

SHARS Reminder: Providing Complete Documentation

The Health and Human Services Commission Provider Finance Department (HHSC – PFD) is reminding all School Health and Related Services (SHARS) providers that all submitted documentation substantiating reported cost in the annual cost report is required to be complete and from a sourced system (not a re-creation). Local Education Agencies (LEAs) that participate in SHARS are obligated to provide substantiating documentation for all costs claimed on their cost report in full and by the deadlines set forth by the HHSC.

If a LEA (or third-party vendor if applicable) provides partial or incomplete data to HHSC-PFD, their costs may be completely removed, adjusted, or deemed un-auditable in compliance with [1 TAC Rule §355.105](#).

HHSC-PFD encourages LEAs to work directly with those submitting their annual cost report to remind them of these requirements and provide any updates to documents already submitted for the Fiscal Year 2023 cost reports currently under desk review as soon as possible.

For questions regarding this notice, please contact the HHSC SHARS staff at (512) 730-7400 or [email us](#).