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Date: March 14, 2013

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

From: Amy McDowell, Director
Bureau of Fiscal Services

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 (Attachment 2) – <http://www.dhs.wisconsin.gov/bfs/CARS/carsforms.htm>
 - ✓ All expenses should be submitted through e-mail to: DHS600RCars@dhs.wisconsin.gov
- (2) If required, your contract(s) will be amended to reflect the original signature change to the current payment language (Attachment 1).
- (3) Each month it is important to access the following internet site
<http://www.dhs.wisconsin.gov/bfs/CARS/index.htm> 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.
- (4) 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 the process for submitting payments or how to complete the F-00642 form, please contact:

- Debe Lavoisier, CARS Lead Accountant at Debe.Lavoisier@wisconsin.gov
- Patty Kusuda, CARS Accountant at Patricia.Kusuda@wisconsin.gov

If you have questions regarding the change in policy, please contact:

- Laurie Palchik, BFS Section Chief at Laurie.Palchik@wisconsin.gov
- Patti Devine, State/County Accountant at Patti.Devine@wisconsin.gov

Thank you

CARS AMENDMENT

This Amendment is notification that the Department of Health Services (DHS) is changing the CARS expense report requirements. All other terms and conditions stated in your current contract remain unchanged and in full effect.

REVISION: SECTION IV
For All Grant and Interagency Agreements

IV. PAYMENT FOR SERVICES

Paragraph B

Delete: "Payments will be made monthly based on expense reports submitted to the Grantee, Contractee or Provider on the **F-80862** CARS Expenditure Report. . . ."

Insert: "Payments will be made monthly based on expense reports submitted to the Grantee, Contractee or Provider on the **F-00642** CARS Expenditure Report. . . ."

Paragraph C

Delete: "The Grantee, Contractee or Provider shall submit the expense report to:

DHS/DES/BFS/CARS UNIT
PO BOX 7850
MADISON WI 53707-7850. . . ."

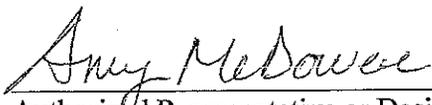
Insert: "The Grantee, Contractee or Provider shall submit the expense report to the following e-mail address: DHS600RCARS@dhs.wisconsin.gov"

REVISION: SECTION 10.0
For the 2013 State\County Contract

10.0 SOCIAL SERVICES AND COMMUNITY PROGRAMS REPORTS

Delete: "Form Number Name
F-80600 Expenditure Report – Community Aids Reporting System"

Insert: "Form Number Name
F-00642 Community Aids Reporting System (CARS) Expenditure Report"



Authorized Representative or Designee
Amy McDowell, Bureau of Fiscal Services Director
Division of Enterprise Services

3/13/2013
Date