

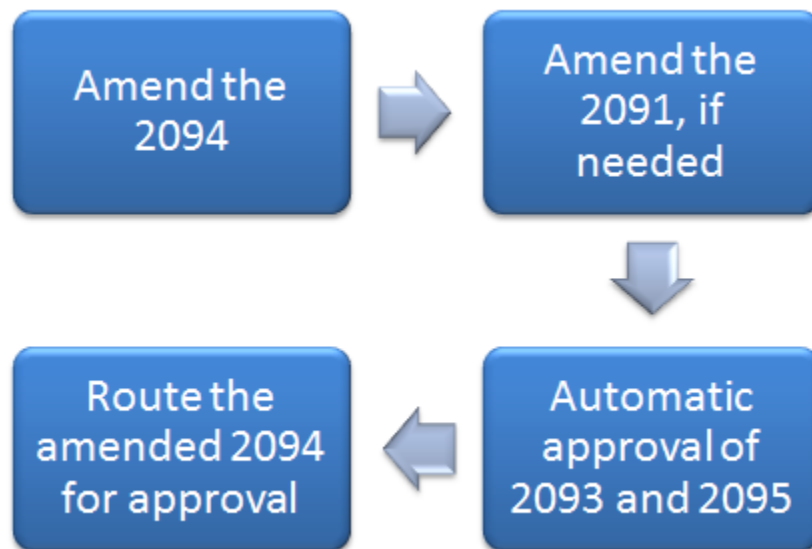
## > Job Aid: Amending CCF Budgets

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:



#### To amend 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.

Budget Detail and Program Component Request (DHS-2094/4471)									
	Service Component	Admin Unit	Type	Component Status	Total	Modified Date	Modified By	Status	Currently Assigned To
<a href="#">select amend report</a>	LAMP 16	Court	In-Home Care	Continued	\$25,000.00	12/14/2015 10:37 AM	Fixes, Data	Approved	
<a href="#">select amend report</a>	Intensive Case Monitor 16	Court	In-Home Care	Continued	\$69,991.00	12/14/2015 10:34 AM	Fixes, Data	Approved	
<a href="#">select amend report</a>	Counseling/evaluation 16	Court	Basic Grant	Continued	\$15,000.00	12/14/2015 10:31 AM	Fixes, Data	Approved	

[Add Form](#)

5. Update the form as necessary.

## > Job Aid: Amending CCF Budgets

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.
3. Select the **Organization** and **Fiscal Year** from the lists. The budget summaries appear.
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.

County Child Care Budget Summary (DHS-2091)				
	MDHHS Expenditure	Court Expenditure	Net Expenditure Total	Modified Date
<u>select</u> <u>amend</u> <u>delete</u>	\$285,000.00	\$519,991.00	\$804,991.00	12/14/2015 10:42 AM
<b>Add Form</b>				

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.

## > Job Aid: Amending CCF Budgets

- 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.

Child Care Fund Package Summary		
	Modified Date	Modified By
<a href="#">select report</a>	07/05/2016 04:45 PM	Guice, Elizabeth

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

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