

KinderConnect – Merge Children

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**. Once authorized, the child has two schedules, one for subsidized and another for non-subsidized care. You can merge the child records from the **Provider** or **Child** pages.

A On the main KinderConnect menu, press **Merge** under Provider or Child to view **Authorized Child** names.

B Click on the radio button next to the **Child Name** you would like to merge to generate a list of all **Potential Matches**.

Authorized Child

Select	Child First Name	Child Last Name	Child ID	Date of Birth	Sponsors
☒	Cassie	Corbett	3820	11/1/2014	Corbett, Jonathan (PC)

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

Potential Matches

Match	Child First Name	Child Last Name	Child ID	Date of Birth	Sponsors
☐	Jenny	Appleton	669	6/11/2019	
☒	Abba	Corvin	3857	12/1/2015	

D Press **Accept Match** to confirm the **Potential Match**.

E Verify the **Child** records to be merged are correct. Press **Confirm Merge** to accept the selection.

Click Confirm Merge to complete merge process

Matched Children						
<table><thead><tr><th>Authorized Child</th></tr></thead><tbody><tr><td>Corbett, Cassie</td></tr></tbody></table>	Authorized Child	Corbett, Cassie	→	<table><thead><tr><th>Matched Child</th></tr></thead><tbody><tr><td>Corvin, Abba</td></tr></tbody></table>	Matched Child	Corvin, Abba
Authorized Child						
Corbett, Cassie						
Matched Child						
Corvin, Abba						

F KinderConnect issues a message informing you that the merge was successfully completed.

Records have been successfully merged, press OK to continue.