

KinderConnect – Correcting Parents after Merging Attendance

If a **Provider** creates a Non-Subsidized (Private Pay) Schedule to track attendance while an authorization for Subsidized Child Care is in process, the **Provider** needs to merge both schedules once the Subsidized Child Care is authorized. Below, we will review common mistakes made when merging records and how to fix them:

A Problem: KinderConnect shows the name of one Subsidized Child Care **Sponsor** and one non-subsidized (Private Pay) **Sponsor** for the child because when the child was approved to receive Subsidized Child Care, the name of the **Sponsor** was imported.

How to correct: The **Provider** should merge the private pay **Sponsor** with the Subsidized Child Care **Sponsor** using the Sponsor > Merge page.

B Problem: After merging a private pay **Sponsor** with a Subsidized Child Care **Sponsor**, other children that the **Sponsor** is associated with, who are not receiving Subsidized Child Care, are no longer associated to the record of the parent.

How to correct: The **Provider** makes a list of all other children sponsored by the **Sponsor** now receiving Subsidized Child Care. Once the **Provider** completes merging the non-subsidized (private pay) and the Subsidized Child Care record of the **Sponsor**, the **Provider** adds the children to the record of the Subsidized Child Care **Sponsor**.