

KinderTrack – View Family Documents

The **Family > Documents** page displays the existing documents associated with the selected family that are available in the system. This could include documents for proof of income, proof of residency, veteran status, work hours and pay, etc. All documents are imported from KinderConnect.

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



B Enter your desired search criteria.

A search criteria form with various input fields and dropdown menus. Fields include: Select (radio buttons for Parent, Child, Family), 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, Unassigned Case, and On Appeal.

C Click on the checkbox corresponding to the Family you want to view.

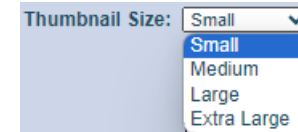
Search Results: Options

	Summary	Case Number	Family Name	Parent Name
☒	Summary (73930)	3789217	SMITH	SMITH, LEAH
☐	Summary (75396)	4511148	SMITH	SMITH, ADRIENNE

D Press **Search** under **Family**.



E Click on the **Thumbnail Size** drop-down menu to select the size of the image displayed in the table



F Click on the radio button of the document you want to view.

A table with columns: File Name, Description, Parent, and Thumbnail. The first row is highlighted in yellow. A red arrow points to the radio button in the first row.

File Name	Description	Parent	Thumbnail
NoticeOfAction_3789217_2024-05-03101000.pdf	Notice Action(Recertification)	SMITH, LEAH	

G Press **Download**.

