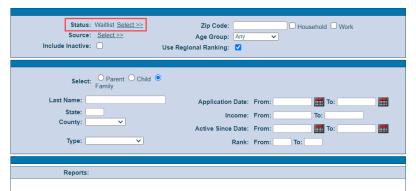
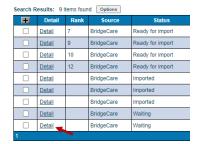
## **KinderTrack – Intake Application**

The First time the family submits an application, the status will show as **Waitlist**. The worker will determine if the Family might be eligible and request the **Full Application**. If the Worker determines the family is not eligible, they will change the status to **Not Eligible** 

- 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. To narrow down waitlist applications further, select **Waitlist** from the **Status** field.



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



After reviewing the application, return to the **Search** page and select the Child, Parent, or Family check box with which you want to take action.

## **Request Full Application**

**Note**: The status must be "**Waitlist**" to request a full application.

Once you determine that the family is eligible, 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.

## **Update Application to Not Eligible**

- A Press on the **Update Status** button.
- B Select the **Not Eligible** radio button and press **Change Status**.

