



Enter and verify prior Shared Services Arrangements, as needed

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Verify Prior Shared Services Arrangements, as needed

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(Fiscal Agents) SSA fiscal agents will enter SSA actual expenditures for the prior fiscal year. These amounts should represent the amount spent on behalf of each member district, not the amount transferred by the member LEA. This data is reported during the PEIMS Mid-Year Submission. For additional guidance, review the PriorYearSSAOrgAssociationExt Entity in the C049A table on the TWEDS website.

☐ In the **Year** field, type the four-digit school year for which you want to add or retrieve data and click **Retrieve**. For example, the reporting year for the 2025-2026 school year is 2026.

☐ Under **Prior Shared Services Arrangements** (left side of page), enter all Shared Services Arrangements for which the LEA is a member or fiscal agent.

- **Shared Services Type** (E0776) (Descriptor C049) is the type of program or service provided by an SSA.
- **Fiscal Agent District ID** (E0777) is the county-district number of the SSA fiscal agent registered with the TEA.
- 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:

- **SSA Member District ID** (E0981) – indicates the county district number (CCCCDD) of the school district (as registered with the TEA), which is a member district in the shared services arrangement.
- **SSA Fund** (E0316S) (Descriptor: C145S) – identifies the fund group and specific fund (when applicable) for the shared service arrangement actual financial data.
- **Fiscal Year** (E0974) – Type the one-digit fiscal year for the SSA record. This is the last fiscal year's SSA data. For example, for reporting year 2026 (school year 2025-2026), use SSA data from the 2024-2025 financial fiscal year 5.
- **Actual Amount** (E0774)– This is the amount spent on the members' behalf.

☐ Click **Save**.



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