



## **Verify Shared Services Arrangements, as needed**



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# Verify/correct Shared Service Arrangement data as needed

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☐ In the **Year** field, type the four-digit school year for which you want to add or retrieve data and click **Retrieve**.

2. Enter all SSAs the LEA is a member of on the left side of the screen.

Select the Type of SSA and enter the Fiscal Agent of the SSA.

3. If the LEA is the Fiscal Agent of an SSA, click on the spyglass for that SSA.

On the right side of the screen, enter the CCCDDD of each member, the

fund and fiscal year and the amount spent on each member's behalf. 4. Note: Since each year is entered here, there is no separate tab for

current year vs. prior year as we had in years past.

☐ Click **Save**



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