Early Learning Coalition OF PINELLAS COUNTY	
DEPARTMENT: **Eligibility**	SUBJECT: Procedures for **"Browsing"**
REVISED: 05-21	AUTHORIZATION APPROVAL: Manager, Family Services

Traditional EV Search

1. Click on SR Program—SR Eligibility--Search

2. Search by Eligibility Verification (EV) Number, Parent Name, and Child Name. Then, press Search.
   - ✓ Search by *each* Parent/Guardian's name.
   - ✓ Search for *each* Child's name.
   - ✓ TIP: When searching by a person's name, best practice is to use the first three letters of the person's first and last names.

3. Click on the appropriate EV# listed in the search window.

4. If the child is another guardian's record, the child will need to be guardianship changed into the new record. **DO NOT DUPLICATE THE CHILD.**
5. If the parent has multiple accounts that need to be merged, send a ticket to the EFS Helpdesk.

Go To Item Search

This feature is to search for fields that can't be found through a Traditional Search. You can complete this search in any window. This search window will search all components of MOD (SR App, EV, and VPK App).

✓ Best Practice: Before a family creates a new Family Portal account or going through the CCAA side, type their email under Household Username to ensure that it is not linked to any Household Numbers already.

1. Press (CTRL + G) on your keyboard and the following screen will appear:

2. Type in either the client's EV Number, Household Number or Household Username. Press OK.
✓ Household Username-Family Portal Account (Email address/Username)

3. This will direct you to the Household Dashboard Screen.

Note: The information listed in these guidelines are not all inclusive and staff are responsible for ensuring that all applicable rules, policies and procedures are adhered to in the execution of their duties and responsibilities as it relates to their position. These guidelines can be modified and exceptions may be made upon justification within program policy and with management approval. This procedure will be reviewed periodically or as needed for updates or revisions as approved by management.