KinderTrack – Eligibility Characteristic

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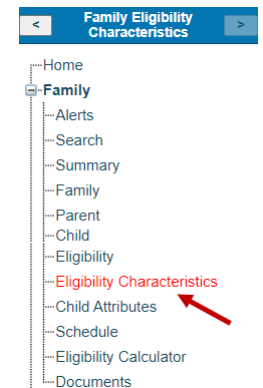

B Enter the Family search criteria, then press **Search**.

C Press the **Summary** corresponding to the Family.

D Press **Eligibility Characteristics** under **Family**.

E Press **Edit**. Edit

F Make the necessary changes.

Family: SMITH (Application) (3943)
Family ID: 3943
Family Misc: 10447013
*Effective Date: 8/21/2017

Family Size: 0
Monthly Income: $0.00
Yearly Income: $0.00
SMI: $0.00
*Status:
End Date:
*Characteristics: Select >>

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

*Change reason: Record updated   Select >>

H Press **Save**. Save

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