

Prior Shared Services Arrangement - DA1200

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This tab is used for state reporting purposes to identify the ESC/LEA fiscal agents and the ESC and/or LEA member(s) for each type of Shared Services Arrangement (SSA) that exists among two or more ESCs and/or LEAs.

You can maintain financial information (actuals) for shared service arrangements. You can manage financial records by shared service type, fiscal agent, and fund/fiscal year. This information may be used to review programs, staff, and/or classes for funding purposes.

According to TWEDS, for each record in the PriorYearSSAOrgAssociationExt entity, there must be an PriorYearActualExt entity and SharedServiceArrangementExt entity with appropriate fund codes for the SSA financial reporting.

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.

The **Shared Services Arrangements** records (left side of the page) must be added and saved before you can add corresponding data under **Shared Services Arrangements Amounts** (right side of the page). After you save a record under **Shared Services Arrangements**, is displayed under **SSA Actuals**, which allows you to add records for that specific row under **Shared Services Arrangements Amounts** (right side of the page).

Add prior year shared services arrangements and amounts:

Field	Description
Year	Verify that the correct reporting year is displayed. If not, type the correct four-digit reporting 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. **TIP**: When reporting SSA amounts, note that you should use data from the previous fiscal year. For instance, if you are currently in the 2025-2026 fiscal year, enter 2026 in the **Year** field and 5 in the **Fiscal Year** field to reflect the 2024-2025 fiscal year data.

Under **Prior Shared Services Arrangements**:

❑ Click **+Add** to add a row.

Shared Services Type	SSAType (E0776) Code table: C049 Type a two-digit shared services type to indicate the program or service provided by the SSA. Or, click ⋮ to select a shared services type from the Shared Services Type lookup.
Fiscal Agent District ID	Type the SSA fiscal agent's six-digit county-district ID (*CCCDDD*, where *CCC* is the county ID and *DDD* is the district ID) that is registered with Texas Education Agency (TEA).

❑ Click **Save** to save the row(s). After the record is saved, 🔍 is displayed in the **SSA Actuals** column.

SSA Actuals	Click 🔍 to add the corresponding fund, fiscal year, and amounts for the selected shared services type/fiscal agent district ID. After you click 🔍, **+Add** is displayed under **Shared Services Arrangements Amounts**.

Under **Shared Services Arrangement Member Amounts**:

❑ Click **+Add** for the selected shared services type/fiscal agent. Complete the following fields to record the sum of all financial expenses to date related to a specific fiscal year/fund for each shared service arrangement.

Member District ID	SSAMemberDistrictId (E0981) Type the member district's six-digit county-district ID (*CCCDDD*, where *CCC* is the county ID and *DDD* is the district ID) that is registered with Texas Education Agency (TEA). This field is required.
Fund	SSAFund (E0316S) Code table: C145S Type a three-digit account fund to indicate the fund group and specific fund (when applicable) for actual financial data for budget and payroll. Or, click ⋮ to select a fund from the Shared Services Arrangements Fund lookup.
Fiscal Year	FiscalYear (E0974) Type the last digit of the fiscal year (e.g., the fiscal year is 5 for the 2024-2025 fiscal year.) This is the last fiscal year's SSA data. For example, for reporting year 2025 (school year 2024-2025), use SSA data from the 2023-2024 financial fiscal year 4.
Amount	ActualAmount (E0774) Type the actual dollar amount (rounded to the nearest dollar) expensed for the SSA. This field can be up to 11 digits.

❑ Click **Save**.

Other functions and features:

	Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved. **TIP**: A shared services type (row) under **Shared Services Arrangements** cannot be deleted until all of the associated amounts under **Shared Services Arrangement Amounts** have been deleted. Click **Save**. A message is displayed confirming that you want to delete the row. Click **OK** to delete the row. Click **Cancel** not to delete the row.
Retrieve	Click to retrieve information from the last save. If you click **Retrieve**, any unsaved changes will be lost.


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