

NOTICE

School Health and Related Services (SHARS)

FFY 2023 Informal Review Request Deadline

FFY23 Informal Review Deadline Today:

Be advised that Federal Fiscal Year 2023 (FFY23) SHARS Informal Review Requests are due today, January 13, 2025, for all Local Education Agencies (LEAs) that disagreed with their proposed settlement amount in STAIRS **and did not request an extension.**

If an LEA disagreed but did not submit an extension request, HHSC must receive the LEA's Informal Review Request or extension request by **today, January 13, 2025.**

Extension Requests:

If an LEA would like to submit an Informal Review extension request, the extension request must be received by HHSC by **today, January 13, 2025.**

Instructions:

- Log into [STAIRS](#).
- In your LEA's FFY23 cost report, request an extension.
- Upload the extension request letter into the STAIRS Upload Center.

No Action in STAIRS

If an LEA does not complete the required steps for either agreeing or disagreeing with an Informal Review Request or extension request today, the cost report will default to the proposed settlement amount as though the LEA had agreed.

For more detail on your LEA's FFY23 cost report, log into [STAIRS](#).

For questions about this notice, please contact the HHSC SHARS staff at (512) 730-7400 or email us at ProviderFinanceSHARS@hhs.texas.gov. For help with STAIRS, please contact the Fairbanks Information Center at (888) 321-1225 or at info@fairbanksllc.com.