

Adding Household Members as Students

Last Modified on 03/11/2024 8:45 am CDT

Tool Search: Household Applications

This scenario usually applies to young children residing in a household who have just started attending school and who do not currently appear in the Student(s) in Household editor.

New Case Number for Household

Case Number: 123456789

New Income In Household

| App Sign | Name |
|-------------------------------------|-----------------------|
| <input checked="" type="checkbox"/> | Arrona, Gabriela Star |
| <input type="checkbox"/> | Black, Kattie |
| <input type="checkbox"/> | Black, Quinn |

Remove Add Student

Last Name First Name

Before you begin, the household member you are adding as a student must already exist on the application as a household member.

1. Select the checkbox to the left of the student's name in the **Income in Household** group.
2. Click the **Add Student** button.

Result

The student appears in the **Student(s) in Household** group indicating that they will be included in eligibility determinations made for the processed application.