

**FAMILY DIVISIONS/FAMILY SERVICES GRANT  
MID-YEAR BUDGET MODIFICATION REQUEST FORM**

Jurisdiction: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Please use this form to request any Mid-Year Budget Modifications for your Family Divisions/Family Services Grant. Please submit the completed form to:

*Pamela Cardullo Ortiz, Executive Director  
Department of Family Administration  
Administrative Office of the Courts  
580 Taylor Avenue, 2nd floor  
Annapolis, Maryland 21401  
Phone: 410-260-1580  
FAX: 410-974-5577*

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This Mid - Year Budget Modification Request Form has been prepared and submitted by:

\_\_\_\_\_  
*Name (printed)*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

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**MODIFICATION APPROVED:**

\_\_\_\_\_  
*Pamela Cardullo Ortiz, Executive Director  
Family Administration*

\_\_\_\_\_  
*Date*

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**REASON FOR BUDGET MODIFICATION.** *Please detail below the reasons you are requesting a budget modification. If you are adding or changing any positions, please list those positions and explain the change. Please highlight whether the changes requested are for one-time expenditures or whether they will become regular items in future budgets. [PLEASE ATTACH ADDITIONAL PAGES IF NECESSARY].*

<b>Description</b>	<b>CURRENT BUDGET</b>	<b>REQUESTED BUDGET</b>	<b>CHANGE REQUESTED (+/-)</b>
<b>OPERATIONAL EXPENSES</b>			
Personnel Costs (Salary/Fringe)			
a.			
b.			
c.			
d.			
Equipment/Software			
Contracts/Consultants			
Printing/Photocopying			
Supplies			
Telephone			
Training			
a.			
b.			
Travel			
Other Direct Costs			
Indirect Costs/Administrative			
<b>SERVICES EXPENSES</b>			
ADR Programs			
Child Counsel/ GAL			
Children - Childcare/Waiting Rm			
Children - Psychoeducational			
Custody Investigations			
Domestic Violence Advocacy			
Domestic Violence - Counseling/Treatment/Anger Mngmt			
Emergency Assistance			
Juvenile Programs			
Mental Health - Evaluations			
Mental Health - Treatment			
Parenting Education			
Pro Se Assistance			
Substance Abuse - Evaluations			
Substance Abuse - Treatment			
Visitation Services			
Other:			
<b>TOTALS</b>			