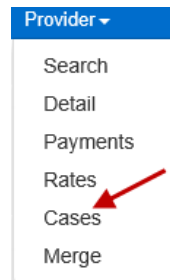


KinderConnect - View Cases

Providers/Programs can view the cases that are active as of the selected date. Only those children receiving publicly funded child care are displayed.

A Click on **Cases** under Provider.



B Enter the date when the case became active or use the Calendar button to select.

Cases Active as of:



C Press **Search**.

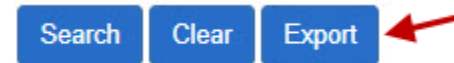


D The **Search Results** show all active cases as of the selected date.

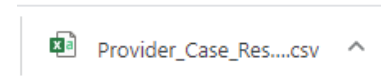
Search Results

Family Name	Case Number	Recert Date	Children	Co-pay per Child	Co-pay Effective
Aartsen	Aartsen746	01/01/2019	Aartsen, Abe (01/07/2018 - 07/07/2018)	\$0.58	01/07/2018
Abad	Abad747	01/01/2019	Abad, Ben (02/04/2018 - 06/21/2018) Abad, Cal (02/04/2018 - 06/21/2018)	\$57.49 \$78.94	02/04/2018 02/04/2018

E When a search completes, if it generates **Search Results**, the **Export** button enables. Press **Export** to open and export the results in CSV format for additional review.



F The CSV export file displays on the lower left side of your screen.



G Click on the file name to open the **Search Results** using Microsoft Excel.

Note: Depending on your browser, the steps to open the file after the **Export** completes might be different.