High Cost Fund Application

2019 – 2020

Application Updates
High Cost Fund
2019-2020 Application Dates

- Opening Date: March 1, 2020
- Closing Date: May 1, 2020
- Notification of Awards by July 1, 2020
The Texas Education Agency (TEA) will reimburse local education agencies (LEAs) for allowable expenses identified in the High Cost Fund (HCF) application based on availability of funds.

Once all applications are reviewed by the HCF review team, 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 nonpublic day, then nonpublic residential.

Notification of award or denial will be provided by email to the:
- single member district superintendent / shared services arrangement fiscal agent superintendent,
- LEA special education director, and
- Education Service Center (ESC) special education contact.

Notification of awards will be made as soon as possible but not later than July 1. Award details will be available for review in the HCF application; no award letters will be sent out. Please take a screenshot or print your award information from the HCF Application. Award information is no longer available once the application roll overs for the next school year.

HCF awards will be distributed directly to LEAs.
Online Application Features

- Cover Sheet
  - Eligible totals and costs for each placement
  - Requested and eligible totals for the LEA
  - **Final LEA Prorated Award Amount** – this has replaced the award letter of years past

- Student Demographics
  - Ineligible cost / ineligible reason
  - Personnel Prorated costs and Excess Transportation costs do not have to be reentered in the Standard Cost or Other Cost section
  - Multiple entries for transportation type allowed
  - Student’s total cost will default to $0 if the HCF review identifies ineligible costs which cause the total cost to fall below $ 29,808 (3 times APPE)
  - Student Requested Total and Approved Total included

- Notification of Awards
  - Notification of awards will be sent by email. The email will not contain award specifics. This will be available for review in the HCF application, after email award notifications go out.

- Documentation Submission
  - For in district students, LEAs must highlight each section of the IEP that documents every cost listed in the application.
When entering line item costs into the personalized prorating calculator, enter the largest costs first in order to meet the APPE requirement. Once that threshold is reached, you will be able to save the application which will allow you to return to it at a later date/time, if needed.

### Online Application Quick Tips

<table>
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<tr>
<th>Personnel Type</th>
<th>Description</th>
<th>Salary</th>
<th>Type</th>
<th># Minutes per Week Providing Student Services</th>
<th># of Weeks Services Provided</th>
<th># of Additional Students</th>
<th>Prorated Cost for Student</th>
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Online Application Quick Tips

• If a student has a 1-1 staff assignment, this must be clearly and explicitly reflected in the student’s individualized education plan (IEP). Vague descriptors such as, “support throughout the day” are not sufficient and will not be approved.

• If a paraprofessional is assigned to a classroom and there happens to be only 1 special education student in the classroom, this does not default to a 1-1 aide for HCF purposes. 1-1 staff must be explicitly reflected in the student’s IEP.
89.1094 Application Updates

- Off Campus Placements are eligible for HCF, as long as all other eligibility requirements are met (i.e., 3 times APPE expended)

- User should select “in-district” or “NP Day” in application.
  - An in-district placement would be selected if the placement is an alternative education program in the LEA.
  - A “NP Day” placement would be selected if the alternative education program is outside the placing LEA.
89.1094 Application Updates

- If “in-district” or “NP Day” are chosen in the application, the user will be required to answer this question:

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Is this an Off Campus program as defined in 19 TAC §89.1094 (a)(2)(A),(B), or (D)?

Note – this does NOT include a nonpublic day school.
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(a) Definitions. The following words and terms, when used in this section, shall have the following meanings, unless the context clearly indicates otherwise.

(1) School district--The definition of a school district includes independent school districts established under Texas Education Code (TEC), Chapter 11, Subchapters A-F, and open-enrollment charter schools established under TEC, Chapter 12, Subchapter D.

(2) Off-campus program--An off-campus program includes special education and related services provided during school hours by someone other than school district personnel in a facility other than a school district campus.

(3) Off-campus program provider--An off-campus program provider is an entity that provides the services identified in subsection (a)(2) of this section and includes:

- ✔ (A) a county system operating under application of former law as provided in TEC, §11.301;
- ✔ (B) a regional education service center established under TEC, Chapter 8;
- ☓ (C) a nonpublic day school; or
- ☒ (D) any other public or private entity with which a school district enters into a contract under TEC, §11.157, for the provision of special education services in a facility other than a school district campus operated by a school district.
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_Service/s/Special_Education_Funding/High_Cost_Funds/