

NOTICE

School Health and Related Services (SHARS)

Informal Appeals & Extension Requests

Upcoming Deadlines:

Please be advised that as of 12/15/2023, Federal Fiscal Year (FFY) 2022 SHARS cost report settlements are available for viewing in STAIRS*. Local Education Agencies (LEAs) are required to agree or disagree with their proposed settlement amount by **Tuesday, January 16th, 2024**. If an LEA does not complete the required steps to either agree or disagree by the deadline, their cost report will default to the proposed settlement amount as though the district had agreed.

Please see your FFY 2022 SHARS settlement notice for more detail on your cost report

Informal Appeals:

If an LEA disagrees with their proposed settlement amount, HHSC must receive their Informal Appeal by **Tuesday, January 16th, 2024**.

Extension Requests:

If an LEA would like to submit an Informal Appeal extension request, the extension request must be received by HHSC Provider Finance by **Tuesday, January 16th, 2024**.

As a reminder, per [TAC Rule §355.8443](#):

(i) Informal review. An LEA who disputes an action or determination under this chapter may request an informal review under §355.110 of this title (relating to Informal Reviews and Formal Appeals). HHSC Provider Finance must receive a written request for an informal review no later than 30 calendar days from the date on the written notification of the adjustments.

An LEA must, with its request for an informal review, submit a concise statement of the specific actions or determinations it disputes, its recommended resolution, and any supporting documentation the LEA deems relevant to the dispute. It is the responsibility of the LEA to render all pertinent information at the time of its request for an informal review. Disputed actions or determinations that are not explicitly stated in the request will not be considered by HHSC, and failure of HHSC to act on implied items of dispute will not be considered grounds for a formal appeal. A request for an informal review that does not meet the requirements of this paragraph will not be accepted.

For questions regarding 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.