This job aid shows you how to amend a DHS-2094 and DHS-2091.

**Amend a DHS-2094 (In-Home Care/Basic Grant Component)**

Amend the most recently approved DHS-2094 (In-Home Care/Basic Grant Budget Detail) to request changes. When amending a DHS-2094, the existing information is automatically included in the amended budget component.

Here is a high-level overview of the process for amending a DHS-2094:

1. On the Home screen, click the **Child Care Fund** tab. The CCF Home screen appears.
2. Click the **CCF Forms** tab. The CCF Forms screen appears.
3. Select the **Organization** and **Fiscal Year** from the lists. The budget summaries appear.
4. In the **Budget Detail and Program Component Request (DHS-2094/4471)** section, click **amend** beside the form to amend. The DHS-2094 screen appears.
5. Update the form as necessary.
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6. If the amount requested in section G. Total Cost to Basic Grant, Net Anticipated IHC Matchable Expenditure has changed, you must also submit the latest DHS-2093, DHS-2095, and Child Care Fund Package Status.

7. Click Save. A new record is created that contains the amended data. This form has a status of In Progress.

8. Click select beside the amended form and click Approval to access the next screen. From the Action list, select Task Reviewed and Route to submit the form for approval. All new forms should be submitted to the CCFMU Manager Kelly Walters.

If this update will change anything on the approved DHS-2091, it will need to be amended and new signatures obtained on the updated DHS-2091 form.

Amend a DHS-2091 (Budget Summary)

You amend an approved DHS-2091 (County Child Care Budget Summary):

- After amending the DHS-2094 (In-Home Care/Basic Grant Budget Detail Report), and/or
- When requesting a change to amounts on the approved DHS-2091 form.

To amend a DHS-2091:

1. On the Home screen, click the Child Care Fund tab. The CCF Home screen appears.
2. Click the CCF Forms tab. The CCF Forms screen appears.
4. Before amending the County Child Care Budget Summary (DHS-2091), amend the DHS-2094 if needed.
5. In the County Child Care Budget Summary (DHS-2091) section, click amend beside the record. The DHS-2091 screen appears. Review and update the information on the form as necessary.

6. Click Save. This will then return you to the CCF Forms screen.
7. Review the updated data from the amended DHS-2094 and, if correct, click Approval.
8. From the Action list, select Task Reviewed and Route to submit the form for approval. All new forms should be submitted to the CCFMU Manager Kelly Walters. A new DHS-2091 record is created that contains the data from the amended form with a status of In Progress.
9. An updated DHS-2091 will need the three required signatures on the updated form. These can be done via CCF-MiSACWIS electronic signatures or in hard copy with the signed updated form uploaded into the Budget Attachments section.

When the amended DHS-2091 is approved, the following forms are automatically approved:

- DHS-2093 (In-Home Care Summary)
- DHS-2095 (Basic Grant Summary)