How to Search for Clients

Traditional EV Search

1. Click on SR Program—SR Eligibility—Search

2. Search by Eligibility Verification (EV) Number, Parent Name or Child Name. Then, press Search.
   - 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.
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:

   ![Go To Item Search Screen]

2. Type in either the client’s EV Number, Household Number or Household Username. Press OK.

   ✔ Household Username-Family Portal Account (Email address/Username)

   ![Go to Item Screen]

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

   ![Household Dashboard]