

NOTICE

School Health and Related Services (SHARS)

Compliance Risk Assessment Form

Please be advised that the SHARS Compliance Risk Assessment form for the Federal Fiscal Year (FFY) 2023 cost report is now available. If a SHARS Local Education Agency (LEA) plans to submit or has already submitted a Federal Fiscal Year (FFY) 2023 SHARS cost report, please see the information and instructions below regarding accessing and uploading the form for the 2023 cost report.

The Compliance Risk Assessment form is located and available for download on the [Provider Finance Department \(PFD\) SHARS website](#) below the "SHARS Compliance Risk Assessment Form" heading.

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Additional Information:

- If a LEA chooses to complete the form, it must be completed and signed by an LEA employee or district employee that is legally responsible for the conduct of the LEA or is a legal representative for the LEA. The form must be notarized.
- If a form is not submitted or if the form is submitted without a notarization, the LEA is subject to further and more in depth reviews of all supporting documentation. However, completion of the form does not forestall HHSC's ability to request any necessary supporting information at any time.

Once completed, signed, and notarized, please **upload the form to your LEA's STAIRS Upload Center** for the appropriate cost report year.

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.