SHARS Cost Report Corrections

Corrections may be made up to 60 days after the original due date of the cost report. To make a correction to a cost report:

- Scan and send a written district initiated correction request to:
  - ra_shars@hhsc.state.tx.us
- Correction requests must be on district letterhead and signed by the Financial Contact.
- Correction requests must be notarized.
- Requests should include:
  - District Name
  - District NPI and TPI
  - Year of the cost report in need of correction
  - Brief description of issue/correction
  - Length of time needed to complete the revisions

Please be advised that the district will also need to re-submit new signed and notarized certification forms for the respective cost report year. Official signature and notary dates must be no earlier than the electronic cost report re-submission date.