STATE OF WISCONSIN
DEPARTMENT OF HEALTH SERVICES
DIVISION OF ENTERPRISE SERVICES
BUREAU OF FISCAL SERVICES

COMMUNITY AIDS REPORTING SYSTEM (CARS)
ACCOUNTING REPORTS MANUAL

Chapter II: DHS Forms, Profile Detail and Flow Charts

DHS CARS INPUT FORMS

- Human Service Departments/Boards/Income Maintenance (IM) Programs, including IM-RMS Direct Reporting

  - CARS Expense Report, F-00642
  - By Email – Email your report to DHS600RCARS@wisconsin.gov. Subject line should include your agency number, agency type, report month and year, and agency name.

EXPLANATION OF PROFILE DETAIL CATEGORIES

- PROFILE ID TITLE
  ⇒ Abbreviation of the full title, limited by CARS to 25 characters. This abbreviated title is reflected on all CARS output reports.

- FULL TITLE
  ⇒ Complete name of profile.

- REPORTING INSTRUCTIONS
  ⇒ Brief profile specific reporting instructions. Contact the Division responsible for a specific program for more comprehensive information.

- PROFILE TYPE
  ⇒ Designates how expenses are processed. The options are:
    - Cash Adjustments (A)
    - Non Reimbursable (D)
    - Sum Sufficient (E)
    - Contract Controlled (F)
    - Allocated (G)

- EXPENSES ROLL TO THIS PROFILE FROM
  ⇒ Profile(s) from which expenses will roll when reimbursable expenses exceed the contract level and are appropriate for reimbursement by this profile.

- EXPENSES FROM THIS PROFILE ROLL TO
  ⇒ Profile to which expenses will roll when reimbursable expenses exceed the contract level for this profile and are appropriate for reimbursement on the listed profile.

- EXPENSES ALLOCATE TO THIS PROFILE FROM
  ⇒ Expenses will allocate to this profile from listed profile(s).

- EXPENSES ALLOCATE FROM THIS PROFILE TO
  ⇒ Expenses will allocate from this profile to the listed profile(s)

- REIMBURSEMENT PERCENTAGE
  ⇒ Specifies the percentage of the reported expense amount CARS will reimburse. CARS will:

    1. Reimburse at this percentage on this profile; or

    2. Roll the expenditures to another profile for further processing; or

    3. Allocate the expenditures to another profile for further processing.

    Refer to specific profile IDs for information on rolls or allocations.

- PREPAYMENTS
  ⇒ Number of prepayments allowed by the Contract

- LIMITATIONS
  ⇒ Dictated by contract, Statutory Requirements, and Federal requirements.

- CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER
  ⇒ Numbers that are assigned by the Federal government to Federal Domestic Assistance Programs.

- DIVISION RESPONSIBLE
  ⇒ The Division or Department that is responsible for the administration of the profile.

The CARS Unit will periodically update CARS profiles. Updates may include additions, deletions, or modifications to profiles. Please follow all profile instructions.

Note: N/A on the profile sheets means “not applicable.”