

This chapter contains the DHFS CARS:

- Report forms
- [Agency Type Chart](#)

## **DHFS CARS INPUT FORMS**

### **[DMT-600 CARS Expense Report Form \(Blank\)](#)**

- **Human Service Departments/Boards**
  - ◆ [DHFS Expenditure Report--DMT-600](#) (Excel format - prefilled)  
[Instructions for reporting—DMT -600](#)
- **Income Maintenance Programs, including IM-RMS Direct Reporting**
  - ◆ [DHFS Expenditure Report--DMT-600](#) (Excel format - prefilled)  
[Instructions for Combined DMT-600](#)

The DMT-600 Form must be sent:

#### **BY PAPER COPY**

DMT/CARS Unit  
P.O. Box 7850  
Madison, WI 53707-7850

#### **BY INTERNET**

- You must mail a [Electronic Expenditure Report Certification – DMT-0602](#) form.

E-mail your report to [Cars600r@dhfs.state.wi.us](mailto:Cars600r@dhfs.state.wi.us) Please put your county name, agency number and agency type in the subject line per instructions above.

- You may fax the paper copy of the DMT-600 form to:

608-264-9874  
Attention: CARS Unit

If you fax your report, the original must be mailed to the address above. Faxed copies may not be clear and keying errors could result. **DHFS requires original signatures. A fax copy only, is not acceptable.**

**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 %**

⇒ 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 send updates to the 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.