



TRIBAL COMMUNITY AIDS REPORTING SYSTEM (CARS) ACCOUNTING REPORTS MANUAL

CHAPTER I

GENERAL OVERVIEW

The Community Aids Reporting System (CARS) is the way that the Department of Health Services (DHS) processes contracts and reimburses expenses to a tribe. Each month, the CARS records expenses that have been reported and calculates payments.

DHS program staff negotiates available funds, program/contract terms, and conditions with a tribe for services. After all these steps are finalized and funding is approved, a contract is generated and submitted to tribal leadership for approval and signature.

The CARS payment process begins with an approved and signed contract.

Each month, a tribe should report any costs they have incurred by program (Profile ID) on the CARS Expenditure Report available at <https://www.dhs.wisconsin.gov/forms/f0/f00642.xlsm>. In order to be processed timely, the CARS Expenditure Report must be sent as an email attachment to DHS600RCars@wisconsin.gov. The subject line should include: (1) tribe's name; (2) tribe agency number; (3) agency type; and (4) expenditure report month and year. An expenditure report received by the "[Keying Document Due Date](#)" column each month will be reviewed, and payments for those expenses will be processed during the corresponding "CARS Processing Date" column.

Payments will be issued through an Automated Clearing House (ACH) and will be direct deposited into the account identified on the tribe's electronic funds transfer (EFT) enrollment form <https://www.dhs.wisconsin.gov/cars/eft-request.htm>. The Department shall make electronic payments to each tribe on the fifth of each month or the first banking day following the scheduled payment date, whichever is later.

CARS generates agency reports each month. The reports are available not less than five days prior to the scheduled payment date at <http://apps.health.wisconsin.gov/cars/GetIndexServlet>. The monthly CARS 603 Report provides detailed information on reimbursement of program expenditures. At least quarterly, a tribe should reconcile the costs that have been recorded in the CARS 603 Report with their own accounting records.

If payments exceed reported expenditures, DHS will record an amount due (account receivable) in the CARS system. The amount due will be collected against subsequent expenditure reimbursements. When payments and expenditures have been reconciled and all amounts due are collected, the contract is closed in the CARS system.