

Distributed via Fairbanks Email  
To Superintendents and SHARS/MAC Financial Contacts  
Date: January 26, 2015

**NOTICE**

**Medicaid Administrative Claiming and School Health and Related Services  
Primary Contacts**

In order for a Medicaid Administrative Claiming (MAC) financial contact, Random Moment Time Study (RMTS) contact, and/or School Health and Related Services (SHARS) financial contact to be assigned a "Primary Contact" role within the State of Texas Automated Information Reporting System (STAIRS) for a school district, the individual must be an employee of that particular district. This directive applies to all school districts, including those contracting with a vendor or participating in a shared service arrangement or cooperative to administer the district's MAC and/or SHARS program(s) or to manage its participant list.

By designating an individual as a "Primary Contact" in STAIRS, the district, which is contracted with the State of Texas to provide MAC and/or SHARS services, is asserting that the individual is a district employee. Falsifying this information may impact the district's federal funds and may be subject to prosecution under Federal or State civil or criminal law. Each district is encouraged to review its MAC, RMTS, and SHARS contacts to verify all "Primary Contacts" listed meet the requirement stated above.

If you have any questions, please contact the MAC Unit at [MAC@hhsc.state.tx.us](mailto:MAC@hhsc.state.tx.us) or call (512) 462-6200 or the SHARS Unit at [ra\\_shars@hhsc.state.tx.us](mailto:ra_shars@hhsc.state.tx.us) or call (512) 730-7400.