

Instructions for Submitting the SHARS Reimbursement Report Survey

All LEAs that received an Individuals with Disabilities with Education Act, Part B (IDEA-B) federal grant in the 2022–2023 school year must submit the SHARS Reimbursement Report Survey **by November 3, 2023**. Your LEA is required to respond, regardless of whether you received School Health and Related Services (SHARS) reimbursements. TEA will use the information you report in conducting fiscal year 2023 IDEA-B local educational agency (LEA) maintenance of effort (MOE) compliance reviews which will be made available in spring 2024.

Access to the Survey

You may access the SHARS Reimbursement Report Survey from the link in the TAA letter, from these Instructions, or from the [SHARS and IDEA-B LEA MOE Guidance page](#) of the TEA website.

Completing/Submitting the Survey

Questions 1–4: Input identifying data.

Question 5: Select the one option that is applicable to school year 2022–2023:

- 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 state and local expenditures for special education services.
- Option 2: The LEA received SHARS Medicaid reimbursements but did not expend any of the reimbursements in state and local expenditures for special education services.
- Option 3: The LEA received SHARS Medicaid reimbursements and made subsequent expenditures with the reimbursements in state and local expenditures for special education services.

If option 3 applies to your LEA, you must then also report the total amount of your subsequent state and local expenditures for special education services derived from SHARS reimbursements.

Note: All amounts reported must include the amount expended by your LEA, and if you participated in a Shared Services Arrangement (SSA), the total must also include the amount the fiscal agent expended on behalf of your LEA.

After submitting this required survey, you will be able to download a PDF copy of your survey responses, and you will receive a confirmation e-mail. Be sure to keep a copy for your records.

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. Do not submit any documentation until requested by TEA.

Potential Consequences of Failing to Comply

If you do not submit the SHARS Reimbursement Report Survey by the November 3, 2023, deadline, then TEA may apply one or more of the following enforcement actions in accordance with Title 2 of the code of federal regulations (CFR) §200.339:

- 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 federal award.
- Initiate suspension or debarment proceedings.
- Withhold further federal awards for the program.
- Take other remedies that may be legally available.