. Plan for Seeking Employment View Download

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

You can view or download the signed document here