

Instructions for Submitting the SHARS Reimbursement Report Survey

All LEAs that received IDEA-B federal grant funding in the 2017–2018 school year must submit the SHARS Reimbursement Report Survey **by October 31, 2018**. Your LEA is required to respond, regardless of whether you received SHARS reimbursements. TEA will use the information you report in conducting fiscal year 2018 IDEA-B LEA MOE compliance reviews. The reviews will be made available in spring 2019.

Access to the Survey

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

Completing/Submitting the Survey

To complete the survey, you must input identifying data and select the one option that is applicable to school year 2017–2018:

- 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 you, you must then also report the total amount of your subsequent state and local expenditures for special education services derived from SHARS reimbursements. This total must include the amount expended by your LEA, and if you participate 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 October 31, 2018, deadline, then TEA may apply one or more of the following enforcement actions in accordance with 2 CFR §200.338:

- 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.