

Instructions for Submitting the SHARS Reimbursement Report Survey

All school systems that received an Individuals with Disabilities with Education Act, Part B (IDEA-B) federal grant in the 2024–2025 school year must submit the SHARS Reimbursement Report Survey **by October 31, 2025**. Your school system 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 2025 IDEA-B local educational agency (LEA) maintenance of effort (MOE) compliance reviews which will be made available in spring 2026.

Access to the Survey

You may access the SHARS Reimbursement Report Survey from the link in the TAA letter 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 2024–2025:

- Option 1: The school system 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 school system received SHARS Medicaid reimbursements but did not expend any of the reimbursements in state and local expenditures for special education services.
- Option 3: The school system 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 school system, 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 school system, 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 school system.

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. School systems may be required to submit the supporting documentation to TEA in a validation process. Do not submit any documentation until requested by TEA.