



How to Complete APEX Applications

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Overview of APEX Application

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Entering Day* and Residential Applications

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Entering High Cost Fund Applications

***In accordance with day program definitions outlined in 19 TAC §89.1094**

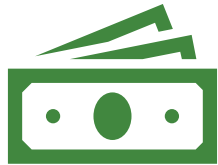


Overview of APEX Application



State Reporting Requirement

- LEAs are required to notify TEA, within 30 calendar days, of applicable day program placements or residential program placements of students with disabilities.
 - [19 Texas Administrative Code \(TAC\) §89.1094](#)
 - [19 Texas Administrative Code \(TAC\) §89.1092](#)



Funding Entry Point

- Determines Foundation School Program funding for the state special education allotment for education services for day and residential placements.
- Determines whether the LEA is eligible for an IDEA-B Discretionary Residential award.
- Entry point for potential High Cost Fund award for day/residential placements.

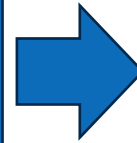


High Cost Funding Application Platform

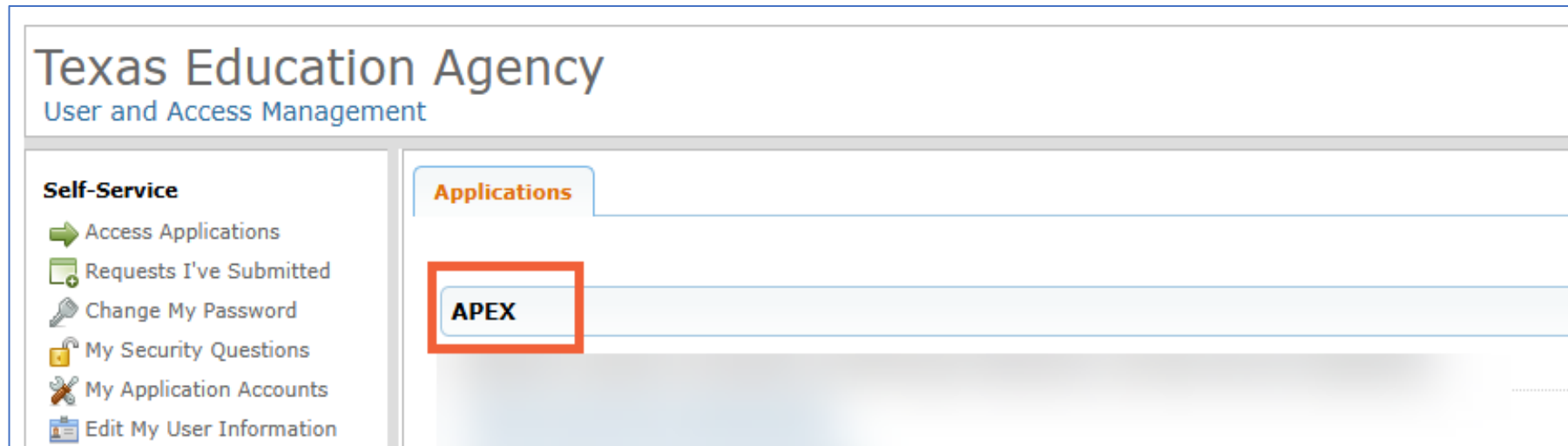
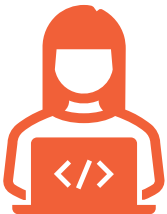
- Used to request potential additional funding for qualifying day/residential placements and in district students.
- Requesting HCF is optional.
- Award monies are not guaranteed; award contingent on availability of funds and prorated by LRE.

APEX Application via TEAL

The APEX Application is accessed via the Texas Education Agency Login (TEAL) Portal.



For detailed information on how to obtain a TEAL account and/or APEX access, view the APEX User Manual.



Texas Education Agency
User and Access Management

Self-Service

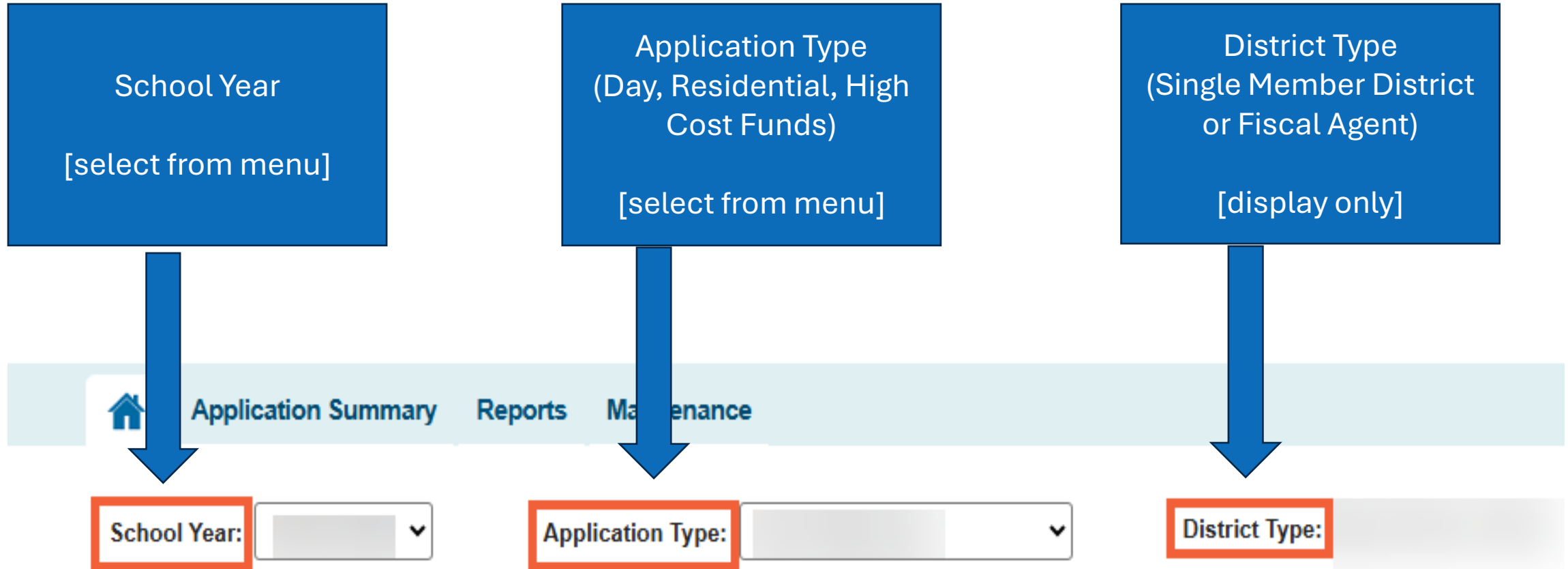
- Access Applications
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My User Information

Applications

APEX



APEX home page orientation bar indicates:



Select the **Application Summary** page to view the **Student Roster** for the specific type of application.



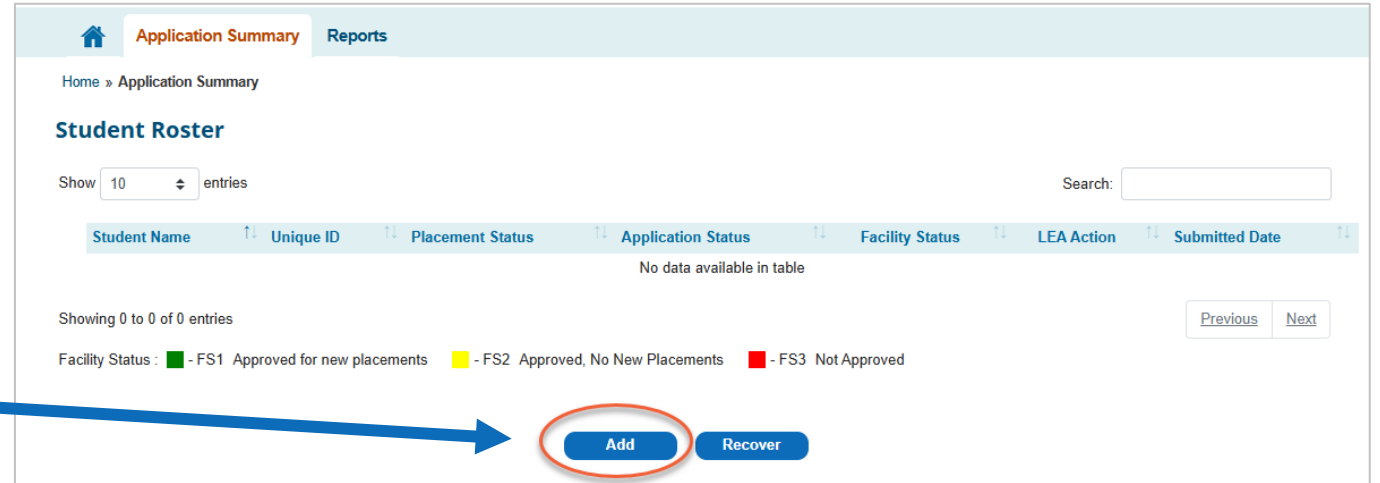


Entering Day/Residential Applications

Adding a Student for Day/Residential Applications

Application Summary page, Student Roster section:

Click **Add**.



Home » Application Summary Reports

Application Summary

Student Roster

Show 10 entries Search:

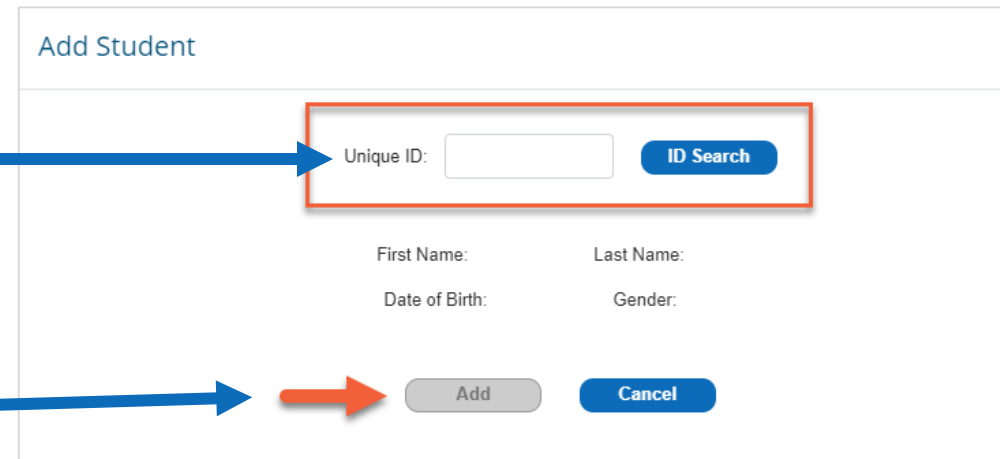
Student Name	Unique ID	Placement Status	Application Status	Facility Status	LEA Action	Submitted Date
No data available in table						

Showing 0 to 0 of 0 entries Previous Next

Facility Status : ■ - FS1 Approved for new placements ■ - FS2 Approved, No New Placements ■ - FS3 Not Approved

Add Recover

Enter the student's **Unique ID** number and click **ID Search**.



Add Student

Unique ID: **ID Search**

First Name: Last Name:
Date of Birth: Gender:

Add Cancel

When the student information populates, click **Add**.

The student will now appear in the **Student Roster** of the **Application Summary** page:

Click on the student's hyperlinked name to open the **Student Application** and begin data entry specific to the student.

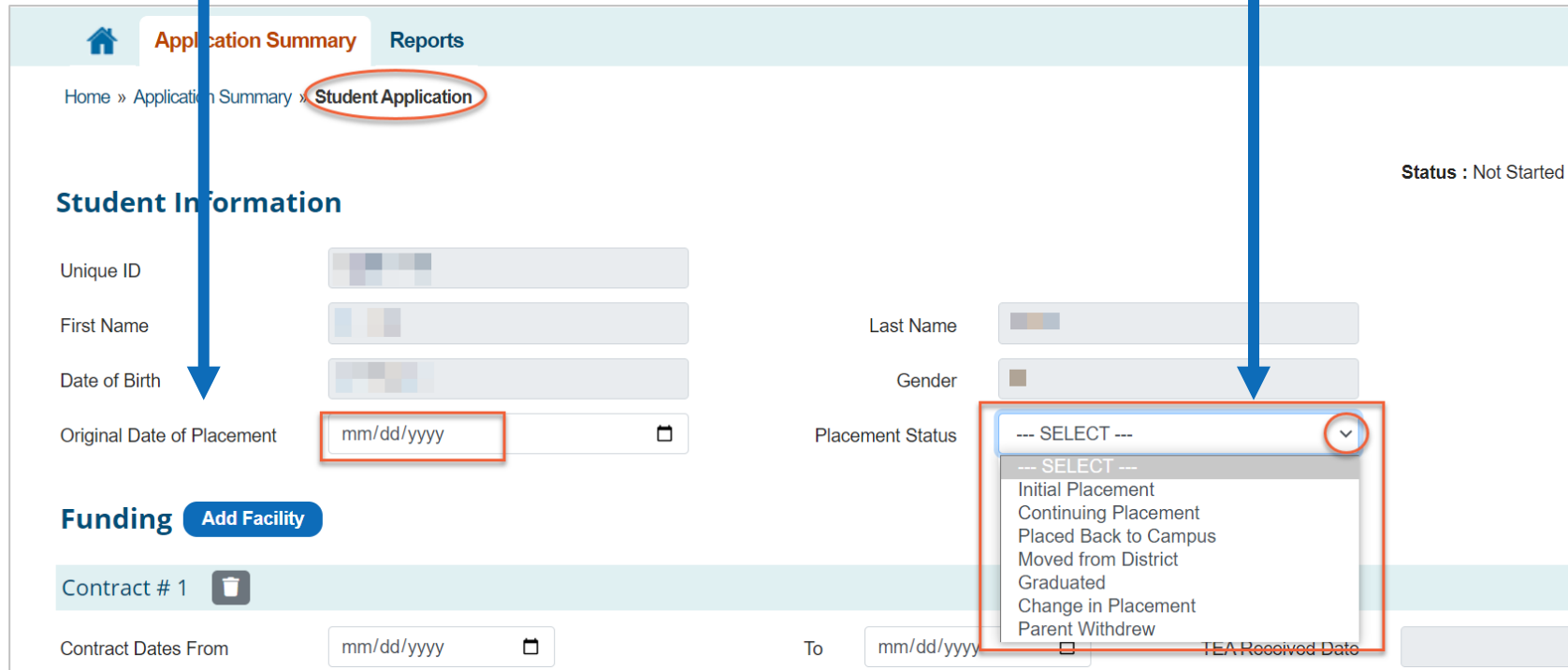
The screenshot shows the 'Application Summary' page with a 'Student Roster' table. The table has columns for Student Name, Unique ID, Placement Status, Application Status, Facility Status, LEA Action, and Submitted Date. A blue arrow points from the 'Application Status' column to the 'Student Name' column.

Student Name	Unique ID	Placement Status	Application Status	Facility Status	LEA Action	Submitted Date
[Redacted]	[Redacted]	[Redacted]	Not Started	[Redacted]	[Redacted]	[Redacted]

Entering Student Information for Day/Residential

Enter the **Original Date of Placement** (the date the student was first placed at the facility).

Select the student's **current Placement Status** from the drop-down menu.



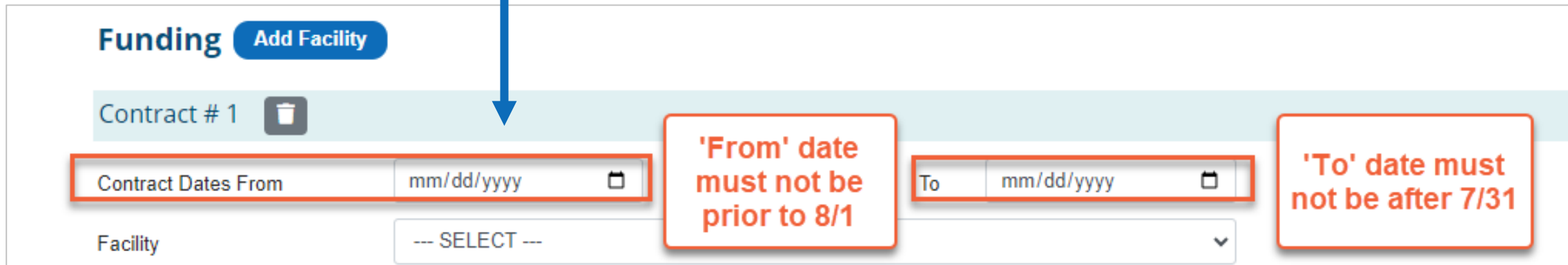
The screenshot shows the 'Student Application' form in the TEA system. The breadcrumb trail is 'Home » Application Summary » Student Application', with 'Student Application' circled in red. The 'Status' is 'Not Started'. The 'Student Information' section includes fields for Unique ID, First Name, Last Name, Date of Birth, Gender, Original Date of Placement (with a calendar icon and a red box around the 'mm/dd/yyyy' placeholder), and Placement Status (with a dropdown menu open, showing options like 'Initial Placement', 'Continuing Placement', etc., and a red box around the dropdown). The 'Funding' section has an 'Add Facility' button. The 'Contract Dates' section has 'Contract # 1' and 'Contract Dates From' and 'To' fields with calendar icons.

Entering Contract Information for Day/Residential


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


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

For bulk contracts, student specific information must be entered; unoccupied “seats” are not funded.




Funding Add Facility

Contract # 1 

Contract Dates From 

'From' date must not be prior to 8/1

To 

'To' date must not be after 7/31

Facility

Contract dates that extend beyond the regular 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.

Entering Facility Information for Day/Residential

Select the **facility** that corresponds to those contract dates.

- The facility information will auto-populate if you choose a currently approved facility from the drop-down menu.
- If the facility is not on the list, select *Not Yet Approved Facility* and manually enter the information. Refer to [TEA program guidance](#) for requirements specific to the initial facility approval process.

Funding Add Facility

Contract # 1

Contract Dates From To TEA Received Date

Facility

Name Address

City State Zip Code

Phone

Entering Instructional Setting & Disability Type

Enter Instructional Setting by selecting from drop-down.
Residential will auto-populate to 50.



Phone	
Instructional Setting	--- SELECT ---
Primary Disability	--- SELECT --- ▼
Additional Disability	--- SELECT --- ▼

Enter Disability by selecting from drop-down



Instructional Setting	--- SELECT ---
Primary Disability	--- SELECT --- ▼
Additional Disability	--- SELECT --- ▼

Ensure that the instructional setting code is accurate and consistently applied in the student's IEP, in the LEA's local attendance accounting system, in Texas Student Data System (TSDS) Public Education Information Management System (PEIMS), and in the APEX application, as it affects state funding from the Foundation School Program (FSP).

Entering Specific Contract Information for Day Applications

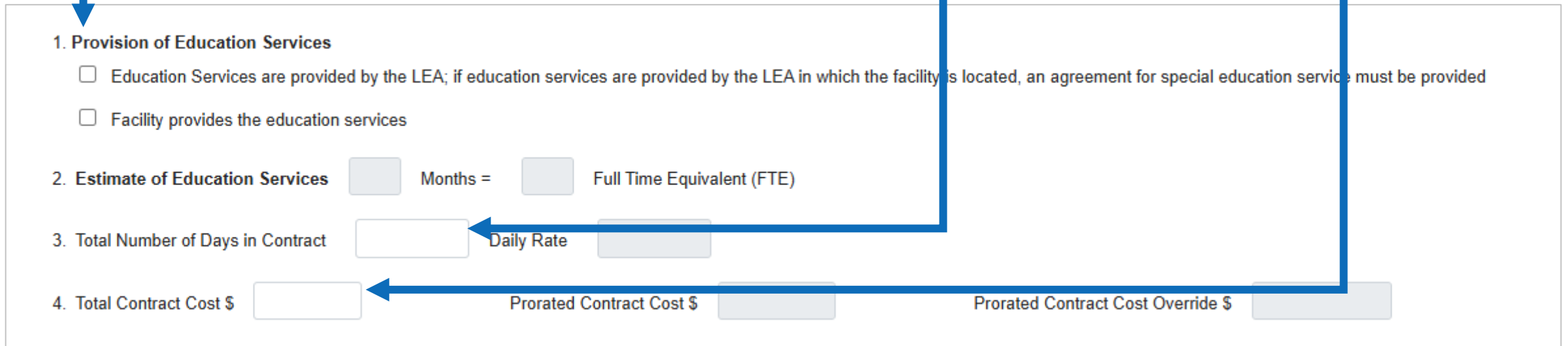
Day Application: Lines 1-4

Line 1. Select which entity provides the education services.

Line 2. No data entry.
The data is auto-populated based on contract dates entered in APEX.

Line 3. Enter the total number of days in contract (*instructional days*).

Line 4. Enter the total contract cost*.



1. Provision of Education Services

Education Services are provided by the LEA; if education services are provided by the LEA in which the facility is located, an agreement for special education services must be provided

Facility provides the education services

2. Estimate of Education Services Months = Full Time Equivalent (FTE)

3. Total Number of Days in Contract **Daily Rate**

4. Total Contract Cost \$ **Prorated Contract Cost \$** **Prorated Contract Cost Override \$**

***For bulk “seats” contracts, enter student specific costs based on student-specific enrollment and withdrawal dates.**

Residential Application: Lines 1 and 2

Line 1. Select which entity provides the education services.

Line 2. No data entry; system auto-populates data based on the contract dates entered in APEX.

1. Provision of Education Services

- Education Services are provided by the LEA; if education services are provided by the LEA in which the facility is located, an agreement for special education service must be provided
- Facility provides the education services

2. Estimate of Education Services LEAABA \$ 6215.00 / 365 x 365 x 1.70 = \$10,565.50 Total Education Services

Residential Application: Line 3

Select the **service** and **service type** provided by the facility.

Enter the **# of sessions** and the **unit cost** for that service type.

Select **Add Row** for additional service types.

2. Estimate of Education Services LEA ABA \$ 6215.00 / 365 x x 1.70 = \$0.00 Total Education Services

3. Related, Speech, Supplemental, and Support Services Provided **Add Row**

Service	Service Type	# Sessions /Interventions	Unit cost	Subtotal	
<input type="text" value="--- SELECT ---"/>	<input type="text" value="--- SELECT ---"/>	<input type="text"/>	\$ <input type="text"/>	\$	
Total for Related, Speech, Supplemental, and Support Services Provided				\$0.00	

If the facility provides a service at no cost, do not add the service to the APEX application.

Residential Application: Line 4

Enter the **daily rate** charged by the facility for the residential services.



The *maximum allowable daily rate*, is displayed in the *Not to exceed* portion of Line 4.

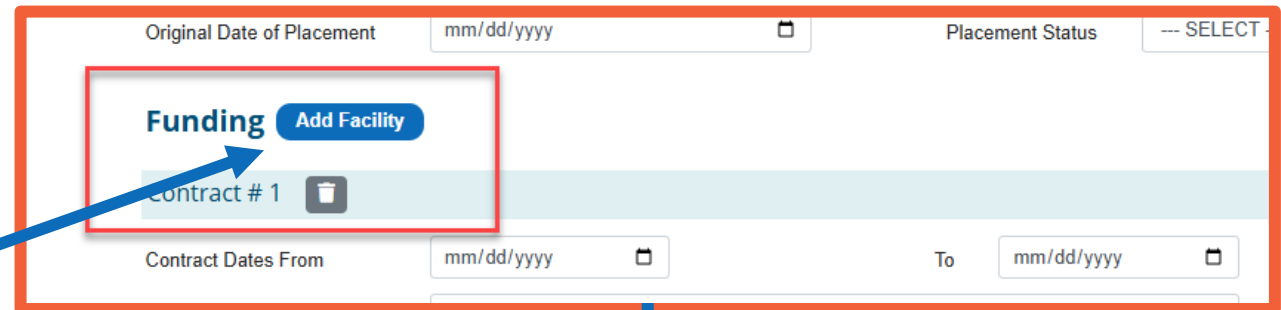
Service	Service Type	# Sessions /Interventions	Unit cost	Subtotal
--- SELECT ---	--- SELECT ---	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Total for Related, Speech, Supplemental, and Support Services Provided				\$0.00
4. Residential Services Provided (Not to exceed \$ <input type="text"/>)				
Daily Rate	Total Days	Subtotal		
\$ <input type="text"/>	<input type="text"/>	\$0.00		
5.				

Adding a **second contract** for Day/Residential Applications:

If you wish to add multiple contracts for:

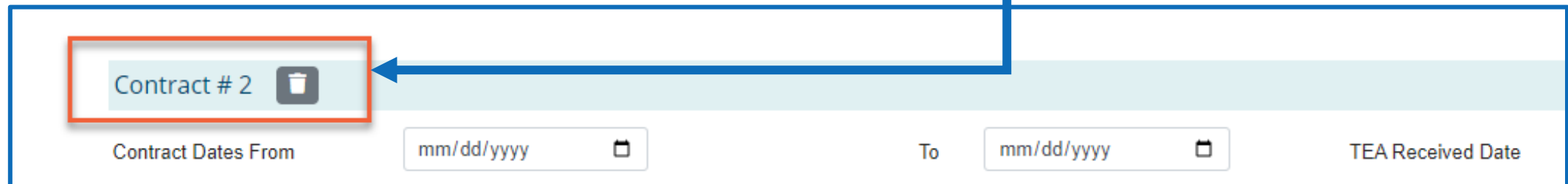
- the **same student**, and
- the **same school year**, and
- the **same type of placement**

Click **Add Facility** at the top portion of the **Funding** section in the applicable student application page.



Enter data in the **Contract #2** section that will appear at the lower portion of the Contract #1 section.

Ensure the contract dates don't overlap.

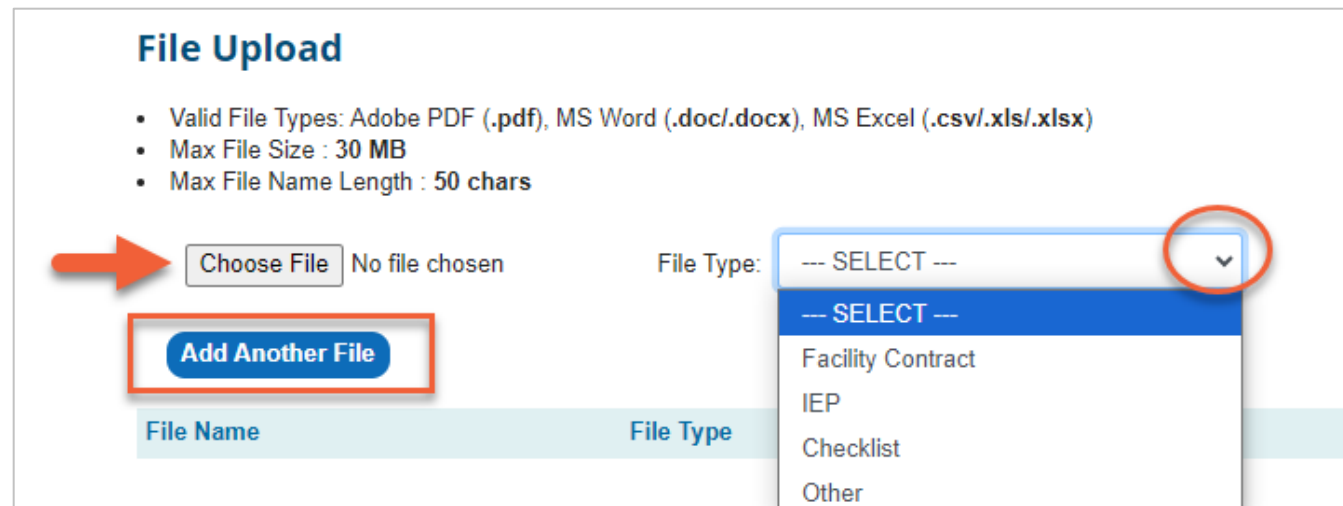


Required file uploads for Day/Residential Applications: **IEP; Facility Contract; and APEX Application Checklist**

1. Click **Choose File** to select the document housed on your computer.

2. Select **File Type** to assign the type of document being uploaded.

3. Click **Add Another File** to upload additional files.



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

Add Another File

File Type: --- SELECT ---

Facility Contract
IEP
Checklist
Other

File Name File Type

Certifying and Submitting Day/Residential Applications

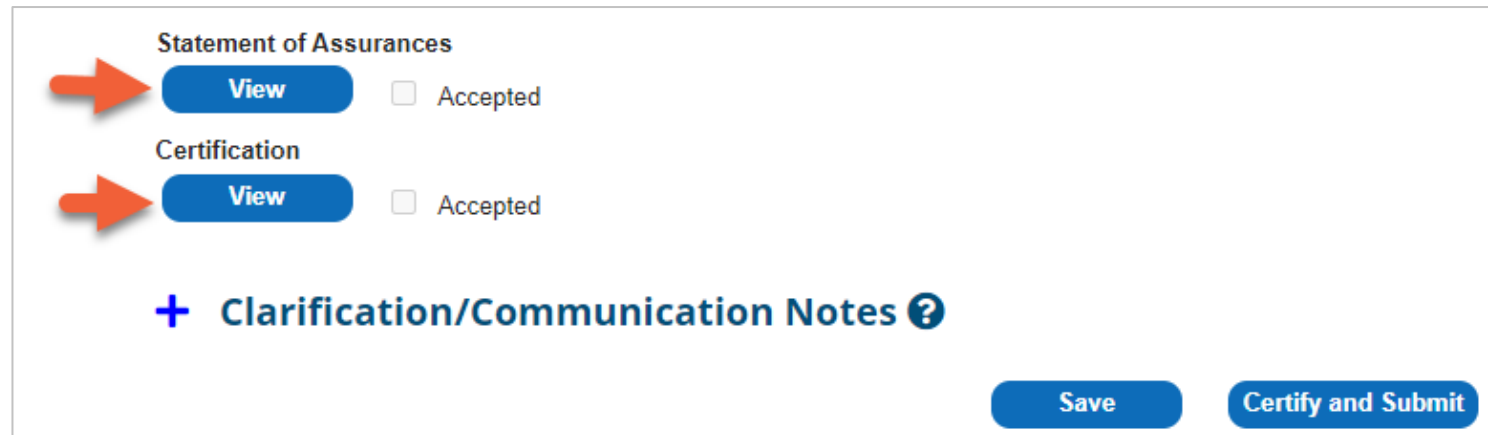
1. Click **View** under the **Statement of Assurances**.

2. Read the document and click **Yes** at the bottom of the page. A check mark will appear next to **Accepted**.


3. Click **View** under the **Certification**.

4. Read the document and click **Yes** at the bottom of the page. A check mark will appear next to **Accepted**.


5. Click **Certify and Submit**.



Statement of Assurances

 [View](#) Accepted

Certification

 [View](#) Accepted

[+ Clarification/Communication Notes ?](#)

[Save](#) [Certify and Submit](#)



Ensure your application moves to SUBMITTED status. Otherwise, it will not be processed.

Submitting Clarifications for Day/Residential Applications



If a TEA program team member needs more information or revisions, the application will be placed in **Clarify** status and an automated notification email will be sent*.

*Automated notification emails are sent to the LEA's current APEX users.

Statement of Assurances
[View](#) Accepted

Certification
[View](#) Accepted

+ Clarification/Communication Notes ?

[Save](#) [Certify and Submit](#)

On the **Application Summary** page, click on the student's hyperlinked name.

Notes section:

At the bottom of the student's **Student Application** page, below the Statement of Assurances and Certification section, click on the **plus sign** to expand the **Clarification/Communication Notes**.

Depending on the nature of the clarifications requested, **revise your application by:**

- Making changes to the student information or funding sections;
- Uploading additional documents; and/or
- Adding an explanatory note, by selecting the **Add Note** button.

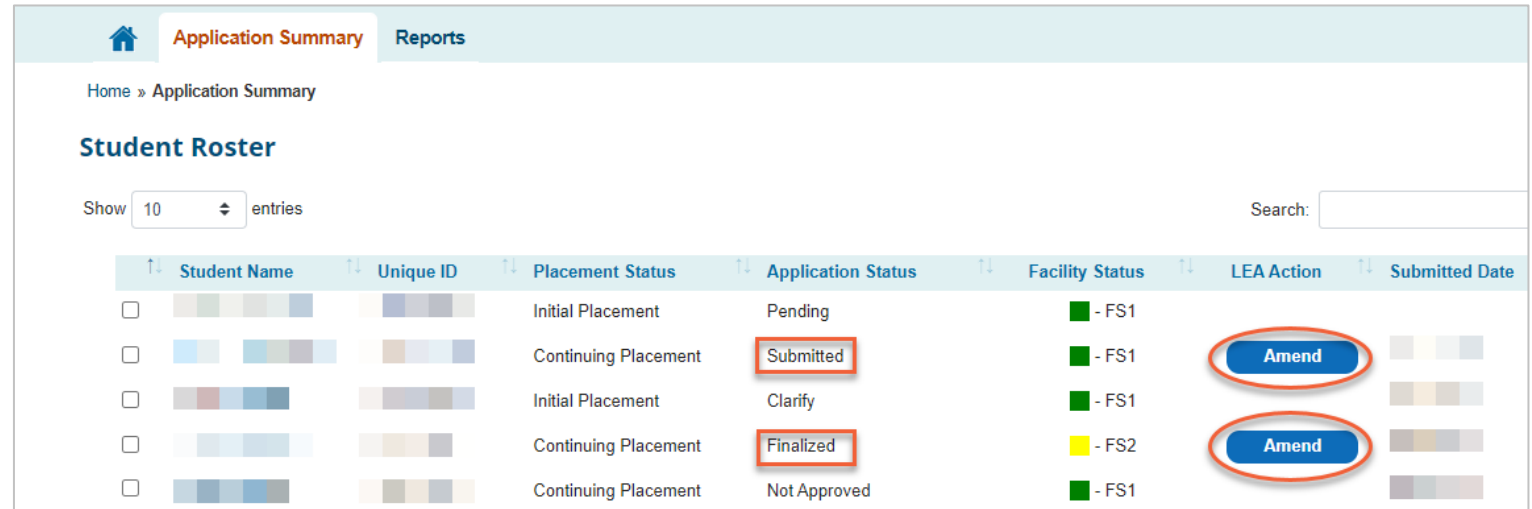


After responding to the clarification request, **re-Certify and re-Submit** your application so TEA staff can complete the application review.



Failure to re-Certify and re-Submit will keep the application in CLARIFY or PENDING status and will not be processed.

If an application is in **SUBMITTED** or **FINALIZED** status, you may amend the student's application during the APEX application window.



	Student Name	Unique ID	Placement Status	Application Status	Facility Status	LEA Action	Submitted Date
<input type="checkbox"/>			Initial Placement	Pending	■ - FS1		
<input type="checkbox"/>			Continuing Placement	Submitted	■ - FS1	Amend	
<input type="checkbox"/>			Initial Placement	Clarify	■ - FS1		
<input type="checkbox"/>			Continuing Placement	Finalized	■ - FS2	Amend	
<input type="checkbox"/>			Continuing Placement	Not Approved	■ - FS1		

1. **Click** the Amend button

2. **Select a reason** for the amendment from the drop-down menu.
Application status will revert to pending.

3. Make revision and re-Certify and re-Submit.
Ensure application moves to **SUBMITTED** status*.

* Failure to resubmit will leave application in PENDING status and will not be processed.



Entering High Cost Funds (HCF) Applications

Starting a High Cost Funds (HCF) Application

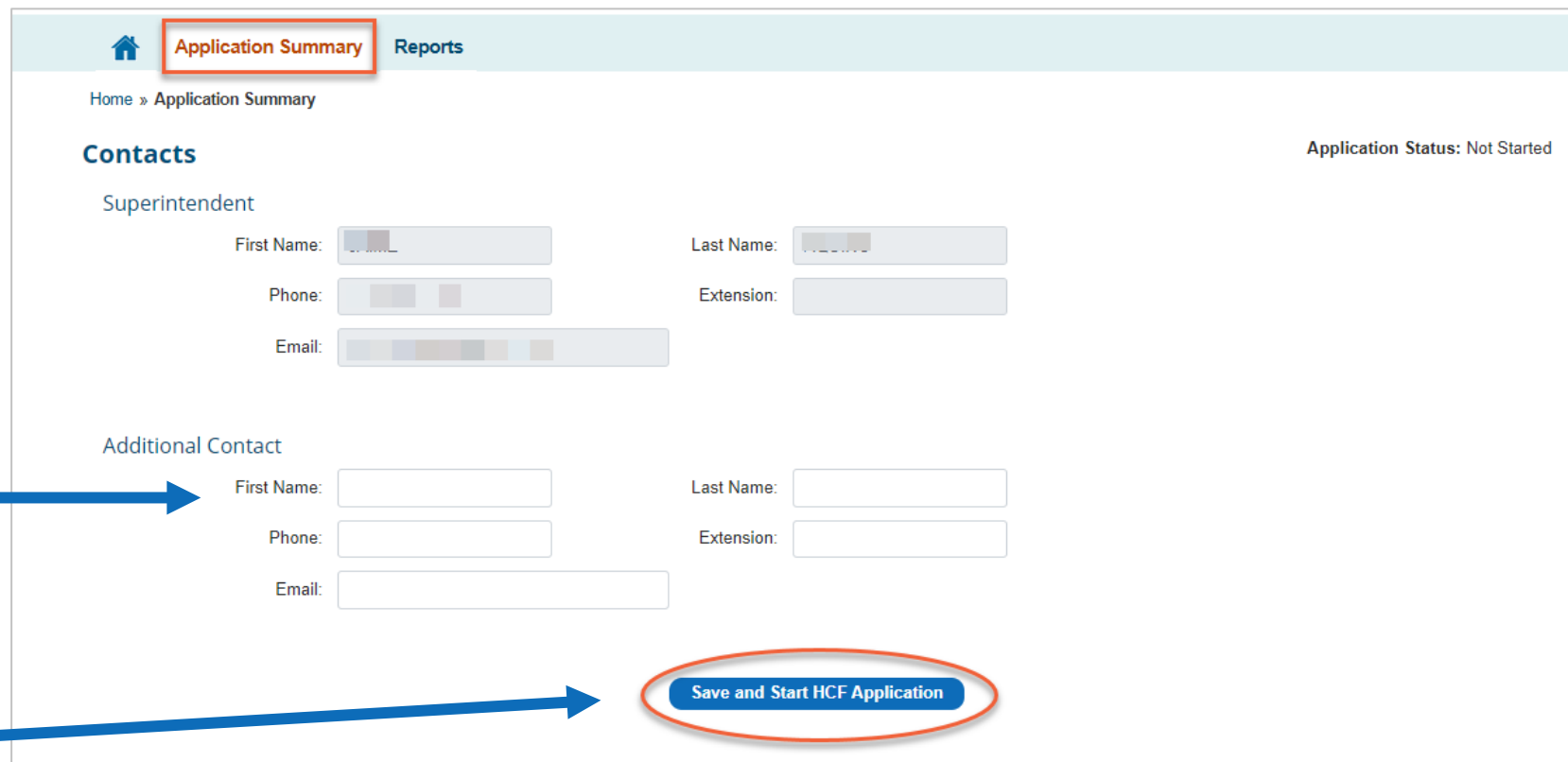
Proceed to the **Application Summary** page for High Cost Funds.

Superintendent
Information auto-
populates.

Enter **Additional Contact
Information**



Click **Save and Start HCF
Application**

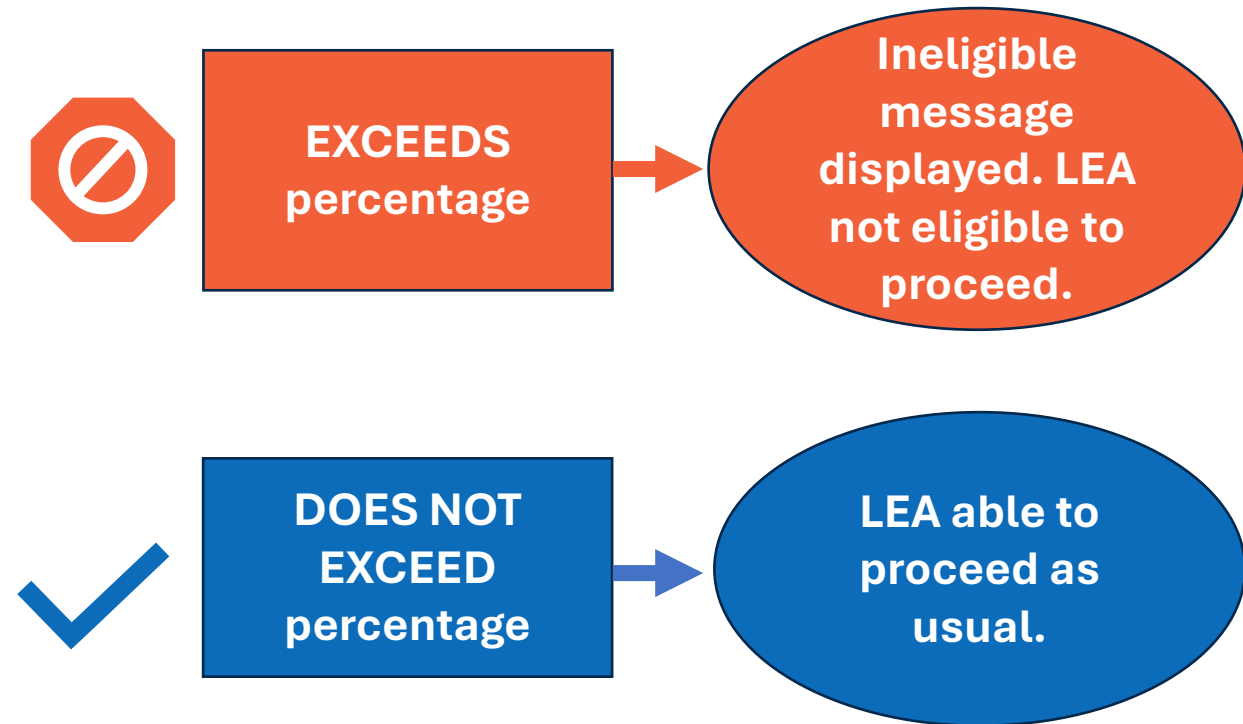


LEAs are highly encouraged to enter additional contact information. Automated emails related to the LEA's HCF application will be sent to the LEA's current APEX users and the contacts listed in this Contacts section.

LEA Participation Eligibility Criteria

To be eligible to submit a HCF application, the LEA must not have carried forward a designated percentage of their IDEA-B Formula funds from the previous grant year (*applicable to the LEA's Special Education Consolidated Grant Application*).

When the LEA selects the Save and Start HCF Application button, the APEX system will determine if the LEA exceeds the Carryover Limitation percentage.



The carryover percentage applicable to the current year's HCF application will be posted in the Texas High Cost Fund State Plan each year.

Student Roster in High Cost Funds Application

Student Roster displayed on the HCF Application Summary page.

Day/Residential Placement Types in HCF:

Students' data **automatically port over** into the HCF Student Roster from the separate APEX Day and Residential applications that are in **Finalized** status.

Example of HCF Student Roster

Student Name	Unique Id	Placement Status	Placement Type
		Continuing Placement	Day
		Continuing Placement	Residential



Add **Recover** **Delete**

In District Placement Type in HCF:

Manually **add** other students (In District) for whom you wish to request HCF.

The In District students will then appear in the Student Roster

Example of HCF Student Roster

Student Name	Unique Id	Placement Status	Placement Type
		Continuing Placement	Day
		Continuing Placement	Residential
			In District

Funding Section in Student Application:

Medicaid/SHARS Reimbursement Amount

Required response for all users *(not applicable to Residential placement type in HCF):*

Funding

Does your organization participate in the Medicaid/SHARS Reimbursement program? Yes No

- **If No, no further questions.**
- **If Yes, another question appears.**
- **If Yes response to all three questions in the series, you will be required to enter the dollar amount you expect to receive from the SHARS Reimbursement program for any of the costs itemized in the student's HCF application.**

***SHARS: School Health and Related Services**

Residential Placement Type in HCF

No Data Entry is performed in the Residential Placement Type in the HCF application.

The Amount of Residential 25% Set-Aside being spent ports over from the finalized Residential application and is the amount being requested for a High Cost Fund award.

Review and determine if the Aggregate Requested Amount meets the Qualifying Cost Amount.

Qualifying Cost Amount changes annually and can be found on the [HCF Webpage](#).

NP Residential Costs

Eligible Residential Costs

Residential Facility

██████████ - Contract # 1

Amount of Residential 25% Set-Aside being spent

\$150,000.00

Requested Total

\$150,000.00

Approved Total

\$150,000.00

Aggregate Requested Total*

\$150,000.00

Aggregate Approved Total*

\$150,000.00

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

Example of Residential placement type in High Cost Funds.

The amount of 'Residential 25% Set-Aside being spent' is the HCF request.

Meets the Qualifying Cost Amount

Day Placement Type in HCF

Day in HCF:

LEA may add additional costs that are not included in tuition cost, e.g, transportation costs, bus aide cost.

Review and determine if **Aggregate Requested Total** meets the HCF Qualifying Cost Amount.

Qualifying Cost Amount changes annually and can be found on the [HCF Webpage](#).

Total Tuition Cost (contract amount) ports over from the finalized Day application.

NP Day Costs

Personnel Prorating Calculator

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
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Excess Transportation Costs

Type of Transportation	Student's Daily Mileage ROUND TRIP	Cost per Mile	# of Days Transported	# of Students Transported	Annual Transportation Cost per Student [if Special Route] OR Total Contract Amount for all Riders [if Private Route]	Estimated State Transportation Allotment	Estimated Excess Transportation cost	IEP Page #	Review Status	Ineligible Reason
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Standard and Other Costs

Cost Type	Description	Amount	IEP Page #	Review Status	Ineligible Reason
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Contract #	Non-Public Day School	Number of Days in Contract	Tuition Cost for Non-Public Day School
Contract # 1			\$52,517.99

Requested Total: \$52,517.99

Approved Total: \$52,517.99

Aggregate Requested Total*: \$52,517.99 **Meets the Qualifying Cost Amount**

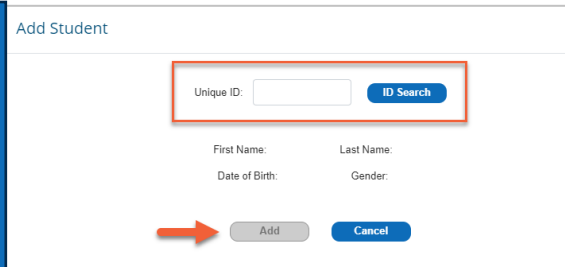
Example of Day placement type in High Cost Funds.

In District Placement Type in HCF

1. Manually add the In District student by selecting the **Add** button located at the lower portion of the High Cost Fund **Student Roster**.

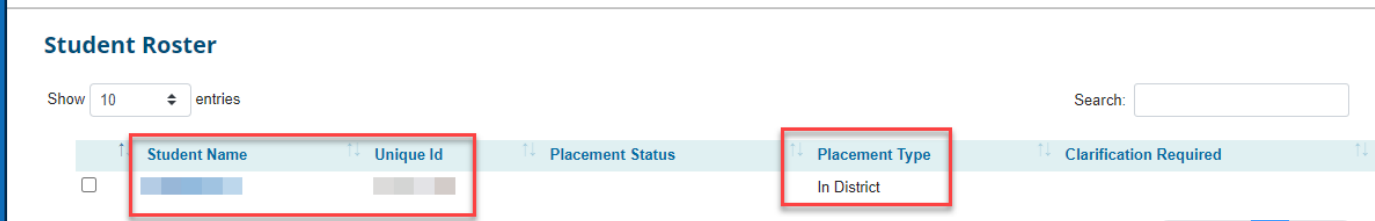


2. Enter the student's Unique ID number and click **ID Search**. When the student's name appears, click **Add**.



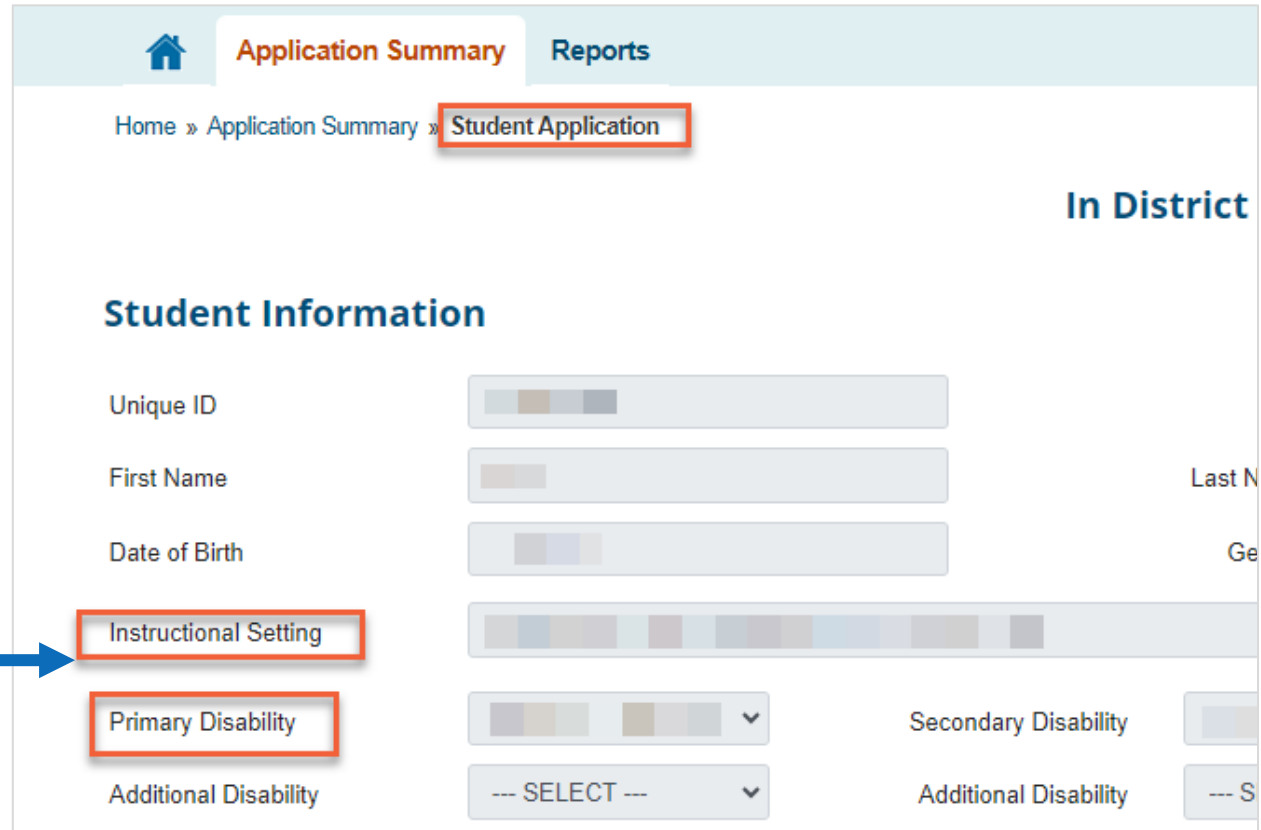
The student's name will now appear in the HCF **Student Roster**.

3. Click on the student's hyperlinked name to open the student's **Student Application** page.



Enter the In District student's Instructional Setting and Disability/ies.

Ensure the instructional setting code you select in the APEX application matches the code in the student's IEP.



Home » Application Summary » **Student Application**

In District

Student Information

Unique ID

First Name Last Name

Date of Birth Gender

Instructional Setting

Primary Disability Secondary Disability

Additional Disability Additional Disability

In District Costs in High Cost Fund Application

All costs for In District placement types must be manually added to the Student Application page.

All costs must be **incurred between 8/1 through 7/31** of the current school year.

If costs extend **beyond the regular LEA school year through 7/31**, the student's IEP must recommend **summer ESY** for that school year.

All costs must be associated with **direct** special education and related services that are **identified in the student's IEP**.

In District Costs

Personnel Prorating Calculator

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
----------------	-------------	--	---	------------------------------	--	---------------------------	------------	---------------	-------------------

Excess Transportation Costs

Type of Transportation	Student's Daily Mileage ROUND TRIP	Cost per Mile	# of Days Transported	# of Students Transported	Annual Transportation Cost Per Student [if Special Route] OR Total Contract Amount for all Riders [if Private Route]	Estimated State Transportation Allotment	Estimated Excess Transportation cost	IEP Page #	Review Status	Ineligible Reason
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Standard and Other Costs

*IEP Page # column: If this service is not denoted in the IEP, then it will not be approved.

Cost Type	Description	Amount	IEP Page #	Review Status	Ineligible Reason
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Personnel Prorating Calculator in HCF Application

Use the **PERSONNEL PRORATING CALCULATOR** section to enter personnel and/or contracted services costs associated with this student.

Click **Add Row** to enter the first cost and then enter the applicable data.

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


Bus Driver Costs are **not** eligible.



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 ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Excess Transportation Costs in HCF Application

Use the **EXCESS TRANSPORTATION COSTS** section to enter transportation data for this student, if desired to include excess transportation costs in your HCF request.

Hover over the **question mark icons** in the column headings to view specific information and instructions pertaining to that heading.

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

Excess transportation costs are the costs that **exceed** the estimated amount your LEA may receive from state transportation funds through the Foundation School Program.

Excess Transportation Costs

Add Row

*IEP Page # column: If this service is not denoted in the IEP, then it will not be approved.

Type of Transportation ?	Student's Daily Mileage ROUND TRIP ?	Cost per Mile ?	# of Days Transported ?	# of Students Transported ?	Annual Transportation Cost Per Student [if Special Route] OR Total Contract Amount for all Riders [if Private Route] ?	Estimated State Transportation Allotment	Estimated Excess Transportation cost	IEP Page #	Review Status	Ineligible Reason
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Standard and Other Costs in HCF Application

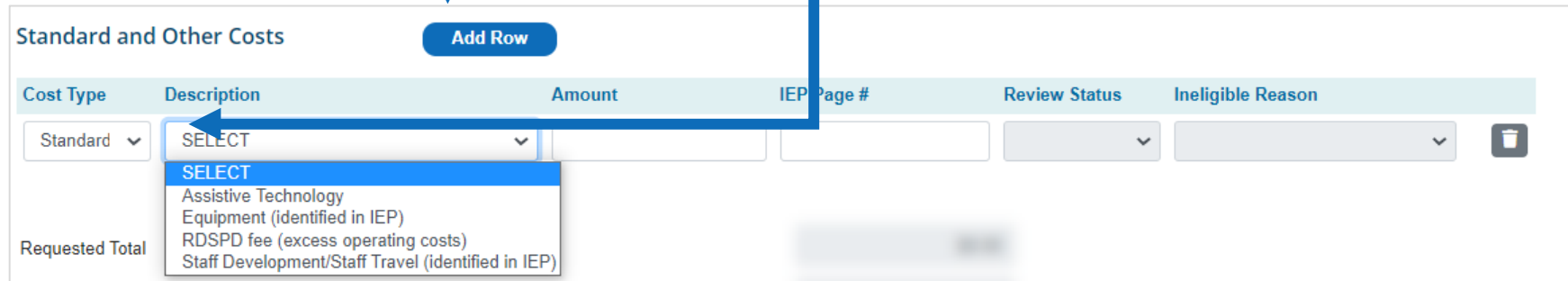
Use the **STANDARD AND OTHER COSTS** section to enter costs that are **not** personnel/contracted services or transportation costs.

Click **Add Row** to add a standard or other cost.

Choose **Standard** under **Cost Type** if you intend to enter a cost for:

- assistive technology,
- equipment,
- Regional Day School Program for the Deaf (RDSPD) fee,
- or staff development/staff travel applicable to this student, as identified in the IEP.

For all other cost types, choose **Other** and then manually enter a **cost description**.



The screenshot shows the 'Standard and Other Costs' section of the application. At the top right of this section is a blue 'Add Row' button. Below it is a table with the following columns: 'Cost Type', 'Description', 'Amount', 'IEP Page #', 'Review Status', and 'Ineligible Reason'. The 'Cost Type' dropdown is currently set to 'Standard'. A blue arrow points from the 'Add Row' button to the 'Description' dropdown, which is open and showing a list of options: 'SELECT', 'Assistive Technology', 'Equipment (identified in IEP)', 'RDSPD fee (excess operating costs)', and 'Staff Development/Staff Travel (identified in IEP)'. Below the table, there is a 'Requested Total' field.

Cost Type	Description	Amount	IEP Page #	Review Status	Ineligible Reason
Standard	SELECT				

Requested Total

Required File Uploads for In District Applications

Required file uploads for In District HCF Applications:


IEP


Applicable contracts or agreements, e.g., transportation service contracts for Private Transportation Routes, RDSPD service agreement or invoices

Any Other documentation requested by the TEA reviewer

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

 No file chosen

File Type: 

File Name	File Type
	Facility Contract
	IEP
	Checklist
	Other

HCF Student with Multiple Placement Types

- If a student has **multiple** placement types for HCF within the **same school year**, e.g.,
- the student is served as **In District** part of the year and **Day or Residential** part of the year,
 - the student is served in **Day** placement part of the year and **Residential** placement part of the year:

The student will appear separately in the HCF **Student Roster** for each **placement type**.

APEX will use the combined costs of the student's placements to determine whether the total amount meets the HCF **Qualifying Cost Amount**.

Requested Total	Amount specific to the placement type.	<input type="text"/>
Approved Total		<input type="text"/>
Aggregate Requested Total*	Aggregate is the sum of all the placement types for the specific student.	<input type="text"/>
Aggregate Approved Total*		<input type="text"/>

Meets the Qualifying Cost Amount

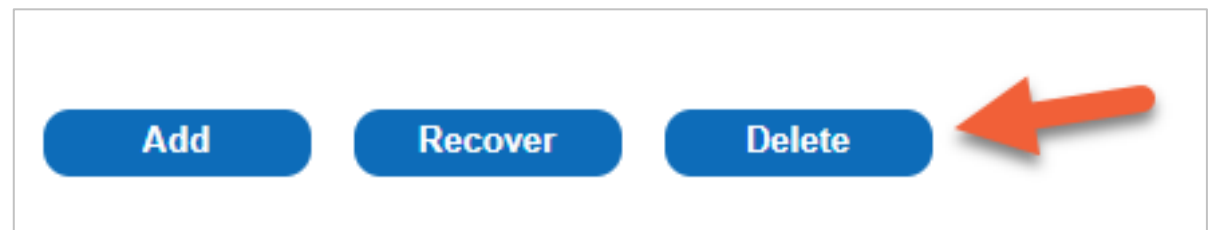
* The total value reflects the culmination of the total from all the placement types the student belongs to.

Delete any student from your **HCF Student Roster** that doesn't meet the **HCF Qualifying Cost Amount (QCA)**, such as:

- A student with a finalized Day or Residential placement type that ported over into the *HCF Student Roster* but doesn't meet the HCF QCA.
- An In District student who doesn't meet the HCF QCA amount once all costs are entered for the student.
- A student with multiple placement types but the aggregate amount doesn't meet the HCF QCA.

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

If an error is made, select the **Recover** button



Certifying and Submitting the HCF Application

Unlike the separate Day and Residential APEX applications, which require individual certification and submission for each student, the HCF application is submitted once and includes all students.

Do NOT submit your HCF application until you have completed student application pages for all students for whom you desire to request High Cost Funds.

To Submit:

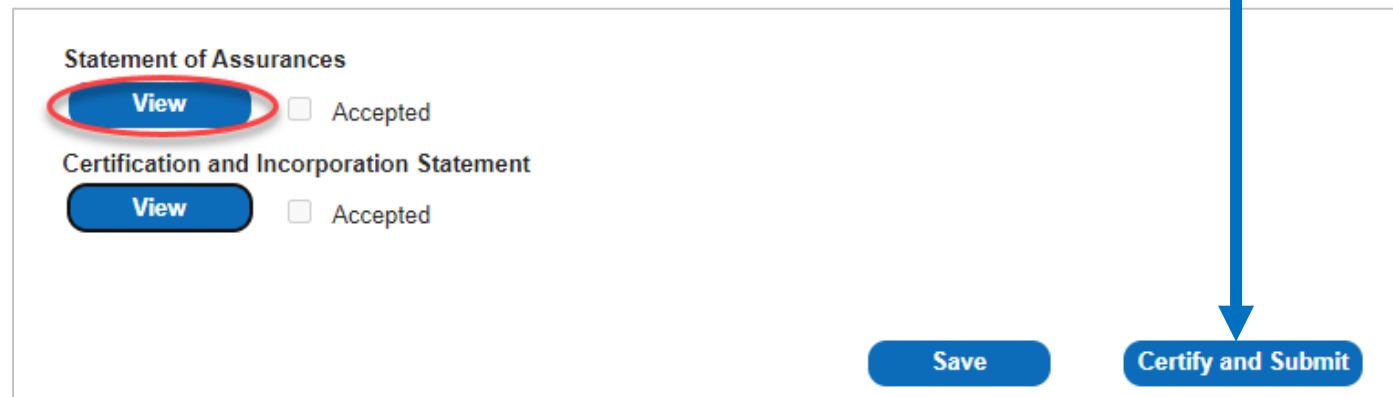
1. Click **View** under the **Statement of Assurances**.

- Read the assurances and click **Accepted**. A check mark will now appear next to **Accepted**.

2. Click **View** under the **Certification and Incorporation Statement**.

- Read the document and click **Yes**. A check mark will now appear next to **Accepted**.

3. Click **Certify and Submit**.



Statement of Assurances
View Accepted

Certification and Incorporation Statement
View Accepted

Save **Certify and Submit**



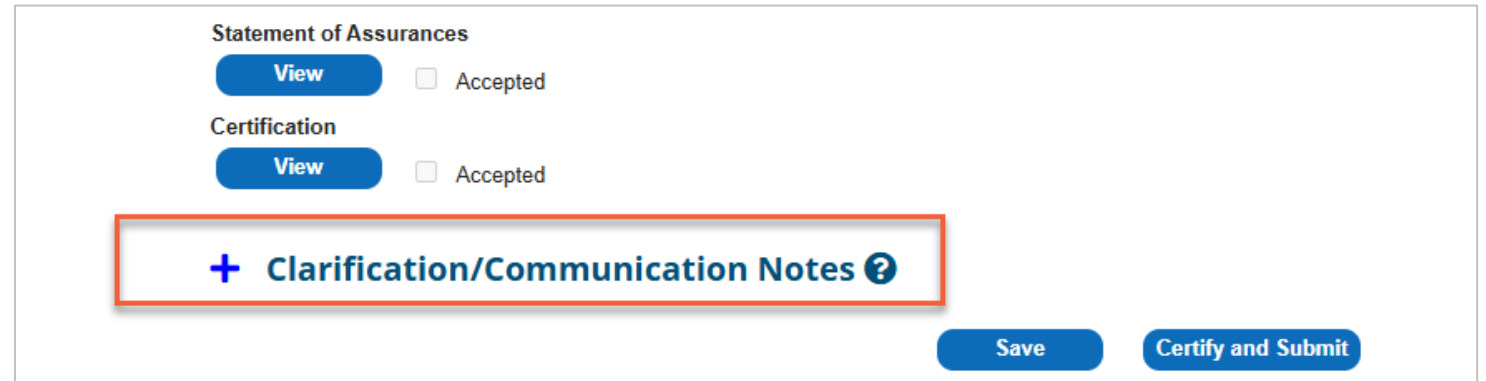
Ensure your application moves to **SUBMITTED** status. Otherwise, it will not be processed.

Submitting Clarifications for the HCF Application



If a TEA program team member needs more information or revisions, the application will be placed in **Clarify** status and an automated notification email will be sent*.

*Automated HCF notification emails are sent to the LEA's current APEX users and to the contacts listed on the HCF Application Summary page.

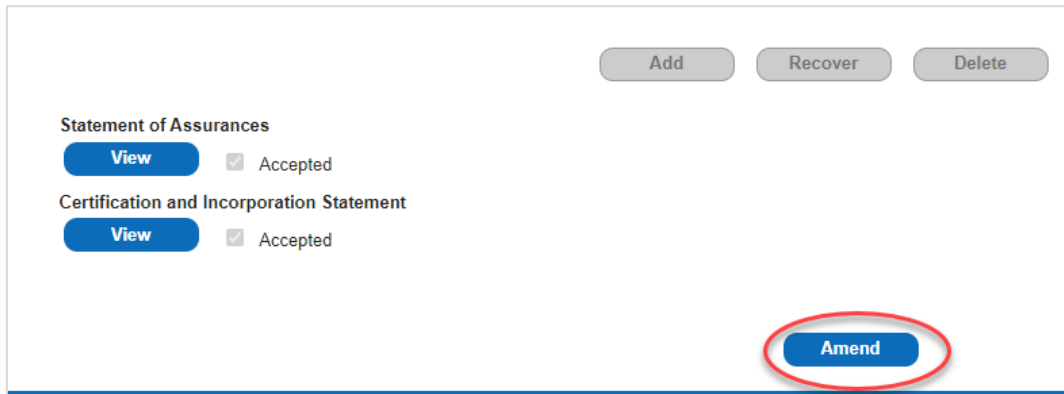


At the lower section of the student's application page, expand the **Clarification/Communication Notes** section to view and respond to messages entered by TEA staff.

After you have responded 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 re-Submit**.

*Failure to re-Certify and re-Submit will keep the application in **CLARIFY** or **PENDING** status and will not be processed.

Amending the HCF Application



The screenshot shows a web interface for managing HCF applications. At the top right, there are three buttons: 'Add', 'Recover', and 'Delete'. Below these, there are two sections: 'Statement of Assurances' and 'Certification and Incorporation Statement'. Each section has a 'View' button and a checked checkbox labeled 'Accepted'. At the bottom center, there is a blue 'Amend' button, which is circled in red.

To **amend** a previously submitted HCF application:

Click the **Amend** button at the lower section of the **Application Summary** page, under the **Assurances and Certification** section.

Make any needed changes to the student application(s) and return to the **Application Summary** page to **re-certify and re-submit**.



**Failure to re-Certify and re-Submit the application will keep the application in PENDING status and will not be processed.*

If a **previously finalized Day or Residential** application that had ported over into the **HCF application** is **amended**, the student's name will become non-clickable in the **HCF Student Roster** until the separate **Day or Residential** application is **resubmitted and re-finalized**.

Access to HCF reimbursement awards is not guaranteed and subject to availability of funds:

- If the total eligible requests received statewide exceed the available funds, the LEA's reimbursement award will be prorated with a weighted formula based on least restrictive environment placement.
- In District placement types carry the highest weight, followed by Day placement types, and then Residential placement types.



Contact Information

Contact Information



Application Type	Webpage	Email
APEX Day and Residential	<u>Special Education in Nonpublic Programs</u>	<u>NPDDayandRes@tea.texas.gov</u>
APEX High Cost Funds	<u>High Cost Funds</u>	<u>hcf@tea.texas.gov</u>