APEX

Application Program for
Nonpublic and Non-District Operated Placements
and High-Cost Fund Applications

User Manual

TEA
Texas Education Agency ®

Revised October 2024

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Overview

Introduction to APEX

APEX is a Texas Education Agency Login (TEAL) application that must be used to notify the Texas Education Agency (TEA) of all nonpublic or non-district operated day program placements* or nonpublic residential placements, in accordance with [19 Texas Administrative Code (TAC) §§89.1094](#) and [89.1092](#).

Throughout this document, all placements that meet the definition of a nonpublic or non-district operated day program outlined in 19 TAC §89.1094 will be referred to as nonpublic day, or nonpublic.

APEX is intended to serve several purposes related to state reporting requirements for nonpublic placement programs, as well as serve as an entry point to state and federal funding associated with these types of placements. APEX is also used to submit High Cost Fund (HCF) applications to request additional optional funding for qualifying nonpublic day and nonpublic residential placements, and in district students. The information in this manual will help the user understand the general navigation and operation of APEX.

Local Educational Agencies (LEAs) are required to:
- Use APEX to notify TEA, within 30 calendar days, of LEA nonpublic day and nonpublic residential placements of students with disabilities;
- Adhere to all guidelines as stated in this manual; and
- Understand and follow the nonpublic placement program requirements as outlined in the [Nonpublic/Non-District Operated Program Guidance](#) manual, as well as any additional information and guidance provided regarding APEX utilization.

System Requirements

The Texas Education Agency implemented [new browser requirements](#) in 2021 related to a technology initiative to enhance security for web-based applications.

Beginning April 15, 2021, TEA supports the current version of the [Google Chrome browser](#) to access applications such as eGrants and APEX. Internet Explorer should not be used for accessing these web-based applications due to functionality no longer being available, or the application may not work as expected.
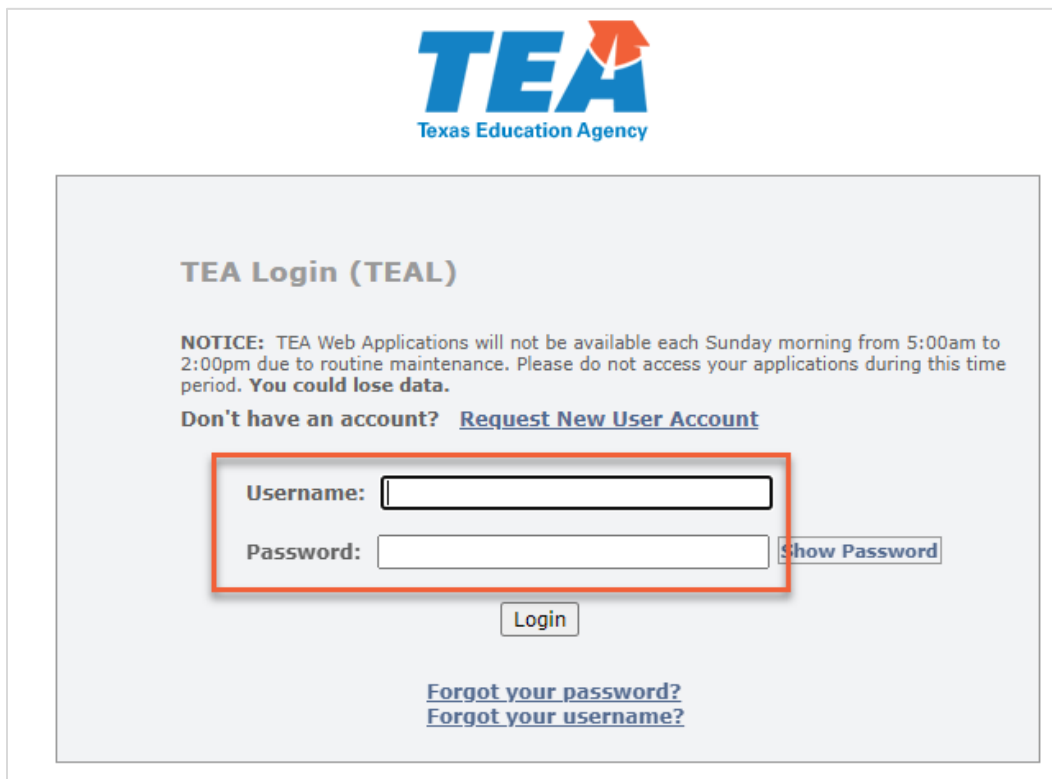
Texas Education Agency Login (TEAL) Portal

To access and log into APEX, the user must have a username and password for the Texas Education Agency Login (TEAL) Portal. To create a TEAL account, go to the TEAL webpage and click on **Request New User Account** and follow the steps to complete the process. For detailed instructions, visit the Requesting a User ID webpage.

Note: When completing TEAL account requests, please use your work-related email address rather than your personal email address for the email field.

Once a TEAL account is created, the user must request access to the APEX application through the TEAL Self-Service menu under **My Application Accounts**.

Creating an APEX Application Account / User Roles

Step 1: Navigate to TEAL and enter the TEAL username and password you have been assigned and select **LOGIN**.

Step 2: You will see your TEAL landing page that lists **Self-Service** options along the left-hand toolbar and applications for which you already have access listed under the **Applications** tab to the right. From the **Self-Service** toolbar, click on **My Application Accounts**.
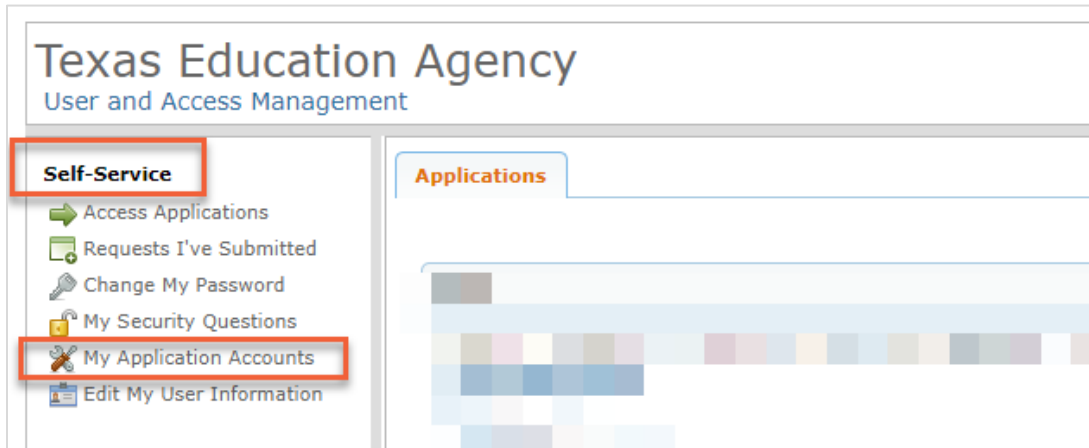
Step 3: You will now see the **My Accounts** tab open. From here, select **Request New Account**. After you select **Request New Account**, TEAL will display a full list of available applications shown in alphabetical order. Choose **APEX**. Upon entry, the user will see a screen with the level of access, or roles, and the campus(es) for which the user is assigned. Click on the access level link to open APEX.
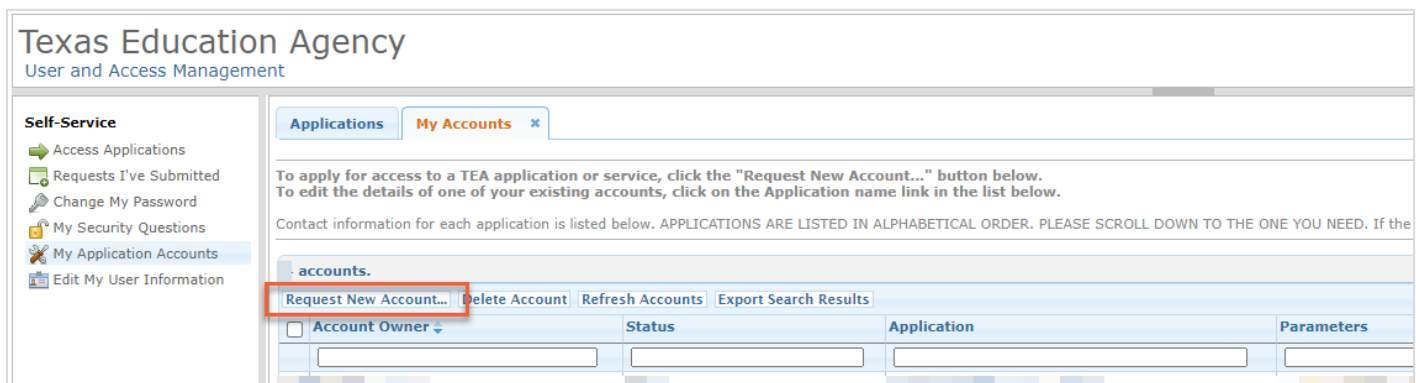
Step 4: Next, enter your employing organization in the text entry field. Type the name of the organization (e.g., the local educational agency or the education service center) for which you are requesting access to the APEX Application.

Step 5: To complete the request in TEAL, choose the appropriate user access role under **Roles & Parameters** and select **DONE**.
- The user role for LEA personnel, including all single member districts and special

education shared services arrangement (SSA) fiscal agents, is **LEA Representative**. If you are a member of a special education SSA, your fiscal agent will submit the APEX application on your behalf.

- The user role for Education Service Center (ESC) staff is **ESC Viewer**.

Step 6: Once notified that your access has been approved, you will see the APEX application in the list of **Applications** when you log back into TEAL. Your applicable role will be displayed.

General APEX Navigation

APEX is designed to have uniform navigation and a consistent look and feel on every screen. The **Username** and level of access (**Role**) is displayed in the upper left corner on every screen. In the upper right corner, you can click **Help** to access the TEA [Special Education in Nonpublic Programs](#) webpage for resources or click **Exit** to exit the program.

Username	Role: LEA Representative		Help	Exit
Organization Name:		Region:		CDN:

The APEX home page has an **orientation bar** across the top of the page that indicates the **School Year, Application Type** (Nonpublic Day, Nonpublic Residential, or High Cost Funds), and **District Type** (Single Member District or Fiscal Agent.)

🏠 | Application Summary | Reports

School Year: 2024-2025 ⌄   Application Type: Non-Public Day ⌄   District Type: Single Member District

Non-Public Day
Non-Public Residential
High Cost Funds
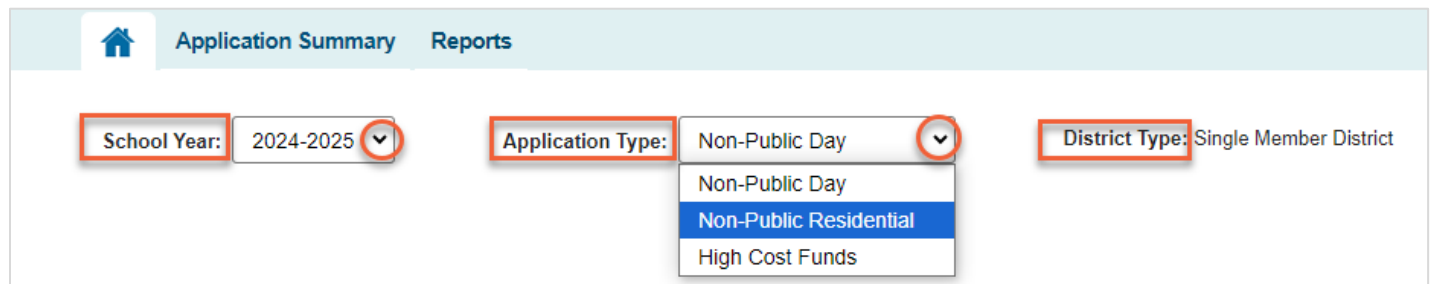
The **School Year** automatically defaults to the current school year. A user will be able to access APEX data for up to five school years if applications were entered in APEX in those preceding years.

*Note: APEX was initiated in 2021-2022. To access the previous years in APEX, choose the appropriate program year in the **School Year** drop down box. **Prior year** data is **read-only.** A user can only **view** data and **run reports** from prior years.*

Most pages in APEX have a **navigation bar** with tabs to take the user directly to different pages in the system.

The navigation bar includes a 🏠 icon which the user can click to immediately return to the home page.
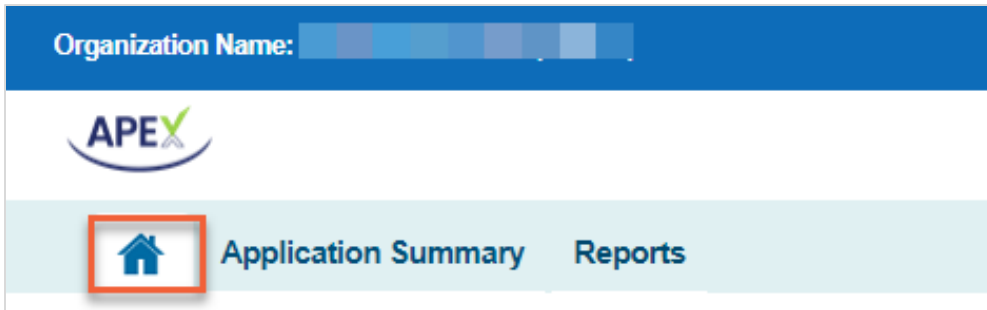
Breadcrumbs are another useful navigation feature of APEX. Users can click on the **hyperlinked page name** displayed to the left of the current page name to return to the previous section. In this example, while the user is on the **Application Summary** page, the user can click on the **Home** hyperlink to return to the Home page.
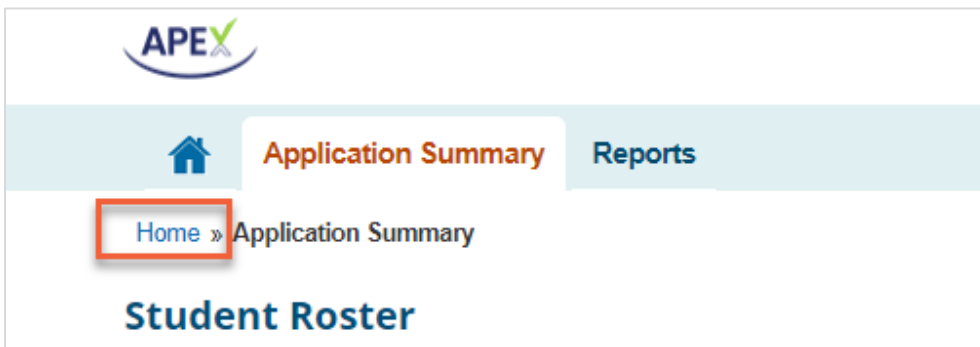
APEX Application Summary Page and Student Roster

Each application type includes an **Application Summary** page. The Application Summary page for **Nonpublic Day and Nonpublic Residential** applications includes a **Student Roster** specific to that application type and at-a-glance details about student **Placement Status**, **Application Status**, **Facility Status**, and **Submitted Date**. If an application is in Submitted or Finalized status, this page will also include an **Amend** button.

Facility status code explanations and application **Add** and **Delete** buttons are located below the student roster. A **Search** bar is located on the right above the student list.

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The **Application Summary** page for the **High Cost Fund** application has a different format, which will be described in the [Entering High Cost Fund (HCF) Applications](#) section of this manual.

For special education SSA fiscal agent users, an additional drop-down menu will allow the Fiscal Agent user to choose a member district within the SSA. The system will default to listing all applications submitted for the SSA if a specific SSA member district is not chosen.

The **Search** bar allows users to search for applications based on any text in the student roster

using one or more full or partial words.

ESC Viewers

For ESC Viewers, the **Application Summary** page will default to listing all applications submitted by LEAs in the ESC user's region. ESC Viewers will be able to see the County District Number (CDN) and District Name for each application in the **Student Roster**.

ESC Viewers can use the **CDN drop-down menu** at the top right of the screen to choose a **specific** LEA within the ESC. Click on the specific LEA and the **Student Roster** will then be populated with only those applications associated with the selected LEA.
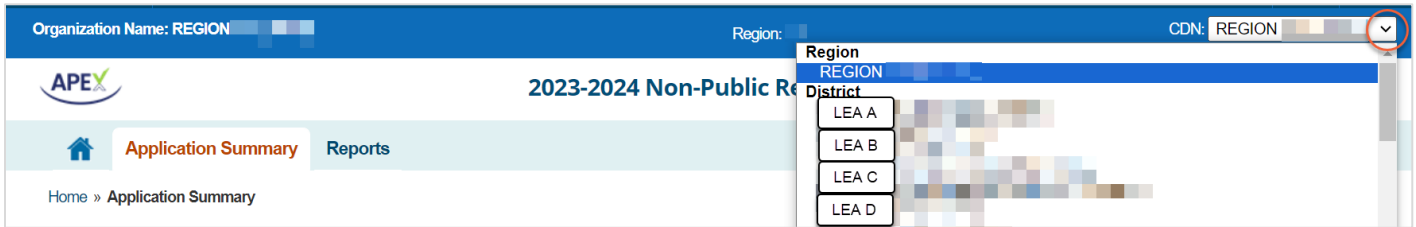
Facility Status

The **status of the facility** associated with a student application is viewable on the **Application Summary** page.
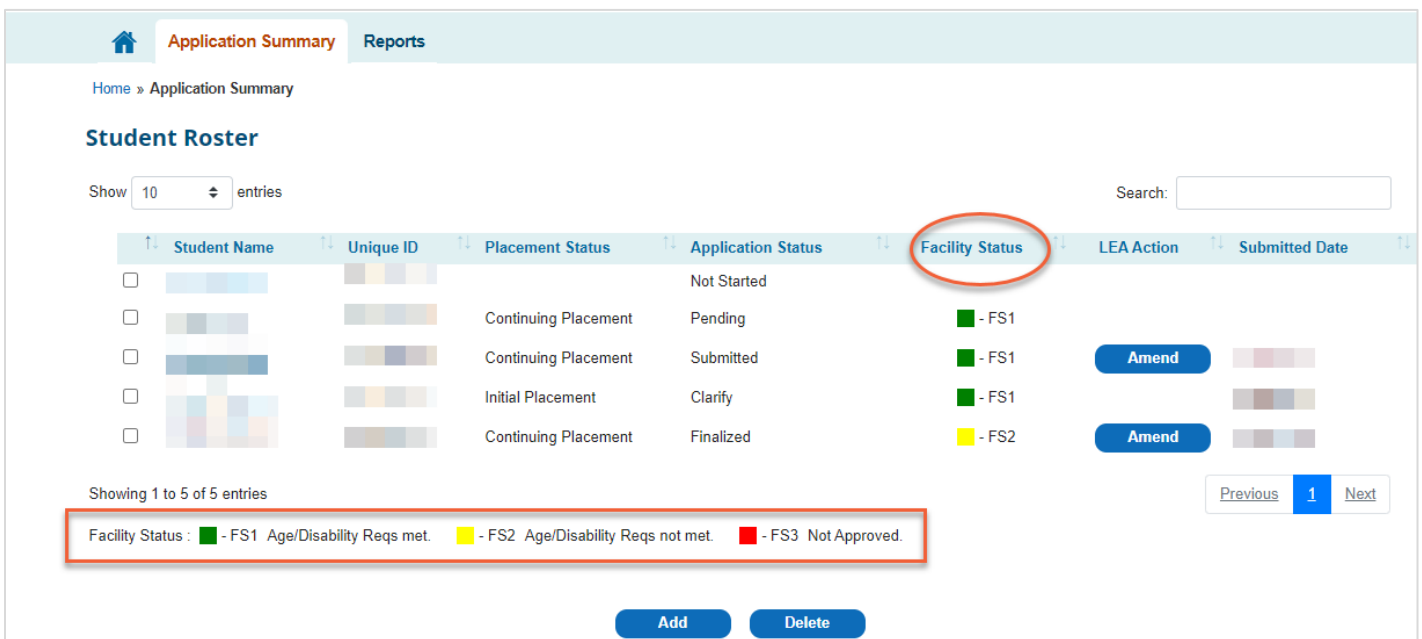
Facility Status 1 (FS1), represented by a green box, indicates that the facility is currently approved for new placements. *The LEA must still meet all application and notification requirements for student placement. TEA approves APEX applications on an individual student basis.*

Facility Status 2 (FS2), represented by a yellow box, is currently not in use effective with the 2023-2024 school year.

Facility Status 3 (FS3), represented by a red box, indicates that the facility is not currently approved as a nonpublic program. *The LEA must follow TEA procedures to engage in the initial approval process if this is a "not-yet-approved" facility; the LEA must meet TEA timelines to remedy noncompliance or make a change of placement if this is a previously-approved facility with revoked approval.*

APEX Help

The APEX **Help** button is located on the top right of the screen.
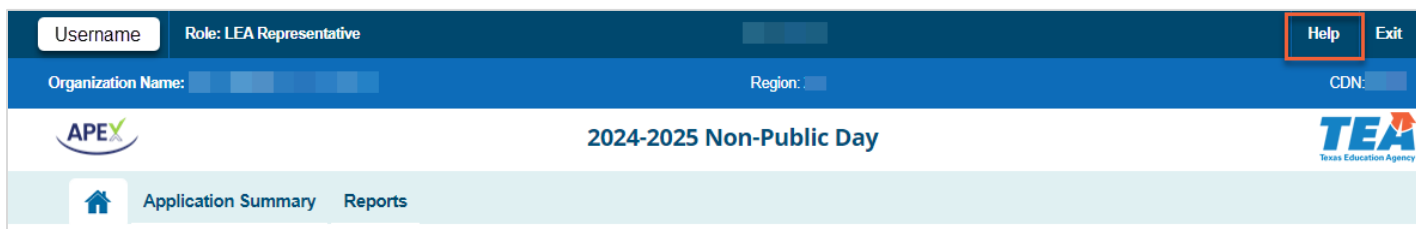
This button will direct users to the TEA [Special Education in Nonpublic Programs](#) webpage. How-to videos, guidance, and a copy of this manual are available on the website.

Entering Day/Residential Applications

Adding a Student

To add a new APEX application for a student placed in a nonpublic day or nonpublic residential facility, based on an admission, review, and dismissal (ARD) committee decision, first click **Add** on the **Application Summary** page for the specific application type (Nonpublic Day or Nonpublic Residential).

Note: The Nonpublic Day application is used for placements described in [19 Texas Administrative Code (TAC) §89.1094 Contracting for Nonpublic or Non-District Operated Day Placements for the Provision of a Free Appropriate Public Education (FAPE)](#).

Enter the student's Unique ID number and click **ID Search**. The system will then auto-populate the corresponding first and last name, date of birth, and assigned gender. Click **Add** to add the student.

The student's name and Unique ID will now appear in the **Student Roster** with an Application Status of **Not Started**. Click on the student's hyperlinked name in the **Student Roster** to open the specific student's **Student Application** page.

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Entering Student Information

In the **Student Application** page for a specific student, the Unique ID, student first and last name, date of birth, and assigned gender auto-populate from the Texas Student Data System (TSDS). Enter the **Original Date of Placement** indicating the date the student **first entered the facility** and choose the student's **current** placement status from the drop-down menu for **Placement Status**. This process is the same for both Nonpublic Day applications and Nonpublic Residential applications.

Entering Funding Information for Day Applications

Step 1: Enter the **Contract From** and **Contract To** dates to indicate the beginning and end dates of the current contract.

The contract dates and cost amounts entered in the APEX application must be **specific to the student**. For example, if your contract is for a "seat" cost for the entire year and the specific student is not receiving services the entire year, the dates and costs entered in the APEX application must be limited to the dates the specific student received services at the facility and the prorated cost for those dates of service.

Dates must fall between 8/1 through 7/31 of the current school year.

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*Note: For both Nonpublic Day and Nonpublic Residential applications, **contract dates that extend beyond the regular LEA school year through 7/31 may only be included in the APEX application if the student's Individualized Education Program (IEP) recommends summer Extended School Year (ESY) for that school year.***

Step 2: Choose the **Facility** corresponding to those contract dates from the drop-down menu.

If you select a currently **approved facility** from the drop-down menu, the facility name, address, and phone number will auto-populate.

If you wish to enter information for a facility **not currently on the approved list**, select ***Not yet approved facility*** from the drop-down menu. The system will allow you to manually enter the facility name, address, and phone number. **Please refer to TEA program guidance for requirements specific to the initial approval process for placements at not-yet approved facilities.**

Step 3: Next, use the drop-down menu to select the student's **Instructional Setting**.

Note: The instructional setting code affects the methodology used by TEA's State Funding division when determining the Foundation School Program (FSP) special education allotment for the education cost in accordance with Texas Education Code (TEC) §48.102 and 19 TAC §89.1005. Therefore, it is imperative that the instructional setting code is accurate and consistently applied in the student's IEP, in the LEA's local attendance accounting system, in TSDS Public Education Information Management System (PEIMS), and in the APEX application.

Step 4: Use the drop-down menu to select the student's primary – and, if applicable, secondary, tertiary, and additional – **disability**, identified in the student's IEP.

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Step 5: Select the appropriate box to identify whether the LEA or the facility provides educational services listed in the student's IEP.

Step 6: **Line #2 Estimate of Education Services** does not require data entry. The system will auto-calculate the number of months and Full Time Equivalent (FTE).

On **Line #3**, enter the **total number of *instructional* days in the contract for nonpublic day placements**. The system will auto-calculate the **Daily Rate** once the application is saved.

On **Line #4**, enter the **Total Contract Cost**.

Prorated Contract Cost:
Applications submitted past the required **placement notification deadline** identified in guidance on the TEA Special Education in Nonpublic Programs webpage will be considered for *partial funding* based on the date the APEX application is submitted, rather than being based on the contract start date. If the application is submitted late, the system will auto-populate the **Prorated Contract Cost** field with the reduced amount. If the application is submitted within the required timeframe, the **Prorated Contract Cost** field will be blank. The **Prorated Contract Cost Override** field is for TEA use only.

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Step 7: If you wish to enter **multiple** nonpublic day contracts for the **same student** for the **same school year**, click **Add Facility** at the top of the Funding section.

A section for entering information related to the **second** contract will appear below the Contract #1 section. Enter data for Contract #2. **Ensure that the contract dates entered for multiple contracts do not overlap.**

For helpful information regarding funding sources applicable to nonpublic day placements, please review the Funding Explanation: Nonpublic Day resource document located on the Special Education in Nonpublic Programs webpage. You may also click on the **View Funding Explanation** link in the APEX application to access the resource document.

Entering Funding Information for Residential Applications

Procedures for entering funding information for Nonpublic Residential applications are similar to the procedures for entering funding information for Nonpublic Day applications in the previous section, with the exception of **Step 6**.

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Step 6: **Line #2 Estimate of Education Services** does **not** require data entry, *effective with the 2023-2024 application.* The **LEA ABA** (Basic Allotment) amount will auto-populate. For most LEAs, the basic allotment is currently $6,160 as identified in [Texas Education Code (TEC) §48.051(a)](). This amount is subject to change based on state legislation. The system will then auto-calculate the dollar amount of the **Total Education Services** based on the formula displayed.

Formula: The LEA ABA amount is divided by the number of days in the year. During a leap year, the formula will be based on 366 days. During non-leap years, the formula will be based on 365 days. The result is then multiplied by the number of days in the contract, which the system auto-populates based on the contract dates. The result is then multiplied by 1.7, the instructional arrangement weight in accordance with [TEC §48.102]() *and* [19 Texas Administrative Code (TAC) 89.1092(e)(2)(A)]().

On **Line #3**, enter information for related services, speech, supplemental and other support services **identified in the student's IEP and listed in the contract.** You can click **Add Row** multiple times to list multiple services. Choose the **Service** and **Service Type** from the drop-down menus and manually enter the **Number of Sessions/Interventions** and **Unit Cost** obtained from the contract. The system will auto-calculate the subtotal for each type of service and then auto-calculate a total amount for all services entered in this part.

*Note: If the contract's cost analysis indicates services at no charge, please do **not** enter those services in Line 3. Only enter services with an actual cost. The facility might list those services in the contract so you are aware of all services being provided and can ensure IEP requirements are being met.*

On **Line #4**, enter the **Daily Rate** for residential services from the contract. The system will auto-populate the **Total Days** based on the contract dates and will auto-calculate the **Subtotal** for the cost of **Residential Services Provided**.

*Note: The [maximum allowable daily rate](#), as recommended by the Texas Department of Family and Protective Services (DFPS) for **General Residential Operation Intense** service level of care, is displayed in the **Not to exceed** portion of Line 4. This rate is subject to change. The APEX application will display the **Not to exceed** amount applicable to that application year. Do not enter a rate that exceeds the maximum allowable daily rate.*

Line #5 displays a summary table that auto-populates with total cost data obtained from Lines 2, 3, and 4 for education services, related/speech/supplemental/support services, and residential services. **No data entry** is performed in this table by the user.

Prorated Totals:
Applications submitted past the required **placement notification deadline** identified in guidance on the TEA [Special Education in Nonpublic Programs](#) webpage will be considered for *partial funding* based on the date the APEX application is submitted, rather than being based on the contract start date. If the application is submitted late, the system will auto-populate the **Prorated Totals** column with the reduced amounts. If the application is submitted within the required timeframe, the **Prorated Totals** column will be blank. The **Prorated Totals Override**

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column is for TEA use only.

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Total Cost for Residential Placement

	Prorated Totals	Prorated Totals Override
Total Estimated Education Services (Total Item 2)	$10,472.00	$	$
Total for Related, Supplemental, and Support Services Provided (Total Item 3)	$146,893.10	$	$
Total Cost for Residential Services Provided (Total Item 4)	$101,240.05	$	$
Total	$258,605.15	$	$

Note: In order to be eligible for full funding, TEA notification requirements must be met.

For helpful information regarding funding sources applicable to nonpublic residential placements, please review the Funding Explanation: Nonpublic Residential resource document located on the Special Education in Nonpublic Programs webpage. You may also click on the **View Funding Explanation** link in the APEX application to access the resource document.

Total Estimated Education Services (Total Item 2)	
Total for Related, Supplemental, and Support Services Provided (Total Item 3)	
Total Cost for Residential Services Provided (Total Item 4)	
Total	

Note: In order to be eligible for full funding, TEA notification requirements must be met.

View Funding Explanation

Agency Use Only Table
At the end of the Funding section, the **Agency Use Only** table is displayed. **No data entry** is performed in this table by the user. The first four rows of the table will auto-populate with data from the Line #5 summary table once the LEA saves the application. Later, after TEA staff perform the Fiscal Review of the application and places the application in finalized status, the last four rows of the table will be populated.

The amount displayed in the first row of the table (**Education Services to be funded from State FSP**) is the amount the LEA can expect to receive from state funds for the education costs for this specific student and will be incorporated in the LEA's Near-Final (NF) Summary of Finances (SOF) report generated after the end of the fiscal year.

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The amount of the LEA's local funds (**Local Tax Share**) and the amount of the **LEA's 25% Residential Set-Aside** that must be spent by the LEA on this student's residential costs will be displayed in rows 5 and 7.

If these three fund sources (state education funds, local tax share, and 25% Residential Set-Aside) are not sufficient to cover the total residential placement cost, the last row in the table will display the amount of the **IDEA-B Discretionary Residential reimbursement award** for the LEA. LEAs with an award amount will be informed by email later in the year regarding the process for how to receive the reimbursement payment. The last row in the table will display zeroes if the LEA does not qualify for an IDEA-B Discretionary Residential reimbursement award.

Agency Use Only

LEA ABA	Fiscal Override	Total Days/Total Prorated Days	Total Education Services

Education Services to be funded from State FSP		$0.00
Related Services Cost Total for Related, Supplemental, and Support Services Provided		$0.00
Residential Care Total for Residential Services Provided		$0.00
Total Cost for Residential Placement		$0.00
Local Tax Share to be used toward Total Related Services and Residential Care Costs		$
LEA's 25% Residential Set-Aside Already Met?	○ Yes ○ No	
LEA's 25% Residential Set-Aside (available portion) to be used toward Total Related Services and Residential Care Costs		$
IDEA-B Discretionary Residential reimbursement award		$

Table will be fully populated after completion of TEA Fiscal Review.

Subject to change pending TEA Final Review.

Subject to change if application amendments or additional applications are submitted.

*Note: The application must be in **finalized** status for dollar amounts to populate in all the rows of the Agency Use Only table.*

Required Uploads

For both Nonpublic Day and Nonpublic Residential APEX applications, you are required to upload the student's IEP, contract, and APEX application checklist.

For the student's **IEP**, please upload the most recent annual ARD as well as any subsequent IEPs related to the placement. You may upload more than one IEP, if applicable, by selecting **Add Another File**. *Please ensure the IEP indicates the correct instructional setting code for this placement type in accordance with TEC §48.102 and 19 TAC §89.1005 and that the instructional setting code selected in APEX matches the code in the IEP.*

For the **contract**, please ensure the copy of the contract you upload is **signed** by both the LEA and the Facility. You may upload more than one contract, if applicable, by selecting **Add Another File.** *Please ensure the contract is applicable to services and costs from 8/1 through 7/31 for*

the application year.

For the **checklist**, **ensure that you use the [Nonpublic Placement Notification and Application Checklist](#)** that is accessed on the TEA [Special Education in Nonpublic Programs](#) webpage. Please do **not** upload the "LEA Assurance Checklist for Contracting with Nonpublic Schools and Record of Annual Visits" unless you are asked to do so. Please do **not** upload the "LEA Student Folder Review for Nonpublic Program Monitoring" checklist.

Click **Choose File** to select the document from your computer that you would like to upload. Assign the document a **File Type** (Facility Contract, IEP, Checklist, or Other) from the drop-down menu. Click **Add Another File** to upload additional files.

The files you upload will appear in a table, and you can **Download** (to view) or **Delete** the file(s). If your application has already been submitted and then placed in Clarify status by TEA staff, or if you amend an application, please **do not delete files that were included in the original submission.** The submitted files need to remain in the application for historical documentation in support of the review process.

File Upload

- Valid File Types: Adobe PDF (**.pdf**), MS Word (**.doc/.docx**), MS Excel (**.csv/.xls/.xlsx**)
- Max File Size : **30 MB**
- Max File Name Length : **50 chars**

Choose File | No file chosen   File Type: | --- SELECT --- ⌄

Add Another File

File Name	File Type	Uploaded By	File Date		
Contract-Facility.docx	Facility Contract			Download	Delete
Student-IEP.docx	IEP			Download	Delete
Checklist-Student.pdf	Checklist			Download	Delete

File Upload Tips:
- Ensure you are using the most recent Google Chrome internet browser.
- Clear your browser's cache.
- When you name files on your computer that you plan to upload, keep the name short and don't use spaces in the name.
- Ensure the attachment has a valid extension, such as .pdf or .docx.
- If scanning files, create PDF documents rather than .jpg files*.
- Rescan the document to save on your computer and upload the rescanned version if the original version won't upload.
- If possible, rather than printing and scanning files, it's best to **Save as PDF*.**
- Reduce the file size of PDFs prior to upload by selecting the **File** dropdown in the header of your document and then selecting **Save as Other**, and then selecting **Reduced Size PDF** (see graphic below). Then use the drop-down menu to select the Acrobat version and then re-name your file and save.

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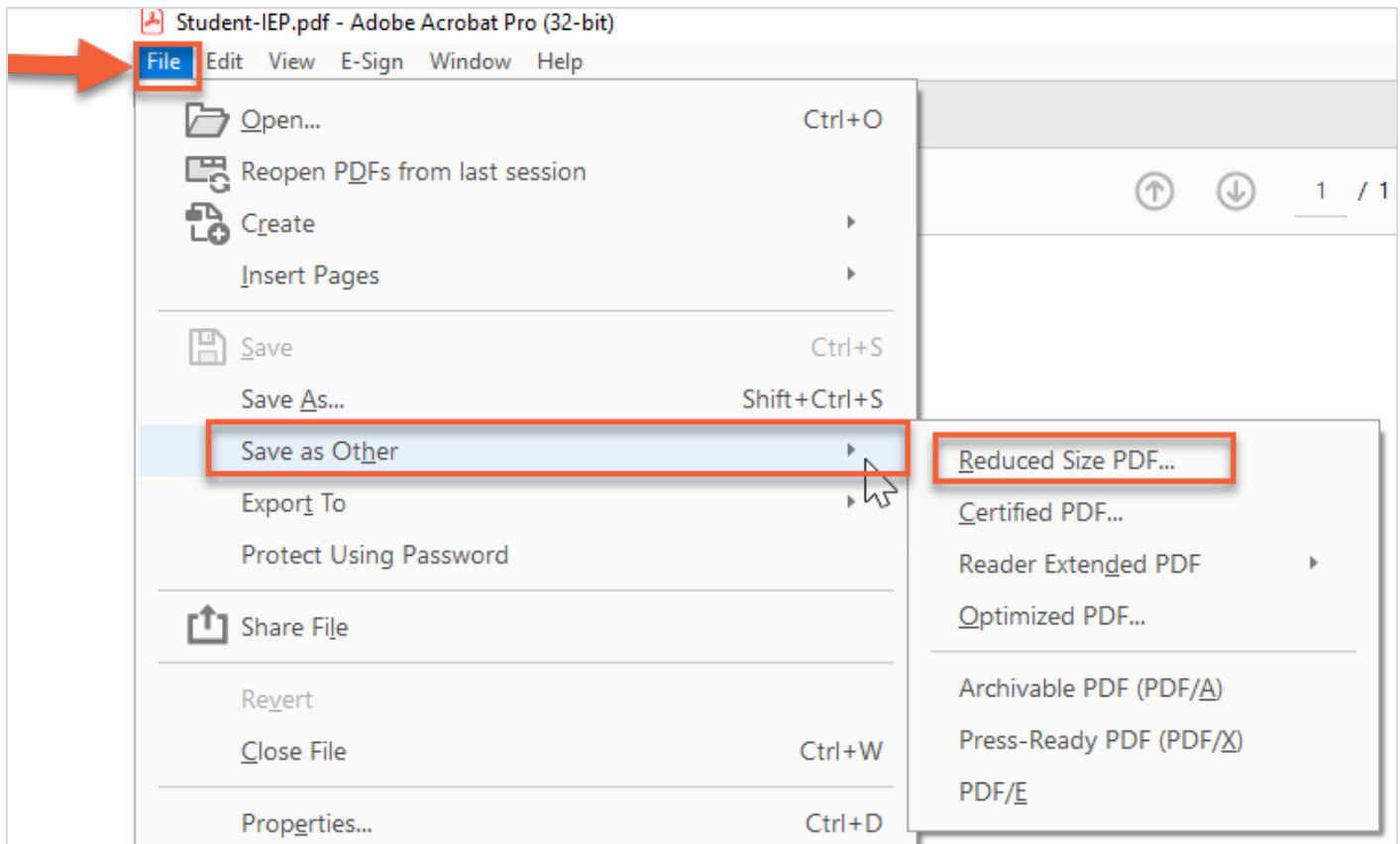
- If a file is too large to upload (exceeds 30 MB), even after reducing the file size, save and upload portions of the document as two or more separate, smaller files.
- Ask your organization's Information Technology (IT) staff for assistance.

Note: *Not all PDFs are the same. Acrobat doesn't produce its own documents. Instead, the PDFs originate from other programs or sources, such as exported documents from Microsoft Office files, Forms (Adobe Designer, XFA PDFs, Word to PDF), Portfolio PDFs, Google Doc PDFs, Google Doc PDFs, Scanned PDFs, and Print to PDF. When converting your document to PDF, it is best to use the option to 'Save as PDF'. Do* **not** *use the option to 'Print to PDF' because that actually produces an image/screen shot of your document and might be the reason why the document won't upload into APEX.*

Certifying and Submitting

After entering required application information and uploading all required documents for a Nonpublic Day or Nonpublic Residential APEX application, you will need to certify and submit your application. First, click **View** under the **Statement of Assurances**.

An assurance statement will pop up for you to read. Scroll to the end of the assurance statement and, if you agree, click **Yes.**

A check mark will now appear next to **Accepted** to indicate you have accepted the **Statement of Assurances**. Follow the same steps to view and accept the **Certification** statement. When both statements have been accepted, you can submit your application by clicking **Certify and Submit**. You can also save your application at any time, without submitting it, by clicking the **Save** button. **Failure to Certify and Submit will keep the application in Pending status.**

When an application has been successfully submitted, it will appear as **Submitted** on the **Application Summary** page.

Application Status Glossary

Status	Definition	LEA Actions Available
Pending	LEA user has started and saved an application but has not yet submitted; **or** LEA has retrieved a previously submitted application to make changes by clicking the Amend button.	**Certify and Submit** when ready for TEA review.
Submitted	LEA user has Certified and Submitted; the application is awaiting TEA review.	**Amend** (returns application to **Pending** status; LEA can then make changes and re-**Certify and Submit**).
Not Approved	TEA has not approved the application and will contact the LEA with specific reasons for non-approval.	**No LEA action available.**
Clarify	TEA has reviewed the application and sent back to the LEA because the application needs changes or additional information.	Make required changes, upload additional documents, and/or use the Clarification/Communication Notes feature to respond to clarification request and re-**Certify and Submit.**
Fiscal Review	*(Nonpublic Residential only)* TEA has reviewed the application and it is now awaiting Fiscal Review for funding amounts and final approval.	**No LEA action available** until the application is finalized by TEA.

Finalized	The application is approved. No further action is required. However, the LEA should amend the application whenever revisions are necessary due to subsequent changes in student services, placement status, etc. The LEA may also complete and submit a High Cost Fund (HCF) application for this student if HCF requirements are met.	**Amend** (returns application to **Pending** status; LEA can then make changes and re-**Certify and Submit**).

Submitting Clarifications

If a TEA Nonpublic Team member needs more information to complete the application review, you will receive an automated email from the APEX system indicating that your student application has been placed in **Clarify** status.

On the **Application Summary** page, click on the name of the student whose application requires clarification. At the bottom of the student's **Student Application** page, below the File Upload and Statement of Assurances sections, you will see a **Clarification/Communication Notes** section.

Click the **plus sign** to expand the **Clarification/Communication Notes** section. You will then be able to view the message from TEA staff regarding the requested clarification(s).

TEA Admin Date and Time Note added
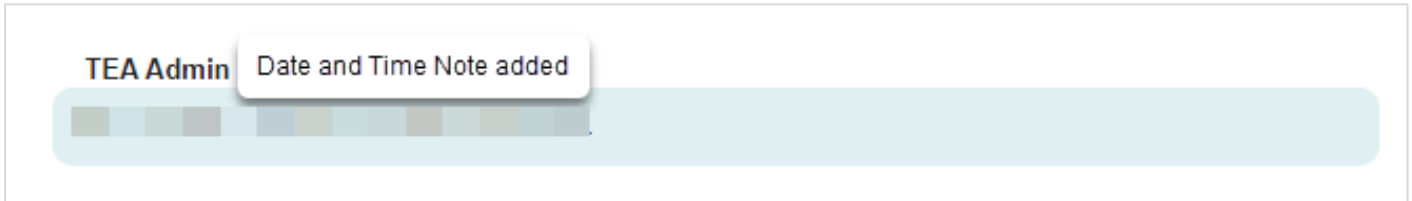
Depending on the nature of the clarifications requested, you can revise your application by 1) making changes to the student information or funding sections; 2) uploading additional documents; and/or 3) adding an explanatory note.

To add a note, click the **Add Note** button.

— **Clarification/Communication Notes** ❓

Add Note

Write your message in the box provided and click the **Save** button.

Add Note   ✖

Save

After you have responded to the clarification request in one of the three ways named above, you will need to re-**Certify and Submit** your application so that TEA can complete the application review. **Failure to Certify and Submit will keep the application in Clarify status.**

Amending Applications

When a Nonpublic Day or Nonpublic Residential application is in **Submitted** or **Finalized** status, you can click the **Amend** button from the **Application Summary** page to make amendments, if necessary.

A drop-down menu will pop up. Choose a reason for the amendment.

The Application Status will revert to **Pending**, and you can then click the student name to open the Student Application and make revisions.

When you are finished amending the application, please ensure you **Certify and Submit** your application again. **Failure to Certify and Submit will keep the application in Pending status.**

Deleting Students

When the Nonpublic Day and Residential applications open for submissions each school year, students with prior-year Nonpublic Day and Residential APEX applications will automatically appear in the Student Roster. You may **Delete** a student *if and only if* the student has no current-year nonpublic day or residential enrollment (i.e., the student withdrew, reintegrated to the home campus, or otherwise left nonpublic placement *prior to* **August 1** of the current school year.)

Do **not** use the **Delete** function to notify TEA that a student with any **current-year** nonpublic enrollment has left the nonpublic setting. (In that scenario, you would **Amend** the student's application to indicate a new contract "To" date, total cost, and placement status.) Student applications may only be deleted if they have not yet been submitted for the current year.

When you click the **Delete** button, you will be asked to select a reason for deleting the student. Select the appropriate reason from the drop-down menu and click **Delete**.

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Please Select Delete Reason ✕

Delete Reason :   --- SELECT --- ▼

--- SELECT ---
Placed Back to Campus
Moved from District
Graduated
Change in Placement
Parent Withdrew
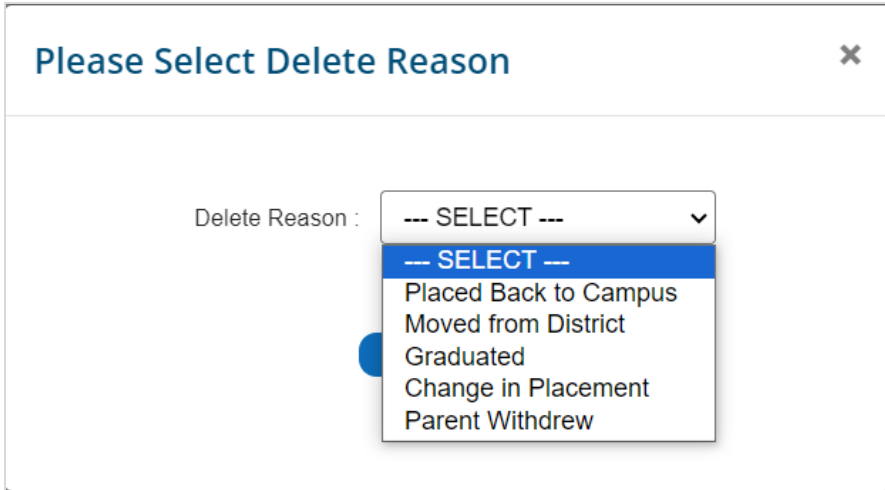
A pop-up menu will ask you to confirm you want to delete the student's application from your Nonpublic Day or Residential Student Roster.

tealtst.tea.state.tx.us says

Are you sure you would like to delete selected Application?

OK   Cancel
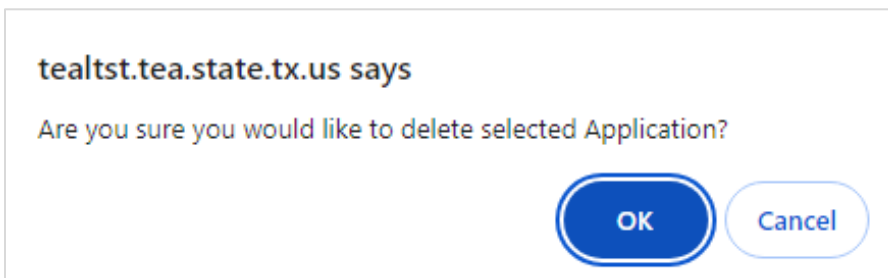
If you delete a student in error, or if you delete a student who later returns to a nonpublic setting, you can click the **Recover** button at the bottom of your Student Roster to recover the deleted student's application.

Student Roster

Show 10 ⇕ entries   Search:

Student Name	Unique ID	Placement Status	Application Status	Facility Status	LEA Action
		No data available in table			

Showing 0 to 0 of 0 entries

Facility Status : ■ - FS1 Age/Disability Reqs met.   ■ - FS2 Age/Disability Reqs not met.   ■ - FS3 Not Approved.

Add   Recover
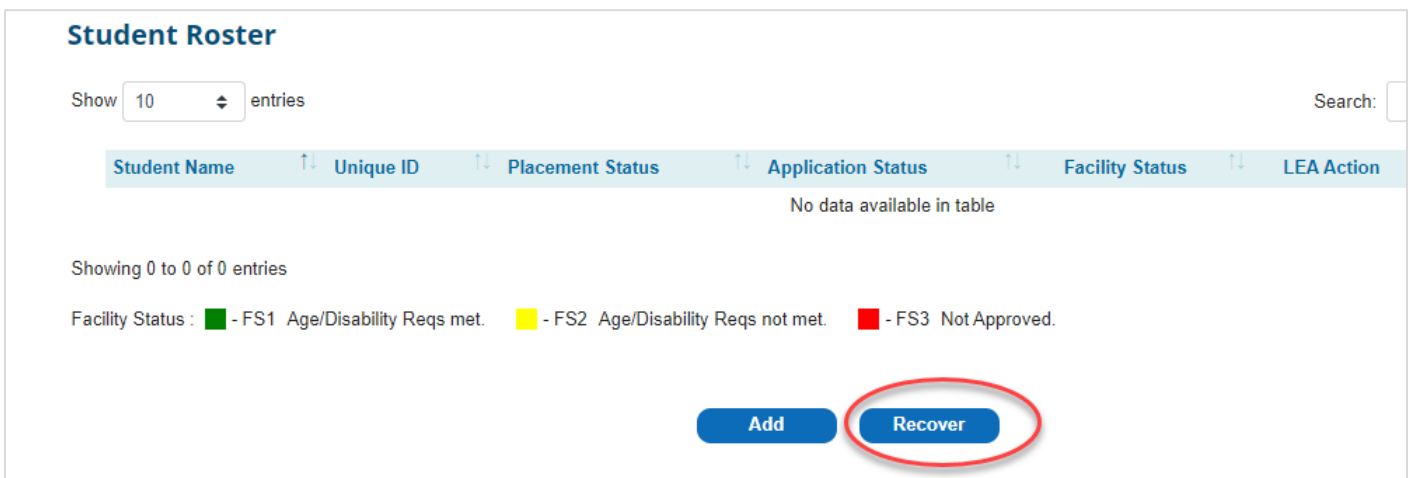
Select the checkbox next to the name of the student you wish to recover, and then click **Recover**. The student application will reappear in your Student Roster.

Entering High Cost Fund (HCF) Applications

HCF Introduction

The High Cost Fund application is used to request additional federal funds (High Cost Funds) to help offset the financial impact on LEAs that provide educational services to high-need children with disabilities. For additional information regarding High Cost Funds, including the definition of a high-need child and HCF eligibility requirements, please visit the TEA High Cost Funds webpage.

Whereas the submittal of the Nonpublic Day and Nonpublic Residential applications are **required** to notify TEA of any student whose admission, review, and dismissal (ARD) committee determines placement in a nonpublic day or nonpublic residential facility is the most appropriate educational setting for the child to receive a free, appropriate public education (FAPE) in the least restrictive environment (LRE), requesting potential additional funding (High Cost Funds) is **optional**.

Within the HCF application, three different placement types may be included: 1) Student with a Nonpublic Day application in Finalized status, 2) Student with a Nonpublic Residential application in Finalized status, 3) In District student.

General HCF Navigation

Home page

The HCF **Home** page displays auto-populated application data. **No data entry** is performed by the user on the home page.

Once the HCF application has been certified and submitted by the user, the **Application Totals** section will display a summary of the total number of applications submitted and total number eligible by placement type (In District, Nonpublic Day, and Nonpublic Residential). The eligible number may change after TEA reviews, approves, and finalizes the application.

The **High Cost Funds Award Calculations** section will display the total dollar amount being requested and the total dollar amount eligible by placement type. You may see zeroes or dollar amounts displayed in this section upon the opening of the HCF application. The amounts will change as student-specific applications are completed and saved and when the application is submitted. The eligible dollar amounts may change after TEA reviews, approves, and finalizes the application.

The **SHARS Expenditure Subtracted** amount will be the sum of any School Health and Related Services (SHARS) amounts you entered on student-specific applications.

The **APPE Subtracted** amount will be the amount of the applicable state average per pupil expenditure (APPE) for that HCF application year multiplied by the number of unique student applications you submit. For example, for the 23-24 HCF application, the APPE was $12,529. If you submitted two unique student applications, the "APPE Subtracted" amount was $25,058 ($12,529 x two students). However, if a specific student had two placement types, e.g. Nonpublic Day and In District because the student was only placed in the nonpublic day school for part of the year, the application will only subtract the APPE amount once instead of twice for that student.

The **Total Amount Eligible** indicated in the **finalized** application is *not* your LEA's HCF award amount. The eligible amount is simply the amount of the requested costs that have been approved by TEA staff as being eligible costs for HCF purposes.

The **Final Pro-Rated Award Amount** at the bottom of this section will be displayed **after** TEA determines award amounts for all HCF submissions. The award amount will be displayed in the application on the first business day in July.

Application Summary page

When you navigate to the **Application Summary** page for the first time, you will see your district **Superintendent** contact information that auto populated. An editable field for **Additional Contact** information is available. It is highly recommended that you enter your contact information so that you will receive automated HCF notifications from the APEX system. You will be prompted to **Save and Start HCF Application.**

After you click the **Save and Start HCF Application** button, the **Application Summary** page will display a **Student Roster** of students whose **Nonpublic Day** and **Nonpublic Residential** applications are in **Finalized** status. These students' names and data automatically port over from the separate Nonpublic Day and Nonpublic Residential APEX applications. You must manually add **In District** student applications and then those student names will also appear in the student roster. If you are a fiscal agent of a special education shared services arrangement (SSA), you will also see a section for your SSA member districts.

Nonpublic Day and Nonpublic Residential Placement Types in HCF Application

Students in nonpublic day or nonpublic residential placements whose Nonpublic Day and Nonpublic Residential applications are in **Finalized** status during the HCF application window will automatically appear in the HCF Student Roster.

It is **not** possible to **manually** add nonpublic day and nonpublic residential students in the HCF application; these placement types must **first** be submitted in the appropriate Nonpublic Day or Nonpublic Residential APEX application and then **once Finalized**, the student data will **automatically port over** into the HCF application.

You can click on a Nonpublic Day or Nonpublic Residential student's name in the HCF Student Roster to go to the specific **Student Application** page.

Nonpublic Day and Nonpublic Residential Student Application page

No data entry by the LEA is performed in the **Student Information** section for these student placement types since the data ports over from the student's finalized Nonpublic Day and Nonpublic Residential APEX applications.

Under **Funding**, there is a data entry field for **Medicaid/SHARS Reimbursement Amount**.
- For Nonpublic **Residential** placements, please **leave this field blank (do not enter zero)**.
- For Nonpublic **Day** placements, **leave this field blank (do not enter zero), unless** you will be manually entering additional costs in the **NP Day Costs** section of the student's

HCF application. If any of the additional costs that you manually enter in the **NP Day Costs** section are for **services (a) provided by the LEA** (not provided by the nonpublic facility) **and** (b) your LEA is requesting School Health and Related Services (SHARS) reimbursement for any of those costs, enter the amount of SHARS reimbursement your LEA expects to request through the SHARS program for those additional services provided to this student during the nonpublic contract dates. In the Awards Calculation section on the HCF Home page, the APEX system will subtract the SHARS amount to ensure the LEA is not being reimbursed for that amount from both the HCF and SHARS programs.

*Note: If a specific HCF student has **both** a Nonpublic Day and an In District placement **within the same school year**, the student will appear twice in the HCF Student Roster, once for each placement type. Ensure that the SHARS amount you enter in each placement type for the student pertains to the SHARS amount associated with that **specific** placement type. Do **not** enter the total SHARS amount in both placement types. If you are unable to determine the SHARS amount per placement type, enter the total SHARS amount in the In District placement type only and leave the SHARS field blank in the Nonpublic Day placement type.*

Funding

Medicaid/SHARS Reimbursement Amount

Please ensure you have submitted eligible SHARS costs for reimbursement, and please ensure the SHARS amount entered above includes all SHARS eligible costs within this application.

The **Funding** section will also display the **Qualifying Cost Amount** to be eligible to submit a HCF request for the student. The amount changes each year.

Funding

Medicaid/SHARS Reimbursement Amount

Please ensure you have submitted eligible SHARS costs for reimbursement, and please ensure the SHARS amount entered above includes all SHARS eligible costs within this application.

Qualifying Cost Amount

The **File Upload** section at the lower portion of the Student Application page will already include the IEP, Contract, and Checklist that ported over from the student's Nonpublic Day or Nonpublic Residential application. You may upload additional documents if needed.

Nonpublic Day Student Costs in HCF Application

On the **Student Application** page for a **Nonpublic Day** student placement type, you will see a section for **NP Day Costs** for this student. The total contract amount from the student's finalized

Nonpublic Day application copied over into the HCF application and is reflected as the **Tuition Cost for Nonpublic Day School**. If your Nonpublic Day application was submitted in APEX after the required notification deadline, the *prorated* contract cost amount based on late submission will port over into the HCF application. If the student has multiple contracts in their finalized Nonpublic Day application, all contracted amounts will appear and automatically total in the HCF application.

In most cases, you do not need to enter any additional information and can simply click **Save** and return to the **Application Summary** page. However, if there are personnel, transportation, or other costs *not already included in the tuition cost*, you may use the Personnel Prorating Calculator, Excess Transportation Costs calculator, or Standard and Other Costs section, as applicable, to record additional costs for this student. **Do not use these data entry fields to record costs that are already included in the Total Contract Cost for this student.** For a more detailed description of how to use the **Personnel Prorating Calculator, Excess Transportation Costs** calculator, or the **Standard and Other Costs** section, please refer to the

In District Costs section of this guide.

The lower portion of the **NP Day Costs** section will display the **Requested Total, Approved Total, Aggregate Requested Total,** and **Aggregate Approved Total** for this student. **No data entry** is performed in this section by the LEA. See the HCF Student with Multiple Placement Types section of this guide for an explanation of the Aggregate amounts. The system will determine if the student application meets the HCF Qualifying Cost Amount and will display a message that it meets or does not meet the qualifying amount.

Click **Save** when you have completed the student application. You may then return to the **Application Summary** page to complete or add additional students or to certify and submit your HCF application once all student placement types have been entered. **Failure to Certify and Submit will keep the HCF application in Pending status.**

Nonpublic Residential Student Costs in HCF Application

For students in nonpublic residential placement, the HCF student application page will look similar to the page for students in nonpublic day placement, with two important exceptions:

1) The **Residential Placement Cost**, **Discretionary Residential Award Amount**, and the **Amount of Residential 25% Set-Aside being spent** copied over from the student's Nonpublic Residential application. In accordance with program guidance, only the **Amount of Residential 25% Set-Aside being spent** for this student **will be considered as the HCF request.** The total Residential Placement Cost is **not** considered for a HCF request. If your Nonpublic Residential application was submitted in APEX after the required notification deadline, the *prorated* amounts based on late submission will port over into the HCF application.

2) The **Personnel Prorating Calculator, Excess Transportation Costs** calculator, and **Standard and Other Costs** section are **not** available in the NP Residential Costs section because these types of costs may **not** be entered for this student placement type.

NP Residential Costs

Eligible Residential Costs

Residential Facility   Contract # 1

Residential Placement Cost
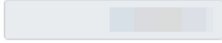
Discretionary Residential Award Amount

Amount of Residential 25% Set-Aside being spent

Requested Total

Approved Total

Aggregate Requested Total*   Meets the Qualifying Cost Amount

Aggregate Approved Total*

* The total value reflects the culmination of the total from all the placement types the student belongs to.

The lower portion of the **NP Residential Costs** section will display the **Requested Total, Approved Total, Aggregate Requested Total**, and **Aggregate Approved Total** for this student. **No data entry** is performed in this section by the LEA. See the HCF Student with Multiple Placement Types section of this guide for an explanation of the Aggregate amounts. The system will determine if the student application meets the HCF Qualifying Cost Amount and will display a message that it meets or does not meet the qualifying amount.

Click **Save** when you have completed the student application. You may then return to the **Application Summary** page to complete or add additional students or to certify and submit your HCF application once all student placement types have been entered. **Failure to Certify and Submit will keep the application in Pending status.**

In District Student Placement Type in HCF Application

On the **Application Summary** page, click the **Add** button under the **Student Roster** to add an **In District student** for whom you are seeking HCF reimbursement.

Enter the student's **Unique ID** number and click **ID Search**. The system will then auto-populate

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the corresponding first and last name, date of birth, and assigned gender. Click **Add** to add the student.

The student's name and Unique ID will now appear in the HCF Student Roster. Click on the student's hyperlinked name to open the student's **Student Application** page.

In District Student Application page

The student's Unique ID, name, date of birth, and assigned gender will auto-populate. Use the drop-down menus to select the student's **Instructional Setting** and **Disability/ies**. Please ensure the instructional setting and disability/ies that you add in the APEX application match those indicated in the student's IEP.

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Under **Funding**, please enter the amount of School Health and Related Services (**SHARS**) reimbursement your LEA expects to request through the SHARS program for services provided to this student during the current school year. In the Awards Calculation section on the HCF Home page, the APEX system will subtract the SHARS amount to ensure the LEA is not being reimbursed for that amount from both the HCF and SHARS programs. **Leave this field blank if not applicable**. **Do not enter zeroes.**

*Note: If a specific HCF student has **both** a Nonpublic Day and an In District placement **within the same school year**, the student will appear twice in the HCF Student Roster, once for each placement type. Ensure that the SHARS amount you enter in each placement type for the student pertains to the SHARS amount associated with that **specific** placement type. Do **not** enter the total SHARS amount in both placement types. If you are unable to determine the SHARS amount per placement type, enter the total SHARS amount in the In District placement type only and leave the SHARS field blank in the Nonpublic Day placement type.*

The **Funding** section will also display the **Qualifying Cost Amount** to be eligible to submit a HCF

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request for the student. The amount changes each year.

Funding

Medicaid/SHARS Reimbursement Amount [   ]

Please ensure you have submitted eligible SHARS costs for reimbursement, and please ensure the SHARS amount entered above includes all SHARS eligible costs within this application.

Qualifying Cost Amount [   ]

In District Costs

All costs entered in this section must be for costs incurred for this student **between 8/1 through 7/31 of the current school year.** The costs may only be costs associated with providing **direct** special education and related services that are identified in the child's IEP. *Costs and expenditures that extend beyond the regular LEA school year through 7/31 may only be included in the APEX application if the student's IEP recommends summer Extended School Year (ESY) for that school year.*

Do **not** use this section to enter costs for nonpublic day or nonpublic residential students. This In District section of the HCF application is limited to students who are not placed in nonpublic day or nonpublic residential facilities.

Personnel Prorating Calculator

Use the **Personnel Prorating Calculator** to enter personnel and/or contracted services costs associated with this student. Click **Add Row** to enter the first personnel or contracted services cost.

In District Costs

Personnel Prorating Calculator   (**Add Row**)

Personnel Type	Description	Salary, Wages, or Contract Cost at HOURLY RATE	# Minutes per week Providing Student Services	# of Weeks Services Provided	# of Students Served, including this student	Prorated Cost for Student	IEP Page #	Review Status	Ineligible Reason	
SELECT ˅								˅	˅	🗑

Use the **Personnel Type** drop-down menu to select a personnel or contracted services type (Teacher, Aide, Related, Contracted, Other). In the **Description** box, write a brief description to provide further information. For example, if you selected "Related" as the Personnel Type, enter the type of Related Services in the description field, such as OT for occupational therapy, PT for

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physical therapy, etc. If you selected "Aide", use the description field to further distinguish the type of aide, such as bus aide.

Do **not** add costs for a bus driver in the Personnel Prorating Calculator. The cost of the bus driver is already factored into the state transportation allotment from the Foundation School Program. If you use the HCF Excess Transportation Cost calculator to claim excess transportation costs, the cost per mile takes into account the costs for bus driver, gas, etc.

Enter the **hourly rate** for the personnel or contracted services provider in the **Salary, Wages, or Contract Cost at HOURLY RATE** field. *(This was a new feature effective with the 22–23 HCF application in which only an hourly rate is to be entered. Do **not** enter an annual or daily rate. Only an hourly rate is acceptable.)*

Enter the **number of minutes per week** and **number of weeks** services are provided for this student by this person. Under **# of Students Served, including this student**, enter the total number of students simultaneously served. *(This was a new feature effective with the 22–23 HCF application in which the total number of students served **includes** the student for whom a HCF is being requested. In the past, the HCF student was excluded from the total.)*

The **Prorated Cost for Student** will auto-populate based on the data you enter. Under **IEP Page #**, enter the IEP page where this service is described. The remaining boxes are for TEA use.

To enter additional personnel or contracted services, click the **Add Row** button again.

Excess Transportation Costs

Use the **Excess Transportation Costs** calculator to enter transportation data for this student if you desire to include excess transportation costs in your HCF request. Excess transportation costs are the costs that exceed the estimated amount your LEA may receive from state transportation funds through the Foundation School Program (FSP).

Note: Transportation costs to and from a nonpublic day facility are only entered in the Nonpublic Day placement type in the HCF application. Transportation costs to and from the LEA campus are entered in the In District placement type in the HCF application. If the student is in nonpublic day placement part of the year and attends the LEA campus during the other part of the year, enter the applicable transportation data in the appropriate HCF placement type.

Click **Add Row** to enter transportation data.

The Excess Transportation Costs calculator was revised effective with the 23–24 HCF application.

Hover over the question mark icons in the column headings to read a description pertaining to that heading. If the description is lengthy, you will be given a message to **Click for more information**.

Choose the applicable **Type of Transportation** from the drop-down menu:

The Type of Transportation you select will affect the remaining fields in the row, based on the selection type.

Special Route Services

Special Route Services means transportation in which the LEA uses **their vehicle** to provide the transportation. This will be the most common option selected.

Enter the **Daily *ROUND TRIP* Mileage** for the student's transportation. (*This was new effective with the 23–24 application. In the past, the data entry was limited to one-way mileage and APEX determined the cost for round trip. Now, the LEA enters the round-trip mileage.*) Round trip mileage is the **average** mileage in one day for the specific student's transportation from Home to School/Facility and from School/Facility to Home.

Note: *If the LEA only transports the student one direction, enter the daily mileage for which the LEA is transporting this student.*

Enter the **Cost Per Mile** obtained from your LEA's **previous year's Transportation Operation report** accessed through the TEA Foundation School Program School District State Aid Reports webpage. Refer to the Steps for Accessing the Transportation Operation Report section of this manual for instructions on how to locate the cost per mile data.

Enter the **# of Days Transported**. This is the average number of days in the school year that the specific student is transported on the route. You may base this number on actual data to date and then project the remaining number of days to the end of the year.

Enter the **# of Students Transported**. This is the number of **different** students transported on that route in an average day. If the morning route transports 10 students and the evening route transports 11 students, enter 11 students. Include the High Cost Fund student in the count. Enter an ***average daily ridership*** number since the number of students transported could vary throughout the school year.

The **Annual Transportation Cost Per Student [if Special Route]**, **Estimated State Transportation Allotment**, and **Estimated Excess Transportation Cost** fields will auto-populate. The Excess Transportation Cost is the difference between the Annual Transportation Cost and the Transportation Allotment (the FSP state transportation funds).

Steps for Accessing the Transportation Operation Report

Go to www.tea.texas.gov. Hover over the **Finance & Grants** heading and then under the **State Funding** heading, select the **Summary of Finances – Reports** link. You will then be taken to the School District State Aid Reports webpage.

Note: If you are taken to TEAL instead of to the webpage, clear the cache in your internet browser and try again. If you are still taken to TEAL, try using a different internet browser.

On the School District State Aid Reports webpage, use the drop-down menu to select report: **Transportation Operation**.
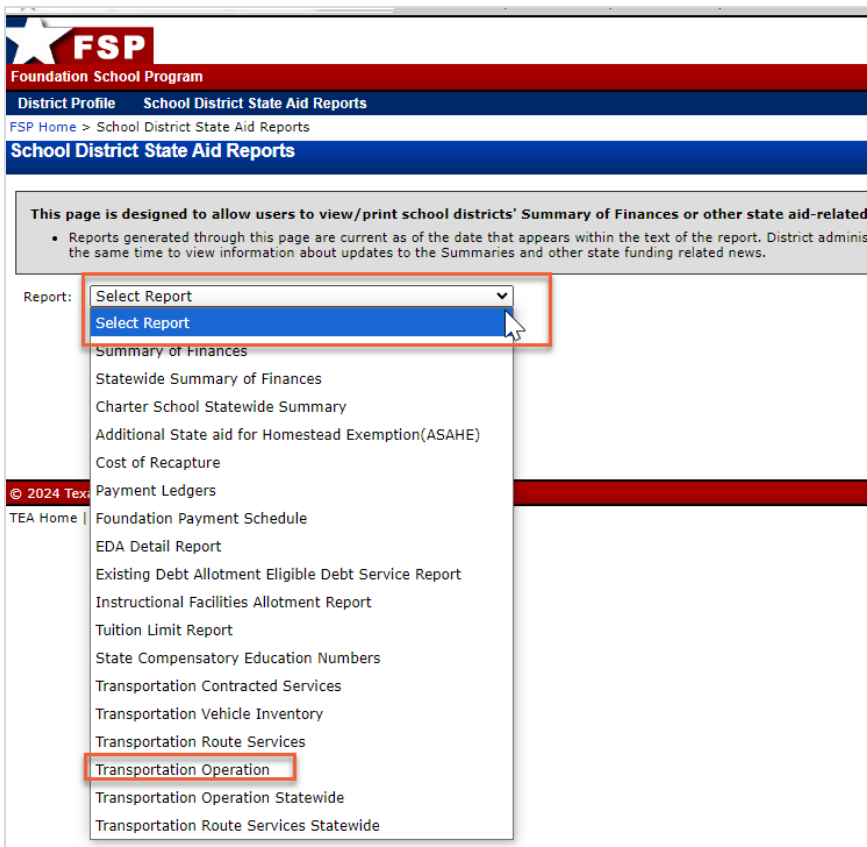
Select the **previous year** school year. For example, for the 2024–2025 HCF request, select School Year 2023-2024. Then select your LEA. The Cost Per Mile is displayed in the Transportation Operation report under *Section II: Mileage Summary,* and the *Special* column.

Private Route Services

Private Route Services means transportation in which the LEA **contracts** with the parent/designated agent or uses contracted commercial transportation to provide the transportation.

Enter the **Daily *ROUND TRIP* Mileage** for the student's transportation. (*This was new effective with the 23–24 application. In the past, the data entry was limited to one-way mileage and APEX determined the cost for round trip. Now, the LEA enters the round-trip mileage.*) Round trip mileage is the average mileage in one day for the specific student's transportation from Home to School/Facility and from School/Facility to Home.

The **Cost Per Mile** field does **not** allow data entry for Private Route Services. Leave this field blank.

Enter the **# of Days Transported** and **# of Students Transported**.

In the **Annual Transportation Cost**...**OR Total Contract Amount for all Riders [if Private Route]** field, enter the **Total Contract Amount** for the provision of the transportation. If more than one student is transported on this private route, enter the **total** contract cost. The APEX system will determine the cost per student.

The **Estimated State Transportation Allotment** and the **Estimated Excess Transportation Cost** fields will auto-populate. The Excess Transportation Cost is the difference between the Annual Transportation Cost and the Transportation Allotment (the FSP state transportation funds).

For both types of selections (Special Route Services or Private Route Services) enter the **IEP page**

number where transportation is addressed. If transportation is not denoted in the student's IEP, this cost will not be approved. The remaining boxes are for TEA use.

Click the **Add Row** button again if you need to enter additional transportation information for this student. It is highly unlikely that you will need to enter more than one row. Select the question mark icon [question mark icon] in the **Type of Transportation** column heading to view examples of when it would be appropriate to add multiple rows.

RDSPD Transportation Costs

Note: *If a student is being served at a Regional Day School Program for the Deaf (RDSPD), the HCF request for reimbursement of excess transportation costs is submitted by the LEA that is providing the transportation and therefore incurring the cost. Since the FSP State Transportation allotment funding is provided to the district that is paying for the transportation, which may be different from the district that is reporting the student in TSDS PEIMS, the transportation data submitted in the HCF application is applicable to the district incurring the cost. View the Transportation section in the* [Code Guide for the Regional Day School Program for the Deaf](#) *for additional information.*
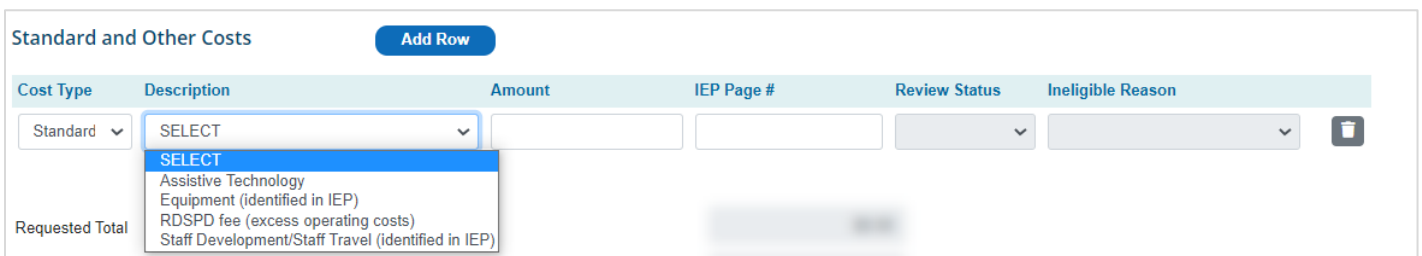
Standard and Other Costs

Use the **Standard and Other Costs** section to enter other costs associated with this student that are not personnel/contracted services or transportation costs. Click **Add Row** to add a standard or other cost.

All costs entered in this section must be identified in the student's IEP. Choose **Standard** under the **Cost Type** drop-down menu if you intend to enter a cost for assistive technology, equipment, RDSPD fee, or staff development/staff travel applicable to this student, as identified in the IEP. Choose the appropriate **description** from the drop-down menu.

For all other cost types, choose **Other** from the **Cost Type** drop-down menu and **manually** enter a cost **description**. For all entries, enter the amount of the cost being requested and the

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IEP page number where this cost type is addressed. The remaining boxes are for TEA use.

Requested Totals

The lower portion of the **In District Costs** section will display the **Requested Total, Approved Total, Aggregate Requested Total,** and **Aggregate Approved Total** for this student. **No data entry** is performed in this section by the LEA. See the HCF Student with Multiple Placement Types section of this guide for an explanation of the Aggregate amounts. The system will determine if the student application meets the HCF Qualifying Cost Amount and will display a message that it meets or does not meet the qualifying amount.

Requested Total			
Approved Total			
Aggregate Requested Total*			Does not meet the Qualifying Cost Amount
Aggregate Approved Total*			

* The total value reflects the culmination of the total from all the placement types the student belongs to.

In the **File Upload** section, you **must** upload the student's current IEP and any applicable contracts or agreements, such as transportation service contracts for Private Transportation Routes. If you added RDSPD costs in the Standard and Other Costs section, you must upload the RDSPD service agreement or invoices. You may also upload additional documentation to support costs entered in the application, although not required unless requested by TEA staff.

File Upload

- Valid File Types: Adobe PDF (**.pdf**), MS Word (**.doc/.docx**), MS Excel (**.csv/.xls/.xlsx**)
- Max File Size : **30 MB**
- Max File Name Length : **50 chars**

Choose File No file chosen   File Type: --- SELECT ---

Add Another File

Refer to the File Upload Tips section of this guide for additional information regarding the file upload process.

Click **Save** when you have completed the student application. You may then return to the

Application Summary page to complete or add additional students or to certify and submit your HCF application once all student placement types have been entered. **Failure to Certify and Submit will keep the application in Pending status.**

HCF Student with Multiple Placement Types

For a HCF student with **multiple placement types** (Nonpublic Day, Nonpublic Residential, and/or In District) **within the same school year**, the student will appear multiple times in the HCF Student Roster, once for each placement type. APEX will use the combined cost of all placements to determine whether the student meets the HCF qualifying cost amount. Within each application type for that student, you will be able to view the **Requested Total** (total requested for the student in that specific placement type) and the **Aggregate Requested Total** (the sum of the requested amount from each placement type for that student.)

Requested Total	
Approved Total	
Aggregate Requested Total*	
Aggregate Approved Total*	

* The total value reflects the culmination of the total from all the placement types the student belongs to.

Deleting and Recovering HCF Students

You must delete any student from your HCF Student Roster that does not meet the HCF Qualifying Amount prior to certifying and submitting your HCF application, such as:
- A student with a **finalized** Nonpublic Day or Nonpublic Residential APEX application that automatically ported over into the HCF Student Roster, but the student does not meet the HCF Qualifying Cost Amount.
- An In District student who does not meet the HCF Qualifying Cost Amount once all costs are entered for the student.

You may also delete other students from the HCF Student Roster if you choose to not submit the student-specific application.

In the HCF **Student Roster**, click the **checkbox** next to the student's name and then click the

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Delete button.

A pop-up message will prompt you to confirm that you intend to delete the student.

If you later need to recover a previously deleted student, click the **Recover** button in the lower portion of the **Student Roster**. A list of all deleted students will appear. Click the checkbox next to the student you wish to recover and click the **Recover** button. The student will then reappear in your HCF **Student Roster**.

Submitting the High Cost Fund Application

After all student information is reflected in your HCF application, you will need to certify and submit your application. First, click **View** under the **Statement of Assurances**.

An assurance statement will pop up for you to read. Scroll to the end of the assurance statement and, if you agree, click **Yes**.

A check mark will now appear next to **Accepted** to indicate you have accepted the **Statement of Assurances**. Follow the same steps to view and accept the **Certification and Incorporation Statement**. When both statements have been accepted, you can submit your application by clicking **Certify and Submit**. You can also save your application at any time, without submitting it, by clicking the **Save** button. **Failure to Certify and Submit will keep the application in Pending or Clarify status.**

You will see a pop-up box affirming that the application has been successfully submitted, and an automated confirmation email will be sent to the contact listed on the HCF home page. Your application status on the top right of the **Application Summary** will read **Submitted**.

*Note: Unlike the Nonpublic Day and Nonpublic Residential APEX applications in which each student application is certified and submitted separately, the HCF application is submitted once and comprises all HCF student applications (In District, Nonpublic Day, and Nonpublic Residential placement types) in one submission. Therefore, do **not** submit your HCF application until you have completed student application pages all students for whom you wish to request High Cost Funds.*
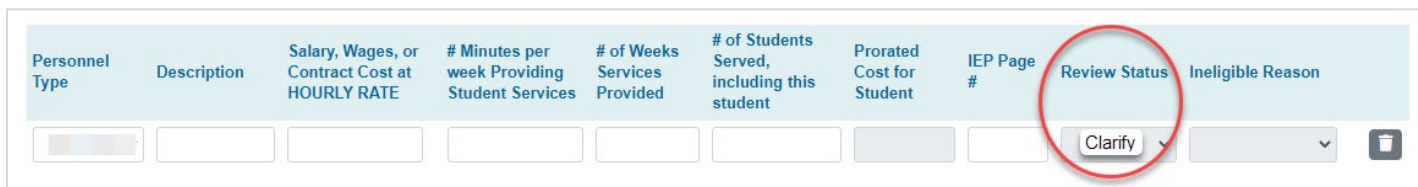
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Clarifications

If the TEA requires changes or clarifications to your HCF application, the district contact listed on the HCF Application Summary page will receive an automated email from the APEX system notifying them that revisions are needed to the application.

In the HCF **Student Roster**, you will typically see the word **Yes** under **Clarification Required** for students for whom clarifications are needed.

In the specific student's **Student Application** page, you will typically see the word **Clarify** under **Review Status** for line items requiring clarification.

At the bottom of the student's application page, expand the **Clarification/Communication Notes** section to view and respond to messages entered by TEA staff. Refer to the Submitting Clarifications section of this guide for more information about the Notes tool.

After you have responded to requested clarifications by a) revising information in the application, b) uploading additional documentation, and/or c) using the Notes field to write a response, return to the **Application Summary** page to **re-Certify and Submit**. **Failure to Certify and Submit will keep the application in Clarify or Pending status.**

Amending the High Cost Fund Application

If you need to amend a previously submitted HCF application, click the **Amend** button at the bottom of the **Application Summary** page, under the Assurances and Certification Statements.
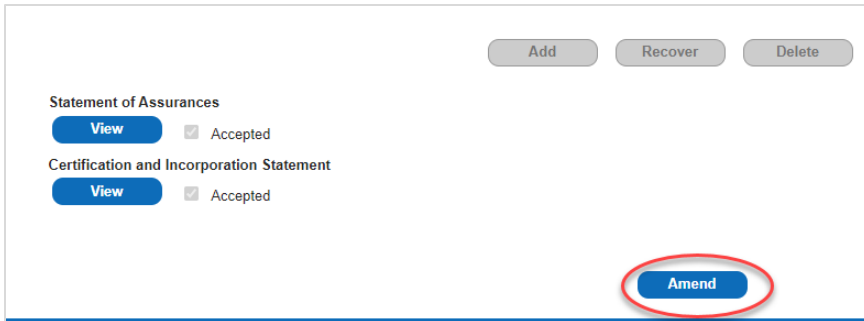
A pop-up message will ask you to confirm that you intend to amend the application. You can then make any needed changes to student application(s) and return to the **Application Summary** to **re-certify and submit**.

Amending a Previously Finalized Day or Residential Application

If you amend a **previously finalized** Nonpublic Day or Nonpublic Residential application in the APEX system, and you have already started or submitted your HCF application for this student, the student will become non-clickable in your HCF **Student Roster** until the Nonpublic Day or Nonpublic Residential application is **resubmitted and re-finalized**. Furthermore, you will not be able to submit a pending HCF application until the student is finalized in the Nonpublic Day or Nonpublic Residential application system.

If the HCF application has already been submitted and you then amend a **previously finalized** Nonpublic Day or Nonpublic Residential application for a student that was included in the HCF application, TEA will not be able to finalize the HCF application or award funds until the Nonpublic Day or Nonpublic Residential application is **resubmitted and re-finalized**.

Conversely, if your HCF application is in **Finalized** status, you will not be able to amend finalized Nonpublic Day and Nonpublic Residential applications for students that are also included in the HCF **Student Roster**. Email the TEA HCF team at hcf@tea.texas.gov for guidance and authorization.

High Cost Fund Award Information

On the HCF **Home** Page, you will be able to view total amounts **requested** and total amounts **eligible**. Once your HCF application is finalized, the total **eligible** amounts may change. The district contact listed in your application will receive an automated email when the application is finalized.

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The **Total Amount Eligible** is *not* your district's HCF award amount. The eligible amount is simply the amount of the requested costs that have been approved by TEA staff as being eligible costs for HCF purposes.

When TEA has completed **final award calculations** for all HCF submissions, you will receive an automatic email indicating the HCF has been awarded. This amount will then be visible under **Final Pro-Rated Award Amount.** The award amount will be displayed in the application by the first business day in July. LEAs will be informed by email later in July regarding the process for how to receive the payment.


High Cost Fund Award Amounts at Student-Level

The High Cost Funds application home page will display the LEA's award amount once HCF awards have been determined and posted.

To view the award amount at the student-specific level, access the **HCF Student Level Award Detail Report** via the **Reports** link on the APEX navigation bar. *This student level award report was initiated with the 2023–2024 HCF application.*
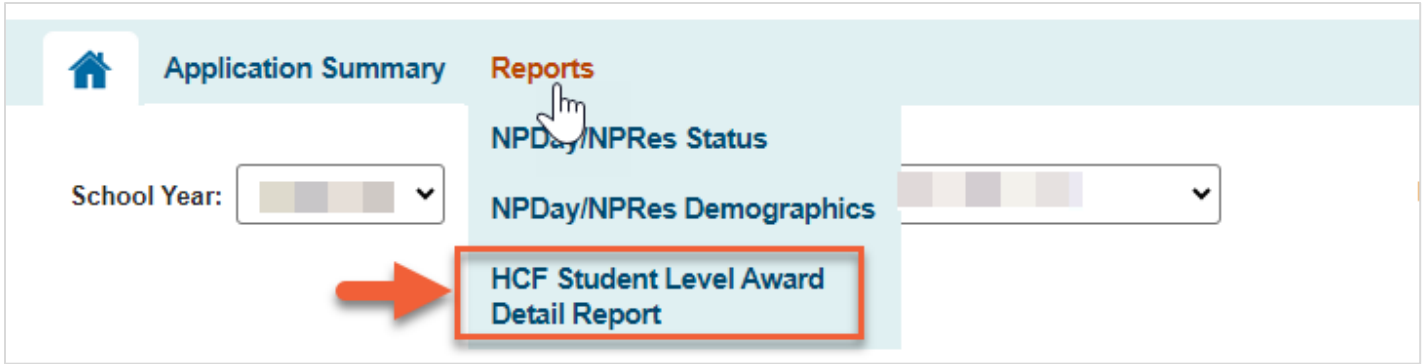
Once the report page appears, select the applicable **School Year** from the drop-down menu. Although you will see a drop-down menu for Region and District, your options will be limited to your specific LEA.
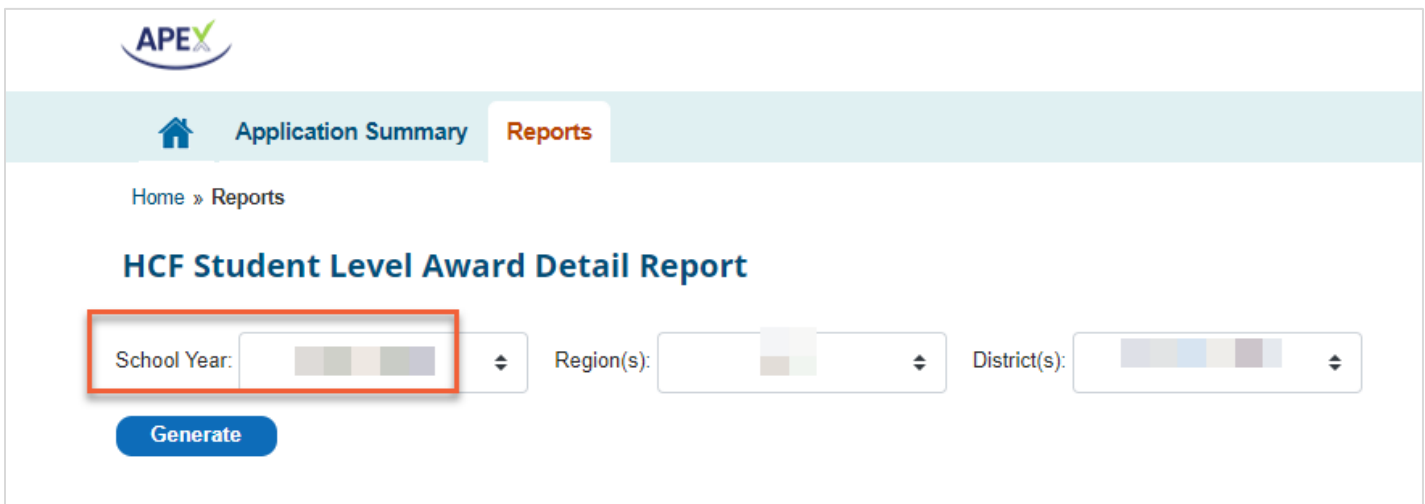
If your LEA is a **single member district**, the report will list each HCF student for the LEA and the portion of the award applicable to that student. It will then display the total amount of the LEA's HCF award in the Grand Total row.

2023-2024 Final Prorated Award Amount Per Student By District

Example for Illustration Purposes

CDN - District Name (District Type)	Region	CDN	Org Name	Student Name	UID	Award Amount
(Single Member District)						
	20			Student A		$62,427.56
	20			Student B		$108,833.89
				Single Member District Total		$171,261.45
Grand Total						$171,261.45

If you are the **Fiscal Agent of a special education shared services arrangement (SSA)**, the report will group each SSA member's students together and display the portion of the award applicable to each student. The report will then display the SSA Member District Total. The sum of all the SSA Member District Totals will be displayed as the Fiscal Agent Total.

2023-2024 Final Prorated Award Amount Per Student By District
Example for Illustration Purposes

CDN - District Name (District Type)	Region	CDN	Org Name	Student Name	UID	Award Amount
Fiscal Agent Name (Fiscal Agent)						
			SSA Member 'A' Name	SSA Member 'A' Student's Name		$32,739.00
				SSA Member District Total		$32,739.00
			SSA Member 'B' Name	SSA Member 'B' Student's Name		$1,309.57
				SSA Member District Total		$1,309.57
				Fiscal Agent Total		$34,048.57
Grand Total						$34,048.57

Contact Information

Nonpublic Programs:

Website: [Special Education in Nonpublic Programs](#)

Email: npdayandres@tea.texas.gov

High Cost Funds:

Website: [High Cost Funds](#)

Email: hcf@tea.texas.gov