**SCSEP Budget Modification/ Reclassification Process**

1. CWI sends form to all subs with guidance on when/how to complete
2. Sub returns completed form to accounting/finance for review
   1. Eldon Hayman, Director of Accounting: [**ehayman@workforceinclusion.org**](mailto:ehayman@workforceinclusion.org)
   2. Finance email: [**finance\_scsep\_subgrantees@workforceinclusion.org**](mailto:finance_scsep_subgrantees@workforceinclusion.org)
3. Accounting/finance reviews and provide feedback then forward to programs
4. Program reviews and provides feedback
5. Accounting/finance approves
6. Accounting finance sends back to sub
   1. Doha Omar, Executive Assistant will be responsible for completing
7. Accounting/finance uploads revised budget into Sage.
8. Budget Modification/ Reclassification tracking sheet updated and saved in ShareFile
   1. Under sponsor agreement and budget