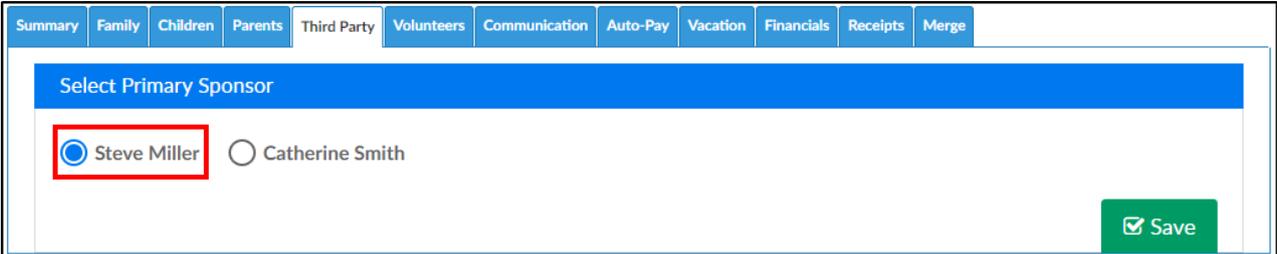# Family Record, Third Party Tab

Last Modified on 03/14/2019 12:42 pm EDT

The Third Party tab displays split family detail, including the split between parents and any third party contracts associated with the family.

Before detail can be added to either divorced parents or sponsored families, the family must be split. To split the family, select the primary payer's radio button and then select save. Once a family is split they can never have just one ledger on the same account.

If the parent will be paying a portion of the child's fees the Sponsor field radio button should be set to yes for each. The percentage paid should be the portion of 100% the parent would be responsible for. If the family also is sponsored by a third party the percentage paid is in relation to the amount of the copay each parent is responsible for.

Once the family has been split, third party contracts can be added onto the child's record. To add a contract, select the blue square icon with the pencil.

To add a contract select the + button above the agency list-

Family List

First Name	Last Name	
Tinkerbell	Peter Pan	✎

Third Party Contract List (Peter Pan, Tinkerbell) ➕

Agency	From	To					Created	Cre
Sample Agency	01/01/2017	12/31/2099	✎	♻	✖	📄	12/05/2017	dcv

Select the agency from the agency drop down list, add contract detail (the fields displayed on this screen will change based off of the third party's settings). Once detail has been entered press Save.

| Summary | Family | Children | Parents | **Third Party** | Volunteers | Communication | Auto-Pay | Vacation | Financials | Receipts | Merge |

Parent/Guardian Sponsor Information

Parent/Guardian:	Sponsor:		Percentage Paid
Wendy Peter Pan	⦿ Yes	○ No	% 50.0
Parent/Guardian:	Sponsor:		Percentage Paid
Peter Peter Pan	⦿ Yes	○ No	% 50.0

☑ Save

Agency Contract - Peter Pan, Tinkerbell

Agency:
✳ Sample Agency ▼

Contract Start Date:	Contract Stop Date:
📅	📅

Third Party Reimbursement Type:	Third Party Reimbursement Amount:
🏷 ▼	💳

CoPay Reimbursement Type:	CoPay Reimbursment Dollar Amount:
🏷 ▼	💳 0.0

Child Contract ID#:	Case #:	Case Worker:
👤	👤	👤

Variable Schedule Billing Based on Attendance:
⦿ Yes ○ No

Save   Cancel

Show All

Assignment List

Room	From	To	M	T	W	Th	F	Rate

The child's program/room assignments will display in the Assignment Lists box, select the option to Add to Contract if the contract detail should apply to the program/room assignment- then press Save Contract.

When billing is created the detail on the third party tab will ensure the parents are charged their copay (and over market if applicable) and the third party is charged for the portion of tuition they are covering.