

# Withdraw Children

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When you withdraw a child, the child remains in your Minute Menu HX database for auditing purposes. You can also re-activate withdrawn children at a later date, if needed. Deleting children, however, completely removes the record from your database. We strongly recommend that you only delete children who were enrolled in error, enrolled twice, and for other data-entry related reasons. Otherwise, withdraw children who are no longer in care.

1. Click the **Providers** menu and select **Child Information**. The Child Information window opens.
2. Click the **Provider** drop-down menu and select the provider.
3. Click the **Child** drop-down menu and select the child to withdraw.
4. Click **Withdraw** (bottom of the window). The Change Child Status dialog box opens.

The screenshot shows the 'Child Information' window with a 'Change Child Status' dialog box overlaid. The dialog box contains the following information:

- Child Name: Woodville, Mathilda
- Child Status: Active
- Effective Date: 03/25/2019
- Buttons: Withdraw, Cancel

The 'Child Information' window background shows the following details:

- Provider: Shelley, Mary 998894
- Child: Woodville, Mathilda 1
- Child Details: \*First Name: Mathilda, \*Date of Birth: 08/01/2015, Address: 456 ABC Way, City: Beverly Hills, Gender: Female, \*Ethnicity:  White, \*Race:  White, \*Enrollment Date: 03/25/2019, Enrollment Expiration Date: 03/31/2020
- Buttons: Print, Withdraw (highlighted with a red box), Save, Close

5. Click the **Effective Date** box and enter the child's effective date of withdrawal.

6. Click **Withdraw**.

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