

NOTICE

School Health and Related Services (SHARS)
2020 Cost Reports
IMPORTANT PAYROLL INFORMATION

In response to questions regarding payroll for direct medical services, as well as transportation services impacted by ongoing school closures due to COVID-19 and the recent winter storm, HHSC is providing the following guidance.

Districts are to enter costs as they have incurred them, in the same manner as in previous cost reporting years. For example, if your district paid employees a full year's worth of wages you should enter the total amount of the wages paid in the cost report. HHSC will review and apply calculations as appropriate and as approved by CMS during the cost report review process to determine appropriate allocations to SHARS.

Important reminders:

- FFY2020 SHARS Cost Reports opened in STAIRS on **February 15, 2021**
- The RMTS percentage (or Direct Medical Percentage) is **tentative**. The settlement amount, impacted by that percentage, is **tentative** as well.
- All FFY2020 SHARS cost reports will close on **April 1, 2021** as noted in TAC rule [§355.8443](#). Cost reports *must be certified by that date* to meet SHARS cost report requirements.

For questions, please call the SHARS helpline at (512) 730-7400 or email us at ProviderFinanceSHARS@hhs.texas.gov.

For help with STAIRS, contact the Fairbanks Information Center at 888-321-1225 or info@fairbanksllc.com.