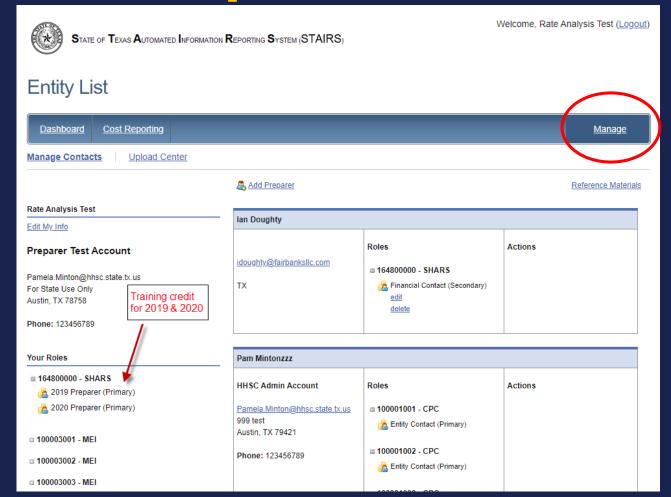


School Health and Related Services (SHARS)

Navigating STAIRS System: Step-by-Step Guide

Cost Report Training Credit

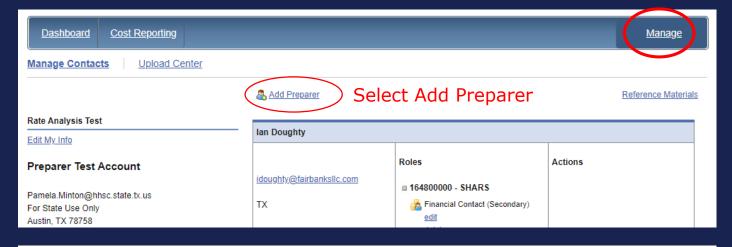
Q: How do I determine if I have training credit for the SHARS cost report?





Designating or Adding a Cost Report Preparer

Q: How do I designate or add a Preparer?

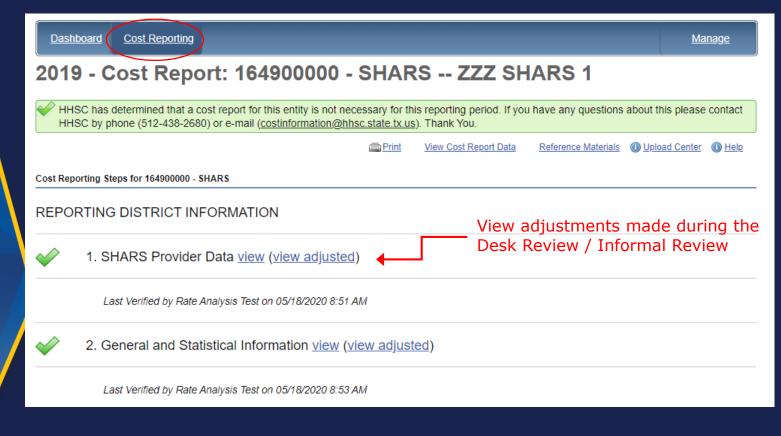


<u>Dasht</u>	<u>ooard</u>	Cost Repor	ting						<u>Manag</u>	<u>je</u>
Manage Contacts Select Cost Report Year, Select Cost Report Type, Enter Last Name										
Preparer Search * Entity Cost Report 2020 SHARS min Search										
Found 9 matching preparers.										
Actions	First Name	Last Name	Program	Title	Email	Phone	Address	City	State	Zip
Select	Test	Mine	SHARS	School Finance Supervisor	email@email.com	123-456-7890	138 W CR 2160	Kingsville	TX	78363
Select to designate a Preparer										



Viewing Cost Report Adjustments

Q: How can I see what adjustments were made during the audit, desk review, and/or Informal Review period?

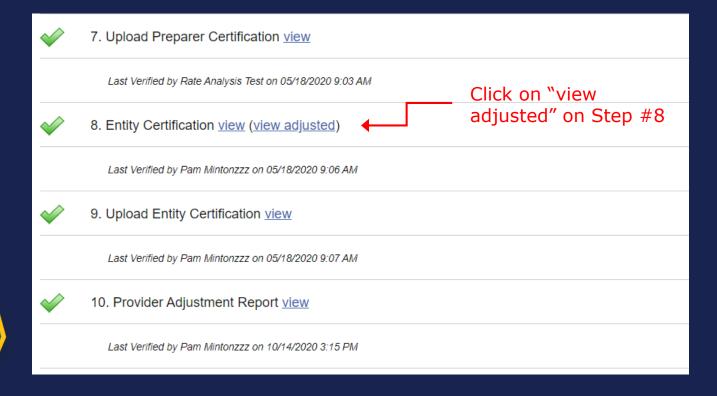




Q: How do I print new Certification and Claimed Expenditures forms after adjustments have been made to the cost report?

The following four slides will show you how to access and print your new Entity Certification and Claimed Expenditures forms.









STATE OF TEXAS AUTOMATED INFORMATION REPORTING SYSTEM (STAIRS)

Welcome, Rate Analysis Test (Logout)

777 SHARS 1

<u>Dashboard</u>

Cost Reporting

<u>Manage</u>

2019 - Cost Report: 164900000 - SHARS -- ZZZ SHARS 1

Select Print



Reference Materials

Upload Center (

U) Help

8. Entity Certification



A Read only view.

Last Verified by Pam Mintonzzz on 05/18/2020 9:06 AM



To avoid common SHARS Cost Report processing issues please remember to:

Have the proper employee of the district sign the certification forms. The person signing the cost report certification forms (2) for the SHARS Cost Report should be the district's Chief Financial Officer (CFO), Business Officer, Superintendent, or other official that has signatory authority for the district

Cost Report Certification

Claimed Expenditures

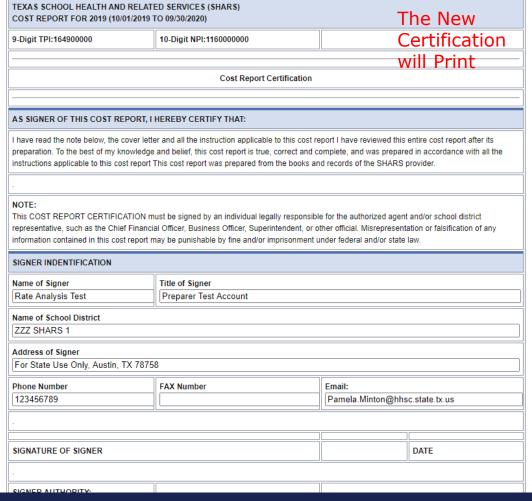
Ensure the certification pages are signed and dated after the submission date (or resubmission date) of the electronic cost report. Signer and Notary dates must be no earlier than the electronic cost report submission date.

Ensure that the Signer and Notary dates are the same. The notary language on the Certification page reads "Subscribed and sworn before me."

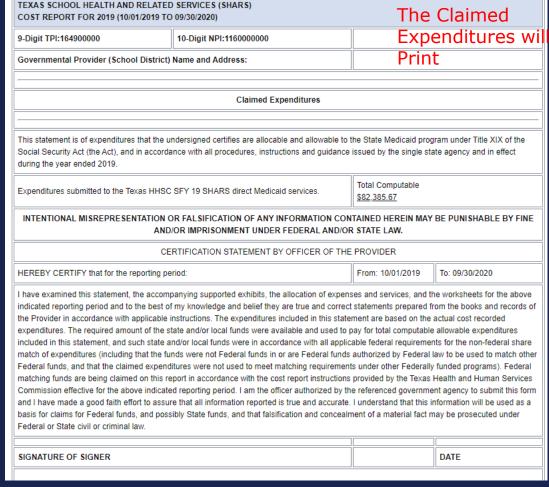
This means that the date signed by the Signer and the Notary must be the same.

Sign and notarize both SHARS Cost Report certification forms. There are two forms

Upload the form(s) that contains original signatures for both the Signer and the Notary











Thank you

Questions? Please contact: ProviderFinanceSHARS@hhs.texas.gov