

KinderTrack – Intake Application Search

Use the **Intake > Search** page to search for Application Data in the KinderWait database. This tool can also transfer one or more batches of applications from KinderWait to KinderTrack.

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.

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

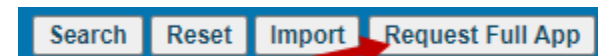
	Detail	Rank	Source	Status
☐	Detail	1	BridgeCare	Waitlist
☐	Detail	2	BridgeCare	Waitlist
☐	Detail	3	BridgeCare	Waitlist
☐	Detail	4	BridgeCare	Waitlist
☐	Detail	5	BridgeCare	Waitlist
☐	Detail	6	BridgeCare	Waitlist
☐	Detail	7	BridgeCare	Waitlist
☐	Detail	8	BridgeCare	Waitlist
☐	Detail	9	BridgeCare	Waitlist
☐	Detail	10	BridgeCare	Waitlist

In this page you will see the messages with updates regarding the eligibility status. For example, if the Child is Eligible, Ineligible, or the application is about to expire.

Messages:			
Options			
S	Date	Sender	Message
☐	06/07/2024	System	Your application has been received and has been placed on the application waitlist.
☐	06/06/2024	System	Your application has been received and has been placed on the application waitlist.
☐	06/06/2024	System	Your application has been received and has been placed on the full application waitlist.
☐	05/24/2024	System	Your application has been received and has been placed on the full application waitlist.
☐	05/24/2024	System	You have been invited to fill out a full application for care, please check your email for the invit...

D After reviewing the application, return to the **Search** page and select the check box of the **Child**, **Parent**, or **Family** you want to request the Full application of. **Note:** The status must be "**Waitlist**" to request a full application.

E Press the **Request Full App** button. The family will receive an email informing them they must submit their full application.



Once the family submits the full application, their information will be ready to be imported into KinderTrack.

F Select the check box of the **Parent**, **Child**, or **Family** you want to import to and select **Import**.

Note: The status updates to "**Application Submitted**" once the family submits their application. The status *must* be "**Application submitted**" to import a family's information.

	Detail	Rank	Source	Status
☐	Detail	1	BridgeCare	Waitlist
☐	Detail	2	BridgeCare	Waitlist
☐	Detail	3	BridgeCare	Waitlist
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☐	Detail	5	BridgeCare	Waitlist
☐	Detail	6	BridgeCare	Waitlist
☐	Detail	7	BridgeCare	Waitlist
☐	Detail	8	BridgeCare	Waitlist
☐	Detail	9	BridgeCare	Waitlist
☐	Detail	10	BridgeCare	Waitlist
1				

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

uat.childcare.twc.texas.gov says

Import request has been submitted.

OK