

**NOTICE**  
**School Health and Related Services (SHARS)**  
**2023 Cost Reports Correction Requests Reminder**

REMINDER: Local Education Agencies (LEAs) wishing to correct information submitted in the 2023 SHARS Cost Report are allowed a correction period of 60 days from the cost report due date (April 1, 2024). **The cost report corrections period closes May 31, 2024.** Any LEA that has not requested and completed corrections to their 2023 SHARS Cost Report by the deadline will not be able to submit corrections, unless requested during the review periods by HHSC Provider Finance (HHSC-PFD).

Instructions:

Amendments and/or adjustments to a closed cost report must be requested in writing.

**To make a correction to a cost report:**

- Scan and send a written LEA-initiated correction request to [ProviderFinanceSHARS@hhs.texas.gov](mailto:ProviderFinanceSHARS@hhs.texas.gov)
- Correction requests must be on LEA letterhead, dated and signed by the Financial Contact
- Correction requests must be notarized
- Requests should include:
  - o LEA Name
  - o LEA NPI and TPI
  - o Year of the cost report in need of correction
  - o Brief description of the issue/correction
  - o Length of time needed to complete the revisions

For questions, please call the SHARS helpline at (512) 730-7400 or email us at [ProviderFinanceSHARS@hhs.texas.gov](mailto:ProviderFinanceSHARS@hhs.texas.gov). For help with STAIRS, contact the Fairbanks Information Center at 888-321-1225 or [info@fairbanksllc.com](mailto:info@fairbanksllc.com).