KinderConnect – Merge Attendance

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.

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

B Click on the radio button corresponding to the name of the child that 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 to select. 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 your selection.

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

Authorized Child		Matched Child
Corbett, Cassie	→	Corvin, Abba

Confirm Merge   Cancel

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

Records have been successfully merged, press OK to continue.

OK