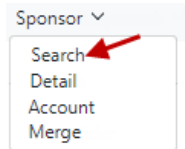


KinderConnect – Provider Adds or Edits Caretaker/Sponsor's Documents

A Provider can add and review documents, such as driver's license, child custody decree, etc., relevant to a Caretaker/Sponsor, and can easily upload them to the KinderConnect database. To add or to make changes to a document:

A Click **Search** under Sponsor.



B Enter the search criteria into the available fields. If using Caretaker/Sponsor and Child first and last names, they must match the case name in the LDOE eligibility system. Press **Search**.

Sponsor Search

Sponsor First Name:

Sponsor Last Name:

User Name:

Child First Name:

Child Last Name:

Phone Number:

County:

Status:

Provider:

Use Phonetic Matching: ☐

C From the **Search Results**, click on **Documents** under **Links**.

Search Results 5 Resultados Obtenidos

Name	ID	Type	Status	User Name	County	Phone	Children	Links
Condliffe, Chris C	330	Parent	Active		San Diego	(858) 765-6789	Andi Condliffe	Account Documents
Corbett, Jennifer	1580	Parent	Active	Jenniferpp	Ruth	(555) 444-7777	Chica Corbett Debora Corbett	Account Documents

D All documents previously uploaded for the selected Caretaker/Sponsor are automatically listed if created within the default **Start Date** and **End Date** range.

Sponsor Documents

Sponsor Name: Jonathan Corbett

Case Number: FK205_Corbett

Start Date: 9/7/2021

End Date: 10/7/2021

Search Results 2 Results Found

☐	Description	Operator	File Name	Last Modified	
☐	Jonathan Corbett Caponata	Corbett, Jonathan	Caponata.docx	10/7/2021 2:54:22 PM	Edit Download Delete
☐	Jonathan Corbett Driver's License	Corbett, Jonathan	JCorbett Driver License.png	10/7/2021 2:50:54 PM	Edit Download Delete

E Search for existing **Documents** by entering the desired search criteria and pressing **Search**.

F Press the **Edit** corresponding to the Caretaker/Sponsor document you would like to modify and make the necessary changes; press the corresponding **Download** to open the document or **Delete** to remove it.

G Press **New** to add a new document. Enter the **Description** of the new document and press **Select Document** to locate the name of the file you would like to add. Once selected, the name of the uploaded file displays.

New Document

Description: *

H Press **Save**.