

Families on the move

Families sometimes move to a new county or changes in the household or guardians may cause families to split or move. We can manage those moves and the records in 4hOnline, keeping in mind that 4hOnline is basically a STATEWIDE database. Each county has permissions to see portions of the database, but it's a state database, so **a family record should not exist more than one time**. We also have to remember that the "ownership county" can GIFT a family/member to another county, but the new county cannot TAKE a member/family.

Below I'll refer to the counties as "OldCounty" (the one that currently has the record) and "NewCounty" (the county that the family/youth is moving into).

Case 1: Entire family moves to another county

NewCounty: Notify OldCounty that you need that family record transferred.

OldCounty: Find the FAMILY record on the Family tab, and Login. Click on the link to "Edit Family". Change the 4-H County at the bottom of the Profile Information section to the NewCounty, **AND be sure to check the "update member records" box at the bottom**. Click Continue (just to be sure it saved) and return to the county account. Notify NewCounty that you've done that. (It doesn't matter whether the adults/contacts/youth are inactive or active—they'll all move just the way they are.)



Family Information	
Profile Information	
Email	jiparker@nomail.com <small>joe@gmail.com</small>
Last Name	Parker
Mailing Address	2345 Maple Dr
City	Webster City
State	Iowa
Zip Code	50595 <small>12345</small>
Primary Phone	515-234-5640 <small>555-555-1234</small>
Correspondence Preference	Mail
4-H County	Zdemo
<input checked="" type="checkbox"/> Update member records with the same address	

NewCounty: The entire family record will now show up in your records instead of in OldCounty records.

Case 2: Family splits up into 2 households/counties

Question 1: Where are the kids living?

- Same address as before: Just change the parent & second household information on the youth screens to reflect the new living circumstances.
- New address: Change the family record address (clicking the "update member records" box) and then change parent & second household information on the youth screens. Change county if necessary as above.

Question 2: Do both parents need "adult" records (both are volunteers)?

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- No: If there was originally a record for both adults, one record will be archived and the other will be activated and edited to reflect the new living circumstances. Otherwise, there's no change needed beyond what happened in Question 1.
 - Yes: If they live in the same county, each adult will belong to a separate family record, so a new one will need to be created for the non-custodial parent. The non-custodial parent would be the second household on the kid's records, although he/she would have his own family/adult record. If they live in separate counties, they will still need separate family records, but one will be created/maintained by NewCounty and one will be created/maintained by OldCounty.
 - Yes, and both want online access to their kids' records: Not gonna happen, unless the two parents can be civil enough to one another to share login/password information. Only one family can login to a member record. However, giving an ex-spouse the password for 4hOnline login is NOT the same thing as giving them the password for the email account—those can and should be two different passwords. That information will, however, probably not solve the problem. If the non-custodial parent is a club leader that the kid belongs to, he/she will be able to VIEW the youth's record, but not edit it.