

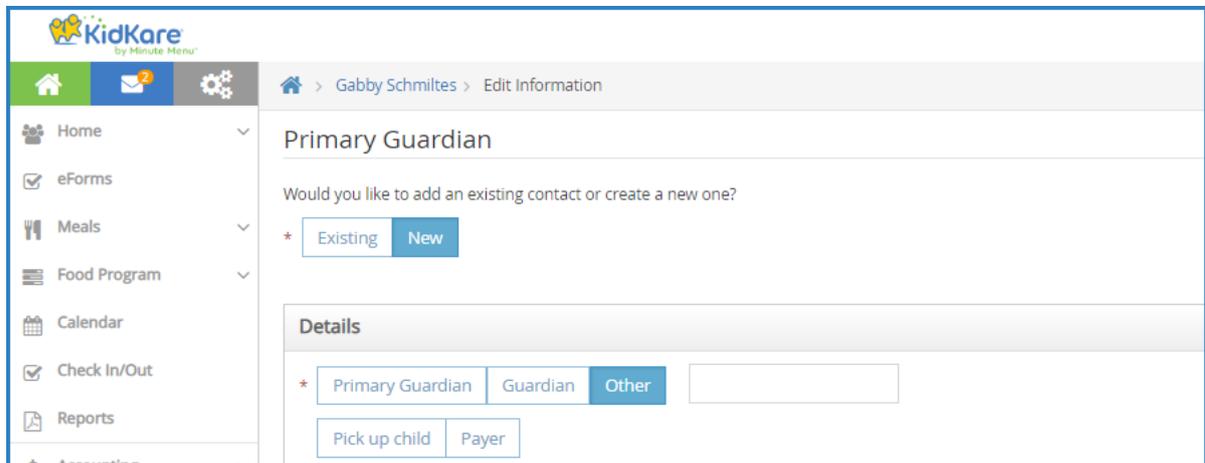
# Record a Voucher/Subsidy Payment

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Recording voucher/subsidy payments follow the same process as [recording regular payments](#). However, you must set up the agency making such payments as a contact on the child's record. Once you set up an agency as a contact in KidKare, you can easily add that agency to other child records, when needed.

## Setting Up an Agency for the First Time

1. From the **My Kids** page, select the child that receives subsidy payments. The Child Information page opens.
2. In the **Primary Guardian** section, click **Edit**.
3. Click **Add Another Contact**.
4. Click **New**.
5. Click **Other**.



The screenshot shows the KidKare web application interface. The top navigation bar includes the KidKare logo and a breadcrumb trail: Home > Gabby Schmitles > Edit Information. The left sidebar contains a menu with icons and labels: Home, eForms, Meals, Food Program, Calendar, Check In/Out, and Reports. The main content area is titled 'Primary Guardian' and contains the following elements:

- A question: "Would you like to add an existing contact or create a new one?"
- Two buttons: "Existing" and "New".
- A section titled "Details" with three radio buttons: "Primary Guardian", "Guardian", and "Other". The "Other" button is selected.
- An empty text input box to the right of the radio buttons.
- Two buttons at the bottom: "Pick up child" and "Payer".

6. Click the box to the right of **Other** and enter the name of this Payer.
7. Click the **First Name** box and type **State**.
8. Click the **Last Name** box and enter the two-character abbreviation of the state agency. For example, if this is the State of Texas, type TX.
9. Enter the state agency's information in the remaining boxes. Boxes marked with an asterisk are required.
10. Click **Payer**.
11. Click the **%** box and enter the percentage the state pays.

Scroll up to the primary guardian and enter the percentage they pay. for example, if the state agency pays 75%, the guardian pays 25%. These values must add up to 100%.

- When finished, click **Update**. The next time you create an invoice for the child you updated, the State Agency displays as a Payer.

## Setting Up Other Children from the Same Agency

If you need to create a subsidy payment for another child from the same agency, you can now add that agency as an existing contact to the child record (instead of inputting the information again).

To do so:

- From the **My Kids** page, select the child that receives subsidy payments. The Child Information page opens.
- In the **Primary Guardian** section, click **Edit**.
- Click **Add Another Contact**.
- Click **New**.
- Click **Other**.
- Click **Existing**.
- Click the **Select Existing Contact** drop-down menu and select the saved state agency.

8. Update the payment percentages.
9. Click **Update**.