



High Cost Fund Application Information

2023-2024



- The High Cost Fund (HCF) application must be completed and submitted in **APEX** via the **Texas Education Agency Login (TEAL)** system (effective 2021-2022)
 - Non-Public Day and Non-Public Residential notification applications must also be submitted in APEX
- View the **APEX User Manual** for step-by-step instructions on how to apply for an APEX user account and how to complete and submit APEX applications

APEX Applications Window for 2023-2024



Application Type:	Application Opens:	Application Closes:
High Cost Funds	3/1/2024	5/1/2024
Non-Public Day	9/1/2023	7/1/2024
Non-Public Residential	9/1/2023	7/1/2024

High Cost Funds (HCF): New for 2023-2024!



- Revised High Cost Fund State Plan posted to the HCF webpage
 - Updated to reflect current processes

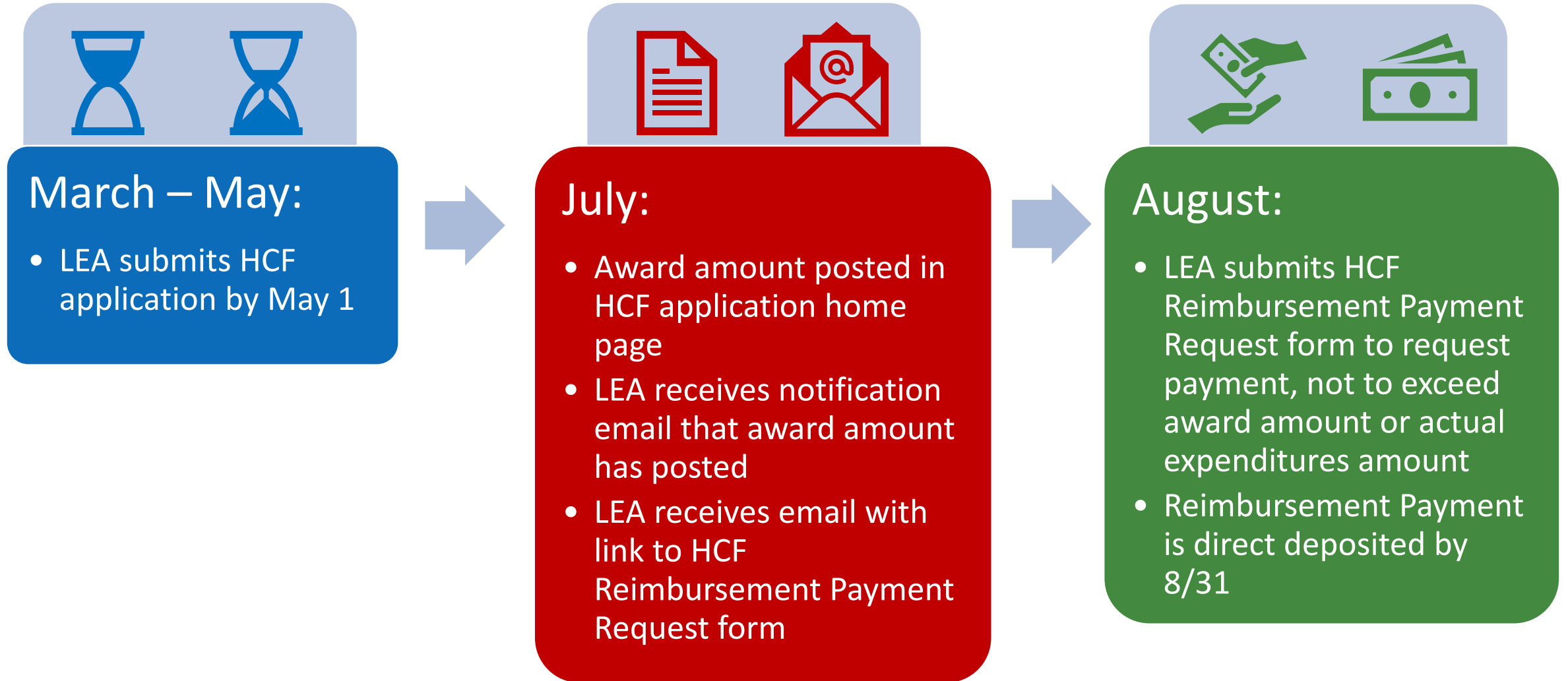


- Stay tuned for revisions to the 23-24 HCF APEX application
 - Revisions will be announced prior to the application open date



- New process for HCF Reimbursement award payments
 - Effective 2023-2024, local educational agencies (LEAs) must submit a HCF Reimbursement Payment Request form to certify their expenditures prior to receipt of payment

New HCF Award Process effective 2023-2024





- **High Cost Funds (HCF)** are dedicated to help **reimburse** local educational agencies (LEAs) for allowable expenses for a high need student with disabilities



- **High need student eligibility criteria:** Costs of **direct** special education and related services exceed three times the State's average per-pupil expenditure (APPE)

2023-2024 HCF:

State APPE \$12,529 x 3 =

\$37,587 HCF Qualifying Cost Amount

Non-Public Residential Placement Type:

- Data from **finalized** Non-Public Residential application **automatically ports over** into HCF application (during HCF application window)
- Residential Set-Aside amount being applied toward the specific student's costs must equal or exceed the HCF Qualifying Cost Amount


Off-Campus/Non-Public Day Placement Type:

- Data from **finalized** Non-Public Day application **automatically ports over** into HCF application (during HCF application window)
- Contract (tuition) cost (including additional costs **identified in the IEP**, if applicable) must equal or exceed the HCF Qualifying Cost Amount

In-District Student:

- LEA **manually adds** student and costs into the HCF application
- Costs associated with providing **direct** special education and related services, **identified in the child's Individualized Education Program (IEP)** must equal or exceed the HCF Qualifying Cost Amount

- If **Non-Public Day or Non-Public Residential applications** are not submitted within **required notification timelines**, the APEX system will automatically pro-rate the contract cost to adjust to the date of application submission versus the contract start date
- Pro-rated costs will port over into the HCF application, if applicable



Notification Requirement: LEAs are required to notify TEA annually of all off-campus/nonpublic day and nonpublic residential placements by submitting the Non-Public Day and Non-Public Residential APEX application within 30 calendar days

- [19 Texas Administrative Code \(TAC\) §89.1094\(c\)](#)
- [19 Texas Administrative Code \(TAC\) §89.1092\(b\)](#)
- [Special Education in Nonpublic and Off-Campus Programs webpage](#)

If the total amount of funds requested by all LEA application submittals exceed the available amount of High Cost Funds, the allocations will be **prorated** with a weighted formula **based on least restrictive environment placement**:



- In-District Students will carry the highest weight
- Followed by Off-Campus/Nonpublic Day School placements
- Followed by Nonpublic Residential placements



- Award amounts will be posted by the first business day in July
 - No award letters are generated
 - LEAs receive a notification email that the award amount is posted
 - The notification email will **not** contain award specifics
 - LEAs **view the award amount** posted on their **HCF application home page**



- Notification emails are provided to the:
 - LEA superintendent and/or special education shared services arrangement (SSA) fiscal agent superintendent, if applicable,
 - LEA special education director or APEX contact, and
 - Education Service Center (ESC) special education contact



- HCF Application **Home Page** displays:
 - Number of HCF applications submitted & eligible for each placement type
 - Dollar amount requested & eligible for each placement type
 - Eligible amount is **not** the award amount
 - Final Pro-Rated Award Amount
 - Displayed by first business day in July



- **Student-Specific Application Page** displays:
 - Review status of each cost item (approved or not approved)
 - Ineligible reason if cost not approved
 - Total amount requested and total amount approved for the specific student
 - Approved amount is **not** the award amount

- All costs entered in the HCF application must be incurred for the student between 8/1 through 7/31 of the current school year



- **Extended School Year (ESY)**: Expenditures and contract dates **through July 31** may only be included in the HCF application if the student's Individualized Education Plan (IEP) recommends summer ESY

Only costs associated with providing **direct** special education and related services that are **identified in the child's Individualized Education Plan (IEP)** may be considered for a High Cost Fund request



The cost type must be clearly and explicitly reflected in the student's IEP, such as

- Bus monitor: IEP must indicate the need for a bus monitor, and whether group or individual
- Paraprofessional or teacher one-on-one assignment: Must be indicated in the IEP; vague descriptors such as “support throughout the day” are not sufficient for HCF eligibility purposes



Indirect services or consult services are **not** eligible costs for HCF

Personnel Pro-Rating Calculator

Changes effective 2022-2023:



- Costs for personnel or contracted service providers must be entered as an **Hourly Rate**



- Do **not** enter daily or annual rates



- Number of students served **includes the HCF student**

Excess Transportation Costs Calculator

Definition of Excess Transportation Costs: The remaining amount of the student's transportation costs after subtracting the estimated state transportation allotment expected to be received from State Funding



Stay tuned for 23-24 revisions to the Excess Transportation Costs Calculator!

School Health and Related Services (SHARS)

If a cost has been submitted by the LEA for SHARS reimbursement via the SHARS program, the LEA must report the SHARS request amount applicable to the specific student in the HCF application



- The APEX system will subtract the SHARS amount entered by the LEA from the total amount being requested for HCF to ensure the LEA is not reimbursed for the SHARS amount from both the HCF and SHARS programs



- It's important for the individual completing the HCF application to communicate with their SHARS personnel to identify the SHARS amount to enter in the HCF application

Contact Information



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[High Cost Funds webpage](#)