CARS #: 76

PROFILE ID TITLE: IM ALLOCATED

FULL TITLE: Income Maintenance Allocated

REPORTING INSTRUCTIONS: Enter total Income Maintenance (IM) costs less any IM costs that are directly charged to any other programs or CARS profiles. Include the IM share of the Administrative Management, Support and Overhead (AMSO) costs as determined by your local cost allocation methodology.

Charge costs for all staff whose assigned functions relate to the IM programs.

IM Programs are defined as FoodShare. Wisconsin Medicaid and BadgerCare Plus Standard Plan and Benchmarch Plan, Family Care, SSI Caretaker Supplement, the Wisconsin Funeral and Cemetery Aids Program and BadgerCare Plus Core Plan. For the purpose of clarity, the Wisconsin Medicaid and BadgerCare Plus Programs include the Medicaid Purchase Plan, Well Woman Medicaid, the Family Planning Waiver, other sub-programs of Medicaid, and the Subrogation and Estate Recovery Program.

An IM case is defined as a case applying for, enrolled in, or receiving benefits from one or more IM programs, or a case that had applied for, enrolled in, or received benefits from one or more IM Programs.

Allowable costs for the IM unit include:
- supervisor's salaries and fringe
- workers' aides and specialists' salaries and fringe
- direct clerical support salaries and fringe
- travel costs associated with the above
- supplies, services, and equipment that can be directly identified to the IM unit

Below are some examples of activities that are allowable expenses to be reported on this CARS profile as long as they are performed for the IM programs:

1) Application processing, which may include:
- Entering member data into CARES
- Explaining IM programs and complicated policies
- Collecting a premium

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- Discussing Electronic Benefits Transfer (EBT) for FS, and issuing a vault card
- Explaining estate recovery and filling out appropriate forms
- Running and confirming eligibility for IM programs in CARES
- Sending manual notices
- Explaining the Forward and Quest cards
- Employer Verification Form (EVF) processing

2) Review Processing, which may include:
- Interviewing or entering mail-in reviews into CARES for IM programs
- Running and confirming eligibility in CARES for IM programs
- Handling/mailing out brochures
- Sending out manual notices
- Explaining customer changes
- Copying and scanning verification documents

3) Change Processing, which may include:
- Requesting and processing verifications
- Entering changes, running and confirming eligibility in CARES for IM programs
- SMIRF processing

4) Other Case Processing, which may include:
- Customer service activities including referrals, home visits, outreach and coordinating activities with other partners
- Lost EBT cards
- Handling alerts
- Handling overpayments
- Preparing for fair hearings
- Processing IM burial reimbursement

Listed below are examples of activities that are NOT an allowable expense:
- Any administrative costs relating to county only programs including county burial administrative costs
- Costs that should be claimed to other programs, i.e. Child Care and W-2 administration and/or eligibility, even if the costs exceed that programs contract allocation

Allowable expenses reported on this CARS profile are allocated based on recipient counts to the following profiles:
- 283—IMAA State Share
- 284—IMAA Federal Share

See the allocation flowchart in the CARS manual for details.

PROFILE TYPE: Allocated (G)

EXPENSES ROLL TO THIS PROFILE FROM: N/A

EXPENSES ROLL FROM THIS PROFILE TO: N/A

EXPENSES ALLOCATE TO THIS PROFILE FROM: N/A

EXPENSES ALLOCATE FROM THIS PROFILE TO: 283, 284

REIMBURSEMENT %:   100

PREPAYMENTS: 0

LIMITATIONS: N/A

FEDERAL CATALOG (CFDA) NUMBER: N/A

DIVISION RESPONSIBLE: Division of Health Care Access and Accountability