

Enter a Child Care Fund budget for a fiscal year

In MiSACWIS, you can enter a budget for the next fiscal year. Below are the high-level steps for entering a new budget for a fiscal year:



To enter a Child Care Fund budget:

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 **Add Form** to add a new service component. The In-Home Care / Basic Grant Budget Detail Report (DHS-2094) screen appears.

If it exists, the prior year's records can be pulled forward into the next fiscal year.



Note

The DHS-2094/447 is the first form you record for a fiscal year.

5. Add a DHS-2094/4471 for each new service component. See page 3.
6. Once the DHS-2094/4471 is saved, add the DHS 2091. See page 5.
7. When the DHS 2091 is saved, the DHS-2093 and DHS-2095 are automatically generated.
8. The DHS-167 and DHS-168 must be approved before the DHS-2091 can be approved. See pages 6 and 7. The DHS-2093 and DHS-2095 are automatically approved once the DHS-2091 is approved.

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9. Once the budget has been submitted for the fiscal year, you can view the status of the CCF Package Summary.
10. After the budget has been approved, add a DHS-207/206b every month to submit the expenditures for approval. See pages 9 and 11.
11. To amend a budget, refer to the job aid *Amending CCF Budgets*.

Add a DHS-2094/4471

In MiSACWIS, you can add the basic information for the In-Home Care (DHS-2094) and Basic Grant Program Component (DHS-4471) forms.



Note

In some sections on this form, you can add additional entries by clicking **Add Row**; you can also delete an entry by clicking delete beside the record.

To add a DHS-2094/4471:

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**. The budget summaries appear.
4. In the Budget Detail and Program Component Request (DHS-2094/4471) section, click Add Form to add a new service component.

If this is the first entry in this section for the fiscal year, you are prompted whether you want to copy forward the most recent approved 2094 data for the new fiscal year. Click **Ok**. The summaries below populate with the previous year's data.

The DHS-2094 screen appears.

5. Enter the service component title in the **Service Component (Full Title/Name)** box.
6. Check the appropriate box for **In-Home Care** or **Basic Grant**.
7. In section **A. Personnel**, enter the supporting information for an employee. Click **Add Row** to enter information for each employee.
8. In section **B. Program Support**, enter the program support information for the employees listed in section A. Click **Add Row** to enter information for each additional employee.
9. In Section **C. Contractual Services**, enter the information for each of the contracted services. Click **Add Row** to enter information for each contractual service.
10. In Section **D. Non-Scheduled Payments**, enter the information for the non-scheduled payment. Click **Add Row** to enter information for each additional non-scheduled payment.
11. In **Section F. Public Revenue**, enter the information if the service component is funded by different public service revenue or if the service component is generating revenue. Click **Add Row** to enter each additional public revenue source.
12. In the **In-Home Care/ Basic Grant Program Component (DHS-4471)** section, select the **Component Manager** from the list.
13. In **Section I. Program Specific Information**, enter the information for the DHS-4471.

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14. In **Section II. Service and Cost Information for Fiscal Year Completed or Being Requested for the Next Fiscal Year**, enter the information about the service and cost information and the youth served in the program.
15. In **Section III. Impact Evaluation**, specify the number of youth served, number of days, and cost for each area of impact.
16. In **Section IV. Program Assessment/Evaluation**, select the **Program Service Type** and enter the information in items A through H.
17. In **Section V. Program Description**, enter a description of all of the components. You must enter at least 250 characters in the box.
18. Click **Approval** to route the form for approval. The Process Approval screen appears.
19. From the **Action** list, select **Task Reviewed and Route**.
20. Click **Save** and then click **Close**.

Add a DHS-2091

The County Child Care Budget Summary (DHS-2091) provides a current summary of the county's child care budget. The totals in this form are automatically calculated based on the approved service components and the approved DHS-207 and DHS-206b forms for the fiscal year.

To add 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. In the **County Child Care Budget Summary (DHS-2091)** section, click **Add Form** to add a new 2091 form. You will receive a message asking if you want to copy forward the previous year's 2091. Click **OK** or **Cancel**.
5. On the DHS-2091 screen, select the name of the **Court Contact Person** from the list. The person's telephone number and email address automatically update if the information has been added to the person's profile in MiSACWIS; otherwise, these boxes will be blank.
6. Select the name of the **MDHHS Contact Person** from the list. The person's telephone number and email address automatically update if the information has been added to the person's profile in MiSACWIS; otherwise, these boxes will be blank.

The anticipated expenditures for **MDHHS**, **Court**, and **Combined** are automatically updated with the information from the DHS-2094/4471 form.



Note

When the DHS-2091 is saved, the In-Home Care Summary (DHS-2093) and Basic Grant Summary (DHS-2095) are automatically generated.

7. In the next section, **Type of Care**, the anticipated expenditures are automatically updated with the information from the DHS-2094/4471 form.
8. Complete the **Cost Sharing Ratios** sections as need.
9. Click **Approval** to route the form for approval.



Note

A DHS-167, DHS-168, and DHS-2094 must be entered and approved before you can route the County Child Care Budget Summary (DHS-2091) for approval.

10. Click **Save**. You are returned to the CCF Forms screen. Notice that the DHS-2093, 2095, 167, 168, and the Child Care Fund Package Summary records have been automatically created.

View and approve a DHS-167

The In-Home Care Certification (DHS-167) form is generated after the DHS-2091 is saved. The DHS-167 form must be approved before you can route the DHS-2091 for approval.

To view and approve DHS-167:

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 **In-Home Care Certification (DHS-167)** section, click select beside the record. The DHS-167 screen appears.
5. Click **Approval** to begin the approval process for this form.
6. Click **Save**. You are returned to the CCF Forms screen.

View and approve a DHS-168

The DHS-168 (Basic Grant Certification) form is generated after the DHS-2091 is saved. If a county receives a Basic Grant, the DHS-168 form must be approved before you can route the DHS-2091 for approval.

To view and approve a DHS-168 form:

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 **Basic Grant Certification (DHS-168)** section, click select next to the record. The DHS-168 screen appears.
5. Click **Approval** to begin the approval process for this form. See Submit a work item for review and approval for more information.
6. Click **Save**. You are returned to the CCF Forms screen.

Add a DHS-207

After the Child Care Fund budget has been approved, you can complete a DHS-207 (Monthly Report On Foster Care Under The Family Division of the Circuit Court) to report the monthly court Child Care Fund expenditures. The totals on this form in each section are automatically calculated.

To add a DHS-207:

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 Monthly Report On Foster Care Under The Family Division of the Circuit Court (DHS-207) section, click Add Form. The DHS-207/DHS-206b Form screen appears.



Note

You can only add one DHS-207 form per month for a fiscal year.

5. Enter the monthly totals in each sub-section.
6. Verify the totals. These automatically calculate based on the data you enter in the form.
7. When you have finished entering the form, but are not ready to send it for approval, click **Save**. Otherwise, click **Approval**. The Process Approval screen appears.
8. From the **Action** list, select **Task Review and Route**.
9. Select the appropriate reviewer/approver from the **Reviewer/Approver** list.
10. Click **Save**. The form is routed to the individual you indicated.
11. Click [documents](#) on the right side of the form record to upload documents to upload the General Ledger, General Ledger Detail, Case Listing, Voucher, or any other supporting documents.

Add a DHS-206b

After the Child Care Fund Budget has been approved, you can add a DHS-206b (Monthly Report On Foster Care Under The State of Michigan DHHS) to report the monthly MDHHS Child Care Fund expenditures.

In each section, the totals are automatically calculated.

To add a DHS-206b:

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 **Monthly Report On Foster Care Under The State of Michigan DHHS (DHS-206b)** section, click **Add Form**. The DHS-207/DHS-206b Form screen appears.



Note

You can only add one DHS-206b form per month for a fiscal year.

5. Enter the monthly totals in each sub-section.
6. Verify the totals. These automatically calculate based on the data you enter in the form.
7. When you have finished entering the form, but are not ready to send it for approval, click **Save**. Otherwise, click **Approval**. The Process Approval screen appears.
8. From the **Action** list, select **Task Review and Route**.
9. Select the appropriate reviewer/approver from the **Reviewer/Approver** list.
10. Click **Save**. The form is routed to the individual you indicated.
11. Click documents on the right side of the form record to upload documents to upload the General Ledger, General Ledger Detail, Case Listing, Voucher, or any other supporting documents.

Enter monthly Child Care Fund expenditures

Report monthly Child Care Fund expenditures by using the following forms:

- Court expenditures: DHS-207
- Local MDHHS expenditures: DHS-206b

To enter monthly CCF expenditures:

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. Do one of the following:
 - To record court expenditures, in the **Monthly Report On Foster Care Under The Family Division of the Circuit Court (DHS-207)** section, click **Add Form**. See page 9.
 - To record MDHHS expenditures, in the **Monthly Report On Foster Care Under The State of Michigan DHHS (DHS-206b)** section, click **Add Form**. See page 11.
5. Before submitting either form for approval, be sure to attach the following:
 - Summary General Ledger for the time period covered by the DHS-207 or DHS-206b.
 - Detailed General Ledger for the time period covered by the DHS-207 or DHS-206b.
 - Monthly case listing for each Child Care Fund funded program, identified by provider, youth name or number, dates in and out of the program, and the assigned case worker.