

KinderConnect – Merge Parents

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**. As part of the process, **Sponsor** records may be duplicated between the two types of schedules. The child **Sponsor** records can be merged in order to remove duplications created during child setup.

- A** On the main KinderConnect menu, press **Merge** under Sponsor to view **Authorized Parent** names.

Authorized Parent

Select	Parent Name	Sponsor ID	Sponsored Children
☒	Corbett, Jonathan	1542	Debora Corbett Jonas Corbett
☐	Craymer, Yolanda	51	Inez Craymer

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

Potential Matches

Match	Parent Name	Sponsor ID	Sponsored Children
☒	Corbett, Jennifer	1580	ChildA Corbett Debora Corbett
☐	Jenkins, Jenny JoAnne	241	Jody Jenkins Ron Jenkins

- C** Press **Accept Match** to confirm the **Potential Match**.

- D** Verify the **Parent** records to be merged are correct. Press **Confirm Merge** to accept the selection.

Confirm Merge

Provider: Rincon Daycare - Lic Ex	
Authorized Parent	Matched Parent
Corbett, Jonathan	Corbett, Jennifer

- E** KinderConnect issues a message informing you that the merge was successfully completed.

Records have been successfully merged, press OK to continue.