

KinderConnect – Correcting Duplicate Sponsors after Merging Attendance

If a **Provider/Program** creates a Non-Subsidized (Private Pay) Schedule to track attendance while an authorization for Subsidized Care (PFCC, CCVP, OPP) is in process, the **Provider/Program** needs to merge both schedules once the Subsidized Care (PFCC, CCVP, OPP) is authorized. Below, we will review the common mistakes made when merging records and how to fix them:

A **Problem:** KinderConnect shows the name of one subsidized (PFCC, CCVP, OPP) **Caretaker/Sponsor** and one non-subsidized (Private Pay) **Caretaker/Sponsor** for the child because when the child was approved for subsidized care (PFCC, CCVP, OPP), the name of the **Caretaker/Sponsor** was imported.

How to correct: The **Provider/Program** should merge the Private Pay **Caretaker/Sponsor** with the Subsidized (PFCC, CCVP, OPP) **Caretaker/Sponsor** using the Sponsor > Merge page.

B **Problem:** After merging a Private Pay **Caretaker/Sponsor** with a Subsidized (PFCC, CCVP, OPP) **Caretaker/Sponsor**, other children that the **Caretaker/Sponsor** is associated with, who are not receiving Subsidized Care (PFCC, CCVP, OPP), are no longer associated with 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 Subsidized Care (PFCC, CCVP, OPP). Once the **Provider/Program** completes merging the non-subsidized (Private Pay) and the Subsidized Care (PFCC, CCVP, OPP) record of the **Caretaker/Sponsor**, the **Provider/Program** adds the children to the record of the Subsidized Care (PFCC, CCVP, OPP) **Caretaker/Sponsor**.