

# SHARS FFY23 Cost Report Settlement Notices

Be advised that the HHSC Provider Finance Department (PFD) expects to send all Federal Fiscal Year 2023 (FFY23) School Health and Related Services (SHARS) cost report settlement notices by Dec. 17, 2024. Settlement notices will be sent to all Local Education Agencies (LEAs) who submitted a SHARS cost report for FFY23.

## Required Actions

Once settlement notices are sent, all LEAs must log in to their [State of Texas Automated Information Reporting System \(STAIRS\)](#) account, review their FFY23 cost report, and **agree** or **disagree** with their proposed settlement amount. These steps must be completed within **30 calendar days** from the settlement notice date.

### **Agree with the Settlement Amount**

- PFD will process the LEA's **reimbursement** or **recoupment** amount following the receipt of this decision in STAIRS.

### **Disagree with the Settlement Amount**

- The LEA must enter a "disagree" response within STAIRS within 30 calendar days of the settlement notice date.
- PFD must receive the LEA's **Informal Review Request** within 30 calendar days of the settlement notice date.

### **Disagree (with Extension Request)**

- The LEA must enter a "disagree" response within STAIRS within 30 calendar days of the settlement notice date.
- PFD must receive the **written extension request** within 30 calendar days of the settlement notice date.
  - Approved extension requests will permit the LEA to submit an Informal Review Request within **45 calendar days** of the settlement notice date.
  - Note: If the 45<sup>th</sup> calendar day falls on a weekend, national holiday, or state holiday, then the 45<sup>th</sup> day is considered the next business day following the 45<sup>th</sup> calendar day.

### **No Action in STAIRS**

- Failure to agree or disagree with the proposed settlement amount **within 30 calendar days** of the settlement notice date will result in PFD processing the LEA's reimbursement or recoupment amount as if the district had "Agreed."

## Informal Review Request Submissions

- Informal Review Requests can be submitted through the STAIRS Upload Center or by Certified Mail, and must include the following:
  - A concise statement of the specific actions or determinations in dispute,
  - The proposed resolution, and
  - And any supporting documentation relevant to the dispute.
- To be accepted, Informal Review Requests must be written on official LEA letterhead and signed by an LEA Superintendent, CFO, Business Officer, or other official with legal and financial authority.
- Failure to submit either an Informal Review or Extension Request within 30 calendar days of the settlement notice date will result in HHSC proceeding with the settlement amount as if the district had "**Agreed.**"

## Important Dates

### Informal Appeal Deadline

- 30 Calendar Dates from date of settlement notice

### Extension Request Deadline

- 30 Calendar Days from date of settlement notice

### Informal Appeal Deadline for Extension Requests (*approved requests only*)

- 45 Calendar Days from date of settlement notice

## Helpful Resources

### Informal Review Training

- To assist LEAs in properly submitting Informal Review requests, PFD held a training session on Nov. 19, 2024.
  - The recording of this webinar can be downloaded [here](#).
  - A copy of the training presentation can be accessed [here](#).

For questions regarding STAIRS, contact the Fairbanks Client Information Center at (888) 321-1225 or [email Fairbanks](#). For questions regarding this notice, contact the HHSC SHARS staff at (512) 730-7400 or by [email](#).