

FamilyCentral – Families Fill Out Change Report

If you are editing an already submitted application, you will need to fill out a Change Report.

- A** Press **Edit**. You will receive a pop-up message indicating that you need to submit a **Change Report** for an application that has already been submitted. Press **Continue**.

Initiating Change Report

By selecting this button you are reporting changes to an already submitted application. Do you wish to continue?

CANCEL CONTINUE

- B** Press **Resume** to make your updates.
- C** Go to the desired page of the application to make the necessary updates.
- D** Once completed, you will be asked to sign and date the disclaimer again. Press **Save & Continue**.

The screenshot shows the FamilyCentral application interface. At the top, there's a progress bar with five steps: Household, Parent/Guardian, Child, Disclaimer, and Consent Agreement. The 'Disclaimer' step is currently active. Below the progress bar, the text 'Disclaimer' is followed by 'Please read and sign the following.' A statement reads: 'I certify that the information given in this application is true to the best of my knowledge and belief and I understand that I subject myself to disciplinary action in the event that the given information is found to be false.' Below this is a 'Sign here' box. At the bottom, there are input fields for 'Full Name' and 'Date' (formatted as mm/dd/yyyy). At the very bottom, there are two buttons: 'Previous' and 'Save & Continue'.

- E** Read the Consent Agreement, sign, and press **Preview**.
- F** A summary of your answers will be displayed once completed. Review the information you entered for the **Household, Parent/Guardians, and Children**. Confirm that all the information entered is correct. If it isn't, press **Edit** under the corresponding section.
- G** Once everything has been reviewed, press **Submit**. The system displays a message indicating that the application has been submitted, along with your application number.

The screenshot shows the 'Family Summary' page. At the top, it says 'Application' and 'Please download a copy of your application and keep this for your records and for future reference.' Below this is a table with the following data:

Application Summary			
Type: New	Ref. No: Res2509910025	Submitted: 04/09/2025	Updated: 04/09/2025
Archive Download			

Note: It is recommended that you download the application for your future reference. You can do so from the **Application Summary** and the **Family Summary** pages.