

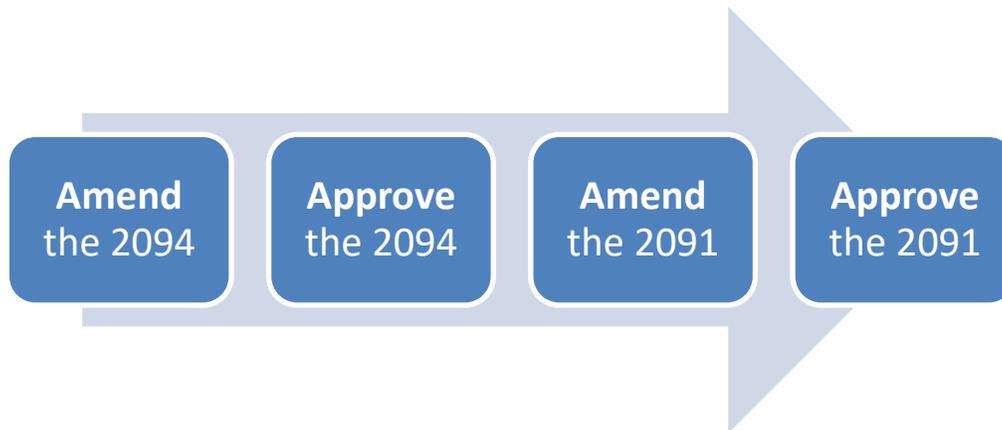
## Amend a DHS-2094 (Component Detail Report)

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

### Before you begin

Beginning fiscal year 2020, there are three component types: In-Home Care, Basic Grant, and Facility.

Below 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. Under the **Program Component Request (DHS-2094)** section, click amend beside the form to amend. The DHS-2094 screen appears.



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Program Component Request (DHS-2094)						
	Service Component	Admin Unit	Type	Component Status	Total	Modified Date
<a href="#">select</a> <a href="#">amend</a> <a href="#">report</a>	Youth and Family Support	MDHHS	In-Home Care	Terminated	\$0.00	10/08/2018 10:55 AM
<a href="#">select</a> <a href="#">amend</a> <a href="#">report</a>	Parent Coach-AY2019	MDHHS	In-Home Care	Continued	\$30,999.75	10/08/2018 10:54 AM
<a href="#">select</a> <a href="#">amend</a> <a href="#">report</a>	Intensive Home and Community-based Services 2018	Court	In-Home Care	Continued	\$311,822.00	10/08/2018 10:53 AM

5. Update the form as necessary.
6. Click **Save**. A new record is created that contains the amended data. This form has a status of In Progress.
7. 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.



### Note

All updated DHS-2094s also require the generation of an amended DHS-2091 in MiSACWIS.

New signatures are required on the amended DHS-2091 only if anything on the amended DHS-2091 form has created a change from the most recent approved *Child Care Fund Budget Summary form* (DHS-2091).

## Update a DHS-2091 (County Child Care Budget Summary)

For fiscal year 2020 and beyond, users can update out-of-home placement type budgeted amounts on an approved DHS-2091 through the **Add Details** button.

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 **County Child Care Budget Summary (DHS-2091)** section, click [select](#) beside the approved record. The DHS-2091 screen appears.
5. Under *Out of Home Care – Court or Tribal Supervised* and/or under *Out of Home Care – Neglect Abuse*, click **Add Details**.

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County Child Care Budget Summary (DHS-2091)				
Organization:		Fiscal Year: October 1, 2019 through September 30, 2020		Status: Approved
Cost Sharing Ratios	County 50% / State 50%	Anticipated Expenditures		
		MDHHS	Court	Combined
A. Out of Home Care - Court or Tribal Supervised		\$190,000.00	\$190,000.00	\$380,000.00
<a href="#">Add Details</a>				
B. In-Home Care		\$0.00	\$552,793.02	\$552,793.02
C. County/Court-Operated Facilities		\$0.00	\$100,184,000.00	\$100,184,000.00

- In the **Anticipated Expenditures** section, users may make the necessary adjustments.
- Click **Save**.
- Click **Close**. You are returned to the **CCF Forms** screen.



### Note

When changes are saved on the **2091 Supplemental Details** screen, the DHS-2091 Supplemental Report auto generates with prior values and can be viewed and/or printed.

If the total budget amount, after adjustments, does not match the approved budget then the user will be required to amend the DHS-2091.

## View or Print the DHS-2091 Supplemental Form

- In the **County Child Care Budget Summary (DHS-2091)** section of the **CCF Forms** screen, click report beside the record that was updated. The **Report History** screen appears.
- Click on the document ID of the desired record. The *County Child Care Budget Summary (DHS-2091)* report appears in a new window as a PDF file. The user has the option to click on the Save or Print icons.

County Child Care Budget Summary (DHS-2091)				
Michigan Department of Health and Human Services (MDHHS)				
Children's Services Agency				
County for October 1, 2019 through September 30, 2020				
				Created Date: 05/01/2019
Cost Sharing Ratios	County 50% / State 50%	Anticipated Expenditures		
		MDHHS	Court	Combined
A. Out of Home Care - Juvenile Justice (Total of 1, 2 & 3)		\$190,000.00	\$190,000.00	\$380,000.00
1. Family Foster Care		\$70,000.00	\$40,000.00	\$110,000.00
2. Institutional Care		\$70,000.00	\$50,000.00	\$120,000.00
3. Independent Living		\$50,000.00	\$100,000.00	\$150,000.00

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11. From the **Report History** screen, click **Cancel**. You are returned to the **CCF Forms** screen.

### Amend a DHS-2091

#### Before you begin

Amending an approved DHS-2091 is appropriate when the following has occurred:

- The DHS-2094 (In-Home Care/Basic Grant/Facility Budget Detail Report) has been amended, and/or
- A request to change the amounts on the DHS-2091 Supplemental Report exceeds the total out-of-home placements budgeted amount on the DHS-2091.

12. On the Home screen, click the **Child Care Fund** tab. The CCF Home screen appears.

13. Click the **CCF Forms** tab. The CCF Forms screen appears.

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

15. Before amending the County Child Care Budget Summary (DHS-2091), amend the DHS-2094 if needed.

16. 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	Modified By
<a href="#">select</a> <a href="#">amend</a> <a href="#">report</a>	\$533,000.00	\$1,038,740.60	\$1,571,740.60	01/03/2017 01:40 PM	
<a href="#">Add Form</a>					

17. Click **Save**. You are returned to the CCF Forms screen.

18. Review the updated data from the amended DHS-2091 and, if correct, click **Approval**.

19. From the **Action** list, select **Task Reviewed and Route** to submit the form for approval. All new forms should be submitted to the CCFRU Manager Kelly Walters.

20. 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.

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Child Care Fund Package Summary		
	Modified Date	Modified By
<a href="#">select report</a>	03/14/2017 10:21 AM	Weaver, Sam

**Budget Attachments**



### Note

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