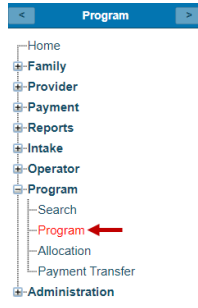


# KinderTrack – Add a Program

Use the **Program > Program** page to enter and maintain information about your agency's programs (funding sources).

**A** Press **Provider** under **Provider**.



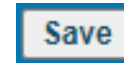
**B** Press **New**.



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

A screenshot of the KinderTrack 'Add a Program' form. The form is titled 'Program' and contains the following fields: Program Name, \*Description, \*Program Type, Program Flags, \*Age Check, Special Needs Age Max, Child Grade Min, Parent Fee Rate Types, Claiming Code, Claiming Not Reimbursable, Wrap Around Threshold, Claiming Category, Notes, Program Director, Phone Number, Fax Number, Email, Age Check Date, Child Grade Limit, \*Status, Alpha Code, Include In 801, Capped at SMI, and Eligibility Types. The form is divided into two columns. The left column contains the Program Name, \*Description, \*Program Type, Program Flags, \*Age Check, Special Needs Age Max, Child Grade Min, Parent Fee Rate Types, Claiming Code, Claiming Not Reimbursable, Wrap Around Threshold, Claiming Category, and Notes. The right column contains the Program Director, Phone Number, Fax Number, Email, Age Check Date, Child Grade Limit, \*Status, Alpha Code, Include In 801, Capped at SMI, and Eligibility Types. The form is titled 'Program' and contains the following fields: Program Name, \*Description, \*Program Type, Program Flags, \*Age Check, Special Needs Age Max, Child Grade Min, Parent Fee Rate Types, Claiming Code, Claiming Not Reimbursable, Wrap Around Threshold, Claiming Category, Notes, Program Director, Phone Number, Fax Number, Email, Age Check Date, Child Grade Limit, \*Status, Alpha Code, Include In 801, Capped at SMI, and Eligibility Types.

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



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