

# Unbalance State Funds

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CDT

Follow the steps below to undo the Balance State Funds function, when needed.

1. First, make sure that none of the affected claims are paid. If you have paid these claims, void any of the payments. For more information about this process, see **Void Payments**.
2. Un-mark the claims as submitted to the state. For more information, see [Unsubmit Center Claims](#).
3. From the menu to the left, click the **Claims** menu and select **Calculate Blended Rates**. The Calculate Blended Rates page opens.
4. Check the **Apply New Rates to Existing Claims** box. This will update the claims and set them back to the value determined by KidKare when the claim was processed.
5. Check the **Don't Recalculate Blended Rates** box. This ensures that the claim amounts stay as they were originally—even if child information has changed.
6. Click **Calculate**.
7. Re-run the [Balance State Funds](#) function, if needed.