
TRIBAL CARS ACCOUNTING REPORTS MANUAL

CHAPTER III

CARS PROFILE NUMBER - 66300

PROFILE ID TITLE: IM Admin Expense Reporting

FULL TITLE: Income Maintenance Administration Expense Reporting

REPORTING INSTRUCTIONS:

Report total Income Maintenance (IM) expenses associated with the administration of the FoodShare and Medicaid programs as referenced in the Income Maintenance Section of the State and Tribe Contract for the Department of Health and Family Services Programs. Include the IM share of the Administrative Management, Support and Overhead (AMSO) costs as determined by your local cost allocation methodology.

Charge costs for all staff whose assigned functions relate to the IM programs.

IM Programs are defined as the FoodShare Program, Medicaid and BadgerCare Programs, Family Care Program, Caretaker Supplement Program, and the Funeral and Cemetery Aids Program.

An IM case is defined as a case receiving one of more of the following: FoodShare (FS), Medicaid (MA), BadgerCare, Family Care, Caretaker Supplement, and Funeral and Cemetery Aids.

Allowable costs for the IM unit include:

- supervisor's salaries and fringe
- workers' aides and specialists' salaries and fringe
- direct clerical support salaries and fringe
- travel costs associated with the above
- supplies, services, and equipment that can be directly identified to the IM unit

Below are some examples of activities that are allowable expenses to be reported on this CARS profile as long as they are performed for the IM programs:

1. Application processing, which may include:
 - Entering client data into CARES
 - Explaining IM programs and complicated policies
 - Collecting a premium
 - Discussing Electronic Benefits Transfer (EBT) for FS, and issuing a vault card
 - Explaining estate recovery and filling out appropriate forms
 - Running and confirming eligibility for IM programs in CARES
 - Sending manual notices
 - Explaining the Forward and Quest cards
 - Employer Verification Form (EVF) processing
2. Review Processing, which may include:
 - Interviewing or entering mail-in reviews into CARES for IM programs
 - Running and confirming eligibility in CARES for IM programs
 - Handling/mailing out brochures
 - Sending out manual notices

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- Explaining customer changes
 - Copying and scanning verification documents
3. Change Processing, which may include:
- Requesting and processing verifications
 - Entering changes, running and confirming eligibility in CARES for IM programs
 - SMIRF processing
4. Other Case Processing, which may include:
- Customer service activities including referrals, home visits, outreach and coordinating activities with other partners
 - Lost EBT cards
 - Handling alerts
 - Handling overpayments
 - Preparing for fair hearings
 - Processing IM burial reimbursement

Listed below are examples of activities that are NOT an allowable expense:

- Any administrative costs relating to tribal only programs
- Costs that should be claimed to other programs, i.e. Child Care administration and/or eligibility, even if the costs exceed that programs contract allocation.

These Income Maintenance Administration expenses then allocate to numerous CARS profiles (see below), based on the monthly CARES recipient counts. See the allocation flow chart in the CARS Manual for details of these allocating and payment profiles.

PROFILE TYPE: Allocated (G)

EXPENSES ROLL TO THIS PROFILE FROM: N/A

EXPENSES ROLL FROM THIS PROFILE TO: N/A

EXPENSES ALLOCATE TO THIS PROFILE FROM: N/A

EXPENSES ALLOCATE FROM THIS PROFILE TO: 66301, 66302, 66303, 66304, 66305, 66306, 66307

REIMBURSEMENT %: 100

PREPAYMENTS: 0

LIMITATIONS: N/A

FEDERAL CATALOG (CFDA) NUMBER: 10.561, 93.778, 93.767, 93.558

DIVISION RESPONSIBLE: Health Care Access and Accountability