

FamilyCentral – Application Processors and Leads

Application Processors and Application Processor Leads have similar capabilities. However, Application Processors can only search for applications they created and **cannot** export applications. An Application Processor Lead can search **all** applications and export them. Neither user has access to sensitive data.

Create, Edit, and Submit Applications

- A** Select **New Application** from the menu options.

Application Search

New Application 

- B** You will be asked to insert the Household, Parent/Guardian, and Child information.
- C** After every section, press **Save & Continue** to proceed.
- D** Press **Preview** once completed.
- E** Review the inserted information. If any edits are needed, press **Edit**. If everything is correct, press **Submit**.

Notes:

- You may also initiate inputting a new application from the **Search Application** by clicking the floating plus button. 

- The actual new application renders slightly differently than for an applicant applying for himself/herself, most notably:
 - The processor must input the “received date” of the application, which is used as the submission date since LDOE uses the submission date for prioritization.
 - The processor does not answer the voter's question, the disclaimer or consent pages, which require the applicant's signature.

Search and Export Applications

- A** Select **Application Search** from the menu options.

Application Search 

New Application

Notes:

- The page displays different fields by which to search based on the selection made in the **Search By** field.
 - Searching by the **Entered By** field requires an exact match to what is entered and is based on the username.
- B** Press **Search**.
- C** Select the Application from the Search Results. FamilyCentral will redirect you to the application for its full details.
- D** To export, press **Export** and select your preference for exporting. You can download the file in CSV, Excel, or Print Format.

Search Results

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