



Tobacco Settlement Distribution Program Expenditure Statement for Counties Instructions

Counties in Texas responsible for providing indigent health care to the general public and that **are not wholly located** within a hospital district are eligible for a pro rata share of the annual tobacco settlement distribution. Eligible counties that wish to be considered for a pro rata share must fill out all items on the Expenditure Statement for Counties and submit it to the Texas Department of State Health Services (DSHS) by the submission deadline (see below). Pro rata shares are expected to be distributed no later than April 30th of each year.

Counties in Texas that **are wholly located** within a hospital district are eligible for a pro rata share if they 1) have their own budget for expenditures related to jail health care services and/or 2) made payments not funded by taxes to a public health care facility that was sold or leased by the county and that included a contractual obligation on the part of the purchaser or lessee to provide health care services to the indigent population. In this case, do not submit this expenditure statement. Instead, you must submit these expenditures to your local hospital district for inclusion on the hospital district's expenditure statement. Once the hospital district receives the pro rata share, it should give the county the proportion that applies to the amount of expenditures reported by the county.

Please submit **only the completed and signed expenditure statement**. If additional information is required to complete review of the expenditure statement, you will be contacted by DSHS staff. A portable document format (PDF) file of the expenditure statement may be downloaded from dshs.texas.gov/tobaccosettlement/expendforms.aspx. Google Chrome users are advised to first download the expenditure statement to your computer before filling it out in Adobe Acrobat.

The information submitted on the expenditure statement and any requested additional information may be subject to audit by the State of Texas after the annual distribution cycle is complete. If ineligible expenditures are identified through an audit following payment to the county, the ineligible amount may be deducted from a subsequent year's payment.

Please **use only one of the following four options** to submit your completed and signed expenditure statement and, if requested by DSHS staff, any additional information by the specified submission deadline. Submissions received by more than one option may delay processing. If you encounter any problems with the submission process, please let us know. DSHS staff will send an email acknowledgement once the completed and signed expenditure statement has been received.

Submission Deadline: March 31st if submitting by	<ul style="list-style-type: none">Overnight Delivery by 5:00 p.m. CT to: AMIRA SUTON MC 4501 TX DEPT OF STATE HEALTH SERVICES 1100 W 49TH ST AUSTIN TX 78756
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Submission Deadline: March 31st if submitting by	<ul style="list-style-type: none">Email by 11:59 p.m. CT to DSHSTobacco@dshs.texas.gov.Fax by 11:59 p.m. CT to 512-776-7774.USPS Mail with postmark no later than 11:59 p.m. CT to: AMIRA SUTON MC 4501 TX DEPT OF STATE HEALTH SERVICES PO BOX 149347 AUSTIN TX 78714-9347
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Do not include this page with your submission.

For questions:

- Frequently Asked Questions at dshs.texas.gov/tobaccosettlement/faq.shtm
- Email Amira Suton at DSHSTobacco@dshs.texas.gov