High Cost Fund
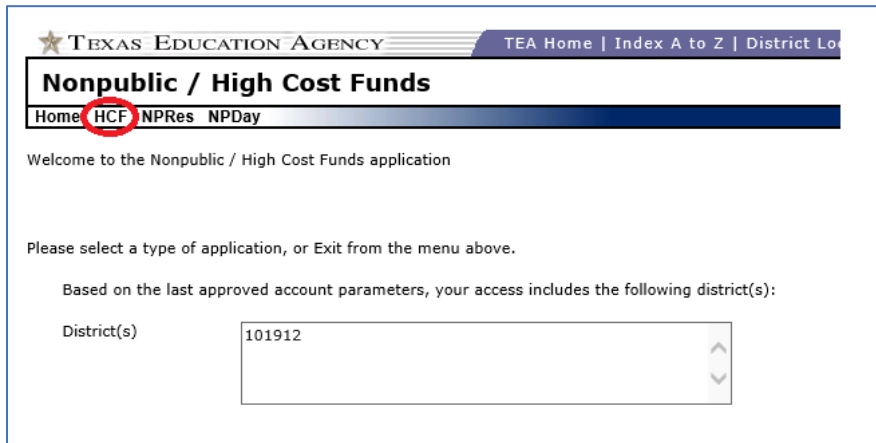## TEAL and Online Application Directions

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TEAL Account

- 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 one account associated with the HCF application.

Applying for Online Access

- Register for a TEAL account
    - Go to https://tealprod.tea.state.tx.us/
    - Click **Request New User Account**
    - Enter the requested information in the required fields
    - Click **Submit**
- Request HCF Application
    - Login to the TEAL account
    - Select **My Application Accounts** from the Self-Service menu on the left
    - Select **Request New Account** and select **Nonpublic / High Cost Fund**
    - Enter the requested information in the required fields
    - Click **Submit**

Nonpublic / HCF Application

- Login to the Nonpublic / High Cost Fund application.
- Choose the **HCF** tab at the top of the Nonpublic / High Cost Fund page.

High Cost Fund Cover Sheet

1. Read the applicant assurance statements and select yes to confirm agreement with least restrictive environment requirements. (The assurances are required prior to completing other sections.)
2. Enter the contact information for the special education director and click the **Save** button.
3. Application Totals will automatically populate as student information is added in the Student Demographics section. *
4. High Cost Fund Award Calculations will automatically populate based on the information submitted in the Student Demographics section. *
5. Click **Save** before toggling to the Student Demographic section.
6. Select assurance statements and click submit after the LEA has completed all student demographic information and is ready to submit to TEA for approval.

*The Total Number Eligible and the Total Amount Eligible are subject to change pending TEA final review and approval.

Student Demographics - District Information

- **Single Member District**
    - For a single member district, information will automatically populate.

- **Shared Service Arrangement**
    - For the SSA, 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 and click **Search**. The member district information will populate.

Student Demographics – Adding a Student

			UID	Student Name	Location Status	Placement Status	Requested Total	Approved Total
Edit	Delete	Print	1431351598	STUDENT , TESTING3	NPResidential	Initial Placement	$56,000	$0
Edit	Delete	Print	6759957458	STUDENT , TEXAS3	NPDay	Initial Placement	$53,994	$0
Add								

Student Roster

1 Add

Unique ID   [ID Search]   **2**

First Name

Last Name

Date of Birth   **3**

Gender   ○ M ○ F

Primary Disability

Secondary Disability

Tertiary Disability

Additional Disability   **4**

Additional Disability

Instructional Setting
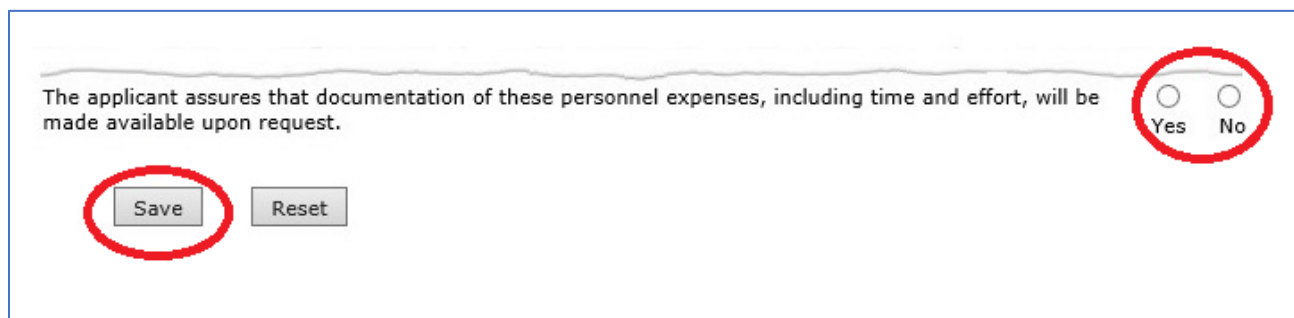
Placement Status

Medicaid/SHARS Reimbursement Amount $0   **5**

Qualifying Cost Amount   29277   **6**

1. Click **Add** and the Student Roster line 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.
   - Fields will automatically populate for students who have a nonpublic application in complete (day) or finalized (residential) status
   - Use Continuing Placement for students in-district.
5. Enter any SHARS reimbursement amounts.
6. The Qualifying Cost Amount for 2018-2019 is $29,277. The application will only allow students meeting the qualifying cost amount to be saved.

Saving Data

The applicant assures that documentation of these personnel expenses, including time and effort, will be made available upon request.

Yes   No

Save   Reset

- **CAUTION**
  After entering data on the Student Demographics page, read and accept the assurance statement and click the **Save** button before leaving the page. If needed, additional information can be entered on the Student Demographics page later.

Student Demographics – Personnel Prorating Calculator

Personnel Prorating Calculator

		Personnel Type	Description	Salary	Type	# Minutes per Week Providing Student Services	# of Weeks Services Provided	# of Additional Students	Prorated Cost for Student	Ineligible Reason
Edit	Delete	Teacher	Resource	$65,000.00	Annual	300	36	5	$1,303	
Edit	Delete	Teacher	ESY	$55,000.00	Annual	360	4	3	$221	
Edit	Delete	Teacher	OT	$70,000.00	Annual	25	16	0	$312	
Edit	Delete	Contracted	Speech	$100.00	Hourly	30	36	2	$600	
Add										

1. Click **Add** and the row will expand for data input.
2. Choose personnel type (teacher, aide, related, contracted) from the drop-down menu.
   - Choose Teacher for any LEA personnel who receives an annual salary.
   - Choose Aide, Related, or Contracted for any personnel who receives an hourly salary.
3. Enter a description of the individual providing special education or related services (resource, inclusion, self-contained, OT, PT, bus aide, ESY, etc.).
4. Enter the individual's salary (annual for Teacher / hourly for Aide, Related, Contract).
5. The **Type** will automatically default to Annual for Teacher and Hourly for all other Personnel Types when the line is saved.
6. Enter the number of <u>minutes per week</u> services are provided to the student.
7. Enter the number of weeks the services were provided during the 2018-2019 school year.
8. Enter the number of other students for which the individual is providing services during this time period. After entering data, click **Add** to save the data. The Add button changes to Edit. Delete may be used to remove the row.
   - One-on-one services must be clearly documented in the IEP.
9. The prorated cost will automatically calculate when the row is saved.
10. Services provided by personnel must be clearly documented in the student's IEP and must include a statement of frequency, location, and duration of those services. Services not adequately documented will be considered ineligible cost. The HCF review team will select the appropriate ineligible reason and the Prorated Cost will be deducted from the Approved Total.

Student Demographics – Excess Transportation Calculator

		Type of Transportation	Mode	Daily Miles One Way	Cost Per Mile	# Days Present	# Students Transported	Annual Transportation Cost	Transportation Allotment	Excess Transportation Cost	Ineligible Reason
		3		**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**
Edit	Delete	Bus ∨	In District ∨	10	$2.00	187	5	$1,496.00	$807.84	$688.16	∨
Edit	Delete	Bus ∨	In District ∨	8	$2.10	20	6	$112.00	$57.60	$54.40	∨
Edit	Delete	Parent ∨	Out of Distric ∨	25	$2.00	150	1	$15,000.00	$1,875.00	$816.00	∨
Add **1**											

Excess Transportation Costs

1. Click **Add** and the row will expand for data input.
2. Choose Type of Transportation (bus, parent) from the drop-down menu.
   - Choose Parent for any contracted transportation.
3. Choose Mode of transportation (In District, Out of District) from the drop-down menu.
4. Enter the number of miles traveled <u>one way </u>per day.
5. Enter the district's cost per mile.
6. Enter the number of days the student utilized this mode of transportation for the 2018-2019 school year.
7. Enter the total number of Students Transported. The count should include the number of all students riding the bus, <u>including the student</u>. After entering data, click Add to save the data. The Add button changes to Edit. Delete may be used to remove the row.
8. The Annual Transportation Cost will automatically populate.
9. The Transportation Allotment the district receives will automatically populate.
10. The difference between the Annual Transportation Cost and Transportation Allotment will automatically populate as the Excess Transportation Cost.
11. Transportation, a related service, must be clearly documented in the student's IEP and include a statement of location, duration, and frequency. Related services inadequately documented in the IEP will be considered ineligible cost. The HCF review team will select the appropriate ineligible reason and the Excess Transportation Cost will be deducted from the Approved Total.

Student Demographics - Placement

1 ○ In District ● NPDay ○ NPResidential

2

Name of Non-Public Day School:	Bayes Achievement Center
Number of Months in Contract:	12
Tuition Cost for Non-Public Day School:	$35,000

3

Name of Residential Facility:	Bayes Achievement Cer
Residential Placement Cost:	$181,390
Discretionary Residential Award Amount:	$0

Amount of Residential 25% Set-Aside being spent:	$135,390

Meets the Qualifying Cost Amount

1. Choose the correct student placement.
2. If the student is in a nonpublic day placement, the placement type and information will automatically populate from the Nonpublic Placement Notification and Application.
3. If the student is in a nonpublic residential placement, the placement type and information will automatically populate from the Nonpublic Placement Notification and Application.

Student Demographics – Standard Costs and Other Costs

1. Click **Add** and the row will expand for data input.
2. Choose Description from the drop-down menu (Assistive Technology, Equipment, RDSPD Fee, Staff Development/Staff Travel).
   - For Other Costs, the description must be typed.
   - Services associated with these costs must be clearly documented in the student's IEP.
3. Choose the Code from the drop-down menu.
4. Enter the Amount. Click **Add** to save the data. Click the edit symbol (✎) to edit the line. Click the X to delete the line.
5. Services associated with these costs must be clearly documented in the student's IEP. Services inadequately documented in the IEP will be considered ineligible cost. The HCF review team will select the appropriate ineligible reason and the Standard Cost or Other Cost will be deducted from the Approved Total.

Student Demographics – Required Documents

- Documentation must be uploaded to support all expenses incurred in implementing the student's IEP.
    - The IEP and the contract are required for all students.
    - For in district students, LEAs must highlight each section of the IEP that documents every cost listed in the application.
    - After clicking **Save,** the IEP and contract will be automatically uploaded for students who have a nonpublic application in complete (day) or finalized (residential) status.
    - Additional required documents could include but are not limited to
        - contracts and/or invoices for contracted services (including RDSPD fees),
        - invoices for materials and equipment, and
        - invoices for staff development and travel.
    - LEAs may be required to provide additional documentation including personnel expenses and time and effort.

Student Demographics – Uploading Required Documents

1. Select File Type from the drop-down menu (IEP, Facility Contract, Other)
2. Browse to locate the documentation.
3. Click **Upload.** The document will be listed in the table.

- **Technical Issues**
  - Currently, the application requires a facility contract to be uploaded for every student, including "in district" students. If the student doesn't have a contract cost, upload a blank placeholder document.
  - If documents will not upload,
    - save all data,
    - navigate to the Cover Page, and
    - return to the Student Demographics page to upload documents.

Submitting the Application

The applicant entered pro-rated amounts for salaries/services in the student application section(s).
○ Yes ⦿ No
The applicant assures that the High Cost Student Pro-rating Calculator tool was used to determine the pro-rated amounts for salaries/services. The applicant assures that documentation of the calculation will be available to auditors.
○ Yes ○ No

To add student application, click on "Student Demographics" menu option.
To submit student applications, click the "Submit" button.

Save

Submit

- Review all information for accuracy.
- Navigate to the Cover Sheet.
- Read the assurance statements and select a response.
- Click the **Submit** button.

Contact Information for Technical Assistance

- Education Service Center Support | ESC Special Education Contacts
- High Cost Fund Team | (512) 463-9414 | hcf@tea.texas.gov
- TEA Secure Environment Applications Support | TEA Help Desk
- High Cost Fund webpage