



High Cost Fund Application Information

2023-2024



- The High Cost Fund (HCF) application must be completed and submitted in **APEX** via the **Texas Education Agency Login (TEAL)** system (effective 2021-2022)
 - Non-Public Day and Non-Public Residential notification applications must also be submitted in APEX
- View the **APEX User Manual** for step-by-step instructions on how to apply for an APEX user account and how to complete and submit APEX applications

APEX Applications Window for 2023-2024



Application Type:	Application Opens:	Application Closes:
High Cost Funds	3/1/2024	5/1/2024
Non-Public Day	9/1/2023	7/1/2024
Non-Public Residential	9/1/2023	7/1/2024

High Cost Funds (HCF): New for 2023-2024!



- Revised High Cost Fund State Plan posted to the HCF webpage
 - Updated to reflect current processes

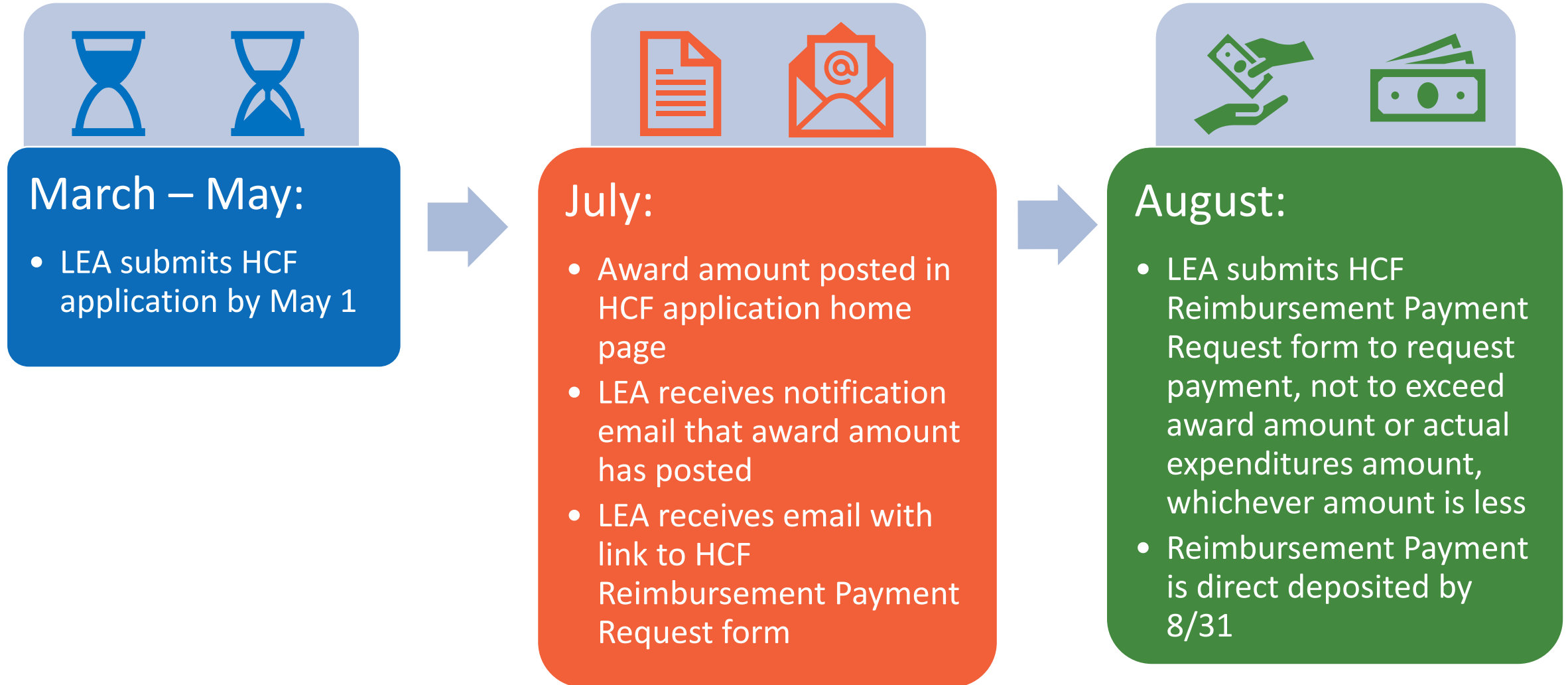


- 23-24 HCF APEX application revisions
 - Excess Transportation Costs calculator
 - Assurances and Certification statements



- New process for HCF Reimbursement award payments
 - Effective 2023-2024, local educational agencies (LEAs) must submit a HCF Reimbursement Payment Request form to request payment of their award

New HCF Award Process effective 2023-2024





- **High Cost Funds (HCF)** are dedicated to help **reimburse** local educational agencies (LEAs) for allowable expenses for a high need student with disabilities



- **High need student eligibility criteria:** Costs of **direct** special education and related services exceed three times the State's average per-pupil expenditure (APPE)

2023-2024 HCF:

State APPE \$12,529 x 3 =

\$37,587 HCF Qualifying Cost Amount

Non-Public Residential Placement Type:

- Data from **finalized** Non-Public Residential application **automatically ports over** into HCF application (during HCF application window)
- Residential Set-Aside amount being applied toward the specific student's costs must equal or exceed the HCF Qualifying Cost Amount

Off-Campus/Non-Public Day Placement Type:


- Data from **finalized** Non-Public Day application **automatically ports over** into HCF application (during HCF application window)
- Contract (tuition) cost (including additional costs **identified in the IEP**, if applicable) must equal or exceed the HCF Qualifying Cost Amount

In-District Student:

- LEA **manually adds** student and costs into the HCF application
- Costs associated with providing **direct** special education and related services, **identified in the child's Individualized Education Program (IEP)** must equal or exceed the HCF Qualifying Cost Amount

Reduced Funding Amounts for Late Submissions

- If **Non-Public Day or Non-Public Residential applications** are not submitted within **required notification timelines**, the APEX system will automatically pro-rate the contract cost to adjust to the date of application submission versus the contract start date
- Pro-rated costs will port over into the HCF application, if applicable



Notification Requirement: LEAs are required to notify TEA annually of all off-campus/nonpublic day and nonpublic residential placements by submitting the Non-Public Day and Non-Public Residential APEX application within 30 calendar days

- [19 Texas Administrative Code \(TAC\) §89.1094\(c\)](#)
- [19 Texas Administrative Code \(TAC\) §89.1092\(b\)](#)
- [Special Education in Nonpublic and Off-Campus Programs webpage](#)

If the total amount of funds requested by all LEA application submittals exceed the available amount of High Cost Funds, the allocations will be **prorated** with a weighted formula **based on least restrictive environment placement**:



- In-District Students will carry the highest weight
- Followed by Off-Campus/Nonpublic Day School placements
- Followed by Nonpublic Residential placements



- Award amounts will be posted by the first business day in July
 - No award letters are generated
 - LEAs receive a notification email that the award amount is posted
 - The notification email will **not** contain award specifics
 - LEAs **view the award amount** posted on their **HCF application home page**



- Notification emails are provided to the:
 - LEA superintendent and/or special education shared services arrangement (SSA) fiscal agent superintendent, if applicable,
 - LEA special education director or APEX contact, and
 - Education Service Center (ESC) special education contact



- HCF Application **Home Page** displays:
 - Number of HCF applications submitted & eligible for each placement type
 - Dollar amount requested & eligible for each placement type
 - Eligible amount is **not** the award amount
 - Final Pro-Rated Award Amount
 - Displayed by first business day in July



- **Student-Specific Application Page** displays:
 - Review status of each cost item (approved or not approved)
 - Ineligible reason if cost not approved
 - Total amount requested and total amount approved for the specific student
 - Approved amount is **not** the award amount

- All costs entered in the HCF application must be incurred for the student between 8/1 through 7/31 of the current school year



- **Extended School Year (ESY)**: Expenditures and contract dates **through July 31** may only be included in the HCF application if the student's Individualized Education Program (IEP) recommends summer ESY

Only costs associated with providing **direct** special education and related services that are **identified in the child's Individualized Education Program (IEP)** may be considered for a High Cost Fund request



The cost type must be clearly and explicitly reflected in the student's IEP, such as

- Bus monitor: IEP must indicate the need for a bus monitor, and whether group or individual
- Paraprofessional or teacher one-on-one assignment: Must be indicated in the IEP; vague descriptors such as “support throughout the day” are not sufficient for HCF eligibility purposes



Indirect services or consult services are **not** eligible costs for HCF

School Health and Related Services (SHARS)

If a cost has been submitted by the LEA for SHARS reimbursement via the SHARS program, the LEA must report the SHARS request amount applicable to the specific student in the HCF application



- The APEX system will subtract the SHARS amount entered by the LEA from the total amount being requested for HCF to ensure the LEA is not reimbursed for the SHARS amount from both the HCF and SHARS programs



- It's important for the individual completing the HCF application to communicate with their SHARS personnel to identify the SHARS amount to enter in the HCF application

Personnel Pro-Rating Calculator

Changes were effective 2022-2023*:



- LEAs no longer enter *daily or annual* rates for personnel or contracted service costs.

New guidance*



- LEAs now enter an *hourly* rate for personnel or contracted service costs.
- Number of students served **includes the HCF student**

Excess Transportation Costs

Definition of Excess Transportation Costs: The remaining amount of the student's transportation costs after subtracting the estimated state transportation allotment expected to be received from State Funding



Revisions to the Excess Transportation Costs Calculator in 23-24:

- Help tips for column headings
- Mileage data entry **ROUND TRIP** (previously One Way)
- Type of Transportation options:
 - **Special Route Services** (LEA provides transportation with LEA vehicle)
 - **Private Route Services** (LEA contracts with parent/designated agent to transport the student, or uses commercial transportation)



Excess Transportation Costs Calculator

Excess Transportation Costs Add Row

Type of Transportation	Student's Daily Mileage ROUND TRIP	Cost per Mile	# of Days Transported	# of Students Transported	Annual Transportation Cost Per Student [if Special Route] OR Total Contract Amount for all Riders [if Private Route]	Estimated State Transportation Allotment	Estimated Excess Transportation cost	IEP Page #	Review Status	Ineligible Reason
Special Route Services										
Private Route Services										

- Click or hover over the question mark icon to view a description pertaining to the column heading
- The Type of Transportation you select from the drop-down menu will drive the fields that require data entry



Assurances and Certification Statements: New process in 23-24

Statement of Assurances

[View](#)

Accepted

Certification and Incorporation Statement

[View](#)

Accepted

- Click **View** to read the pop-up document that appears
- Scroll to the end of the document and, if you agree, click **Yes**
- A check mark will then appear next to **Accepted**
- **Must have Accepted check marks before you can certify and submit your application**

Contact Information



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[High Cost Funds webpage](#)