

## **Steps for Transferring Direct Child Care Expenditures to CCDF/CCW – Hurricanes Katrina and Rita Budget**

- 1. In CCSD application, load amount indicated expended on Hurricanes Katrina and Rita flagged individuals for Budget 21, Fund Code 027.**
- 2. Negate previous claims in the CCSD application by service month.**
- 3. Submit negated claims to BAPA.**
- 4. Change each customer referral to new CCDF/CCW – Hurricanes Katrina and Rita budget (Budget 021, Fund Code 027).**
- 5. Reenter previous claims in the CCSD application using new budget.**
- 6. Resubmit claims to BAPA.**