

> Job Aid: CCF Approval Action Guide

The Process Approval screen in MiSACWIS provides users with an opportunity to set the approval status of CCF budget and expenditure reporting forms. The following table guides users in selecting the appropriate Approval Action on this screen, depending on the user and the task.

Before you begin

Navigate to: MiSACWIS > Home > Approvals or
MiSACWIS > Child Care Fund > CCF Forms (Approval button at the bottom of selected form.)

Approval Action Guide

Task	The user role and the Approval Action to select					Notes
	Fiscal Staff- Task Reviewed and Route	Organization Manager- Task Reviewed and Route	Judge- Task Reviewed and Route	County Commissioner- Approval	CCFMU Manager- Approval	
DHS 2094/4471	X	X	X (if necessary)		X	DHS-2094/4471 MUST be approved by CCFMU Manager before any other forms can be routed for approval. If Approved this decision is final and the task cannot be edited.
DHS- 167/168	X	X	X (if necessary)		X	DHS-167 and/or DHS-168 MUST be approved by CCFMU Manager before DHS-2091 can be routed for approval.
DHS-2091	X	X	X	X	X (if there is no County Commissioner)	This will capture the judge’s signature on the form. When the CCFMU Manager approves the 2091, the 2093 and 2095 will then be auto-approved.
DHS- 206b/207	X				X	These cannot be routed for approval until all budget forms have been approved by CCFMU Manager.
Recall a routed task for editing						When the Approval Action selected is Recall , this will pull the form from the approval queue so that fiscal staff can do further work on it before continuing on with the approval process.
Return forms for corrections						When the Approval Action selected is Return for Rework , the Fiscal staff needs to make corrections for the specific task and a due date for correction may be entered by the CCFU Manager.