# HDC Implementation and Reminders for 23-24

Step One:

Your messaging is ready to go and your HDC forms are turned on. Now to send reminders, go to HDC Overview under Portal Management
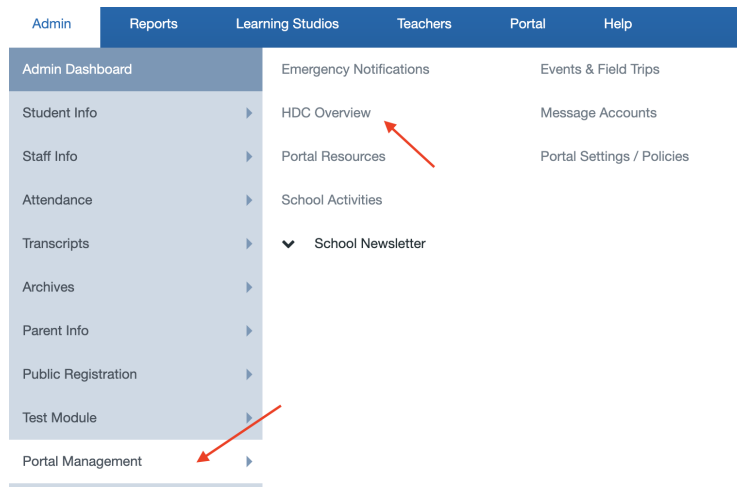


Step Two:

Make sure it is set to 2023-2024 and filter by learning studio if needed and hit generate report. You can also use the filter to see who has not yet signed the form. This will help you to only get to those that still need to sign. This generates a report based on your filters.
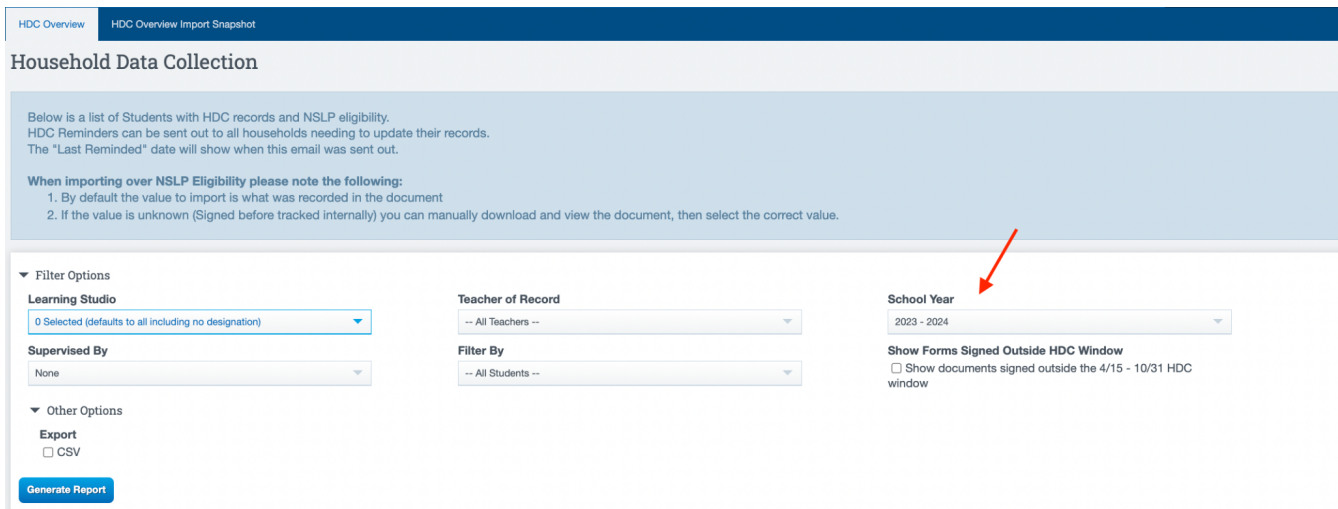


Step Three:

To send HDC reminders, select who you would like to remind by selecting "Check All" or by individually selecting those you want to remind. Select the "Send HDC Reminders" button to push out to all families.

You will continue to use this button to push out <u>regularly</u> as a reminder to families. This will only send a message to families that **have not** completed the form. You will want to get as much participation as possible.
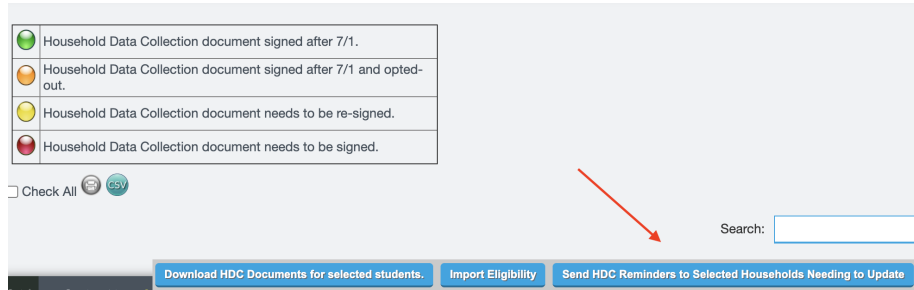


<u>Step Four</u>:

<mark>Each HDC form will need to be reviewed **prior** to importing the eligibility.</mark> Looking to make sure the household is marked with **at least 2 people** (one parent, one child) and there is a household **income higher than $0**. If they have only one person listed in the household then you will need to reject the record and have them fill out again.

<mark>If they list a household size and $0 income, they will be marked as free/poverty level. If they intended to opt out, REJECT the form so they can redo it marking household size and income as zero.</mark>

To delete (reject) an HDC form you'll want to go to the learner's applicant summary page. From their household in REG-online, click this icon to get to applicant summary page: (or via Admin > Public Registration > Application Review)
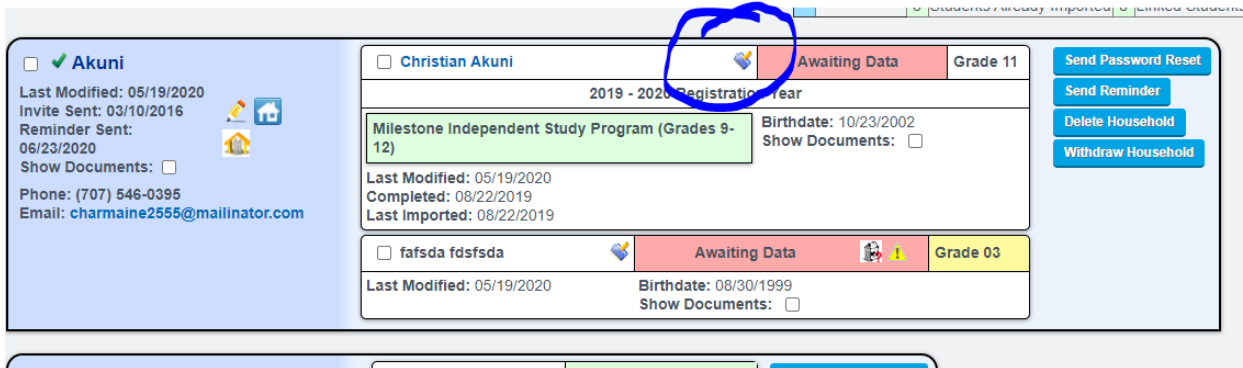


Once there, scroll down to find the Required Signed Documents

**Required Signed Documents**

| Document Type | Schoolyear | Download | Received | Verified | Rejected | Exception | Update -- Set all to -- |
|---|---|---|---|---|---|---|---|
| 504 Agreement | 2020 - 2021 | Download | 03/30/2020 | | | | -- Select -- |
| Enrollment Certification | | Not Signed | | | | | -- Select -- |
| Health Care for all Families Notice | 2019 - 2020 | Download | 11/15/2019 | | | | -- Select -- |
| Household Data Collection | 2020 - 2021 | Download | 07/01/2020 | | | | -- Select -- |
| Special Education Agreement | 2017 - 2018 | Download | 10/03/2017 | | | | -- Select -- |
| Technology Use Agreement | 2020 - 2021 | Download | 04/08/2020 | | | | -- Select -- |

**Uploaded Documents**

From here you can set the status to Rejected, and the parents can fill out another form. You will need to let them know and resend the form via HDC Overview.

**If a family puts 0 for household and leaves the income blank** this is their way of opting out.  You can import this and it will say they do not qualify and will show their form complete. **

If they list a household size and $0 income, they will be marked as free/poverty level.  This will be red flagged by the auditor. If they intended to opt out, REJECT the form so they can redo it marking household size and income as zero.

You can then view all of your learners from the HDC Overview Page (from Step Two) to see what color their dot is for a status.
- Green: form has been completed and ready for import
- Orange: the family entered in 0's for both and is opting out and is ready for import
- Red: they have not filled out and need to
- Yellow: not operable, ignore



| | |
|---|---|
| 🟢 | Household Data Collection document signed after 7/1. |
| 🟠 | Household Data Collection document signed after 7/1 and opted-out. |
| 🟡 | Household Data Collection document needs to be re-signed. |
| 🔴 | Household Data Collection document needs to be signed. |

Once the form is reviewed and deemed correct you will import that Eligibility by checking the learner and hitting the "Import Eligibility" button.

You can then sort on the page to see who still needs to fill out, the date it was signed and the date you last reminded them. You should be reminding often, again it will only go to those that need to fill it out.

Once you import the eligibility you will see what they are eligible for and can download the form from the last three columns.

| Sel ▲ | Student Name ? | Enroll Start | Enroll Finish | Assigned Staff | Date HDC Form Signed | Date Last Reminded | HDC Form Eligibility | Download | SIS Eligibility for 2020 - 2021 |
|---|---|---|---|---|---|---|---|---|---|

**Once eligibility is imported into Pathways this is what is sent to CALPADS and reports your free/reduced/paid status to the state. Based on this status is what the auditor will ask for evidence.**

**The correct HDC form is what is used for this evidence. If you do papers outside of Pathways it does leave room for error so putting it in Pathways is the recommended system of HDC form collection.**

Step Five:

All forms need to be completed by October 31st.  Please continue to work on getting these signed and aim for 100% participation from families. This will be so important for your school site and funding.  Please don't hesitate to contact Kim C. or Cassandra with any questions!

**NOTE: Never update the HDC status based on direct certification (DC). CALPADS automatically adds DC on their end. The DC status in the SIS is for reference only.**