

**Reminder:** The Quarterly Reimbursement Requests are contingent on the quarterly program report being received and approved.

Quarterly program reports are submitted through GMS as a budget revision.

Go to: [Sections page](#)

The Application status is located at the top of the page.

**Application Status:** DEED Administrator Approved

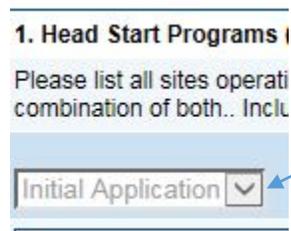
**Change Status To:** [Revision Started](#)  
or  
[FER Draft Started](#)

Click on: [Revision Started](#)

This will open the application up for data entry - quarterly program report. Go into each of the sections and make the necessary changes. Some numbers within the section being worked may not have applied in the initial that apply to this quarter. Be sure to review each number within the sections.

	<b>Head Start</b>
	<a href="#">Accept/Waive Indirect Cost</a>
	<a href="#">Budget</a>
	<a href="#">Budget Overview</a>
	<a href="#">Site Information: Ages 3-5</a>
	<a href="#">Related Documents</a>

Once in the section, click on the drop down menu box to change the selection from “Initial Application or select” to the appropriate quarter for which is being reported/changes.



1. Head Start Programs |  
Please list all sites operati  
combination of both.. Inclu

Initial Application ▼

Before you complete the program report, be sure to check with your business office to determine if any budget modifications are required for the reimbursement. If there are budget modifications, include them in the same revision. Only one revision at a time can be processed. This will allow the program report and budget modification to be reviewed at one time.

**Modifying a Budget Narrative:**

When revising the budget, update the narrative with the date of change and what is being changed. Enter it at the end of the previous narrative. DO NOT delete the previous narrative. This allows for a quick review of your revision as it clearly shows what is being changed and what was previously approved. Include a COMPLETE description of each line item.

Once completed with budget changes, go to [Sections page](#)

At top of page under Change Status to:

**Application Status:**    **Revision Started**

**Change Status To:**    [Revision Completed](#)

Click on: [Revision Completed](#)

Next approval- click on: [Fiscal Representative Approved](#). This moves the status of the application to DEED Program Manager. This notifies the assigned Department program manager that there is an application status change to review for approval.

If program manager has questions/requires additional information it will be returned: [DEED Program Manager Returned Not Approved](#)

Go to: [Sections page](#) Click on: [Grantee Checklist](#) located at bottom of the page to review the areas that require attention.



Make the necessary changes and resubmit for approval by changing the status at the top of [Sections page](#). Remember this requires two step approval.