

SHARS FFY23 Cost Report Settlement Notice

As of Dec. 13, 2024, the Federal Fiscal Year 2023 (FFY23) School Health and Related Services (SHARS) cost report settlements are available for viewing in the [State of Texas Automated Information Reporting System](#) (STAIRS).

Required Actions

Local Education Agencies (LEAs) that submitted a SHARS cost report for FFY23, must review their FFY23 cost report and **agree** or **disagree** with their proposed settlement amount. These steps must be completed within **30 calendar days** from Dec. 13, 2024.

Agree with the Settlement Amount

- The HHSC Provider Finance Department (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 permit the LEA to submit an Informal Review Request within **45 calendar days** of the settlement notice date.
 - Note: If the 45th calendar day falls on a weekend, national holiday, or state holiday, the 45th day is considered the next business day following the 45th calendar day.

No Action in STAIRS

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

For information regarding informal review requests, review the notice sent on [Nov. 25, 2024](#).

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 [email HHSC](#).