High Cost Funds
2017-2018 Online Application

High Cost Funds
High Cost Funds (HCF) help offset the financial impact on Local Education Agencies (LEAs) that provide educational services to high need children with disabilities.

High Need Child
A high need child with a disability receives educational services which exceed three times the average per pupil expenditure (APPE). HCF cover only costs identified in the child’s Individualized Education Program (IEP) and associated with providing direct special education and related services.

2017-18 APPE = $10,067
2017-18 High Need Child Qualifying Cost = $30,201

High Cost Fund Application Timeline
2017-2018 Application Dates
• Opening Date: March 19, 2018
• Closing Date: May 9, 2018
• Notification of Awards by July 1, 2018

Online Application Access
A Texas Education Agency Login (TEAL) account is required to access and submit the HCF application.
• Single Member District (SMD) - The special education director or designee should submit the application for a SMD
• Shared Services Arrangement (SSA) - The SSA fiscal agent or designee should submit the application for member districts
• The SMD or SSA should have only one account associated with the HCF application

Applying for Online Access
Register for a TEAL Account
1. Go to https://tealprod.tea.state.tx.us/
2. Click “Request New User Account”
3. Enter the requested information in the required fields
4. Click “Submit”
Request HCF Application
1. Login to the TEAL account
2. Select “My Application Accounts” from the Self-Service menu on the left
3. Select “Request New Account” and select “Nonpublic/High Cost Funds”
4. Enter the requested information in the required fields
5. Click “Submit”

Criteria for Requesting HCF
- The LEA has ensured placements meet the requirements of CFR 34 §§300.114 through 300.118. (Least Restrictive Environment).
- The LEA must not use HCF to limit or place conditions on the right of a child with a disability to receive a free appropriate public education (FAPE).
- The LEA must not have lapsed Individuals with Disabilities Education Act Part B (IDEA-B) Formula or Formula Deaf funds from the previous school year.
- The LEA must not have carried forward 60% or more of its IDEA-B Formula funds from the previous year.
- An LEA may submit multiple student applications but must not exceed two percent of the October snapshot count of children with disabilities enrolled in the LEA. Consideration for extenuating circumstances will be made on a case-by-case basis.

Eligible Costs
- Costs associated with providing the direct special education and related services identified in the child’s IEP
- Costs for providing only services documented in the HCF application for a specific high need child with a disability
- Costs must be incurred by the LEA during the school year

Eligible Costs Continued
School Health and Related Services
- School Health and Related Services (SHARS) reimbursement amounts are required to be reported in the online application and are included in total costs to qualify a student as a high need child.
- HCF may not be used to pay costs that would be reimbursed as medical assistance for a high need child with a disability; therefore, SHARS reimbursement amounts will be subtracted from any award.

Nonpublic Residential Placements
- Eligible LEAs receive IDEA-B discretionary funds to assist with the costs of a high need child with disabilities served in a residential placement; therefore, HCF reimbursements are limited to a portion of the set-aside amount.
- The requested HCF amount is the portion of the 25% set-aside required for the child and will become the child’s “Total Cost”.

Nonpublic Day Placements
- Eligible LEAs receive state funds to assist with the costs of a high need child with disabilities who is served in a nonpublic day school (NPDS); therefore, HCF reimbursements are limited to a portion of the allowable expenses.
- If NPDS expenses exceed three times the APPE, then a portion of those costs will be eligible for reimbursement.

Ineligible Costs
- Costs to support other activities not included in the HCF application
- HCF may not be used to support legal fees, court costs, or other costs associated with a cause of action brought on behalf of a child with a disability to ensure FAPE

Nonpublic / HCF Application
1. Login to the Nonpublic / High Cost Funds application
2. Choose the HCF tab at the top of the Nonpublic / High Cost Funds page

### HCF Cover Sheet

<table>
<thead>
<tr>
<th>Type of Fiscal Agent</th>
<th>1. Single Member District</th>
<th>2. Current Status: Pending</th>
</tr>
</thead>
</table>

The applicant assures that funds will not be used to change the student’s current placement to one that is more restrictive.

The applicant assures that placements supported by these funds are consistent with the Least Restrictive Environment requirements of IDEA Part B.

1. "Single Member District" or "Fiscal Agent" will automatically populate.
2. "New" is the default. Once the Cover Sheet information is saved, the status changes to "Pending".
3. Read and select “Yes” to confirm agreement. (must be selected prior to completing other sections)
4. “Superintendent Contact Information” automatically populates based on the information in AskTED. If this information is incorrect, contact the LEA administration to have it corrected.
5. Enter any additional contact for the SMD or SSA. (ex. Special Education Director)
6. Click “Save”
7. These sections will automatically populate based on the information submitted in the Student Demographics section
Complete the Student Demographics page before returning to the Cover Sheet and completing steps 8 and 9.

8. Read the assurance statements and select the appropriate response. If no prorated salaries were used for student applications, the second assurance statement will not be applicable.

9. Review application for accuracy prior to clicking “Submit”.

Student Demographics - District Information

Single Member District
- Information will automatically populate

Shared Service Arrangement
- The Fiscal Agent information will automatically populate.
- If the student is not enrolled in the Fiscal Agent school district, enter the county district number for the member district where the student is enrolled and click “Search”.
- The member district information will populate.

Student Demographics - Adding a Student
1. Click “Add” in the Student Roster and the fields below the roster will become active.
2. Enter the student’s Unique ID and click “ID Search”.
3. The student’s name, date of birth, and gender will populate.
4. Use the drop-down menus to select the student’s Disability/Disabilities, Instructional Setting, and Placement Status.
   - If a student has a NP Residential Application with a status of “Finalized” or a NP Day Application with a status of “Complete” or “Finalized” the student’s disability/disabilities, instructional setting, and placement status will automatically populate.
   - Use “Continuing Placement” for In District students.
5. You will not be able to save a student until the qualifying cost amount is met.

**Student Demographics – SHARS Reimbursement Amount**

Medicaid/SHARS Reimbursement Amount: $0

*Medicaid/SHARS Reimbursement Amount is included in total costs to qualify for HCF, and expenditures will be subtracted from any award amounts.*
Enter any SHARS reimbursement amount. The reimbursement amount must be reported in the online application and is included in the total costs to qualify a student as a high need child. HCF may not be used to pay costs that would be reimbursed as medical assistance; therefore, SHARS reimbursement amounts will be subtracted from any award.

**Student Demographics – Qualifying Cost Amount**

A high need child with a disability receives educational services which exceed three times the average per pupil expenditure (APPE). The 2017-2018 APPE is $10,067; therefore, the High Need Child Qualifying Cost is $30,201.

2017-18 APPE = $10,067  
2017-18 High Need Child Qualifying Cost = $30,201

**Student Demographics – Personnel Prorating Calculator**

1. Click “Add” and the table will expand with the first row open and ready for data input. After completing the row, click “Add” to save the data. The “Add” button will now be “Edit”.
2. For additional rows, click “Add”, enter data, and click “Add” to save data.
3. “Delete” may be used to remove the row.
4. Choose personnel type (teacher, aide, related, contracted) from the drop-down menu.
5. Enter a description of the individual providing services.
6. Enter the individual’s salary. Teacher salaries must be entered as annual. All others must be entered as hourly.
7. Annual is the default type. Once the row is saved “Annual” will display for teacher and “Hourly” for all others.
8. Enter the number of minutes per week the individual is providing services to the student.
9. Enter the number of weeks the services are provided.
10. In addition to this student, enter the number of other students for which the individual is providing services during this time period. (Example: Inclusion teacher is providing services to 4 other students in the classroom during this time period) One-on-one services must be documented in the IEP.
11. The prorated cost will be automatically calculated.

Student Demographics – Excess Transportation Costs

<table>
<thead>
<tr>
<th>Type of Transportation</th>
<th>Mode</th>
<th>Daily Miles One Way</th>
<th>Cost Per Mile</th>
<th># Days Present</th>
<th># Students Transformed</th>
<th>Annual Transportation Cost</th>
<th>Transportation Allocation</th>
<th>Excess Transportation Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>Bus</td>
<td>In District</td>
<td>43</td>
<td>$10.50</td>
<td>3</td>
<td>$1,950.00</td>
<td>$607.84</td>
<td>$1,342.16</td>
</tr>
<tr>
<td>Edit</td>
<td>Parent</td>
<td>Out of District</td>
<td>24</td>
<td>$8.50</td>
<td>1</td>
<td>$689.50</td>
<td>$422.00</td>
<td>$267.50</td>
</tr>
<tr>
<td>Add</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Click “Add” and the table will expand. The first row will be open and ready for data input. After completing the row, click “Add” to save the data. The “Add” button will now be “Edit”.
2. For additional rows, click “Add”, enter data, and click “Add” to save the data.
3. “Delete” may be used to remove the row.
4. Choose “Type of Transportation” (bus, parent) from the drop-down menu. The default is “Bus”.
5. Choose “Mode” (In District, Out of District) from the drop-down menu. The default is “In District”.
6. Enter the number of daily miles traveled one way. The table will calculate for the round trip.
7. Enter the district’s cost per mile.
8. Enter the number of days for which the student was present and transportation services were provided.
9. Enter the number of additional students transported with this student. (Example: Six other students ride the same bus) One-on-one services must be documented in the IEP.
10. The “Annual Transportation Cost” will automatically calculate based on the data entered.
11. The “Transportation Allotment” will automatically calculate the amount the LEA receives from state funds for the number of miles entered. (District $1.08 per mile / Private route .25 per mile or a maximum of $816 per student - whichever is less)
12. The “Excess Transportation Cost” is automatically calculated. This is the annual transportation cost minus the transportation allotment the district receives.

Student Demographics – Student Placement

1. In District ☐ NPDay ☐ NPResidential
2. ☐ In District ☐ NPDay ☐ NPResidential

| Name of Non-Public Day School: | One for Autism |
| Number of Months in Contract: | 12 |
| Tuition Cost for Non-Public Day Schools: | $0 |
| Other Costs: | $0 |
| Add Other Cost | Total: Must be at least $30,261 to qualify for HCFS | $0 |

3. In District ☐ NPDay ☐ NPResidential

| Name of Residential Facility: | Atlantic Foundation |
| Residential Placement Cost: | $18,689 |
| Discretionary Residential Award Amount: | $0 |
| Amount of Residential 25% of Juvenile being served: | $377,000 |

1. Choose the student’s placement. The default is “In District”.
2. If the student has a Nonpublic Day application in “Complete” or “Finalized” status, the placement, facility name, and number of months in contract will automatically populate.
3. If a student has a Nonpublic Residential application in “Finalized” status, the placement, facility name, residential placement cost, any
discretionary residential award amount, and the amount of the residential 25% set-aside being spent will automatically populate.

Student Demographics – In District Placement

1. Click “Add Standard Cost” or “Add Other Cost” to expand the tables. The first row will be open and ready for data input.
2. Click the pencil to edit the row after saving.
3. Click “Add” to save entered data. Once saved the X will delete the row.
4. Choose the service description from the drop-down menu.
5. Choose the funding code from the drop-down menu.
6. Enter the amount. NOTE: Calculations from the Personnel Prorating Calculator or the Excess Transportation Cost tool must be used for salaries and transportation costs.
7. If the student has costs not listed in the “Standard Costs”, these may be added in the “Other Costs” table. This table functions the same as the Standard Costs table except the “Description” must be entered manually. These costs must be documented in the student’s IEP and will be reviewed during the review/approval process.
8. Standard Costs Total
9. Other Costs Total
10. “Total” is the sum of Standard and Other Costs
11. “Meets the Qualifying Cost Amount” or “Does Not Meet the Qualifying Cost Amount” message will display

Student Demographics – In District Placement
Assurance Statements and Documents

Subtotal (Standard and Other Cost): $41,711
Total: (Must be at least $10,200 to qualify for HCF) $43,711
Meets the Qualifying Cost Amount

1. If the student “Does Not Meet the Qualifying Cost Amount”, click “Reset” to clear the information and continue to the next student.
2. If the student “Does Meet the Qualifying Cost Amount”, read the assurance statement and select “Yes” to confirm agreement.
3. Click “Save”.

*Due to a technical glitch, you must go back to the Cover Sheet, return to the Student Demographics page, and click “Edit” by the student’s name before continuing.*
4. Upload the student’s IEP. This is the only required upload for an In District student; however, a technical glitch will require a contract be uploaded. The IEP may be uploaded as an “IEP” and a “Contract”.
5. Click “Save”. The student is complete.
1. Enter the “Tuition Cost for Non Public Day School”. This is the cost from the facility contract.

2. Enter “Other Costs” if applicable. (Refer to slides 23-24 for instructions) Calculations from the Personnel Prorating Calculator or the Excess Transportation Cost tool must be used for salaries and transportation costs. These costs must be documented in the student’s IEP and will be reviewed during the review/approval process.

3. If the “Total” is at least $30,201, go to step 4. If the “Total” is below $30,201, go to step 7.

4. Read the assurance statement and select “Yes” to confirm agreement.

5. Click “Save”.

6. Documents will automatically import from the NP Day Application. Student is complete.

7. If the “Total” was below $30,201, the student does not meet the Qualifying Cost Amount. Click “Reset” to clear the student’s data and enter the next student.
1. All eligible cost for students in a Nonpublic Residential Placement are automatically populated. The “Amount of Residential 25% Set-Aside being spent” is the Qualifying Cost amount for High Cost Funds.

2. Read the assurance statement and select “Yes” to confirm agreement.

3. Click “Save”.

4. Documents will automatically import from the NP Residential Application.

5. Click “Save”. The student is complete.
Complete HCF Cover Sheet

**High Cost Fund Eligibility Application**  
School Year: 2017-2018

1. Type of Fiscal Agent:  
   - Single Member District
2. Current Status: Pending
3. The applicant assures that these funds will not be used to change the student’s current placement to one that is more restrictive.
   - The applicant assures that placements supported by these funds are consistent with the Least Restrictive Environment requirements of IDEA Part B.
4. I understand and agree:  
   - Yes  No
5. CON: 102542  
6. District Name: HOUSTON ISD  
7. Region: 84
8. Superintendent Contact Information:
   - First Name: RICHARD  
   - Last Name: CARRANZA  
   - Phone Number: 713-356-6300  
   - Email Address: hisd superintendent@houstonisd.org
9. Additional Contact Information:
   - First Name: asdf  
   - Last Name: asdf  
   - Phone Number: 555-555-5555  
   - Email Address: asdf@asdf.com
10. Total Number of Residential Applications: 2
11. Total Number of Non-Residential Applications: 1
12. Total Number of Non-Public Day School Applications: 3
13. Total Number of Applications: 6
14. Total Amount of Residential Set Aside Being Spent: $0
15. Total Requested Award Amount For Non-Residential Applications: $31,100
16. Total Requested Award Amount For Non-Public Day School Applications: $138,600
17. Total SHAR Expenditures Subtracted: $37,500
18. Total Amount Being Requested: $132,000

The applicant entered pre-rated amounts for salaries/services in the student application section(s).

8. Yes  No

The applicant assures that the High Cost Fund Pre-rating Calculator tool was used to determine the pre-rated amounts for salaries/services.

The applicant assures that documentation of the calculation will be available to auditors.

9. Yes  No

To submit student application, click the “Submit” button.

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**After all student data has been entered on the Student Demographics page, return to the Cover Sheet and complete steps 8 and 9.**

8. Read assurance statements and select appropriate response. If no prorated salaries were used for student applications, the second assurance statement will not be applicable.
9. Review application for accuracy prior to clicking “Submit”.

The High Cost Fund Application is complete.

**Distribution of Funds**

- The Texas Education Agency (TEA) will reimburse LEAs for allowable expenses identified in the HCF application based on availability of funds.
- Once all applications are reviewed by the Division of Special Education, TEA will determine award amounts.
- If the amount of funds requested exceed the available funds reserved, reimbursements will be prorated with a weighted formula.
based on least restrictive environment placement. In district high need children will carry the highest weight, followed by NP Day, then NP Residential.

- Notification of award or denial will be provided to the Superintendent of the SMD/Superintendent of the SSA Fiscal Agent, the Special Education Director of the LEA, and the Education Service Center (ESC) Special Education contact.
- Notification of awards will be made as soon as possible but not later than July 1st

### High Cost Funds Contact Information

High Cost Funds Team  
hcf@tea.texas.gov  
512-463-9414  

HCF Webpage  
https://tea.texas.gov/Academics/Special_Student_Populations/Special_Education/Programs_and_Services/Special_Education_Funding/High_Cost_Funds/