

NOTICE

School Health and Related Services (SHARS) Settlement Provider Notice & Informal Appeals

HHSC SHARS sent Settlement Notices to districts on December 3rd, 2021. As a reminder, districts are required to review their cost report, and agree or disagree with the proposed settlement amount within 30 calendar days of the notice, **Monday, January 3rd, 2022**.

If a district does not complete the required steps to either agree or disagree by the deadline, HHSC will close their cost report and default to the proposed settlement amount as though the district had agreed.

Additionally, should a district disagree, they are entitled to submit an informal appeal to HHSC SHARS. The appeal letter must be received by HHSC no later than **Monday, January 3rd, 2022**. If a district that disagrees with their proposed settlement, and fails to submit an appeal by the deadline, HHSC SHARS will close their cost report and default to the proposed settlement amount as though the district had agreed.

To assist districts in properly submitting Informal Review requests, HHSC SHARS posted training material on the SHARS webpage, linked below.

[2021-shars-irinfostrngslds.pdf \(texas.gov\)](#)

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