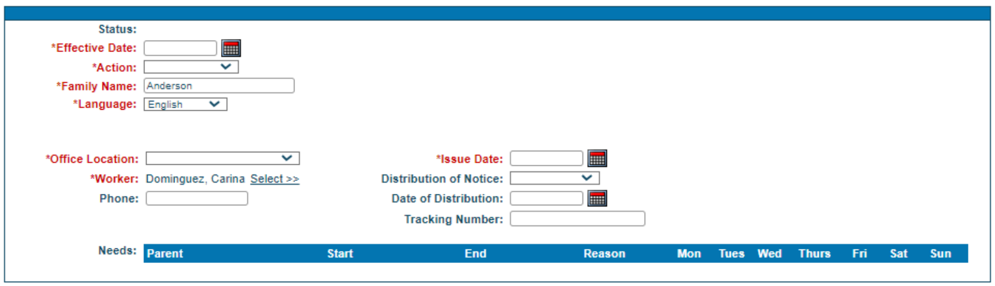
KinderTrack – How to Create a Notice

Note: After creating a Notice, it must be authorized to be active.

A After selecting a Family, press **Notice** under **Family**.

B Press **New** to create a new Notice. 

This will enable the fields to be edited.



Note: The **Effective Date** is when the action has been taken on the selected schedule(s) is effective. It can be a past, current, or future date.

C Select the **Action** for the chosen schedule from the drop-down list. Approval, Change, Denial, Discontinue, and Recertification are available options. **Note**: The data fields vary depending on your selection. Only those in red are required.

D Select the **Schedule(s)** by clicking column **S** next to the child's name. You can include multiple children's schedules in the same notice.

E Check the **Fees** checkbox next to the child's name to indicate to which child(ren) the fees will be assessed.

F Use the drop-down arrow to select the primary **Language** of the family.

G Use the drop-down arrows to select the **Reason** for the Notice and to select the **Office Location** issuing it.

H Press **Select >>** next to **Worker** to choose the name of the individual responsible for issuing this notice. **Note**: The system automatically defaults to the worker's name currently logged in.

I Enter the telephone number under **Phone**.

J Type the **Issue Date** for the notice or use the Calendar to select.

K Press the drop-down arrow to select the method of **Distribution of Notice** and type the **Date of Distribution** for the notice or use the Calendar to select.

L Enter the **Tracking Number** associated with the selected method of delivery of the notice, if any.

M Press **Save.** 

For more information, visit http://tx3c.info, email us at supportTX@kindersystems.com or call us at 1-888-264-6461.