

Amendments to Annual Plan and Budgets

- ▶ Amendments can be made to the approved Annual Plan and Budget (AP&B) at any time throughout the fiscal year before September 1. Technical assistance on the step-by-step process to amend is available from the Child Care Fund Monitoring Unit (CCFMU) throughout the amending process and is outlined in Appendix I of the CCFMU Handbook.
- ▶ If changes are needed to program components (monetary or services), the following steps are required to be completed:
 - Amend the component(s)
 - Approval by County
 - Approval by CCFMU
 - Add a new DHS-2093
 - Add a new DHS-2091 and obtain the necessary signatures (if budget has been increased or decreased) (on-line and hard copy)
 - Add a new Child Care Fund Package Approval
- ▶ If total line items (Family Foster Care, Independent Living and Institutional Care) are increased or decreased, the following steps will need to be completed:
 - Add a new DHS-2091 and obtain the necessary signatures (on-line and hard copy)
 - Add a new Child Care Fund Package Approval
- ▶ The amendment is complete when all JJOLT forms have been created, completed, submitted and approved online at the County Circuit Court/Tribal level and original documents are received by the CCFMU.
- ▶ Once the amended budget receives final approval by the CCFMU Manager in JJOLT, reimbursement of expenditures can resume.