

KinderTrack – Add/Edit Income

- A** Press **Income** under **Family**.



- B** Select the family member in the **Select Family Member** drop-down menu.

Family: Sample Family
 Case Number: 123123123
 Select Family Member:
 Effective Date: 8/10/2023

- C** Press **Edit**.



- D** Enter the income **Effective Date**.

Family: Stark (Termination Pending) (9)
 Case Number:
 Select Family Member:
 *Effective Date:

- E** Click next to the appropriate income type to open the **Monthly Income Worksheet**.

Income Description (* indicates included in total)	Monthly Family Income (Current)	Monthly Individual Income	*Status:
*Wages	\$2,356.00	<input type="text" value="\$2,356.00"/>	<input type="button" value="Active"/>
*Commissions	\$0.00	<input type="text" value=""/>	<input type="button" value=""/>
Totals:	\$2,356.00	\$2,356.00	

Income Calculator - Google Chrome

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Income Type: *Wages

Job #1: Pay Period Type: Job #2: Pay Period Type:

Job #1 Monthly Income: \$0.00 Job #2 Monthly Income: \$0.00

Total Monthly Income: \$0.00

- F** Complete the **Monthly Individual Income** fields for the selected individual.

Monthly Individual Income

- G** Press the drop-down arrow to select the **Status** for this income verification, **Active** or **Inactive**.

*Status:

- H** Click **Select >>** next to **Change Reason** to choose the reason for making the changes or type a new one.

*Change reason:

- I** Press **Save**.

