

Scott Walker
Governor



DIVISION OF ENTERPRISE SERVICES

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Date: April 20, 2016

To: County Agency Directors
County Financial Managers
Providers Receiving CARS Payments
Tribal Chair
Tribal Financial Managers

From: Robert Halverson, Director
Bureau of Fiscal Services

A handwritten signature in black ink, appearing to be 'R. Halverson', with a long horizontal line extending to the right.

Subject: Change to the Procedure for Submitting CARS Expenditure Report(s) for Payment

As part of an ongoing effort, by the Department of Health Services (DHS), to streamline processes, the following changes will be effective April 1, 2013:

- (1) Providers will no longer be required to submit expense reports with original signatures through the U.S. mail:
 - ✓ All expenses, submitted for payment after April 1, 2013, should be e-mailed as an attachment on form: F-00642 – Community Aids Reporting System (CARS) Expenditure Report - <https://www.dhs.wisconsin.gov/forms/f0/f00642.xlsm>
 - ✓ All expenses should be submitted through e-mail to: DHS600RCars@wi.gov
- (2) Each month it is important to access the following internet site
<http://apps.health.wisconsin.gov/cars/GetIndexServlet> for current CARS information:
 - ✓ Click on the “CARS System Messages.” The CARS messages are updated monthly and provide news to all providers regarding contract closeouts as well as other key information.
 - ✓ Click on “CARS Reports” to view and print your agency’s monthly CARS report to match your payments.
- (3) If a difference exists, on an expense report, within a \$5 variance of the expense total, CARS staff will correct the expense report, scan it and e-mail the corrected report to your agency.

If you have any questions regarding how to complete the F-00642 form, or any questions regarding the change in policy, please contact:

- CARS Unit, DHSDLDESBFSCARS@wi.gov