Process for Returning a High Cost Fund Award to TEA

If a Local Education Agency identifies a need or reason to return all or a portion of a high cost fund award to the agency, please refer to the following directions:

1) The grantee should draft a check for the amount of the refund and include the following information on the check:
   - Name of the program to refund
   - Voucher ID number, and
   - Reason Code (see below).

   Reason for Refund Codes:
   R.1. Correction of an administrative error
   R.2. Correction of an unallowable cost
   R.3. Correction for a cost incurred outside the period of availability
   R.4. Return of funds associated with an excessive drawdown
   R.5. Return of funds associated with termination (voluntary or involuntary)
   R.6. Return associated with a failure to meet maintenance of effort
   R.7. Other (provide brief explanation on separate page)

2) Mail refund to:
   Texas Education Agency-MSC
   P.O. Box 13717
   Austin, TX 78711-3717