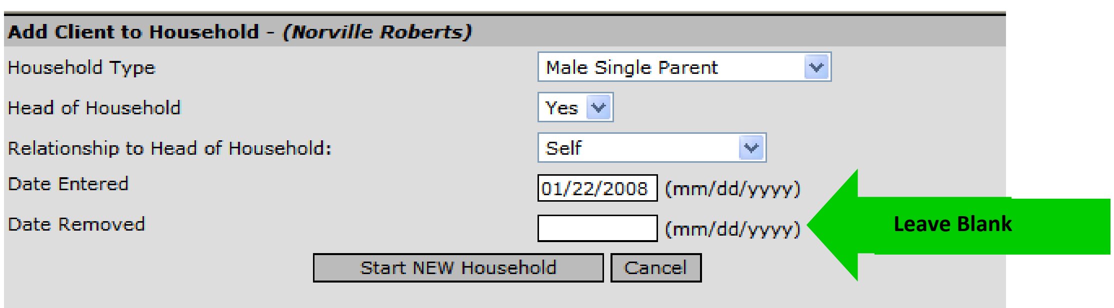
Household Information

Create households when a client is living with or sharing custody of their dependent(s) or a couple without children. Do not create a household for a single individual. A household must contain at least one adult and one child or 2 adults; unless a juvenile is a parent, in which case there would be 2 minors in the household.

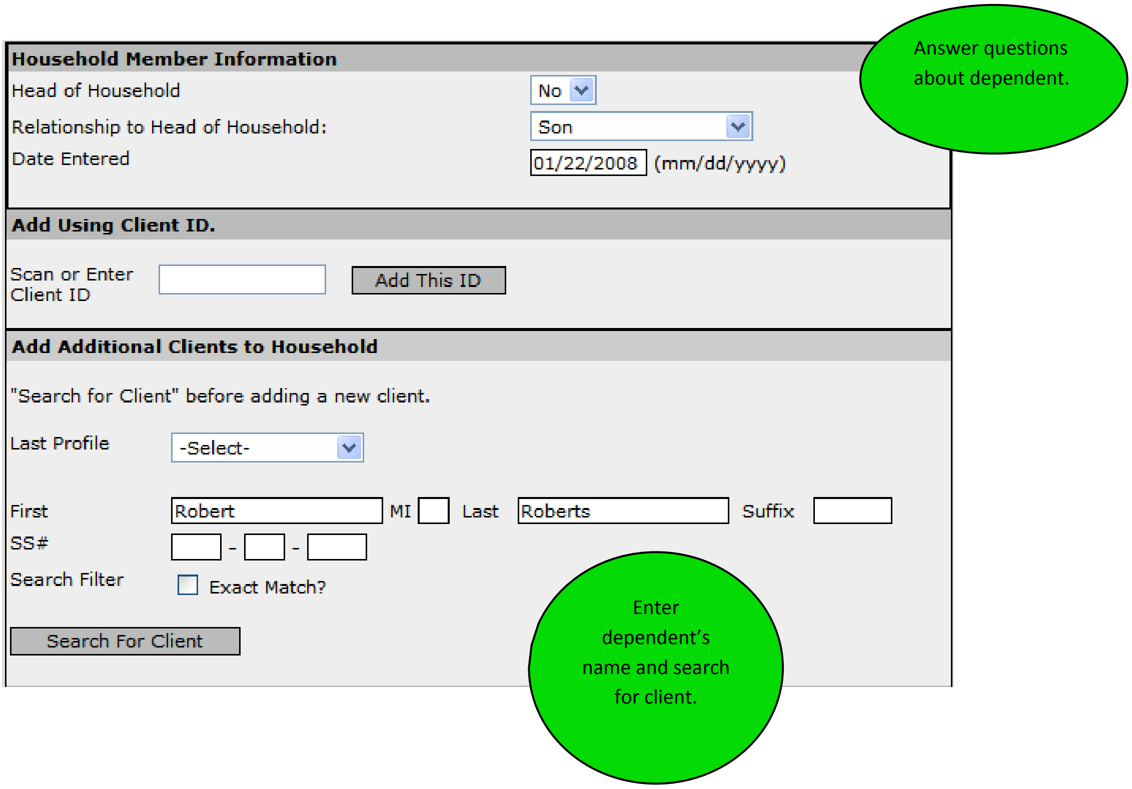
1. To attach household members to the client's file, click the blue **Household Information** link, and then click **Start New Household**.

2. Complete the information for the head of household, and again, click **Start New Household.**

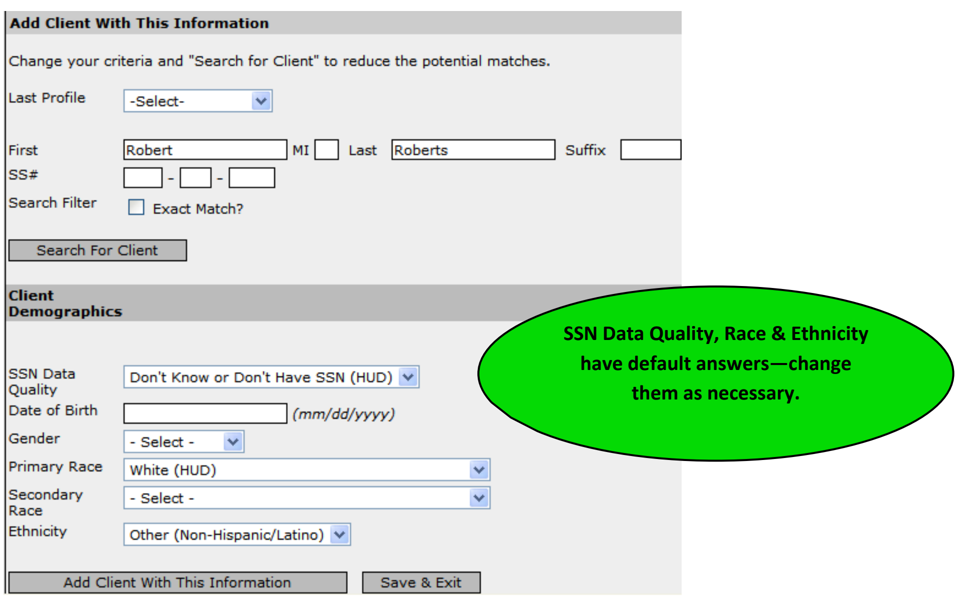


*Data Entry Tip: Don't complete **Date Removed** field. Always leave it blank.*

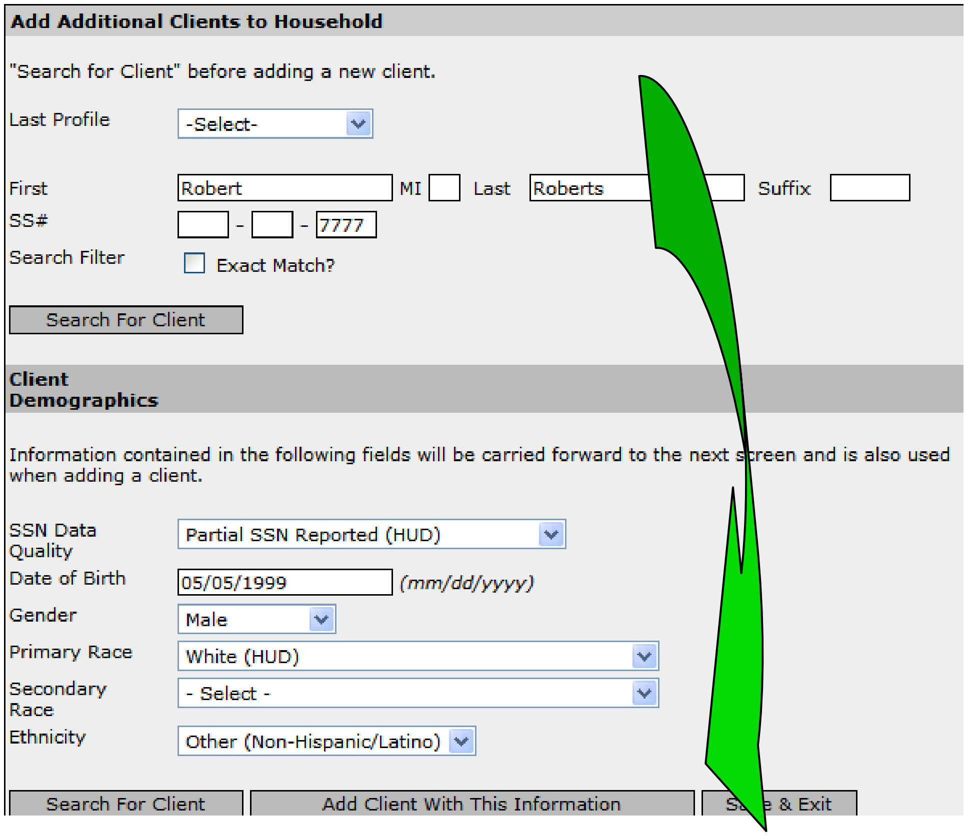
3. Answer questions about the next household member and then enter client's name and click **Search for Client.**



4. If your client is not already in the system, continue entering his/her information. Notice that SSN Data Quality, Primary Race, and Ethnicity are already filled in. If these need to be changed, do so.



5. Once all fields are complete, click **Add Client With This Information**.



Add Additional Clients to Household

"Search for Client" before adding a new client.

Last Profile: -Select-

First: Robert MI: Last: Roberts Suffix:

SS#: - - 7777

Search Filter: Exact Match?

Search For Client

Client Demographics

Information contained in the following fields will be carried forward to the next screen and is also used when adding a client.

SSN Data Quality: Partial SSN Reported (HUD)

Date of Birth: 05/05/1999 *(mm/dd/yyyy)*

Gender: Male

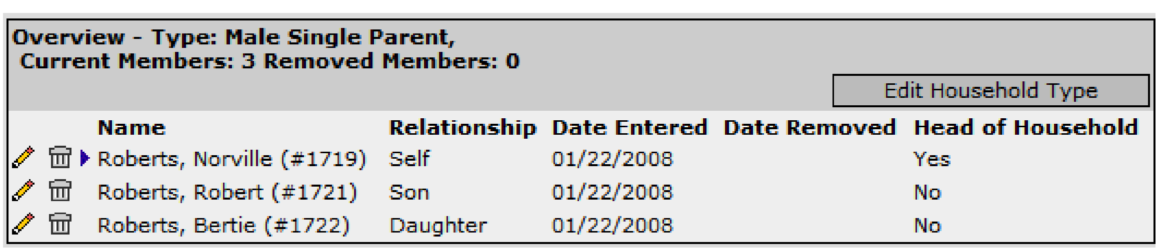
Primary Race: White (HUD)

Secondary Race: - Select -

Ethnicity: Other (Non-Hispanic/Latino)

Search For Client | Add Client With This Information | Save & Exit

6. As entered, household members will appear at the top of the screen.



Overview - Type: Male Single Parent,
Current Members: 3 Removed Members: 0

Edit Household Type

Name	Relationship	Date Entered	Date Removed	Head of Household
Roberts, Norville (#1719)	Self	01/22/2008		Yes
Roberts, Robert (#1721)	Son	01/22/2008		No
Roberts, Bertie (#1722)	Daughter	01/22/2008		No

7. Repeat above steps until all household members are entered. When all clients are entered into the household, click **Save & Exit.**

*Household Data Entry Tip: Be sure to click **Add Client With This Information** for every client—if you select **Save & Exit** before adding a client, that client's data will not save.*

8. The Profile screen will refresh to show the Households Overview.