



**ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL**

TOPIC: Section 15 – Fiscal Administration of Grants and Contracts 4.0	EFFECTIVE DATE: 06/27/1991
TITLE: Standard Procedures for Developing, Issuing and Processing Aids Payments.	REVISION DATE: 10/08/2018
AUTHORIZED BY: Director, Bureau of Fiscal Services	

**BACKGROUND**

Standard procedures for developing, issuing, and processing aid Payments and contracts are necessary to ensure that:

- Payments comply with legal requirements and good business practices.
- Payments against contracts are accurate and timely.
- Responsibilities and due dates are clearly assigned and understood.
- Information is shared between parties involved in the process in an efficient, timely, and effective manner.
- The number of errors and amount of rework required are held to a minimum.

**POLICY**

1. All Department of Health Services (DHS) employees involved in the process are responsible for ensuring that grants and payments conform to DHS standards, and are in accordance with applicable state and federal laws and regulations.
2. Payments shall be made only against properly completed, signed, and dated contracts for which funding has been identified and reserved or for which sufficient future funding is reasonably anticipated within the contract period. Standard contract language can be found on the Bureau of Strategic Sourcing (BSS) [Guidance Suite](#) SharePointSite. Also please refer to APP 1.0 for polices on standard grant and aid language and polices for processing.
3. Payments shall be made only in accordance with DHS policy and contract provisions.
4. **Prior** to issuing aids contracts to agencies (governmental, non-profit or for-profit organizations), contracting divisions shall prepare and submit the following documentation on the CARS SharePoint site for BFS workflow review and approval:
  - a. Profile ID Request form for new and changed profiles.
  - b. Completed Pre-Contract Packet (Pre-Packet) Document Set including:
    - i. Completed Pre-Packet Workbook.
    - ii. All other applicable Pre-Packet Document Set information. (e.g., funding ratios, scope of services, flowcharts, etc.)

Pre-Packet templates materials to be uploaded by the Division are located on the CARS SharePoint site (see link below). The site includes: Pre-Packet Workbook template, Profile ID Request form, Agency Type table, Voucher Table Account and all guidelines and templates necessary to complete the process. The upload of the above-mentioned documents, completed by the Division, will become a Pre-Packet Document Set on the

CARS SharePoint site:

<https://share.health.wisconsin.gov/agency/fiscal/cars/ref/Forms/AllItems.aspx>.

5. Review of the Pre-Packet Document Set, on the CARS SharePoint site, will be completed by DES no later than 15 working days after receipt.
  - a. If required information is not included and / or clarifying information is needed to approve the Pre-Packet Document Set, DES will request the Pre-Packet submitter to provide the information within 3 working days.
  - b. If the Pre-Packet submitter does not provide any response within 3 working days, DES will follow up on the request and provide one more working day for response prior to rejecting the Pre-Packet Document Set.
6. Review of the Profile ID Request form for new and changed profiles will be completed by BFS no later than 15 working days after receipt. New or changed profiles should be sent to the CARS SharePoint site prior to the upload of the Pre-Packet to provide the time needed for review.
7. The contracting division will receive automated notification regarding the workflow approval or rejection of the Pre-Packet Document Set by DES.
8. The SharePoint site and the BFS file room shall maintain the final approved Pre-Packet Document Set.
9. Budget journals will be prepared and entered by BFS to ensure funding is available and appropriate.
10. All changes to contractual document types, including reductions, are subject to the same policies and procedures.

### **Applicability**

These procedures apply to all aids and aids-type contracts issued by DHS including, but not limited to, the State/County, State/Tribal, and DPH Consolidated contracts, governmental, non-profit, or for-profit organizations. Questions on whether a contract is an aid or aid-type contract should be directed to BFS.

### **Detailed Divisional Procedures**

Contracting divisions are strongly encouraged to develop and publish detailed procedures, consistent with these procedures, defining how the process is implemented within their respective divisions. Necessary information includes, but is not limited to, clear assignment of responsibilities for each step in the process, detailed time line and/or due dates.

### **Processing signed contracts**

1. Upon execution of the grant agreement, through DocuSign, a copy of the fully executed contract will automatically be sent to [DHSCARSContracts@dhs.wisconsin.gov](mailto:DHSCARSContracts@dhs.wisconsin.gov).
2. The BFS CARS Unit shall enter the contract information into the CARS system, once a signed contract is received. A schedule of planned cutoff and run dates is included in this bulletin. Signed contract materials received on or before the cutoff shall be included in the scheduled run. Signed contract materials received after the scheduled cutoff, and prior to the run, may be entered at the discretion of the BFS CARS Unit.
3. The contracting division has the responsibility for canceling contracts that are approved but not implemented. The divisions should notify their monitoring accountants as soon as the cancellation is determined. A new Pre-Packet Document Set, showing the revised contract

amount, should be uploaded into the CARS SharePoint site for BFS workflow review and approval.

**ATTACHMENT**

[CARS Processing Dates](#)

**REFERENCES**

[CARS SharePoint guidelines and templates](#)

[CARS SharePoint Home Page](#)

[Administrative Directive 70.1](#) (Delegation of Authority to Division Administrators to Enter into and Administer Grants and Aids Contracts)

[DHS APP Section 15 – Fiscal Administration of Grants and Contracts 1.0](#) (Fiscal administration and processing of grants.)

[CARS Manual](#)

[BSS Guidance Suite](#)

**CONTACTS**

[Deputy Director, Bureau of Fiscal Services](#)

[Expenditure Accounting Section Chief](#)

[Lead Accountants](#)

[BFS CARS Accountants](#)

### CARS PROCESSING DATES

The following is a schedule of due dates for receipt of keying documents in the CARS Unit, anticipated CARS run dates, and ACH deposit dates for non-municipal and municipal vendors.

Agency Closeout Month	Agency Monthly Expense Report	Keying Document Due Date	CARS Processing Date	Non-Municipal Deposit (ACH)	Municipal Deposit (ACH)
05/2018	06/2018	07/15/18*	07/18/18	08/01/18	08/06/18
06/2018	07/2018	08/15/18	08/16/18	09/04/18	09/05/18
07/2018	08/2018	9/15/18*	09/17/18	10/01/18	10/05/18
08/2018	09/2018	10/15/18	10/16/18	11/01/18	11/05/18
09/2018	10/2018	11/15/18	11/16/18	12/03/18	12/05/18
10/2018	11/2018	12/15/18*	12/17/18	01/02/19	01/07/19
11/2018	12/2018	01/15/19	01/16/19	02/01/19	02/05/19
12/2018	01/2019	02/15/19	02/18/19	03/01/19	03/05/19
01/2019	02/2019	03/15/19	03/18/19	04/01/19	04/05/19
02/2019	03/2019	03/31/19**	04/05/19**	05/01/19	05/06/19
03/2019	04/2019	05/15/19	05/16/19	06/03/19	06/05/19
04/2019	05/2019	06/15/19*	06/17/19	07/01/19	07/05/19
05/2019	06/2019	07/15/19	07/16/19	08/01/19	08/05/19
06/2019	07/2019	08/15/19	08/16/19	09/03/19	09/05/19
07/2019	08/2019	09/15/19*	09/16/19	10/01/19	10/07/19
08/2019	09/2019	10/15/19	10/16/19	11/01/19	11/05/19
09/2019	10/2019	11/15/19	11/18/19	12/02/19	12/05/19

\* Keying Document Due Date falls on non-business day

\*\* Early Close for DLTC Closeout (Getting reports to DLTC)

Updated: 08/16/2018

Source: CARS Processing Dates through 01-2020

**Agency Closeout Month**

This is the Report period in which we are accepting reports for the last time.

**Agency Monthly Expense Report**

This is the Report period in which we are accepting reports for the first time. This period expenses will begin to reimburse along with periods chronologically before it.

**Keying Document Due Date**

45-day deadline of the Agency Closeout Month and that month's submissions. Any Submissions after this date may not process until the subsequent month.

**CARS Processing Date**

Day that monthly payment processing begins. (For Internal Use Only)

**Non-Municipal Deposit (ACH)**

Day that Non-Municipal agencies will receive their ACH transfer.

**Municipal Deposit (ACH)**

Day that Municipal agencies will receive their ACH transfer.