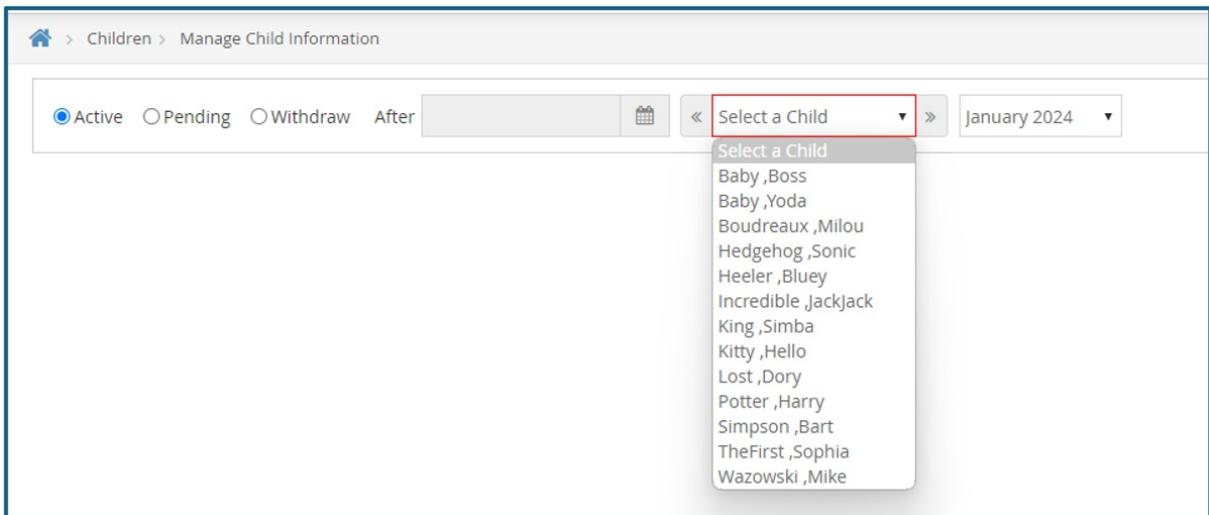


Change Child Status to Pending

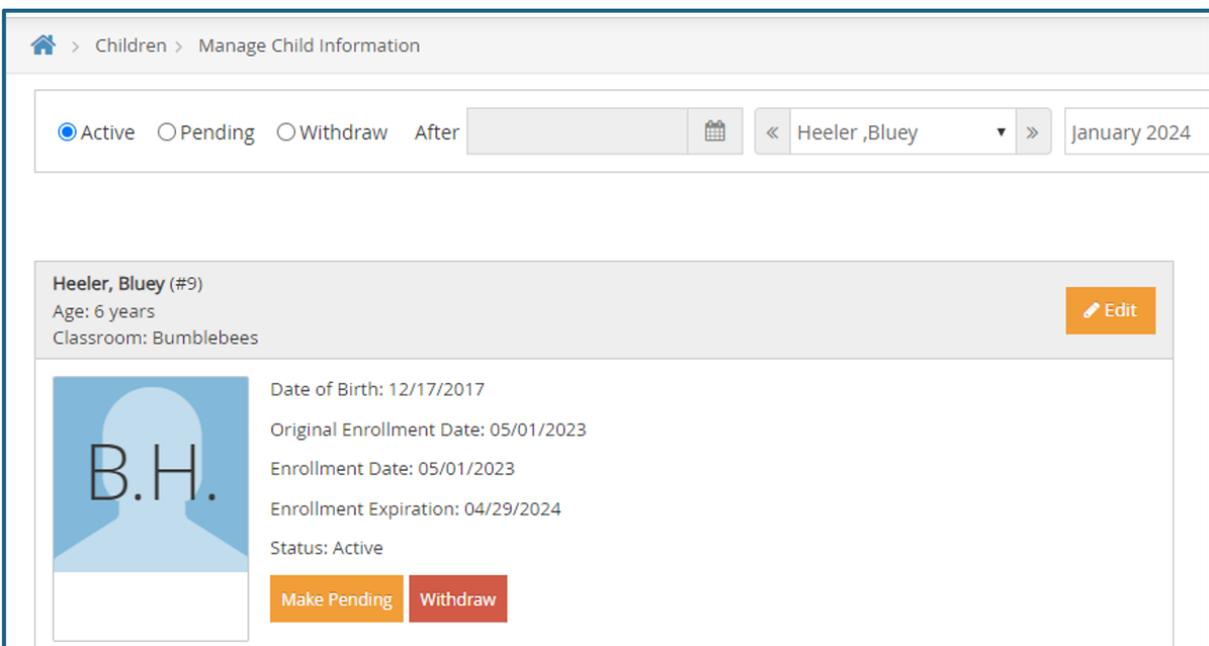
Last Modified on 03/26/2024 3:05 pm
CDT

When a participant is missing enrollment, income eligibility, or any other required information, sponsors have the ability to put them back into a **Pending** status. When a child is in pending status, it will alert the sponsor on the claim that there are children that are pending and may need information updated prior to processing the claim.

1. From the menu to the left, click **Children**.
2. Click **Manage Child Information**.
3. **Select the Center** the participant attends in the top right corner of the page.
4. Choose the participant needing to be moved to **Pending** Status.



5. In the top left section of the child information screen, click the orange **Make Pending** button.



6. Click **Yes** to confirm status change.
7. When a participant is ready to be made **Active** again, repeat this step by using the green **Activate** button or see **Activate Pending Participants**.

Active Pending Withdraw After



<< Heeler ,Bluey



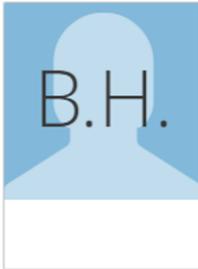
>> January 20

Heeler, Bluey (#9)

Age: 6 years

Classroom: Bumblebees

Edit



Date of Birth: 12/17/2017

Original Enrollment Date: 05/01/2023

Enrollment Date: 05/01/2023

Enrollment Expiration: 04/29/2024

Status: Pending

Activate

Withdraw