

September 15, 2015

TO THE ADMINISTRATOR ADDRESSED:

SUBJECT: School Health and Related Services (SHARS) Reporting Requirement

This letter describes a reporting requirement applicable to local educational agencies (LEAs) and fiscal agents that received or administered funds awarded through the Individuals with Disabilities Education Act, Part B (IDEA-B) grant program for either the 2013–2014 or 2014–2015 school year, or both.

To calculate IDEA-B LEA maintenance of effort (MOE) compliance determinations, TEA must know how LEAs and fiscal agents expended any reimbursements they received under the School Health and Related Services (SHARS) program.

All LEAs that received IDEA-B grant funding in either the 2013–2014 or 2014–2015 school year, or both, must therefore submit the SHARS Reimbursement Report form, regardless of whether they received SHARS reimbursements.

The SHARS Reimbursement Report form is available from the GFFC Reports and Data Collections application. The deadline for submitting the form is October 31, 2015.

### **SHARS and IDEA-B LEA MOE**

The SHARS program allows Texas LEAs to request Medicaid reimbursement for certain health-related services provided to students with disabilities.

In accordance with Title 34 of the Code of Federal Regulations (34 CFR) §300.154(g)(2), if an LEA spends SHARS reimbursements for special education services, that subsequent expenditure must be excluded for IDEA-B LEA MOE purposes from the final calculation of state and local expenditures.

### **SHARS Reimbursement Report Form**

The SHARS Reimbursement Report form is available from the GFFC Reports and Data Collections application. To complete the form, you must select the option that is applicable to school year 2013–2014 and to school year 2014–2015:

- Option 1: The LEA did not participate in the SHARS Medicaid program and thus did not receive any SHARS Medicaid reimbursements to expend again in the special education program.
- Option 2: The LEA received SHARS Medicaid reimbursements but did not expend any of the reimbursements in the special education program.
- Option 3: The LEA received SHARS Medicaid reimbursements and made subsequent expenditures with the reimbursements in the special education program.

If option 3 applies to you, you must report the total amount of your subsequent expenditures. The total must include the amount expended by your LEA. If you participate in a Shared Services Arrangement, the total must also include the amount the fiscal agent expended on behalf of your LEA.

TEA will use the information you report in the calculation of fiscal year 2015 IDEA-B LEA MOE compliance determinations. The determinations will be made available in spring 2016.

### **Validation**

You should maintain the supporting documentation that was used to support the amounts you are reporting. LEAs may be required to submit the supporting documentation to TEA in a validation process.

### **Reporting Deadline**

LEAs that received IDEA-B federal grant funding in the 2013–2014 or 2014–2015 school year must submit the SHARS Reimbursement Report form by October 31, 2015.

### **Form Availability and Submission**

The SHARS Reimbursement Report form is available through the GFFC Reports and Data Collections application. The form must also be submitted through that application, as follows:

- Log on to TEASE/TEAL.
- Select “GFFC Reports and Data Collections.”
- Select “Download Response Documents” to download the form.
- Select “Upload Response Documents” to submit the form.
- From the Report Title drop-down menu, select “SHARS for IDEA-B LEA MOE.”
- From the School Year drop-down menu, select “2014–2015.”
- From the Response Doc Type, select “Response Document.”
- Select “Browse” to locate your completed, signed, and scanned form.
- Select “Upload Document.”

### **Remedies for Noncompliance**

If you do not submit the SHARS Reimbursement Report form by the October 31, 2015, deadline, 34 CFR §80.43 authorizes TEA to apply one or more of the following remedies for noncompliance:

- Temporarily withhold cash payments pending correction of the deficiency or more severe enforcement action.
- Disallow all or part of the cost of an activity or action not in compliance.
- Wholly or partly suspend or terminate the current award.
- Withhold further awards for the program.
- Take other remedies that may be legally available.

### **For Further Information**

The [IDEA-B LEA Maintenance of Effort](#) page of the TEA website provides a link to SHARS guidance and to the IDEA-B LEA MOE Guidance Handbook. These resources describe requirements related to SHARS and IDEA-B LEA MOE.

If you have further questions about the SHARS reporting requirement, please contact the Division of Federal Fiscal Compliance and Reporting at (512) 463-9127 or by e-mail at [compliance@tea.texas.gov](mailto:compliance@tea.texas.gov).

Sincerely,

Ed Santiago, Senior Director  
Division of Federal Fiscal Compliance and Reporting