Manage Removed From System Reasons

When you remove providers from your system, you must select a removal reason. You set these reasons up in the Removed From System Reasons dialog box.

Adding Removed From System Reasons

1. Click the **Tools** menu and select Removed From System Reasons. The Removed From System Reasons

window	opens
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1	Remo	ved From System Reasons		—
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	<u>(</u>	Children No Longer Attending Childcare		
		Closed by State / County		
		Dropping the Food Program		
		Never Started		
		No Longer Offering Care		
	Edit	Off for the summer	Delete	
		Other		
		Pending, Never Claimed		
		Removed from relative care list		
		Switching Sponsors		
		Terminated for Convenience		
		Terminated with Cause		· ·
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	A	dd Save		Close

- 2. Click Add. The Add Removed From System Reason Code dialog box opens.
- 3. Click the box and enter the removal reason code.

🕌 Add Removed From System Reason Code 📃 🎫		
Please enter the name of your new		
Removed From System Reason Code here		
Retired		
Save Close		

4. Click Save.

Changing Removed From System Reasons

You can only change reason codes you have added. The default system codes cannot be changed.

- 1. Click the **Tools** menu and select Removed From System Reasons. The Removed From System Reasons window opens.
- 2. Click Edit next to the reason to change.
- 3. Click the Edit the Code box and update the code text.

Removed from System Reasons	
Children No Longer Attending Child	dcare
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Edit. Off for the summer	Delete
Other	
Pending, Never Claimed	
Removed from relative care list	
Switching Sponsors	
Terminated for Convenience	
Terminated with Cause	
Edit the code text then dick Save Edit	
JUff for the summer	
Add Save	Close

4. Click Save.

Deleting Removed From System Reasons

You can only delete reason codes you have added. The default system codes cannot be deleted.

- 1. Click the **Tools** menu and select Removed From System Reasons. The Removed From System Reasons window opens.
- 2. Click Delete next to the reason code to delete.
- 3. Click OK at the Are You Sure prompt. The reason code is deleted.