

KinderTrack – Intake Application Search

A Press **Search** under **Intake**.

B Enter the appropriate search criteria in the available fields—press **Search** to display the results. **Note:** You may search by **Parent**, **Child**, or **Family**. Make sure you are in the correct Region when searching for families.

Search Reset Import Request Full App

Status: [Select >>](#) Zip Code: ☐ Household ☐ Work

Source: [Select >>](#) Age Group: [Any](#)

Select: ☐ Parent ☐ Child ☒ Family

Last Name: Application Date: From: To:

State: Income: From: To:

County: Active Since Date: From: To:

Type: Rank: From: To:

Reports:

C Click on **Detail** to review all the details of the desired application. The system will redirect you to the **Intake > Application** page.

Order by: ☒ Rank ☐ Last Message

Search Results: 126 items found [Options](#)

	Detail	Rank	Source	Status
<input type="checkbox"/>	Detail	10	Family Central	Application Submitted
<input type="checkbox"/>	Detail	11	Family Central	Application Submitted
<input type="checkbox"/>	Detail	12	Family Central	Application Submitted
<input type="checkbox"/>	Detail	13	Family Central	Application Submitted
<input type="checkbox"/>	Detail	14	Family Central	Application Submitted
<input type="checkbox"/>	Detail	15	Family Central	Application Submitted
<input type="checkbox"/>	Detail	16	Family Central	Application Submitted
<input type="checkbox"/>	Detail	17	Family Central	Application Submitted
<input type="checkbox"/>	Detail	19	Family Central	Application Submitted
<input type="checkbox"/>	Detail	21	Family Central	Application Submitted

1 2 3 4 5 6 7 8 9 10 ...

D After reviewing the application, return to the **Search** page and select the check box of the **Child**, **Parent**, or **Family** and press **Create Case** to import the family into KinderTrack.

E KinderTrack generates a message stating, "Import request has been submitted."

uat.childcare.twc.texas.gov says

Import request has been submitted.

OK