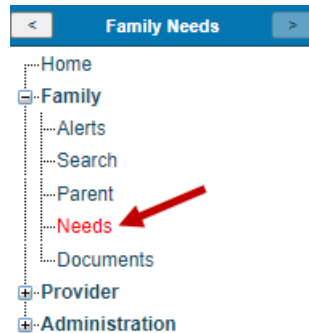


KinderTrack – Adding/Editing Family Needs

The **Family>Needs** page documents the reason for the family requesting childcare and the days and hours of care.

- A** Press **Needs** under **Family**.



- B** Use the **Select Parent** drop-down menu to select the corresponding parent.

Family Name: Stark (Open) (9)
 Family ID: 9
 Case Number:
 Select Parent: Stark, Jill
 Options
 Stark, Jill

- C** To add a new Need, press **New**.

- D** Use the **Need Reason** drop-down menu to select the reason for the new Need.

*Need Reason:

- Working
- Education
- Protective Services
- Federal Disaster
- Post Secondary Education
- Initial Job Search
- Activity Interruption - Job Search
- Activity Interruption - Homeless Initial Care

- E** Enter the details of the new Need. Required fields are marked by a red asterisk (*).

*Need Reason: Working

Employer: Address 1:
 Contact Name: Address 2:
 Note: City:
 Phone: State:
 Email: Zip Code: Ext.:
 Varying: ☐ Travel Time: minutes

Clear Clear Clear Clear Clear Clear Clear

*Start Date: From: Mon Tue Wed Thur Fri Sat Sun
 End Date: To: Paste M-S Clear
 From: Paste M-S Clear
 To: Paste M-S Clear

- F** Press **Save**.

- G** To edit an existing Need, select the corresponding radio button.

S	Start	End	Reason	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
1	1/1/2023		Working	8:00am-5:00pm	8:00am-5:00pm	8:00am-5:00pm	8:00am-5:00pm	8:00am-5:00pm		

- H** Press **Edit**.

- I** Edit the fields you need to change and enter a reason for the change in the **Change Reason** field.

Save Cancel *Change reason: recent updated Select...

Family Name: Stark (Open) (9)
 Family ID: 9
 Case Number:
 Select Parent: Stark, Jill

Need List: ☐ 1

*Need Reason: Working

Employer: On-Time Delivered
 Address 1:
 Contact Name: Address 2:
 Note: City:
 Phone: State:
 Email: Zip Code: Ext.:
 Varying: ☐ Travel Time: minutes

Clear Clear Clear Clear Clear Clear Clear

*Start Date: 1/1/2023 From: Mon Tue Wed Thur Fri Sat Sun
 End Date: To: Paste M-S Clear
 From: Paste M-S Clear
 To: Paste M-S Clear

- J** Press **Save**.