High Cost Fund Information and Application
2020-2021
High Cost Funds

High Cost Fund State Plan bit.ly/HCFStatePlan

High Cost Funds are dedicated to help reimburse LEAs for allowable expenses.

High need student – require educational services that exceed three times the average per pupil expenditure (APPE).

APPE for 2020-2021 is 10,163 X 3 = $30,489

LEAs can apply for HCF for students served in-district or off-campus.

The High Costs Funds application is completed in addition to a day or residential application.
Application Timeline

Open Date:  March 1, 2021

Close Date:  May 1, 2021

Notification of Award by:  July 1, 2021
Distribution 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 students will carry the highest weight, followed by nonpublic day, then nonpublic residential.
Notification of award or denial is provided via 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 no later than July 1. No award letters are generated; details are available for review on the coversheet of the HCF application. Award information is no longer available to the LEA once the application closes at the end of the school year; make sure to save or print your award information.

HCF awards are distributed directly to LEAs.
High Cost Funds
Process & Funding

- TEA will base awards on availability of funds

Educational services for high-needs students

LEA can apply for funds via TEAL/HCF to assist with educational services that are at least three times greater than the average per pupil expenditure (APPE)

TEA reviews and approves application, if requirements are met

Funds are generated

- No award letter sent
- Award amount available via HCF application cover page
- Funds are issued via direct deposit
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
- Student’s total cost will default to $0 if the HCF review identifies ineligible costs which cause the total cost to fall below $30,489 (3 times APPE)
- Student Requested Total and Approved Total included
Online Application Features Cont.

Notification of Awards

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

NEW FEATURES

- **Adjusted Contract Costs**
  - If LEA applications are not submitted within required notification timelines, **off-campus contract begin dates will automatically adjust to the day of LEA application submission.**
  - **Adjusted contract costs will port over to HCF** when day and residential students are entered.
Navigating the Application Process

If you are applying for high cost funds for a day or residential placement, you must FIRST submit a day or residential application in TEAL.

Your day or residential application must be reviewed and approved by TEA before you can submit a HCF application.

LEAs may not manually enter day and residential applications in HCF. These applications will port over from your day or residential application when the student’s unique ID is entered.
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, if needed.
If a student has a **1-1 staff assignment**, this must be **clearly and explicitly** reflected in the student’s IEP. Vague descriptors such as, “support throughout the day” are **not sufficient for eligibility purposes**.

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.
If a cost has been submitted for SHARS reimbursement, the LEA must report the request amount in the application. It’s important for the individual completing the HCF application to communicate with the district SHARS personnel to ensure there aren’t duplicate requests for reimbursement.

Transportation costs entered should reflect mileage between the student’s campus and the student’s home (one way). The application will calculate the round trip. LEAs cannot request mileage for stops for other students, or mileage to and from the LEAs transportation center.
Contact Information

High Cost Funds Team

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HCF Webpage