Michigan Department of Education
21st Century Community Learning Centers
Final Expenditure Budget Amendment Protocol

1. All 21st Century Community Learning Centers (21st CCLC) budget amendments must be submitted in the Michigan Electronic Grants System Plus (MEGS+) within 30 days after the end date of the grant each fiscal year.

2. Michigan Department of Education (MDE) Consultants will approve the MEGS+ Budget Amendments within two weeks.

3. Final Expenditure Reports (FERs) in the Cash Management System (CMS) must be submitted only after the MEGS+ budget amendment has been approved.

4. FERs must be submitted within the 60 day CMS deadline. It is recommended that programs DO NOT wait until the last week to submit the FER to insure that enough time is given to resolve any issues that may arise.

5. All FERs will be reviewed by MDE Consultants by the end of November.

6. Explanations for each line item deviation +/- 10 percent must be submitted in writing to the lead consultant for approval by the beginning of November.

7. Deviations not approved could result in decreased allocations or recapture of funds previously distributed.

Questions about the above policy should be directed to the lead consultant.