

KinderTrack – Eligibility Characteristic

The **Family > Eligibility Characteristics** page is used to determine if the family is eligible or not.

A Press **Search** under **Family**.



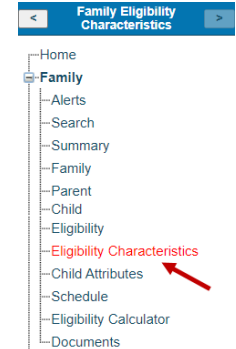
B Enter the Family search criteria, then press **Search**.

The screenshot shows the Family Search form with various input fields and buttons. The 'Search' button is highlighted with a red arrow. The form includes fields for Last Name, Phone, City, State, Zip Code, County, Worker, Program, Parent SSN, Child SSN, Family ID, Case Number, Family Status, Family Type, Providers, Family Flags, Recertification Date, Recertification End Date, Missing Documentation, District, and Unassigned Case.

C Press the **Summary** corresponding to the Family.

Search Results: Options			
	Summary	Case Number	Family Name
☐	Summary (3943)	10447013	SMITH

D Press **Eligibility Characteristics** under **Family**.



E Press **Edit**.



F Review the income information and update the status to **Eligible, Not Eligible, or Pending**.

The screenshot shows the Family Eligibility Characteristics form. The 'Status' dropdown menu is open, showing options: Eligible, Not Eligible, and Pending. The 'Effective Date' is 4/2/2024. The 'Family Size' is 3. The 'Monthly Income' is \$4,410.77. The 'Yearly Income' is \$52,929.24. The 'Over SMI' is No. The 'SMI' is \$67,448.72. The 'End Date' is 4/2/2024. The 'Characteristics' dropdown menu is open, showing options: Eligible, Not Eligible, and Pending.

G Click **Select >>** next to **Change Reason** to choose the reason for making the changes or type a new one.

The screenshot shows the 'Change Reason' dropdown menu. The 'Record updated' option is selected. The 'Select >>' button is highlighted with a red arrow.

H Press **Save**.

