

## **IM-RMS General Information**

### **Overview**

The DWD/DHFS Random Moment Sampling (RMS) for IM/W-2 began on January 6, 2003. Because of this, counties must report costs in two different ways.

- a) For reimbursement purposes, counties must report in CARS for Income Maintenance (IM) programs, as they have done in prior years.
- b) For federal reporting and revenue generation, counties must also report shared and direct costs to DWD and DHFS. Shared costs are distributed to funding sources based on the results of the random moment samples. This information will be used to support the claim of federal funds for appropriate programs. DHFS is currently using an ACCESS database, referred to as IM-RMS, to compile information for federal revenue claiming.

### **Reporting**

It is very important for all counties to provide all required reports to ensure both accurate payments and accurate federal revenue calculation. Expenditure reports should be submitted monthly.

Direct expenditures are those that can be identified to a single federal program. Direct reported expenses will be processed monthly.

Reporting of expenses for reimbursement (CARS) and direct expenses for federal claiming (IM-RMS) are combined into a single submission. See the CARS Accounting Reports Manual, Chapter II for detailed reporting instructions.

In addition to direct expenses, you must submit the FIS-13591-E DWD/DHFS Shared Cost Expenditure Report. This must be submitted to both DHFS and DWD via email. The current version of this form is available on the DWD CORE website at <http://www.dwd.state.wi.us/core/forms.htm>.

Instructions for preparing the Shared Cost Expenditure Report are available at [http://www.dwd.state.wi.us/core/county\\_report\\_directions.htm](http://www.dwd.state.wi.us/core/county_report_directions.htm).

Report expenses only once for federal claiming purposes—either as direct or shared.

### **Processing**

Quarterly RMS statistics are applied to reported shared costs. Within a quarter, each month's shared costs are allocated separately but using the same quarterly statistics. These allocated expenses are then reported to counties on the DHFS Statistical Preprocessor Report of Detailed Allocations.

The profile structure used in IM-RMS is significantly different from the structure used for reimbursement. It is designed to capture the information now available under the RMS cost allocation methodology and to support the claiming of federal funds. Since IM-RMS is not used for reimbursement purposes, contract amounts are not loaded into IM-RMS. Because this information is no longer relevant, flow charts have been deleted from the on-line IM-RMS manual.

**Contacts**

If you have questions about IM-RMS reporting, please contact one of the following:

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