

Through our **website or email**, you can safely and securely submit personal documents to confirm information, such as proof of address or paystubs, using your computer or mobile device. **In order to do this, you need to first have a digital version of each document.** Before submitting digital documents to CDA, use the suggestions below to help ensure successful submission and **prevent delay in approving child care services.**

## What Type of Files Can I Submit?

The following document types work best:

- PDF, JPG, JPEG, DOC, DOCX.

## How to Scan Documents Using a Mobile Device

The easiest and best way to convert a physical (hard copy) document into a digital (soft copy) document is to use a scanner. Using your mobile device, install and use any free scanning app. Recommended apps include **Google Drive app** (Android) and **Notes app** (Apple).



### Have an Android?

Scan documents using Google Drive.

1. Open the Google Drive app .
2. In the bottom right, tap Add .
3. Tap Scan .
4. Take a photo of the document you'd like to scan.
  - Adjust scan area: Tap Crop .
  - Take photo again: Tap Re-scan current page .
  - Scan another page: Tap Add .
5. To save the document, tap Save.
6. Tap to view the finished document.
7. Tap More button , then Download.



### Have an iPhone or iPad?

Scan a document using Notes app.

1. Open the Notes  app and create a new one.
2. Tap the Camera button , then tap Scan Documents .
3. Place your document in view of the camera.
4. If your device is in Auto mode, your document will automatically scan. If you need to manually capture a scan, tap the Shutter button . Then drag the corners to adjust the scan to fit the page, then tap Keep Scan.
5. Tap Save or add additional scans to the document.
6. Tap Done once all of the files are scanned.
7. Tap to view the finished document.
8. Tap the Share button , then Save to Files, then On My iPhone, then Save.



## Digital Documents Checklist

When creating a digital document using your smartphone camera:

- Make sure you have good lighting.
- Place the document on a flat surface with a dark background.
- Be sure only the document is in the picture.
- Keep all four corners of the document in the frame.
- Avoid taking photo at an angle.
- Focus the camera.
- Be sure to review the image to ensure it is readable before you submit.

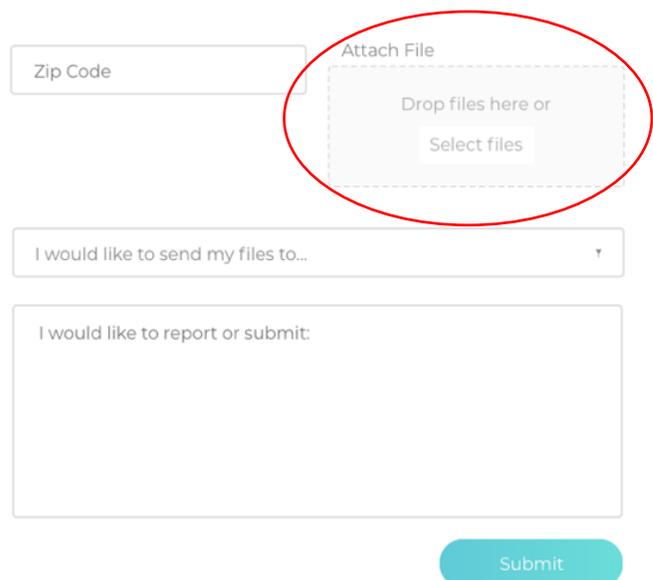
**Note:** Incomplete documents, or forms without all questions filled in, can delay approval of child care services.

## Submit Online Using Our Secure Website



1. Visit [cdasd.org](https://cdasd.org). Click Families, then Child Care, then **Resource Center**.
2. Select **“Report a Change or Submit Documents”**
3. Enter your information and attach all files you wish to submit.

CDA Website Attachment Size Limit: 50 MB



The screenshot shows the CDA website submission form. The 'Attach File' section is circled in red. The form includes: a 'Zip Code' input field, an 'Attach File' section with a dashed box containing 'Drop files here or Select files', a dropdown menu for 'I would like to send my files to...', a text area for 'I would like to report or submit:', and a 'Submit' button.



## Submitting Documents via Email

Once you've created your digital documents:

1. Open your email app.
2. Tap "New Message" or "Compose Email" icon.
3. Tap the menu item with a paperclip icon that says "Attach a file" or something similar (e.g., "Attach Files")
4. Browse through your folders and click to select the documents you want to attach. In most cases, you can select multiple files by holding down a tap while selecting a file.
5. Click the "Open" or "Choose File" or another similar button to attach the file to your email.
6. Send email to your Child Care Eligibility Specialist.

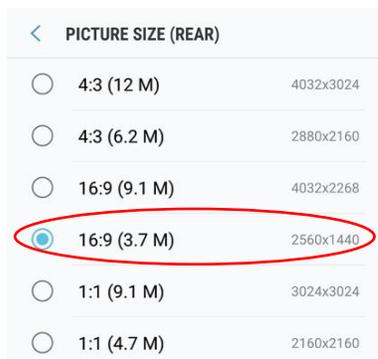
## Email Too Big to Send?

- Send separate emails for each document.
- Multiple pages may need to be saved as single files before sending.
- Direct your email to our office inboxes:
  - Bonita Office: [APBonita@cdasd.org](mailto:APBonita@cdasd.org)
  - Kearny Mesa Office: [APKearnyMesa@cdasd.org](mailto:APKearnyMesa@cdasd.org)
- Use cloud storage like Google Drive or iCloud to share a link to the file.
- Reduce the size of any photos using the suggestions below.



### Have an Android?

Lower the size of photos in your camera app *before you capture*. Smartphone camera apps vary, so be sure to check your default settings.



(ex. Samsung Camera Settings)



### Have an iPhone or iPad?

When you attach a photo in the Mail app, if Actual Size is too big, select Large to reduce the size.



## Acceptable

- ✓ Good Lighting
- ✓ Clear Text
- ✓ All Four Corners
- ✓ Flat Image

## Unacceptable

- ✗ Dark Lighting
- ✗ Too Blurry
- ✗ Document is Cut Off
- ✗ Photo at an Angle

DISABILITY INSURANCE  
PO BOX 120831  
SAN DIEGO, CA 92112-0831  
UNITED STATES (800) 480-3287



CLIENT NAME  
123 STREET LANE  
CITY, STATE 91234-5678  
UNITED STATES

KEEP THIS NOTIFICATION FOR YOUR RECORDS  
ELECTRONIC BENEFIT PAYMENT (EBP) NOTIFICATION

WEEKLY RATE IS FOR 7-DAYS MAILING DATE 07/16/20  
WEEKLY RATE \$446.00 CLAIM EFFECTIVE DATE 03/11/20

THIS IS YOUR NOTIFICATION OF AUTHORIZED BENEFIT PAYMENT(S) FOR THE PERIOD LISTED BELOW. YOU WILL BE PAID FOR EVERY DAY YOU ARE ELIGIBLE FOR BENEFITS, INCLUDING WEEKENDS.

IF YOU ARE NOT PAID FOR ANY DAYS, YOU WILL BE NOTIFIED WHICH DAYS WERE NOT PAID AND WHY THEY WERE NOT PAID IN THE MESSAGE AREA BELOW.

YOUR BENEFIT PAYMENT COVERS THE FOLLOWING PERIOD(S):

07/01/2020 THROUGH 07/15/2020

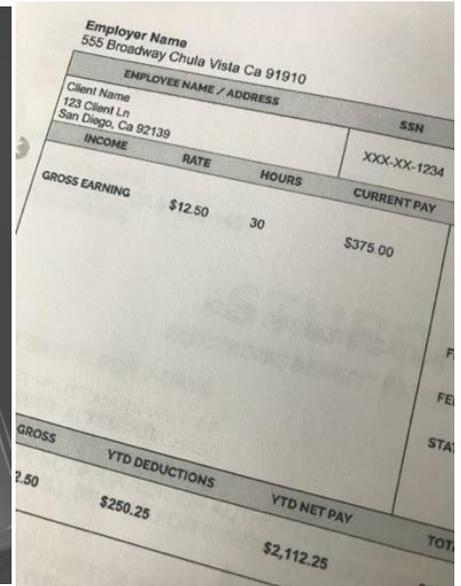
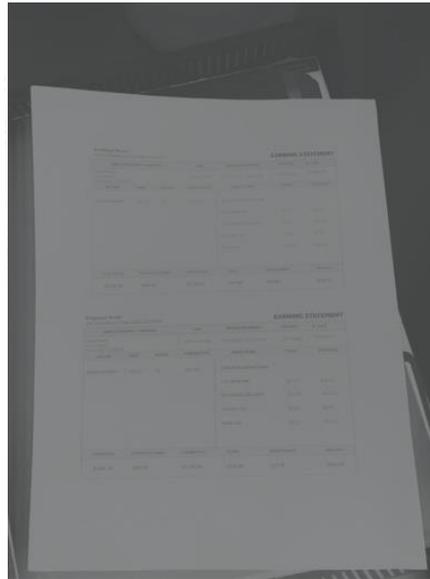
| NO. OF DAYS | BENEFIT AMT. | AMT. DEDUCTED | AMT. PAID |
|-------------|--------------|---------------|-----------|
| 14          | \$892.00     | \$0           | \$892.00  |

**MESSAGE AREA**

IMPORTANT NOTICE: IF YOU DO NOT UNDERSTAND ANY FORM SENT TO YOU BY THIS OFFICE, CONTACT US FOR ASSISTANCE AT THE TELEPHONE NUMBER SHOWN ABOVE.

DE 2500E

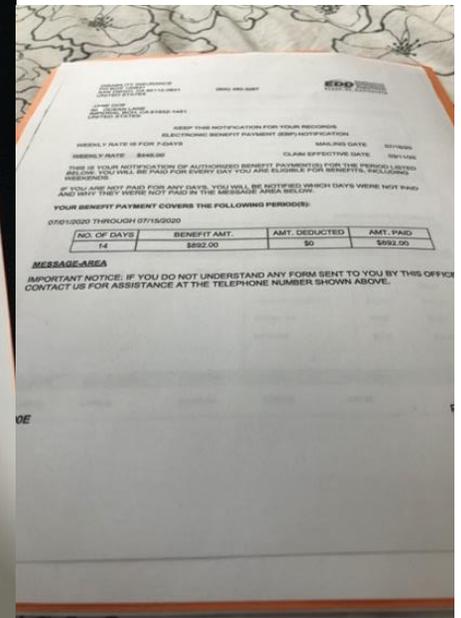
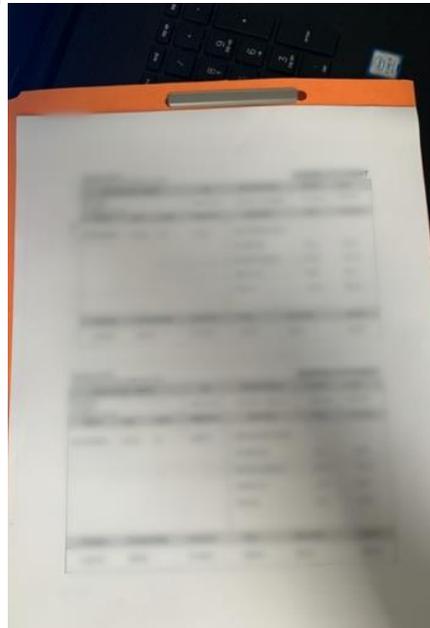
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Employer Name  
555 Broadway Chula Vista Ca 91910

**EARNING STATEMENT**

| EMPLOYEE NAME / ADDRESS                             | SSN            | REPORTING PERIOD        | PAY DATE    | # 7803               |          |           |
|---|----------------|-------------------------|-------------|----------------------|----------|-----------|
| Client Name<br>123 Client Ln<br>San Diego, Ca 92139 | XXX-XX-1234    | 12/27/2019 - 01/09/2020 | 01/10/2020  | Employee #           |          |           |
| INCOME  | RATE           | HOURS                   | CURRENT PAY | DEDUCTIONS           | TOTAL    | YTD TOTAL |
| GROSS EARNING                                       | \$12.50        | 30                      | \$375.00    | STATUTORY DEDUCTIONS |          |           |
|   |                |                         |             | FICA-MEDICARE        | \$5.44   | \$34.26   |
|   |                |                         |             | FICA SOCIAL SECURITY | \$23.25  | \$146.49  |
|   |                |                         |             | FEDERAL TAX          | \$0.00   | \$0.00    |
|   |                |                         |             | STATE TAX            | \$15.00  | \$69.50   |
| YTD GROSS   | YTD DEDUCTIONS | YTD NET PAY             | TOTAL       | DEDUCTIONS           | NET PAY  |           |
| \$2,362.50  | \$296.25       | \$2,112.25              | \$375.00    | \$45.69              | \$331.31 |           |



Employer Name  
555 Broadway Chula Vista Ca 91910

**EARNING STATEMENT**

| EMPLOYEE NAME / ADDRESS                             | SSN            | REPORTING PERIOD        | PAY DATE    | # 7802               |          |           |
|---|----------------|-------------------------|-------------|----------------------|----------|-----------|
| Client Name<br>123 Client Ln<br>San Diego, Ca 92139 | XXX-XX-1234    | 12/13/2019 - 12/26/2019 | 12/27/2019  | Employee #           |          |           |
| INCOME  | RATE           | HOURS                   | CURRENT PAY | DEDUCTIONS           | TOTAL    | YTD TOTAL |
| GROSS EARNING                                       | \$12.50        | 26                      | \$325.00    | STATUTORY DEDUCTIONS |          |           |
|   |                |                         |             | FICA-MEDICARE        | \$4.71   | \$28.82   |
|   |                |                         |             | FICA SOCIAL SECURITY | \$20.15  | \$123.24  |
|   |                |                         |             | FEDERAL TAX          | \$0.00   | \$0.00    |
|   |                |                         |             | STATE TAX            | \$6.50   | \$64.50   |
| YTD GROSS   | YTD DEDUCTIONS | YTD NET PAY             | TOTAL       | DEDUCTIONS           | NET PAY  |           |
| \$1,887.50  | \$206.56       | \$1,780.94              | \$325.00    | \$31.36              | \$293.64 |           |

**Have Questions?**  
 Contact your Child Care Eligibility Specialist.  
 Bonita Office: (619) 427-4411 ext. 1600  
 Kearny Mesa Office: (858) 836-8065 ext. 1700

