



## Verify Shared Services Arrangements, as needed



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# Verify Shared Services Arrangements, as needed

District Administration > Tables > District Information > Shared Services Arrangement

Shared Services Type	Fiscal Agent District ID
02	001-904

- In the **Year** field, type the four-digit school year for which you want to add or retrieve data and click **Retrieve**.
- Under **Shared Services Arrangements** (left side of page), enter all Shared Services Arrangements for 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.

- Under **Shared Services Arrangement Member Amounts** (right side of page), click **+Add** to add a row. Complete the following fields:

- **Member District ID** (CCCDDDD)
- **Fund**
- **Fiscal Year**
- **Amount**- This is 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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