

KinderConnect – Correcting Parents after Merging Attendance

If a **Provider/Program** creates a Non-Subsidized (Private Pay) Schedule to track attendance while an authorization for Publicly Funded Child Care (PFCC) is in process, the **Provider/Program** needs to merge both schedules once the Publicly Funded Child Care (PFCC) 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 Publicly Funded Child Care (PFCC) **Caretaker/Sponsor** and one non-subsidized (Private Pay) **Caretaker/Sponsor** for the child because when the child was approved to receive Publicly Funded Child Care (PFCC), the name of the **Caretaker/Sponsor** was imported.

How to correct: The **Provider/Program** should merge the private pay **Caretaker/Sponsor** with the Publicly Funded Child Care (PFCC) **Caretaker/ Sponsor** using the Sponsor > Merge page.

B **Problem:** After merging a private pay **Caretaker/Sponsor** with a Publicly Funded Child Care (PFCC) **Caretaker/Sponsor**, other children that the **Caretaker/Sponsor** is associated with, who are not receiving Publicly Funded Child Care (PFCC), are no longer associated to the record of the parent.

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