

KinderConnect – Correcting Parents after Merging Attendance

If a Provider creates a Private Pay schedule to record attendance while an authorization for Child Care Subsidy is in process, the Provider needs to merge both schedules once the subsidy 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 child care subsidized parent and of one private pay parent for the child because when the child was approved to receive Child Care Subsidy, the name of the parent was imported.
How to correct: The Provider should merge the private pay parent with the subsidized parent using the Sponsor > Merge page.

- B** **Problem:** After merging a private pay parent with a parent receiving Child Care Subsidy, other children that the parent is associated with, who are not receiving Child Care Subsidy, are no longer attached to the record of the parent.
How to correct: The Provider makes a list of all other children sponsored by the newly subsidized parent. Once the Provider completes merging the private pay and subsidized record of the parent, the Provider adds the children to the record of the subsidized parent.