

Distributed via Fairbanks Email  
To Superintendents and SHARS/MAC Financial Contacts  
Date: October 14, 2013

**NOTICE**

**Medicaid Administrative Claiming and School Health and Related Services  
Signature Authority**

The Quarterly Summary Invoice required for the Medicaid Administrative Claiming (MAC) financials, as well as the Cost Report Certification and Claimed Expenditures Forms required for the School Health and Related Services (SHARS) cost report, must be signed by an employee of the district with signature/legal authority for the conduct of the district.

School districts that participate in a Shared Service Arrangement or Cooperative must each submit the aforementioned forms with their district employee signature. Fiscal agents are only authorized to sign the forms for their district; fiscal agents cannot sign the forms on behalf of member districts. In addition, vendors/contractors completing the financials are not permitted to sign the aforementioned forms.

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