Michigan Department of Human Services CSA Children's Services Administration Communication Issuance	**Type:** ☐ Informational Memorandum (IM) ☒ Program Instruction (PI) ☐ Policy Guide (PG)
	Issuance Date: 8/27/12 **Obsolete Date:** May 24, 2013
	Response Due: December 15, 2012 - Child Care Fund Annual Plan and Budget
	Log No.: 12-134
	Contact: Mary Mehren; mehrenm@michigan.gov
	Originating Office: Bureau of Child Welfare Funding and Juvenile Program, Child Care Fund Unit
	Subject/Title: 2012-13 Child Care Fund (CCF) Annual Plan and Budget (APB) Information
	Distribution: ☒ DHS Child Welfare Staff ☐ BCAL ☐ Private Agency Child Welfare Staff ☐ CWTI ☒ CSA Central Office Managers/Staff ☐ SACWIS ☐ Native American Tribes ☐ Data Management ☒ DHS County Directors ☐ Adult Services Staff ☒ Other: Local Office Contract Administrators and Zone Contract Coordinators

A letter containing this same information has been sent to Judges, Court Administrators of the Family Division of Circuit Court, and Tribal Judges.

Child Care Fund (CCF) Annual Plan and Budget (APB) Forms

The APB forms may be accessed on the Juvenile Justice On-line Technology (JJOLT) web site (jjolt.famcare.net). In addition, this web site provides access to the CCF-JJOLT manual and assistance in using the system. All CCF participants must submit CCF 2012-13 APB forms through the CCF JJOLT web site. If you used the JJOLT system for the FY 2011-12 APB submission, the process will be basically the same. JJOLT allows you to copy components from one year, move them to the next year, and then modify them as needed. Directions are enclosed. You can also access the JJOLT help site at JJOLThelp.famcare.net.

Certifications

In-Home Care and Basic Grant Certifications are designed to ensure understanding and compliance with policy and program requirements. The certifications require the signature of the presiding Judge of the Family Division of Circuit Court and/or the county DHS Director. All costs and services rendered through the Basic Grant and In-Home Care programs are the sole responsibility of the county. The county DHS Director's signature on the certification(s) must be as an agent of the county. The county DHS Director must have authority from the county to enter into contracts and expend county appropriated money for Basic Grant and In-Home Care programs. These certifications can be printed from the JJOLT web site, signed and submitted to the Bureau of Child Welfare Funding and Juvenile Programs (BCWFJP)).

Statistics

Please contact your CCF Specialist for statistics and other data sorts available.

Child Safety and Permanency Plans (CSPP)
Child Safety and Permanency Plans (CSPP) policy allows for the distribution of dollars available for In-Home Care Services on an allocation basis. Local Office DHS directors may negotiate joint court agreements with the family or tribal courts within this allocation and according to the restrictions placed on the use of these dollars.

County Facilities
If your county operates a child care facility (institution) for shelter, treatment, or detention, you must complete a narrative description for each facility as outlined in the CCF Handbook.

Special Use Foster Home
If your county has or wishes to establish a group shelter or special use foster home (foster home license) paid above regular state established foster care rates, a narrative must be filed as outlined in the CCF Handbook.

Due Date
The completed County CCF APB approved on CCF-JJOLT is due December 15, 2012. The signed hard copy DHS-2091 signature page and the appropriate signed paper hard copy certification page are now due October 1, 2012. The DHS-2091 and certification page(s) require written original signatures to be considered.

The CCF Specialist for your county is available for consultation. Please refer to the enclosed CCF territory list for the specialist in your county. If you have any questions, please contact us at (517) 335-3489.

Cc: Duane Burger

Accessing Child Care Fund Related Statistics

Three sets of Child Care Fund related statistics are available to Child Care Fund contacts in counties, courts, DHS local offices, Native American Tribes, Tribal Courts, and Tribal Social Services Offices. Access to all three sets will be facilitated by your Child Care Fund Specialist.

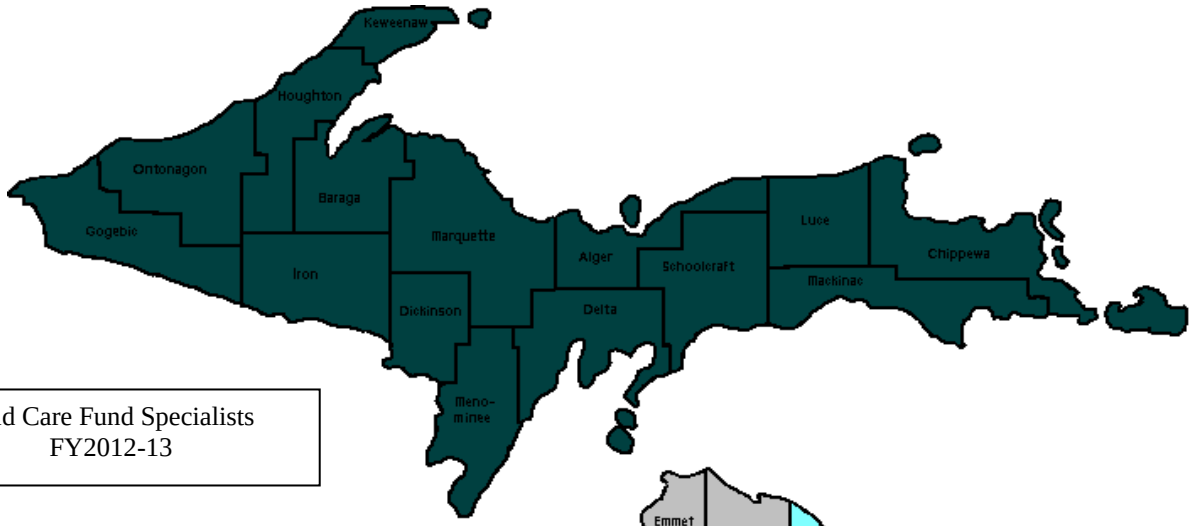
The three sets are:

- **CHILD CARE FUND STATISTICS** (A Table of Contents, a pie chart showing the overall division of expenditures, and 16 charts providing State and county statistics) for FY 2012.

  You can access these CHILD CARE FUND STATISTICS at http://www.michigan.gov/dhs/0,1607,7-124-5458_7696_14276---,00.html

- **STATISTICAL CHARTS AND LINE GRAPHS RELATED TO FOSTER CARE**

- **CHILD CARE FUND DHS 4472 SECTION A JUDICIAL SUMMARY DATA** (including statistical charts and line graphs) for FYs 2008-2012.



Child Care Fund Specialists
FY2012-13

Denise Binger
(906) 643-6114
bingerd@michigan.gov

Heather Rosales
(517) 241-9196
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Janie Ross
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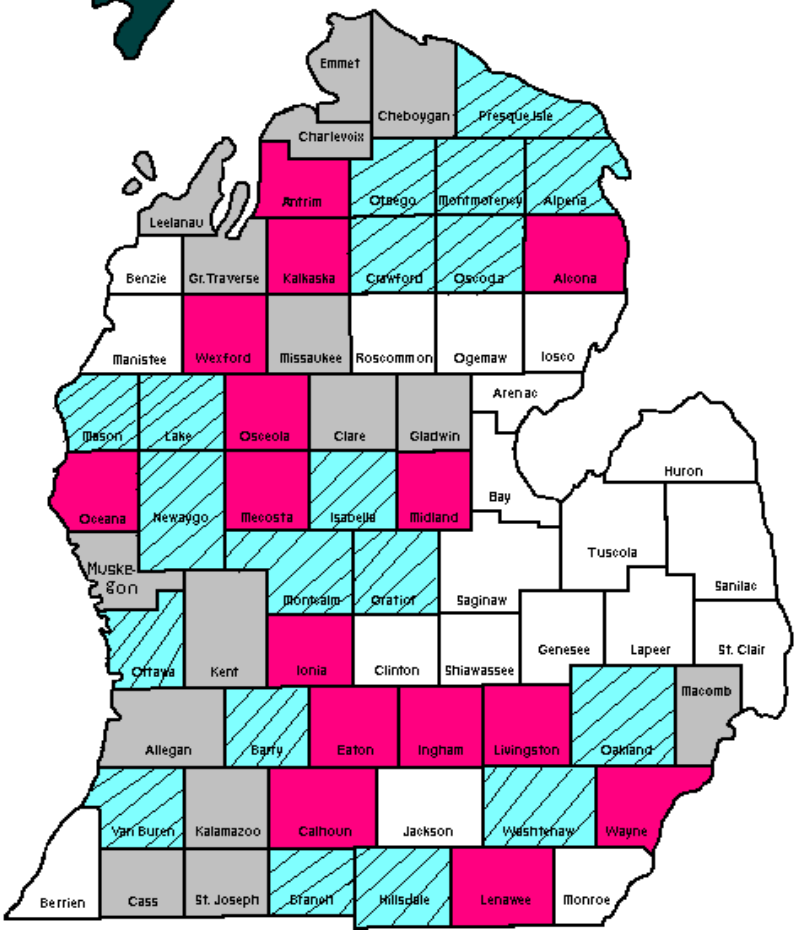

CCF CONTACT INFORMATION UPDATE
(Please print)

DATE: _____ **COUNTY:** _____

JUDGE'S NAME & ADDRESS:
_____

_____

_____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

COURT ADMINISTRATOR'S NAME & ADDRESS:
_____

_____

_____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

DHS COUNTY DIRECTOR'S NAME & ADDRESS:
_____

_____

_____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

COUNTY BOARD CHAIRPERSON'S NAME & ADDRESS:
_____

_____

_____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

(Please return this form with your CCF Annual Plan & Budget.)

CHILD CARE FUND CONTACT LIST

Bureau of Child Welfare Funding
and Juvenile Programs
Child Care Fund Unit
235 S. Grand Avenue, Ste. 406
Lansing, Michigan 48909
(517) 335-3489 - office
(517) 373-2799 – fax

Denise J. Binger, CCF Specialist
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Melinda Fandel, CCF Specialist
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Heather Rosales, CCF Specialist
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Janie Ross, CCF Specialist
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(517) 373-8225 – office

Creating A 2013 Child Care Fund Annual Plan and Budget

All budgets were entered into JJOLT last year so all of your components (2094/4471 forms) can be copied into the new years budget (ONLY COPY COMPONENTS).
To achieve this:

- Open up your 2012 budget. In front of each of your components you'll see a box with the column heading called COPY.
- Click in that box, you'll create an exact copy of your component. (just like a "save as" in Word).
- Select NO to the prompt "Are you Amending Your Budget".
- You will then be prompted to change the name of the component (we know you want to call it the same, but for now add 10 after the component name as an example).
- Now select the appropriate fiscal year 2013. (In the box above the component name).
- Make sure the document status is set to working and then save the form. (This action adds your component to your new 2013 budget). Now select your 2012 budget and you'll see the new component added. You are well on your way to completing your new budget. Continue to copy all of your components as described above.

ONLY COPY *the component forms. For all the other forms – select ADD NEW.*

When you log into JJOLT you're prompted to select a fiscal year and county (if you work with dual counties, otherwise only your county will show in the box). Select 2013 (October 1, 2012 through September 30, 2013). All of the components that you copied will be there. Continue to work on your components editing or adding new components. If the DHS has a sub account they too will need to have their components in JJOLT as well before the rest of the forms are completed. When you have an approved budget, approve the components at the county level and only then, should you continue creating/approving the rest of the forms.

If you need to create a 2091 for county approval you can create a new form print it (**do not save this form**) and put your figures in by hand (as the new figures will not be included at this point). If you do happen to save the form and the figures change within the components you will need to create another new 2091 to include your new figures. You will then need to contact Keith Young at the JJOLT helpdesk to delete the first 2091 for you.

When your components are approved (DHS and Court) you can then begin to create new forms beginning with the 2093. The forms need to be created in the order that they appear on the JJOLT Summary Page. The purpose of this is so the JJOLT system will do the math for you.

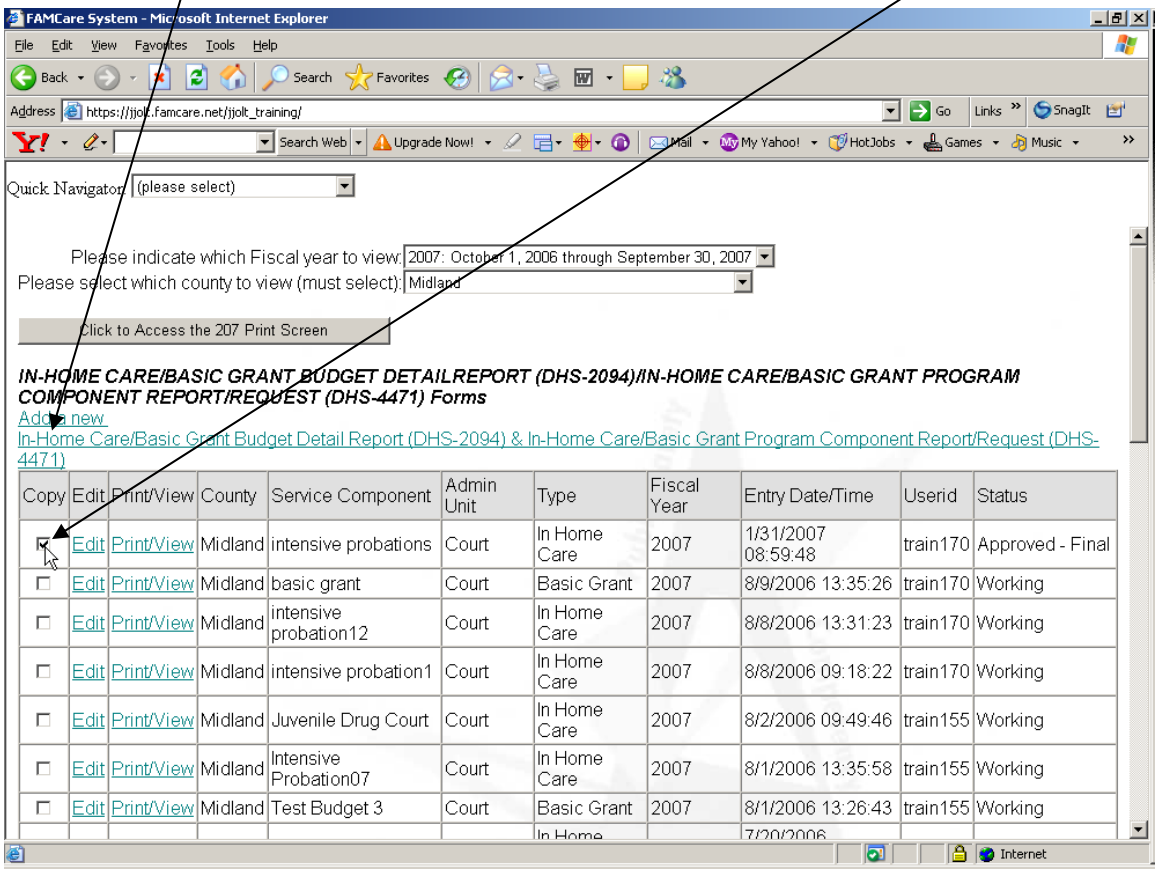
NOTE: If the forms are not completed in the order they appear on the JJOLT Summary Page, the figures will not carry over and the forms will not reflect the totals you need. So even though you maybe eager to begin working on the 2091 or the 4472, please resist until those components are completed and the previous forms have been created – remember follow the flow.

If you have questions when you start creating your new budget, please feel free to give your specialist a call. We'll be happy to walk you through this process.

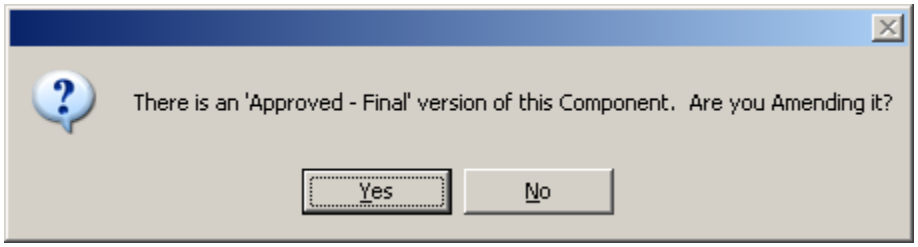
How to Create an Amendment to a Child Care Fund Budget

<u>ALL Amendments must be completed prior to September 1</u>

When amending a final approved budget, you must click the copy button for a specific component. (Components are the only forms copied – all other forms are ADD NEW.) See example for intensive probation shown below. You will be asked if you are amending an approved component, click YES.



Copy	Edit	Print/View	County	Service Component	Admin Unit	Type	Fiscal Year	Entry Date/Time	Userid	Status
☑	Edit	Print/View	Midland	intensive probations	Court	In Home Care	2007	1/31/2007 08:59:48	train170	Approved - Final
☐	Edit	Print/View	Midland	basic grant	Court	Basic Grant	2007	8/9/2006 13:35:26	train170	Working
☐	Edit	Print/View	Midland	intensive probation12	Court	In Home Care	2007	8/8/2006 13:31:23	train170	Working
☐	Edit	Print/View	Midland	intensive probation1	Court	In Home Care	2007	8/8/2006 09:18:22	train170	Working
☐	Edit	Print/View	Midland	Juvenile Drug Court	Court	In Home Care	2007	8/2/2006 09:49:46	train155	Working
☐	Edit	Print/View	Midland	Intensive Probation07	Court	In Home Care	2007	8/1/2006 13:35:58	train155	Working
☐	Edit	Print/View	Midland	Test Budget 3	Court	Basic Grant	2007	8/1/2006 13:26:43	train155	Working



How to Create an Amendment to a Child Care Fund Budget
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You can now begin to amend your component before going through the approval process. **Before saving your component be sure to change the document status back to working or there will not be a save button at the bottom after making all changes**. You will need to follow the same approval paths /procedures to have approved at the county level before submitting to your specialist in Lansing. This should also be approved by your judge.

***** NEW NOTE: All components must be final approved by the Child Care Fund Manager prior to creating the rest of your forms. Please refrain from entering a 207 for the month you are amending in. The figures will show a negative total. After the amendment is approved by the Child Care Fund Manager you will then be able to complete the 2091 and the 207 forms.**

Before submitting your budget for approval, you must first create new IN-HOME CARE SUMMARY (DHS-2093) and COUNTY CHILD CARE BUDGET SUMMARY (DHS-2091) Forms. You then must follow the procedure of resubmitting your Child Care Fund package approval to Lansing. Your amended budget will not change until it has gone through the approval process in Lansing resulting in Final Approval. Only after Final Approval, will the amended information automatically default into budget and your monthly 207 report. There will continue to be two components with the same name, but after final approval in Lansing, the amended component will then be the most current one.

*****NOTE– if the 2091 changes (this includes moving monies from foster care to institutional care or independent living) you will need to have new signatures (all three original signatures) from the DHS director, the Judge and the Commissioner. We are no longer using transfer forms, so if you are amending only your in home care components, copy the form to amend and when you make the changes make sure you include a brief explanation in the comment section of the form describing what changes you are making (i.e., increasing or decreasing this to that).**

How to Create an Amendment to a Child Care Fund Budget

Adding a new Component to a Final Approved Budget

When adding a new component as part of an amendment, after creating new you must then follow the instructions listed above. You must first create the new In-Home Care Summary, County Budget Summary, and package approval including the new component. Only after final approval will the new component be included in the amended budget.

NOTE: After making amendments please be sure to mail the updated summary page (2091) to Lansing including required signatures. The amendments will not be considered until the copies are received in Lansing. Please contact your specialist with any questions.