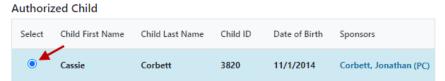
KinderConnect - Merge Children

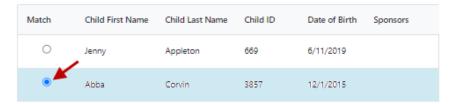
If a **Child** starts receiving services while eligibility is being determined, it is necessary to create a Non-Subsidized (Private Pay) Schedule in order to track **Attendance**. Once authorized, the child has two schedules, one for subsidized and another for non-subsidized care. You can merge the child records from the **Provider** or **Child** pages.

- A On the main KinderConnect menu, press Merge under Provider or Child to view Authorized Child names.
- B Click on the radio button next to the **Child Name** you would like to merge to generate a list of all **Potential Matches**.

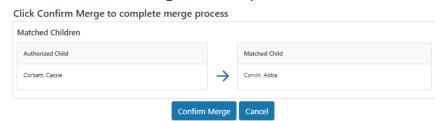


Click under *Match* next to the name of the child that you would like to merge into the first child record selected. If no matching children are found, the system displays a list of all potential children and a message indicating that no matching children were found and that the list of potential matches has been expanded to show all children.

Potential Matches



- Press Accept Match to confirm the Potential Match.
- Verify the **Child** records to be merged are correct. Press **Confirm Merge** to accept the selection.



FinderConnect issues a message informing you that the merge was successfully completed.

