NONPUBLIC PLACEMENT NOTIFICATION & APPLICATION

Texas Education Agency
Division of Special Education

TEAL Application Guidance
1. Local Education Agencies (LEAs) can access the Nonpublic Placement Notification and Applications (NPRes and NPDay) and High Cost Funds applications through the **Nonpublic / High Cost Funds** TEAL Application.

2. Select the menu option to access the Nonpublic Day (NPDay) or Nonpublic Residential (NPRes) application. The District(s) box lists all the districts for which the logged-in user (single member district or shared service arrangement) has access.

3. Both Nonpublic Day and Nonpublic Residential applications have the same menu options. Select the **Home** menu option to return to the Nonpublic/High Cost Funds home page. Click **Exit** at the top right of the page to return to the TEAL application list.
4. Student level data is entered on the **Student Demographics Page**.

For a single member district, the county district number (CDN) and district information are pre-populated. The student roster lists the student(s) for the current application year.

For a shared service arrangement (SSA), enter the CDN of the fiscal agent district or any of the member districts in the **County District Number** field and click **Search**. The district information and student(s) for the current application year will display.

**Student Demographics**

5. To add a student, click **Add** located in the last row of the Student Roster. Enter a valid ID number in the **Unique ID** field and click **Search**. The student’s demographic information is populated. Enter the **Original Date of Placement**, **all Disabilities**, and **Placement Status**. Click **Save**.
6. Upload the following required documents. Ensure the correct File Type is selected when uploading the document.

- **Student’s current IEP**: The LEA must highlight and number the sections of the IEP that correspond to the required documentation on the checklist.
- **Facility contract**: The contract must be signed by both the facility and the LEA. A Cost Analysis must be included for nonpublic residential contracts.
- **Completed checklist**: The checklist must document the IEP page number(s) where documentation is found.
- **Letter of Intent**: LEAs considering placement at a facility in which the education program has not been approved by the commissioner must upload a letter notifying TEA of its intent to place a student at the facility.

7. Costs associated with the nonpublic placement are entered on the Funding Application page. This page is accessed by clicking Funding Application on the bottom right of the page or selecting the Funding Application tab at the top of the page.
8. On the Funding Application page, click the **Edit** button ( ) to select the student. Enter the beginning and ending **Contract Dates**. Select the nonpublic facility from the **Facility** drop-down list. The facility information will automatically populate.

If the LEA is considering placement at a facility in which the education program has not been approved by the commissioner, the LEA should select **“Not Yet Approved Facility”** from the drop-down list. Complete the **Name, Address**, and **Phone Number** for the facility.
9. LEAs must complete the funding information.

For nonpublic day placements,

1) Indicate if the LEA or the facility will provide the **Education Services**. If education or related services are provided by the LEA and the facility (as documented in the IEP), select both.

2) The **Estimate of Education Services** will automatically populate based on the contract dates.

3) Enter the **Total Contract Cost**.

4) Click **View** to read and accept the **Statement of Assurances** and **Certification**. The Statement of Assurances and the Certification text will appear in a separate pop-up.

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**1. Provision of Education Services**

- [ ] Education Services are provided by the LEA; if education services are provided by the LEA
- [ ] Facility provides the in which the facility is located; an agreement for special education service must be provided
- [ ] Education services

**2. Estimate of Education Services**

- [ ] Months
- [ ] Full Time Equivalent (FTE)

**3. Total Contract Cost**

$  

**Statement of Assurances**

- [x] Accepted

**Certification**

- [x] Accepted

[Save] [Reset] [Exit]
For nonpublic residential placements,

- Select the type of authority with which the LEA coordinated.

1) Indicate if the LEA or the facility will provide the Education Services. If education or related services are provided by the LEA and the facility (as documented in the IEP), select both.

2) Enter the LEA’s average Adjusted Allotment to calculate the cost for **Total Education Services**. The Adjusted Allotment can be found on line 24 of the LEA’s Summary of Finances report. The report can be generated from the **Foundation School Program School District State Aid Reports** webpage. The system automatically generates the number of days for Education Services based on the total contracted days. Once the LEA ABA is entered, the Total Education Services cost will calculate.

3) Enter the **Related, Speech, Supplemental, or Support Services** for which the LEA has contracted the facility to provide. The frequency and duration for contracted services should be documented in the student’s IEP. Once the Add button is clicked, the Subtotal will generate.

4) Enter the **Daily Rate** for the **Residential Services Provided**. Reimbursement for residential costs cannot exceed the daily rate recommended by the Texas Department of Family and Protective Services.

5) The **Total Cost for Residential Placement** will automatically calculate.

6) Click **View** to read and accept the **Statement of Assurances** and **Certification**. The Statement of Assurances and the Certification text will appear in a separate pop-up.

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<table>
<thead>
<tr>
<th>Type of Authority: select one</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mental Health Authority (MHA)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service</th>
<th>Service Type</th>
<th># Sessions/Interventions</th>
<th>Unit Cost</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Idle</td>
<td>Behavior</td>
<td>312</td>
<td>$100.00</td>
<td>$31,200.00</td>
</tr>
<tr>
<td>Idle</td>
<td>Speech</td>
<td>92</td>
<td>$120.00</td>
<td>$11,040.00</td>
</tr>
</tbody>
</table>

**Total for Related, Supplemental, and Support Services Provided**: $76,240.00

<table>
<thead>
<tr>
<th>Service</th>
<th>Service Type</th>
<th># Sessions/Interventions</th>
<th>Unit Cost</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Rate</td>
<td></td>
<td></td>
<td></td>
<td>351</td>
</tr>
</tbody>
</table>

**Total for Residential Services Provided (Total Item 4)**: $97,634.24

**Total Cost for Residential Placement**: $185,874.24
10. After the Statement of Assurances and Certification statements have been read and accepted, the **Certify and Submit** button on the bottom right side of the Funding Application page will be active. Certify and Submit must be clicked as the final step in the application process.

11. If the LEA selected “Not Yet Approved Facility” or if the facility selected is not approved for the age of the student or any of the student’s disabilities, the application will display the following message.

   “The Facility selected is not approved. TEA has been notified and will begin procedures to determine approval. Please ensure the IEP, Checklist, and Letter of Intent are saved on the student demographic page.”

   The LEA will not be able to certify and submit the application until the facility’s education program is approved. TEA will notify the LEA of the decision for approval or non-approval.

12. The LEA can verify that the application has been submitted successfully by viewing the student’s **Application Status** in the Student Roster on the Student Demographics page.

13. The Division of Special Education will conduct a programmatic review to ensure the application meets federal and state requirements.

   - The LEA and ESC will receive the following email if clarifications and/or additional information are needed. Clarification(s) must be completed, and the application resubmitted within 30 calendar days from the notification date.

   “This is to inform you that the Texas Education Agency requires clarification(s) in your Nonpublic application in order to complete the funding process. Your application has been placed in "clarify" status, which means that you can now access it, make the clarifications indicated, and resubmit it. Please contact the Texas Education Agency at npdayandres@tea.texas.gov if you require further information or assistance.”
If the application meets requirements, the application will be considered in compliance for use of funds. The LEA and ESC will receive the following email when Nonpublic Residential funding applications have been approved.

“This is to inform you that the Texas Education Agency has Finalized your Nonpublic Residential funding application. The final award amount may be viewed on the Funding Application page within the Nonpublic Residential funding application for the specified student. Access to the award funds (if applicable) will be available via eGrants approximately 10 days from the date of this notification, or upon availability of the Special Education Residential Grant, whichever occurs latter. Please contact the Texas Education Agency at NPDayandRes@tea.texas.gov, if you require further information or assistance.”

14. If the ARD committee develops an IEP for a student that changes the student’s placement, changes any services for which the LEA contracted, a student graduates, or a student moves from the district, an Amendment to the Nonpublic Placement Notification and Application must be submitted. The amended application must be submitted within 30 calendar days of the ARD decision or when the student’s placement changes.

LEAs must use the following steps to amend the application.

- Request TEA return the application to the LEA by selecting the Return/Amend Reason from the drop-down menu and clicking the Return button (่อ).

- Complete and submit a new application reflecting all changes on both the Student Demographic page and the Funding Application page. The following should be uploaded:
  - the IEP which documents the changes;
  - a new or amended contract reflecting the change in services and/or contracted dates; and
  - a new checklist.

<table>
<thead>
<tr>
<th>Student Roster</th>
<th>Student Name</th>
<th>Date Of Birth</th>
<th>Placement Status</th>
<th>Application Status</th>
<th>Return/Amend Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>DONNA1 STUDENT</td>
<td>5/12/2004</td>
<td>Initial Placement</td>
<td>Finalized</td>
<td>Facility Change</td>
</tr>
<tr>
<td>✔️</td>
<td>DONNA2 STUDENT</td>
<td>10/9/2004</td>
<td>Continuing Placement</td>
<td>Finalized</td>
<td>Facility Change</td>
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