Ohio Child Care TAP
Guide for Merging

December 10, 2018

What is Merging?

If a child starts receiving services while eligibility is being determined, it is necessary to create a private pay child and a sponsor record to track attendance. Once authorized, the primary caretakers will be added to KinderConnect and the child will have two schedules, one for Publicly Funded Child Care (PFCC) services and another for private pay care. You can merge the child and sponsor records from the **Provider > Merge** page.

Merging allows you to track attendance in real time and saves the caretaker or sponsor from having to backdate weeks of attendance. It also saves the program from having to wait for parents to finish backdating attendance.

When to Merge?

You should merge the child and sponsors records as soon as the child authorization appears in KinderConnect.

How to Merge?

On the main KinderConnect menu, click **Merge** under **Provider** to view all authorized child names.
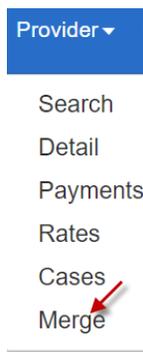
Click on the radio button next to the name of the **Authorized Child** you would like to merge to generate a list of all **Potential Matches**. If no matching children are found, click **Show All Children**. Click on the radio button next to the name of the **Private Pay Child** in the **Potential Matches** list that you would like to merge. Click **Next**.

Merge Child

Provider: TAP TEST PROGRAM 148

Click Next to accept the Child Match   ① ② ③ ④

Authorized Child

Select	Child First Name	Child Last Name	Child ID	Date of Birth	Sponsors
⦿	MELANIE	HADDISH	120139	6/16/2016	Haddish, Tiffani Sponsor, Sarah

Potential Matches

Match	Child First Name	Child Last Name	Child ID	Date of Birth	Sponsors
⦿	Mel	Haddish	123673	6/16/2016	Haddish, Tiffany

Show All Children

Next   Cancel

Click on the radio button next to the name of the **Authorized Parent** to generate a list of **Potential Matches.** Click on the radio button next to the name of the **Private Pay Sponsor** in the **Potential Matches** list that you would like to merge. Click **Next.**

Parent Merge

Provider: TAP TEST PROGRAM 148

Select a Matching Parent

Authorized Parents

Select	Parent Name	Sponsor ID
⦿	Haddish, Tiffani	67983

Potential Matches

Match	Parent Name
○	Haddish, Tiffany

Next   Cancel

Review the information and click **Merge.** Once a merge has been completed, it cannot be undone.

Confirm Merge

Provider: TAP TEST PROGRAM 148

Click Merge to complete merge process ① ②

Child to be Merged

Authorized Child	Matched Child
HADDISH, MELANIE	Haddish, Mel

Matched Parents

Authorized Parents	Potential Matches
Haddish, Tiffani	Haddish, Tiffany

Merge Cancel

A box appears confirming that the merge has been successful. Click **OK.**

Records have been successfully merged, press OK to continue.

OK
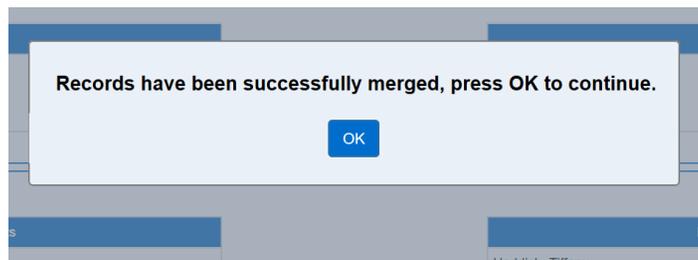
How Do Programs Add Private Pay Children and Sponsors?

To add a private pay child, refer to the KinderConnect - Adding Private Pay Children QRC.

To add a sponsor, refer to the KinderConnect – Adding Caretakers-Sponsors to a Child QRC.

Conclusion

For additional information, please visit www.ohiocctap.info. There you will find additional training materials and videos.

For additional application related issues and questions, please feel free to contact our Ohio TAP Support Center at 833-866-1708 and select option 9 or email SupportOH@controltec.com.