High Cost Fund
2018-2019

Denise Dusek, MPA
Federal Funding Consultant
Education Service Center, Region 20
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Important Revision to Slide 8 made on April 16, 2019

The High Cost Fund (HCF) helps offset the financial impact on LEAs (local educational agencies, which includes ISDs and Open-Enrollment Charter Schools) that provide educational services to high-need children with disabilities
High Cost Fund

• **Optional** source of **federal funds** to assist the LEA in the provision of direct special education and related services to **high-need students with disabilities**

• **Definition of high-need student with a disability:**
  
  • The special education and related services identified in the student’s IEP (Individualized Education Program) **exceeds the typical needs of a child with a disability**
  
  • The costs to provide FAPE to the child **exceed three times the state’s Average Per Pupil Expenditure (APPE)**, [APPE amount varies each year]
  
  • The provision of educational services to high-need children with disabilities **creates a financial impact** on the LEA

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**Student Eligibility as a High Need Student 18-19**

• The student with disabilities’ Total Costs listed on the High Cost Fund application must be at least $29,277*

  • *The APPE amount applicable to the 2018-2019 HCF application

  • Only costs identified in the child’s IEP and associated with providing direct special education and related services to the child are considered in determining whether the student is a High-Need Child
**Student Eligibility as a High Need Student 18-19**

- **If** the High-Need Child is **also enrolled in Nonpublic Day School (NPDS)** (Instructional Setting Code 60), the amount considered for a HCF award is limited to a portion of the allowable NPDS expenses (if the NPDS total expenses exceed $29,277).

- **If** the High-Need Child is **also a Residential Nonpublic student** (Instructional Setting Code 50), the amount considered for a HCF award is limited to a portion of the 25% residential set-aside used for that specific student’s residential costs (if the 25% set-aside exceeds $29,277).
  
  - That amount will be considered the child’s “Total Cost” for HCF purposes.

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**LEA Eligibility to Request a High Cost Fund (HCF) Award**

- The LEA has ensured placements supported by funds requested through a HCF award reimbursement are consistent with the requirements of **34 CFR 300.114 – 300.118** (Least Restrictive Environment).

- The LEA must not have lapsed IDEA-B Formula or Discretionary Deaf funds from the previous school year.

- The LEA must not have carried forward 60% or more of its IDEA-B Formula funds from the previous school year.

- LEA submits the High Cost Fund application within the timeframe established by TEA.
  
  - TEA reviews the application; If approved, the LEA will receive a HCF award.
High Cost Fund Application 2018-2019

- Opens March 1, 2019
- Closes May 1, 2019

- If the LEA is a member of a special education shared services arrangement (SSA)*, the Fiscal Agent submits the application on behalf of the member

- LEA may submit multiple student applications, but must not exceed 2% of the October snapshot count of children with disabilities enrolled in the LEA

  - Consideration for extenuating circumstance will be made on a case-by-case basis discussed with and approved by TEA

*Special Education SSA is not:
  - RDSPD SSA (Regional Day School Program for the Deaf)
  - VI (Visual Impairment) Cooperative

High Cost Fund (HCF) Awards 2018-2019

- Total Costs for each high-need student must be at least $29,277 for the student to qualify

- After the student qualifies (with costs at least $29,277), the following will be subtracted to determine the amount eligible for an award:
  - The state’s APPE ($29,277 $9,759)
  - SHARS Reimbursement for the student, if applicable
High Cost Fund (HCF) Awards 2018-2019

• TEA reviews and approves HCF applications submitted by LEAs
  • Notification of awards via email by July 1, 2019
  • Award will automatically be direct deposited into LEA’s bank account
  • No need to draw down via the Expenditure Reporting (ER) system

• TEA will reimburse LEAs for allowable expenditures identified in the HCF application, based on availability of funds

• If the amount of total LEA requests exceeds the amount of funds TEA has available, the HCF awards for each LEA will be prorated with a weighted formula:
  • In-district high-need students with disabilities carry the highest weight,
  • Followed by nonpublic day students with disabilities (Instructional Setting 60),
  • Followed by nonpublic residential students with disabilities (Instructional Setting 50)

Allowable Use of High Cost Fund (HCF) Award

• Only for costs for specific student(s) documented in the High Cost Fund Application, and approved by TEA
  • Must not use HCF funds to support other activities that were not approved in the High Cost Fund application

• All costs must have been incurred during the current school year

• Transportation costs are limited to eligible excess transportation costs (determined by using the excess transportation costs calculator in the HCF application)
Allowable Use of High Cost Fund (HCF) Award

• May **not** be used to support legal fees, court costs, or other costs associated with a cause of action brought on behalf of a child with a disability to ensure FAPE

• May **not** be used for costs that would be reimbursed by SHARS (School Health and Related Services)
  - The SHARS Reimbursement amount may be included in the Total Costs used for qualifying as a High-Need Child, but **that amount will be subtracted from the award**

• May **not** be used to support activities that were not identified in the HCF Eligibility application

Completing the HCF Application
High Cost Fund Application 2018-2019

• A TEAL account for “Nonpublic/High Cost Funds” is required to access and submit the application
  • Only one submitter per LEA or SSA is allowed

https://tealprod.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServlet

1. Log into TEAL
2. Select “Nonpublic/High Cost Funds”
3. Select “HCF”

Welcome to the Nonpublic / High Cost Funds application

Please select a type of application, or Exit from the menu above.
Cover Sheet

HCF Application Cover Sheet

• Data entry required:
  
  • Select “Yes” that applicant will not use the HCF award to change the student’s current placement to one that is more restrictive and assures that placements supported by the HCF award are consistent with the Least Restrictive Environment requirements of IDEA-B
  
  • Default on the application is “No”; LEA must select “Yes”
HCF Application Cover Sheet

• Data entry required:
  
  • Additional Contact Information
    • Contact should be the special education director or appropriate person to be contacted if TEA has questions regarding the data entered into the application
  
  Superintendent Contact Information:
  
  First Name: [ ] Last Name: [ ]
  Phone Number: [ ] (XXX-XXX-XXXX) Phone Extension: [ ]
  Email Address: [ ]

  Additional Contact Information:
  
  First Name: [ ] Last Name: [ ]
  Phone Number: [ ] (XXX-XXX-XXXX) Phone Extension: [ ]
  Email Address: [ ]

  Superintendent Contact Information auto-populates

HCF Application Cover Sheet

• After entering contact information, scroll to the bottom of the Cover Sheet page and select “Save”; Then continue to the “Student Demographics” tab

• Later, as student data are entered on “Student Demographics” pages, the middle portion of the Cover Sheet will auto-populate with totals of applications and dollar amounts of requests

• Once all students’ data have been entered and you are ready to submit the application, return to the Cover Sheet, select applicable assurances at the bottom of the Cover Sheet, save, and submit
HCF Application Cover Sheet

• Perform data entry at bottom portion of Cover Sheet only after all student data have been entered and you are ready to submit the application

  • “The applicant entered pro-rated amounts for salaries/services in the student application section(s)”: Select “Yes”, if applicable

  • If “Yes” selected in first row, LEA must select “Yes” in second row: “The applicant assures that the High Cost Student Pro-rating Calculator tool was used to determine the pro-rated amounts for salaries/services. The applicant assures that documentation of the calculation will be available to auditors.”

Display Only sections:

• Cover Sheet will display the following data after student applications are entered on the Student Demographics page (displayed data subject to change pending TEA final review):

  • Total number of student applications submitted and total number eligible (by student type)

  • Total dollar amounts requested and total amounts eligible (by each student type)
    • Includes:
      • Total SHARS Expenditures amount to be subtracted from award, and
      • Total APPE Subtracted
      • Final Prorated Award Amount
HCF Application Cover Sheet

<table>
<thead>
<tr>
<th>Application Totals</th>
<th>Total Number Submitted</th>
<th>Total Number Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>In District</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-Public Day School</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-Public Residential</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Subject to change pending TEA final review

<table>
<thead>
<tr>
<th>High Cost Fund Award Calculations</th>
<th>Total Amount Requested</th>
<th>Total Amount Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>In District Applications</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Non-Public Day School Applications</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Residential Set Aside Being Spent (Non-Public Residential)</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>SHARS Expenditures Subtracted</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>APFE Subtracted</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Total</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

Final Prorated Award Amount
Subject to change pending TEA final review

Student Demographics
Student Demographics Tab: LEA Information

After completing the required entries in the Cover Sheet (LRE assurance at the top of the Cover Sheet and contact information) and saving, select the “Student Demographics” tab

• The LEA’s identifying information will automatically populate the top portion of the page

Student Demographics Tab: LEA Information

• This is a sample of a “Single Member District”
  (NOT a member of a Special Education SSA*):

*Special Education SSA is not an RDSPD SSA or VI Cooperative
Student Demographics Tab: LEA Information

For HCF application submitted by the Fiscal Agent of a Special Education SSA*:

- The Fiscal Agent’s identifying information will automatically populate
  - If the student is enrolled in the member district of the SSA, enter the county district number for the member district (in the “County District Number” cell) and select “Search”
  - The member district’s identifying information will auto-populate

*Special Education SSA is not an RDSPD SSA or VI Cooperative

Student Demographics Tab: Student Information

In the “Student Roster” section (located under the LEA Information):

- Select the “Add” button
Student Demographics Tab: Student Information

• Enter the student’s Unique ID and click “ID Search”
  • The student’s name, date of birth, and gender will auto-populate

<table>
<thead>
<tr>
<th>Unique ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Date of Birth</th>
<th>Gender</th>
</tr>
</thead>
</table>

Student Demographics Tab: Student Information

• Use the drop-down menus to select the student’s “Disability/Disabilities”, “Instructional Setting”, and “Placement Status”:

<table>
<thead>
<tr>
<th>Primary Disability</th>
<th>Secondary Disability</th>
<th>Tertiary Disability</th>
<th>Additional Disability</th>
<th>Additional Disability</th>
<th>Instructional Setting</th>
<th>Placement Status</th>
</tr>
</thead>
</table>
Student Demographics Tab: Student Information

- “Placement Status” provides four options:
  - Initial Placement
  - Continuing Placement
  - Placed Back to Campus
  - Moved From District

- For “in-district” students (students not placed in a non-public day or non-public residential facility), select placement status of “Continuing Placement”

Student Demographics Tab: Student Information

- For a student in a non-public day school, whose Non-Public Day application was already submitted in TEAL
  
  AND the Non-Public Day application has a status of “complete”, this portion of the HCF application will automatically populate:
Student Demographics Tab: Student Information

• For a student in a non-public residential facility, whose Non-Public Residential application was already submitted in TEAL AND the Non-Public Residential application has a status of “Finalized”, this portion of the HCF application will automatically populate:

Student Demographics Tab: Student Information

• If your LEA participates in SHARS (School Health and Related Services) and expects to receive SHARS reimbursement for the particular student, enter the SHARS amount expected to be received for this student:

Medicaid/SHARS Reimbursement Amount $0
Student Demographics Tab: Student Information

• The Qualifying Cost Amount for each student is automatically displayed, which is $29,277 for the 2018-2019 HCF Application:

  Qualifying Cost Amount
  29277

• Three radial buttons are used to indicate the type of student:
  • In-District (NOT non-public day or non-public residential)
  • NPDay (Non-Public Day School placement)
  • NPResidential (Non-Public Residential placement)

Student Demographics: Non-Public Day School Student

• Ensure “NPDay” is selected if the student is a Non-Public Day School student (and you already submitted a Non-Public Day application in TEAL and the status of that application is “Complete”)

• Information will auto-populate from the “Nonpublic Placement Notification and Application” into the “HCF Application”:

  Name of Non-Public Day School: 
  Number of Months in Contract: 12
  Tuition Cost for Non-Public Day School: $56,800
**Student Demographics: Non-Public Day School Student**

If your LEA has additional costs associated with this student (in addition to the Non-Public Day tuition), select “Add Other Cost”:

- Name of Non-Public Day School:
- Number of Months in Contract:
- Tuition Cost for Non-Public Day School:

If “Add Other Cost” is selected, enter the other costs total.

**Student Demographics: Non-Public Residential Student**

- Ensure “NPResidential” is selected if the student is a Non-Public Residential student (and you already submitted a Non-Public Residential application in TEAL and status of that application is “Finalized”)

- Information will auto-populate from the “Nonpublic Placement Notification and Application” into the “HCF Application”:

  - Note: The “Amount of Residential 25% Set-Aside being spent” is the amount being considered as the request for a HCF (must be at least $29,277 to qualify).
Student Demographics: In-District Student

To enter costs of services provided to the student by employees or contracted service providers, select “Add” under “Personnel Prorating Calculator”

To enter excess transportation costs (costs in excess of what the LEA receives from state transportation funds), select “Add” under “Excess Transportation Costs”

All cost types entered into the HCF application must be clearly documented in the student’s IEP

Student Demographics: In-District Student

To enter costs for:
- Assistive Technology,
- Equipment,
- RDSPD fee, and/or
- Staff Development/Staff Travel (applicable to the provision of services to the student)

Select “Add Standard Cost” under “Standard Costs Total”

To enter all other costs not applicable to the other selection types, select “Add Other Cost” under “Other Costs Total”

All cost types entered into the HCF application must be clearly documented in the student’s IEP
Student Demographics: **Personnel Calculator**

- Use the **Personnel Prorating Calculator** for **services** costs applicable to the specific student
  - Applicable to In-District students
  - Applicable to Non-Public Day School students if the student receives additional services beyond the Non-Public Day School services, such as a bus aide when transporting the student to the non-public facility

- Select “Add” to open a row for data input
Student Demographics: Personnel Calculator

2. Choose Personnel Type (teacher, aide, related, contracted) from the drop-down menu
   - Choose “Teacher” for any personnel who receives an annual salary
   - Choose “Aide, Related, or Contracted” for any personnel who receives an hourly salary

3. Enter a description of the individual providing services (resource, inclusion, self-contained, OT, PT, bus aide, ESY, etc)

4. Enter the individual’s salary or wages
   - If you selected “Teacher” as Personnel Type, enter the annual salary
   - If you selected “Aide, Related, or Contracted” as Personnel Type, enter the hourly amount

5. “Type” will automatically default when the line is saved

6. Enter the number of minutes per week services are provided to the student by this provider
7. Enter the **number of weeks** the services were provided to the student by this provider during the 2018-2019 school year.

8. Enter the **number of other students** for which this individual is providing services during this time period.

   • After entering the data for this provider, **click “Add” in the next row to save the data in this row**

9. The “Prorated Cost for Student” will auto-populate.

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**Student Demographics: Personnel Calculator**

- One-on-one services must be clearly documented in the student’s IEP.
- Services for any of the listed costs in the HCF application must be clearly documented in the student’s IEP and must include a statement of frequency, location, and duration of those services.
- **If inadequately documented in the IEP, it will be considered an ineligible cost:**

10. During review, TEA staff will select the appropriate ineligible reason.
    • The Prorated Cost will be deducted from the student’s Approved Total.
**Student Demographics: Technical Issue**

Technical Issue (glitch) for an In-District Student:

- The system expects to see costs entered in the Personnel Calculator for In-District students

- Services costs must be entered first in the Personnel Calculator, before performing data entry in the “Standard Costs” or “Other Costs” sections
  
  - If you only enter costs in the “Standard Costs” or “Other Costs” sections without entering costs in the Personnel Calculator, you will receive an error message stating you must enter data in the Personnel Calculator

**Student Demographics: Technical Issue**

Technical Issue (glitch) for an In-District Student, continued:

Work-Around:

- If you only have Standard Costs and/or Other Costs and do not have services costs for the student, add a “fake” entry in the Personnel Calculator
  
  - Use a description of “Placeholder” in the Description cell
  
  - Complete the rest of the required cells in the Personnel Calculator, using whatever data will result in an amount as close as possible to zero in the “Prorated Cost for Student” cell

- Then, enter the actual costs in the “Standard Costs” and/or “Other Costs” sections

- When TEA performs their review, they will mark the “Placeholder” cost in the Personnel Calculator as an ineligible cost
Transportation Calculator

Student Demographics: Transportation Calculator

- Use the **Excess Transportation Calculator** for excess transportation costs applicable to the specific student
  - May be applicable to In-District students
  - May be applicable to Non-Public Day School students
- Select “Add” to open a row for data entry
2. Choose Type of Transportation (bus, parent) from the drop-down menu
   - Choose “Bus” for transportation provided by the LEA
     - Vehicles are owned or leased by the LEA, or used by a commercial contractor on behalf of the LEA
   - Choose “Parent” for any contracted transportation
     - Transportation provided by rented, chartered, or privately owned vehicles (including parents)

3. Choose Mode of transportation (In-District, Out of District) from the drop-down menu

4. Enter the number of miles traveled one way per day

5. Enter the LEA’s cost per mile
   - For “Bus”:
     - Obtain “cost per mile” from your transportation department, OR
     - Obtain “cost per mile” from the Transportation Operation report located in Summary of Finances report on TEA’s webpage (data was reported to TEA from the LEA) (Must use the 2017-2018 report for the 2018-2019 HCF application)
   - For “Parent”: Use the cost per mile indicated in the contract
“LEA Cost Per Mile” Data from Transportation Operation Report

1) Go to www.tea.texas.gov
2) Select “Finance & Grants”
3) Under “State Funding” heading, select “Summary of Finances – Reports”
4) Use the drop down menu to select report: “Transportation Operation”
5) Select School Year “2017-2018” (for data to use for 18-19 HCF application)
6) Enter your County District Number or LEA Name and select “Submit”
“LEA Cost Per Mile” Data from Transportation Operation Report

Under “Section II: Mileage Summary” of the report, the “Cost Per Mile” under “Special” is the data to use in your HCF application (if you selected “bus” in the “Excess Transportation Costs” calculator).

If you selected “Parent”, use the cost per mile indicated in the contract.

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Student Demographics: Transportation Calculator

6. Enter the number of days the student utilized this mode of transportation for the 2018-2019 school year

7. Enter the total number of students transported (including this student)

• After entering the transportation data, click “Add” in the next row to save the data in this row
8. The “Annual Transportation Cost” will auto-populate

9. The “Transportation Allotment” the LEA receives from TEA (derived from the LEA’s Summary of Finances) will auto-populate

   ➢ Note: Contracted routes (transportation provided by parents) are capped at $816 for the Transportation Allotment from TEA

10. The calculator tool will auto-populate the “Excess Transportation Cost” by subtracting Annual Transportation Cost from Transportation Allotment

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**Student Demographics: Transportation Calculator**

<table>
<thead>
<tr>
<th>Excess Transportation Costs</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
</tr>
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<tbody>
<tr>
<td>Type of Transportation</td>
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<td>Mode</td>
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<td>Daily Mileage One Way</td>
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<tr>
<td>Annual Transportation Cost</td>
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<tr>
<td>Ineligible Reason</td>
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</tbody>
</table>

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- **Transportation as a related service** must be clearly documented in the student’s IEP and include a statement of location, duration, and frequency

- If inadequately documented in the IEP, the transportation cost will be considered an ineligible cost:

10. During review, TEA staff will select the appropriate ineligible reason

    • The Excess Transportation Cost will be deducted from the student’s Approved Total
Other Costs
(Standard Costs and Other Costs)

Student Demographics: Standard Costs

- Use the **Standard Costs** section for other student costs (that are not services or transportation)
  - May be applicable to In-District students
  - May be applicable to Non-Public Day School students (for costs in addition to the Non-Public Day School tuition)
- Select “Add” to open a row for data input
### Student Demographics: Standard Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Amount</th>
<th>Ineligible Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>Cancel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

2. Choose a description from the drop-down menu:
   - Assistive Technology,
   - Equipment,
   - RDSPD fee,
   - Staff Development/Staff Travel (applicable to the provision of services to the student)

3. Choose the appropriate Code (expenditure class-object code) from the drop-down menu

4. Enter the amount of the cost
   - After entering the data, click “Add” in the next row to save the data in this row
   - These cost item types must be clearly documented in the student’s IEP
   - If inadequately documented in the IEP, it will be considered an ineligible cost:

5. During review, TEA staff will select the appropriate ineligible reason
   - The Standard Cost will be deducted from the student’s Approved Total
Student Demographics: **Technical Issue**

Technical Issue (glitch) for an In-District Student:

- The system expects to see costs entered in the Personnel Calculator for In-District students

- Services costs must be entered first in the Personnel Calculator, before performing data entry in the “Standard Costs” or “Other Costs” sections
  
  - If you only enter costs in the “Standard Costs” or “Other Costs” sections without entering costs in the Personnel Calculator, you will receive an error message stating you must enter data in the Personnel Calculator

Student Demographics: **Technical Issue**

Technical Issue (glitch) for an In-District Student, continued:

Work-Around:

- If you only have Standard Costs and/or Other Costs and do not have services costs for the student, add a “fake” entry in the Personnel Calculator
  
  - Use a description of “Placeholder” in the Description cell
  
  - Complete the rest of the required cells in the Personnel Calculator, using whatever data will result in an amount as close as possible to zero in the “Prorated Cost for Student” cell

- Then, enter the actual costs in the “Standard Costs” and/or “Other Costs” sections

- When TEA performs their review, they will mark the “Placeholder” cost in the Personnel Calculator as an ineligible cost
**Student Demographics: Other Costs**

<table>
<thead>
<tr>
<th>Other Costs Total:</th>
<th>$0</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>3</td>
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<td>4</td>
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<td></td>
<td>5</td>
</tr>
<tr>
<td>Add</td>
<td>Cancel</td>
</tr>
<tr>
<td>Description</td>
<td>Code</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Use the **Other Costs** section for all other student costs that were not entered in the Standard Costs section, Transportation Calculator, or Personnel Prorating Calculator.
- Select “Add” to open a row for data input.

2. Manually type the description of the cost in the Description cell.

3. Choose the appropriate Code (expenditure class-object code) from the drop-down menu.

4. Enter the amount of the cost.
   - After entering the data, **click “Add” in the next row to save the data in this row**.
   - **These cost item types** must be clearly documented in the student’s IEP.
   - **If inadequately documented in the IEP, it will be considered an ineligible cost.**

5. During review, TEA staff will select the appropriate ineligible reason.
   - The Other Costs will be deducted from the student’s Approved Total.
Student Demographics: **Technical Issue**

Technical Issue (glitch) for an In-District Student:

- The system expects to see costs entered in the Personnel Calculator for In-District students

- Services costs must be entered first in the Personnel Calculator, before performing data entry in the “Standard Costs” or “Other Costs” sections
  - If you only enter costs in the “Standard Costs” or “Other Costs” sections without entering costs in the Personnel Calculator, you will receive an error message stating you must enter data in the Personnel Calculator

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Student Demographics: **Technical Issue**

Technical Issue (glitch) for an In-District Student, continued:

**Work-Around:**

- If you only have Standard Costs and/or Other Costs and do not have services costs for the student, add a “fake” entry in the Personnel Calculator
  - Use a description of “Placeholder” in the Description cell
  - Complete the rest of the required cells in the Personnel Calculator, using whatever data will result in an amount as close as possible to zero in the “Prorated Cost for Student” cell

- Then, enter the actual costs in the “Standard Costs” and/or “Other Costs” sections

- When TEA performs their review, they will mark the “Placeholder” cost in the Personnel Calculator as an ineligible cost
Student Demographics: **Contracted Services Options**

Options for entering Contracted Professional Services for the student:

- If the contract stipulates an hourly rate, enter the service cost in the Personnel Calculator
- If the contract is for a set amount (total amount), you may enter the data in the “Other Costs” section

✓ For both options, include a copy of the contract in the supporting documentation uploaded into the HCF application

✓ **Services must be adequately documented in the IEP. If not, the cost will be considered ineligible**

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Student Demographics Tab: **Student Information: Save**

- Near the bottom of the Student Demographics page, select “Yes” to the assurance statement: “The applicant assures that documentation of these personnel expenses, including time and effort, will be made available upon request.”
- Select “Save”
Student Demographics Tab:
Student Information: Save

- Important: Ensure the student’s costs entered in the HCF application are at least $29,277 before saving.
  - Otherwise, the system might remove all data entered for the student because it will determine that the student does not qualify as a high-need student.
  - You may edit later to add additional costs if you need to finish data entry later

Required Documentation
Required Documentation: IEP

- The student’s IEP is required for **all students**

- All costs being requested in the HCF application must be clearly documented in the IEP
  
  - Examples include, but are not limited to:
    - The need for a one-on-one teacher, aide, etc.
    - Any service indicated in the Personnel Calculator or Other Costs section
    - Equipment needed by the student
    - Staff development related to the provision of services for the student
    - Transportation as a related service
  
  - It doesn’t matter where in the IEP these services/cost items are documented; They just need to be documented somewhere in the IEP

- Notate, annotate, highlight, etc., the sections in the IEP that tie to the expenditures being requested in the HCF application so TEA can easily locate and identify the services/cost items in the IEP

Required Documentation: Facility Contract

- Facility Contract
  
  - The IEP and Facility Contracts are automatically uploaded for Non-Public Day School students (if their NPDay application is in “Complete” status) and Non-Public Residential students (if their NPreidential application is in “Finalized” status)

**Technical Issue (glitch):**

- Currently, the application requires a Facility Contract for **all students**, even students for whom it is inapplicable
  
  - For In-District students who do not have facility contracts, select “Facility Contract” in the drop-down menu and upload a blank placeholder document
Required Documentation: Supporting Documentation

• Supporting documentation could include, but are not limited to:
  • Contracts and/or invoices for contracted services (including RDSPD fees)
  • Invoices for materials and equipment, including assistive technology
  • Invoices for staff development and travel (related to provision of services to the student)
  • Contract for parent to provide transportation

• Notate, annotate, highlight, etc., relevant sections in the supporting documentation that tie to the expenditures being requested in the HCF application so TEA can easily locate and identify the services/cost items in the supporting documentation

Documentation: Cover Sheet Not Required

• A cover sheet for the documentation is no longer required

• In all documentation uploaded, clearly annotate where the cost being requested in the HCF application is identified in the documentation
  • This practice eliminates the need for the cover page that was required in prior years
Uploading Required Documentation

1. Select “File Type” from the drop-down menu (IEP, Facility Contract, Other)
2. Browse to locate the document on your computer
3. Click “Upload”
   • The document will then be listed in the table
   • Ensure that all types (IEP, Facility Contract – including Placeholder when not applicable, and Other supporting documentation, if applicable) are uploaded

Document Uploads: Technical Issue

If documents will not upload:

1) Save all data for the student first,
2) Navigate to the Cover Sheet tab,
3) Then return to the Student Demographics page, select the student, and try again to upload documents for the student
Submitting the Application

• Review all information for accuracy

• Navigate to the Cover Sheet tab

• Read the assurances at the bottom of the Cover Sheet tab and select the appropriate response

  “The applicant entered pro-rated amounts for salaries/services in the student application section(s)”: Select the appropriate response based on whether you listed personnel services cost in the application

  If “Yes” selected in first row, LEA must select “Yes” in second row: “The applicant assures that the High Cost Student Pro-rating Calculator tool was used to determine the pro-rated amounts for salaries/services. The applicant assures that documentation of the calculation will be available to auditors.”

• Click the “Submit” button
Print the Application

IMPORTANT:

• Print the HCF Application so you will have a record of the students and associated costs submitted

Resources
Resources

- TEA HCF website:

https://tea.texas.gov/Academics/Special_Student_Populations/Special_Education/Programs_and_Services/Special_Education_Funding/High_Cost_Funds/
Resources: HCF Application

- Access TEAL:
  
  https://tealprod.tea.state.tx.us/

After logging into TEAL, select “Nonpublic/High Cost Funds”

Resources: Requesting a TEAL Account

If you don’t have a TEAL account:

- Go to https://tealprod.tea.state.tx.us/ (TEAL Login link at www.tea.texas.gov)

  - Click “Request New User Account”
  - Enter requested information in required fields when page opens
  - Click “Submit”
Resources: Requesting Nonpublic/HCF Access

If you have a TEAL account but don’t have access to Nonpublic/High Cost Fund:

• Log into your TEAL account
• Select “My Application Accounts” from the Self-Service menu on the left

  • Then select “Request New Account”

  • Select “Nonpublic/High Cost Fund”
  • Enter requested information in the required fields
  • Click “Submit”

TEA Contacts

• TEA High Cost Fund Team
  • (512) 463-9414  Email: hcf@tea.texas.gov

• TEAL Access Support
  • https://helpdesk.tea.texas.gov/hc/en-us
ESC-20 Contact

Denise Dusek  
Federal Funding Consultant  
Education Service Center, Region 20  
(210) 370-5378  
Email denise.dusek@esc20.net

ESC-20 High Cost Fund Presentation

Presentation located on ESC-20 Special Education Funding & Compliance webpage:  
https://www.esc20.net/page/ci_se.FundingResources
ESC-20 High Cost Fund Presentation

www.esc20.net

>Quicklinks

>Special Education & State Leadership

>Funding & Compliance

Red toggle titled “High Cost Fund (HCF)”

Must have pop-up blocker disabled in your internet browser