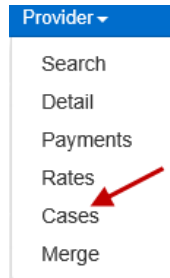


KinderConnect - View Cases

Providers can view the cases that are active as of the selected date. Only those children receiving subsidized 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**.



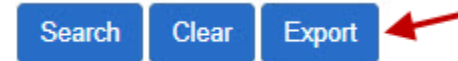
D The **Search Results** show all active cases as of the selected date.

Search Results

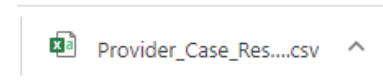
2 Results Found

Family Name	Case Number	Recert Date	Children
Cartman		01/01/2021	Cartman, John (01/01/2020 - 01/01/2021)
Walker		01/01/2021	Walker, Johnnie (07/01/2019 - 07/01/2021)

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.