



# Parent Help Doc - How to Sign the Annual Household Data Collection (HDC) Form

This parent **support document is directions** for locating and signing the annual “Household Data Collection” or “HDC” form (*the short version of the National School Lunch Program income form*).

**Signing the HDC form is done through our School Pathways “Parent Portal”** if you didn’t already complete the HDC form during registration for the current school year. A link is in the HDC emails you have received. If you need the link, please contact your school’s office.

Schools are required by Federal Law to request information on family size and household income. Completing this form can qualify the school for additional funding from the state in a variety of areas. If you do not wish to provide this information you may opt out by marking a household size of zero (0) next to “Other” and leaving the income **blank**.

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## **Directions:**

### 1. HDC in Parent Portal

#### a. Log in

- If you created a login for REG-Online, most likely you’ll use the same login
- If you don’t know your password, click on the "Forgot Password" link on the login page.
- If you don’t know your user name, contact your Facilitator/EF/Guide for your login and temporary password.

## b. Find the Household Data tab

- Click on the School tab, then on the Household Data.

The screenshot shows a dashboard with several tabs: Dashboard, School, Classes, Reports, News & Events, Work Permits, and Household Data. The 'School' tab is highlighted with a red box, and a red arrow points from it to the 'Household Data' tab, which is also highlighted with a red box. Below the dashboard, the 'Household Data' section is shown, containing an information icon and a text block: 'This data is used to measure economically disadvantaged pupil counts resulting in additional funding for schools serving a large proportion of students eligible for Economic Impact Aid (EIA) funding. Forms must be signed after 4/1 of the current school year and be collected no later than 12/31.' Below this is a 'Household Data Collection' table with columns: Student, Current School Year, Sign Status, Sign, and Download. The table shows one row with a student ID, the school year '2022 - 2023', and a 'No Form' status. A red arrow points to the 'Sign' column, which contains a 'Sign Document' button. A 'Download' button is also visible in the 'Download' column.

## c. Complete household size and income information.

- **Household Size**
  - Mark the total number of people living in your household
- **Income**
  - Annual or monthly income total from all sources for all contributing household members

The screenshot shows the 'Household Information' form. It includes a heading 'Household Information' and a sub-heading 'To Opt out from completing this form, please enter 0 into the household size question AND the household income question then sign the form'. The form has three main sections: 1. Select the total number of adults and children living in your household. This section has radio buttons for numbers 0 through 10 and an 'Other' field with a text input box containing '0'. A red arrow points to the radio button for '4'. 2a. Total MONTHLY Household Income. This section has a text input box with a dollar sign (\$) and a red arrow pointing to it. 2b. OR Total YEARLY/ANNUAL Household Income. This section has a text input box with a dollar sign (\$) and the number '45300' entered, with a red arrow pointing to it. Below these sections is a 'Parent/Guardian Signature' field.

- **Opting Out:**
  - **Household size:** Next to "Other", list **ZERO (0)**
  - Income can be blank

\*\*Note: if you list a household size other than ZERO and/or \$0 for income, it will be reported as federal poverty level. **Make sure the household size is ZERO.**

*(continued on next page)*

**Household Information**

To Opt out from completing this form, please enter 0 into the household size question, then sign the form

**Opting Out**

1. Select the total number of adults and children living in your household.  1  2  3  4  5  6  7  8  9  10  Other


2a. Total MONTHLY Household Income \$  Leave blank

2b. OR Total YEARLY/ANNUAL Household Income \$

### d. Signing

- Electronically sign the document - sign in the large box, and type your name in the box below the signature
- Complete one per learner

**i** I certify (promise) that the information provided on this form is true and that I included all income. I understand that the school may receive state and federal funds based on the information I provide and that the information could be subject to review.



Print Parent/Guardian Name Name

Signature Date

Home Phone Number	Cell Phone Number	E-mail Address
(661) 618-8393	(661) 618-8393	cardinalzoo@msn.com

**i** The information submitted on this form is a confidential educational record and is therefore protected by all relevant federal and state privacy laws that pertain to educational records including, without limitation, the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (20 U.S.C. § 1232g; 34 CFR Part 99); Title 2, Division 4, Part 27, Chapter 6.5 of the California Education Code, beginning at Section 49060 et seq.; the California Information Practices Act (California Civil Code Section 1798 et seq.) and Article 1, Section 1 of the California Constitution.

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## 2. HDC in Reg-online (as part of registration or re-registration)

The Household Data Collection form is one of the signature documents signed during registration, in the Student Documents section

### a. Complete household size and income information.

- **Household Size**
  - Mark the total number of people living in your household
- **Income**
  - Annual or monthly income total from all sources for all contributing household members

▼ Household Data Collection

This data is used to measure economically disadvantaged pupil counts resulting in additional funding for funding.

Download Signed Document

To Opt out from completing this form, please enter 0 into the household size question and sign the form

Select the total number of adults and children living in your household:

1  2  3  4  5  6  7  8  9  10

Other

Total Yearly/Annual Household Income:

\$

or

Alternatively, Total Monthly Household Income:

\$

### ■ **Opting Out:**

- **Household size:** Next to “Other”, list **ZERO (0)**
- Income can be blank

**\*\*Note:** if you list a household size other than ZERO and/or \$0 for income, it will be reported as federal poverty level. **Make sure the household size is ZERO.**

26. Include Opt-Out verbiage on Household Data Collection Form

If set, show additional Opt-Out instructions on the Household Data Collection Form.

regonline\_hdc\_opt\_out\_verbiage

▼ Household Data Collection

This data is used to measure economically disadvantaged pupil counts resulting in additional funding for schools ser funding. Forms must be signed after 7/1 of the current school year and be collected no later than 10/31.

Download Document

To Opt out from completing this form, please enter 0 into the household size question and sign the form

Select the total number of adults and children living in your household:

1  2  3  4  5  6  7  8  9  10

Other

Enter "0" here, and sign.


## b. Signing

- Electronically sign the document - sign in the large box, and type your name in the box below the signature
- Complete one per learner

**Alternatively,** Total Monthly Household Income:

\$

**i** I certify (promise) that the information provided on this form is true and that I included all income on the information I provide and that the information could be subject to review.



*Type Name Here*

To draw your signature you must first click the padlock button to unlock drawing.

If checked, an eSignature will be produced to represent my legal signature on this document.

Signed Date:

**Clear Parent/Guardian Signature**

**Save Document**

*After typing your name, check this box to create a digital signature*

Your form is complete!