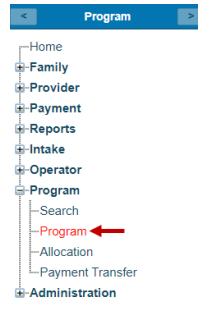


# KinderTrack – Add a Program

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

**A** Press **Program** under **Program**.



**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 'Add a Program' and contains various fields for program information. The fields are organized into two columns. The left column includes fields for Program Name, Description, Program Type, Program Flags, Age Check, Special Needs Age Max, Child Grade Min, Claiming Code, Claiming Not Reimbursable, Wrap Around Threshold, Claiming Category, and Notes. The right column includes fields for Program Director, Phone Number, Fax Number, Email, Age Check Date, Child Grade Limit, Status, Alpha Code, Include in 801, Capped at SM, Eligibility Types, and Statewide. The form also includes a 'Save' button and a 'Cancel' button.

**Note:** Selecting **Age** under the **Age Check** drop-down will enable more fields. Enter the **Age Maximum** and **Age Minimum**.

\*Age Check: Age  
Child Age Min: Yrs. Mon.  
Child Age Max: Yrs. Mon.

**Note:** Check the **Include In 801** checkbox if you would like to include this information on the CDD 801B form.

**Note:** Selecting the **Statewide** checkbox will enable access to the program for all Boards. Leaving it unchecked will restrict access to the program within the Board.

**Note:** Press **Select>>** next to **Eligibility Types** to identify the different types. A new screen will appear with different selections.

A screenshot of the 'Select from the list below' dialog box. The dialog box contains a list of checkboxes for various eligibility types. The list includes: Choices, DFPS Foster Care IV-E, DFPS Foster Care Not IV-E, DFPS General Protective, DFPS Reltv/Other Caregiver, Former DFPS, Homeless, Local workforce housing neighborhood, Low Income, Other Non-TWC, SNAP E&T, Special Projects, TANF Applicant, Transitional, WIA Adult, WIA Dislocated Worker, and WIA Youth. The 'OK' and 'Cancel' buttons are at the bottom.

**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.