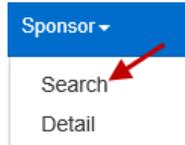


KinderConnect – Provider Adds or Edits Caretaker/Sponsor’s Documents

A Provider can add and review documents, such as driver’s license, child custody decree, etc., relevant to a Caretaker/Sponsor, and can easily upload them to the KinderConnect database. To add or to make changes to a document:

A Click **Search** under Sponsor.



B Enter the search criteria into the available fields. If using Caretaker/Sponsor and Child first and last names, they must match the case name in the DCY eligibility system. Press **Search**.

Sponsor Search

Sponsor First Name:

Sponsor Last Name:

User Name:

Child First Name:

Child Last Name:

Phone Number:

Region:

Case County:

Case Number:

Status:

Provider:

C From the **Search Results**, click on **Documents** under **Links**.

Search Results

Sponsor Name	Sponsor ID	Sponsor Type	Case Number	Status	User Name	Region	Case County	Phone Number	Children	Providers	Links
Bacall, Lacy	276	Parent	BACFAM771	Active		Ohio Region	FRANKLIN	(444) 555-8666	Cal Bacall Dan Bacall	Aunt Elaine's Child Care Aunt Eula Child Care	Account Documents
Bacon, Barbara	277	Parent	562	Active		Ohio Region	FRANKLIN	(555) 555-5555	Alan Bacon Bob Bacon	Aunt Elaine's Child Care Young Patriots	Account Documents

D All documents previously uploaded for the selected Caretaker/Sponsor are automatically listed if created within the default **Start Date** and **End Date** range.

Sponsor Documents

★ denotes required field

Sponsor Name: Timmy Jones

Case Number:

Start Date: ★ 12/21/2020

End Date: ★ 1/20/2021

Search Results

	Description	Operator	File Name	Upload Date
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Sponsor Document	Timmy Jones	Test Provider Document.docx	1/20/2021 9:23:05 AM
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Test Document	Timmy Jones	Provider Document 2.docx	1/20/2021 9:22:20 AM

E Search for existing **Documents** by entering the desired search criteria and pressing **Search**.

F Press the pencil icon corresponding to the Caretaker/Sponsor document you would like to edit and make the necessary changes.

G Press **New** to add a new document. Enter the **Description** of the new document and press **Select Document** to locate the name of the file you would like to add. Once selected, the name of the uploaded file displays.

New Document

Description: ★

Timmy Jones DL.jpg

H Press **Save**.

For more information, visit www.ohiocctap.info, email us at supportOH@kindersystems.com or call us at 1-833-866-1708.