



## I have already filled out an application for my school, how do I add the TEA Supplemental Special Education Services to my application?

1. Please access the application using the link on the TEA website: [tea.texas.gov/sses](https://tea.texas.gov/sses)
2. Click **Sign In**.

### Supplemental Special Education Services (SSES)

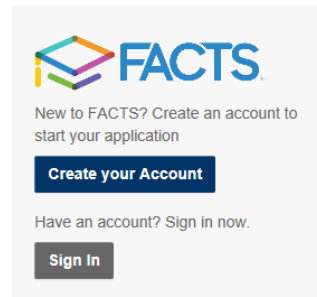
Application Opening : 12/7/2021

Application Close: 6/31/2021

Supplemental Special Education Services (SSES) are on-line accounts for eligible parents/caregivers of students with significant and complex disabilities that have been impacted by COVID-19 school closures. Families of students with eligible disabilities can use the on-line accounts to obtain special educational resources and supplies and/or services such as additional speech therapy or other specific services. SSES credits are up to \$1,500 per student to be used to supplement what otherwise happens in school to help students continue to make educational progress.

The SSES program has specific eligibility criteria please make sure that you have verified that your student meets the eligibility criteria at the SSES website with the Texas Education Agency.

If you have more than one student in your family who you believe meet the eligibility criteria, please include ALL students on this one application before submitting. Awards are \$1500 per eligible student.



3. Enter your username and password. Click **Submit**.

*If you have forgotten your log in information, click 'Forgot Username/Password' link and follow the prompts. You will be emailed a link promptly to reset your password.*

4. Click **Continue**.



- On the lower right hand side of the Application Summary page, click **View Form**.

INSTITUTION	STATUS
School Student #1 Student #2	Complete

[View Form](#)

- The application will open on the Schools section, click **Add School/ Organization** and search for key words in the name of the program 'Texas Education Agency' or by zip code 78701. Check the box next to the program and click **Add**.

Add School / Organization

texas education agency Search

NAME	CITY	STATE	ZIP	FACTS GRANT & AID
<input checked="" type="checkbox"/> Texas Education Agency- Public Schools	Austin	TX	78701	No

[Add](#) [Cancel](#)

- Click the Students section on the left, expand the student details, and then click the checkbox next to the program to apply to the program for this student. If you are applying to the program for more than one student, you will repeat this step for each student. You can also add additional students in this section if needed.

## Application Form

- Schools
- Applicant
- Co-Applicant
- Students**
- Additional Questions
- Taxable Income

### Students

Required fields are marked with \*

Jane Doe  
Sample School

[+ Add New Student](#)

[Previous](#) [Save & Continue](#) [Save & Exit](#)

### Schools

Please select the school(s) and organization(s) where your student would like to apply in the 2021-2022 school year.

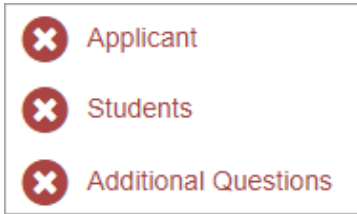
Texas Education Agency- Public Schools ?

\* Grade

[+ Add New School](#)



- You will be prompted to fill out the program's questions. Click **Save & Continue** after updating each student's information.



Red "x's" on the left hand side will indicate which sections have program questions that need to be completed.

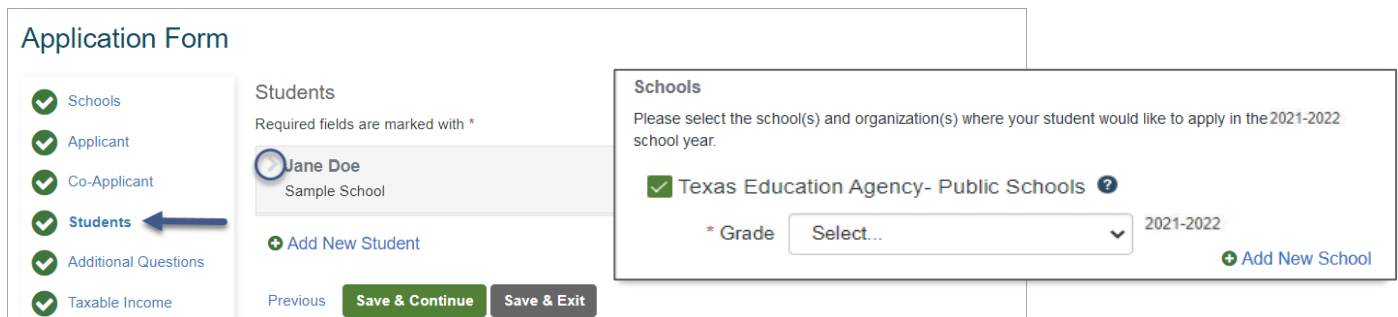
Click **Save & Continue** after completing each section.

After all questions have been answered, click **Save & Exit**.

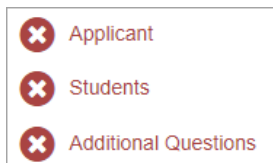


## I have started an application for my school but have not completed it. How do I add the Supplemental Special Education Services to my application?

- Click the Students section on the left, expand the student details, and then click the checkbox next to the program to apply to the program for this student. If you are applying to the program for more than one student, you will repeat this step for each student. You can also add additional students in this section if needed.

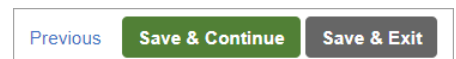


- You will be prompted to fill out the program and the school's questions.

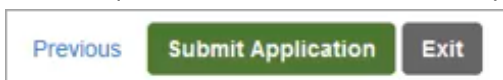


Red "x's" on the left hand side will indicate which sections have questions that need to be completed.

Click **Save & Continue** after completing each section.



- After all questions have been answered, you can review your responses, and then click **Submit Application**.



If you decide you do not want to apply to the Supplemental Special Education Services, you can remove the school by deselecting the school's checkbox in the Students Section for all students listed on the application. After the school has been removed, the school's questions will no longer appear on the application.

**If you are unable to finish the application for any reason, contact FACTS at 844-649-2921.**