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To: All Community Aids Reporting System Agencies

From: Expenditure Accounting Section, CARS Unit
Bureau of Fiscal Services
Division of Enterprise Services*Robert Halverson*

Dear Stakeholder,

This letter is to inform you of upcoming adjustments to the Community Aids Reporting System (CARS) Payment Processing schedule for your grant agreement contract or contracts with the Wisconsin Department of Health Services (DHS). These changes improve timely expense reporting. The Federal granting agencies that provide funding for DHS-administered programs have notified DHS that expense reporting for federal draw-down is occurring beyond the federally-required period. This expense reporting timeline is based on the Code of Federal Regulations §200.343 (a).

In an effort to ensure DHS meets all Federal reporting requirements and to mitigate any risk of Federal disallowance, starting **January 1, 2018**, DHS requests CARS agencies to submit their FINAL expenditure report for Federally-funded programs within 45 days of the approved CARS Contract Period end-date. DHS will need the reporting of all remaining allowable expenditures on Form F-00642, Community Aids Reporting System Expenditure Report. The expenditure report should be submitted via email to DHS600RCARS@dhs.wi.gov and should be noted as FINAL.

DHS staff has successfully tested expanded CARS payment processing capabilities. CARS can now process a broader range of expense reports. This means CARS agencies will soon begin to receive payments 30 days earlier than usual.

- CARS will begin to use the expanded processing capabilities as part of the August work effort. As a result, expense reports submitted for July 2017 can be paid as of September 1 for non-Municipalities and as of September 5 for Municipalities.
- For CARS 603 Reports, any June 2017 payments will show in the 'Adjustments Prior Months' column during this processing adjustment. Ongoing reporting of payments will show in the 'Expenses This Month' column.

Ongoing payment processing will follow the updated CARS Payment Processing schedule. A copy of this schedule is enclosed and can be found online at www.dhs.wisconsin.gov/publications/p00748-15-4-0.pdf.

We appreciate your commitment to the services you provide. DHS believes these processing adjustments are in the best interests of all parties involved.

If you have specific questions about these adjustments, please visit the CARS website at www.dhs.wisconsin.gov/cars/index.htm or contact your DHS Contract Administrator.

Thank you.