



Verify Shared Services Arrangements, 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**.

☐ On the left side of page, under **Shared Services Arrangements**, enter all Shared Services Arrangements in which the LEA is a member.

- Indicate the **Shared Services Type** and **Fiscal Agent District ID**.
- If the LEA is the Fiscal Agent of the SSA, click the spyglass for that SSA record.

☐ On the right side of the page, click **+Add** to enter the **Member District ID** (CCCDDD), the **Fund**, **Fiscal Year**, and the **Amount** spent on the member's behalf.

Note: Since each year is entered on this tab, there are not separate tabs for the current and prior years as in previous years.

☐ Click **Save**.



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