

## > Job Aid: Submitting a DHS-207/206b

After the approval of the CCF budget, submit either the DHS-207 (Court) or the DHS-206b (MDHHS). This process includes adding the form, uploading any necessary documentation, routing it for approval, and obtaining an electronic signature. Remember only one DHS-207/206b can be added per month.

### Before you begin

Navigate to **Child Care Fund > CCF Forms** in MiSACWIS. Select the appropriate fiscal year.

### Add the DHS-207/206b (Fiscal staff)

1. On the CCF Forms screen, under the DHS-207 or DHS-206b section, click **Add Form**. The DHS-207/206b form screen appears.
2. Enter the monthly totals in each sub-section.



#### Note

If an amount is entered in the **Adjustments (6)** Column, then an explanation is required in the **Adjustments Comments** box.. Either a negative number or a positive number can be entered in the **Adjustments (6)** Column. Negative amounts should be displayed in parenthesis.

3. Totals automatically calculate based on the data entered into the form. Verify the totals.
4. Click **Save** if finished, but not ready to send the form for approval.
5. Attach/upload necessary documentation to accompany 207/206b form, see next section for directions.
6. If ready to submit the form for approval, refer to the Route the DHS-206b/207 for approval section.

### Attach a document to the 207/206b (Fiscal staff)

Required documentation must accompany all reimbursement requests. Documentation requirements can be found in the CCF Handbook. The current version of the CCF Handbook is available at [http://www.michigan.gov/mdhhs/0,5885,7-339-71551\\_66660---,00.html](http://www.michigan.gov/mdhhs/0,5885,7-339-71551_66660---,00.html). In MiSACWIS, you can attach documentation to the 207/206b.

1. Beside the form record, on the right side of the screen, click documents.

	Reporting Period	Modified Date	Modified By	Status	Currently Assigned To	
<a href="#">select report</a>	October	02/22/2016 10:52 AM		In Progress		<a href="#">delete documents</a>
<b>Add Form</b>						

2. On the Document List screen, click **Add Documents**.

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3. Select the **Document Type** and enter a **Document Name**.
4. Click **Choose File** to search for and select the file on your computer.
5. Enter the **Date on Document**.
6. Enter any comments if needed and click **Save**.

### Route and approve the DHS-207/206b (Fiscal staff, managers, Judges, Judge Alternate, Local Office Directors)

In order for signatures to be accurately captured on the DHS-207/206b, the **Task Review and Route** approval action must be used. Then, select the appropriate individual from the **Reviewers/Approvers** list.

1. At the bottom of the DHS-207/206b screen, click **Approval**. The Process Approval screen appears.
2. From the **Action** list, select **Task Review and Route** (this ensures the signature is captured on the 207/206b):
  - If you are fiscal staff, select your organization's information from the **Organization Category** and **Organization Name** lists, and your manager's name from the **Reviewers/Approvers** list.
  - If you are a manager, select your **Organization Category** and **Organization Name**. Choose the Judge's/Local Office Director's name from the **Reviewers/Approvers** list.



#### Note

The **District** and **Section** lists are not applicable to CCF billings and should ***not*** be used. These fields should always be skipped.

- If you are a Judge or Local Office Director, select Central Office as the **Organization Category** and **Organization Name**, and **Walters, Kelly** (CCFRU Manager) from the **Reviewers/Approvers** list.
3. Click **Save**. The form will be sent to the approver selected. You'll be returned to the form screen.
4. Click **Close** to exit the form.



#### Note

If the pending 207/206b does not have the required signature, you can recall the form to correct it and resubmit it. Any technical assistance questions regarding CCF-MiSACWIS should be directed to the MiSACWIS Help Desk at: 1-800-968-2644.

For policy questions, please contact: [MDHHS-CCFMU@michigan.gov](mailto:MDHHS-CCFMU@michigan.gov).