

# KinderTrack – Add a Family Record

**A** Press **Family** under **Family**.

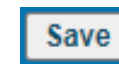


**B** Press **New**.



**C** Enter the Family's case information into the appropriate fields. A red asterisk (\*) indicates a required field.

**D** Press **Save**.



**Note:** If, upon clicking **Save**, the information needs to be completed or corrected, you will receive one or more pop-up messages/WPIs letting you know what needs to be changed to save the record.

Save Cancel Help

You will be logged out in 119:22

Search Results: << < > >> Remove No records selected

\*Effective Date: 5/7/2024

Family ID: \_\_\_\_\_

\*Family Name: \_\_\_\_\_

\*Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

\*City: \_\_\_\_\_

\*State: \_\_\_\_\_

\*Zip Code: \_\_\_\_\_ Ext.: \_\_\_\_\_

\*County: \_\_\_\_\_

Different Mailing Address: ☐

Borough: \_\_\_\_\_

Eligibility: \_\_\_\_\_

Flags: Select >>

GOAL Status (GL Start): \_\_\_\_\_

Military Status: \_\_\_\_\_

Language: \_\_\_\_\_

Notes: \_\_\_\_\_

Status: \_\_\_\_\_

\*Worker: Dominguez, Carina Select >>

Case Number: \_\_\_\_\_

\*Recertification Date: \_\_\_\_\_

Subsidy Start Date: \_\_\_\_\_

Phone: \_\_\_\_\_

\*Family Type: \_\_\_\_\_

Private Family: ☐

Homeless: \_\_\_\_\_

Child Only Family: ☐

On Appeal: ☐