

A photograph of a school staircase with large windows in the background. Several students with backpacks are walking up and down the stairs. The image is overlaid with a semi-transparent blue box containing the title text.

High Cost Fund Information and Application

2020-2021

High Cost Funds

High Cost Fund State Plan bit.ly/HCFStatePlan

High Cost Funds are dedicated to help reimburse LEAs for allowable expenses.

High need student – require educational services that exceed three times the average per pupil expenditure (APPE).

APPE for 2020-2021 is $10,163 \times 3 = \$30,489$

LEAs can apply for HCF for students served in-district or off-campus.

The High Costs Funds application is completed **in addition to** a day or residential application.



Application Timeline



Open Date: March 1, 2021



Close Date: May 1, 2021



Notification of Award by: July 1, 2021

Distribution of Funds



Once all applications are reviewed by the HCF review team, TEA will determine award amounts.



If the amount of funds requested exceed the available funds reserved, reimbursements will be prorated with a weighted formula based on least restrictive environment placement. In-district students will carry the highest weight, followed by nonpublic day, then nonpublic residential.

Distribution of Funds Cont.



Notification of award or denial is provided via email to the:

- single member district superintendent / shared services arrangement fiscal agent superintendent,
- LEA special education director, and
- Education Service Center (ESC) special education contact.

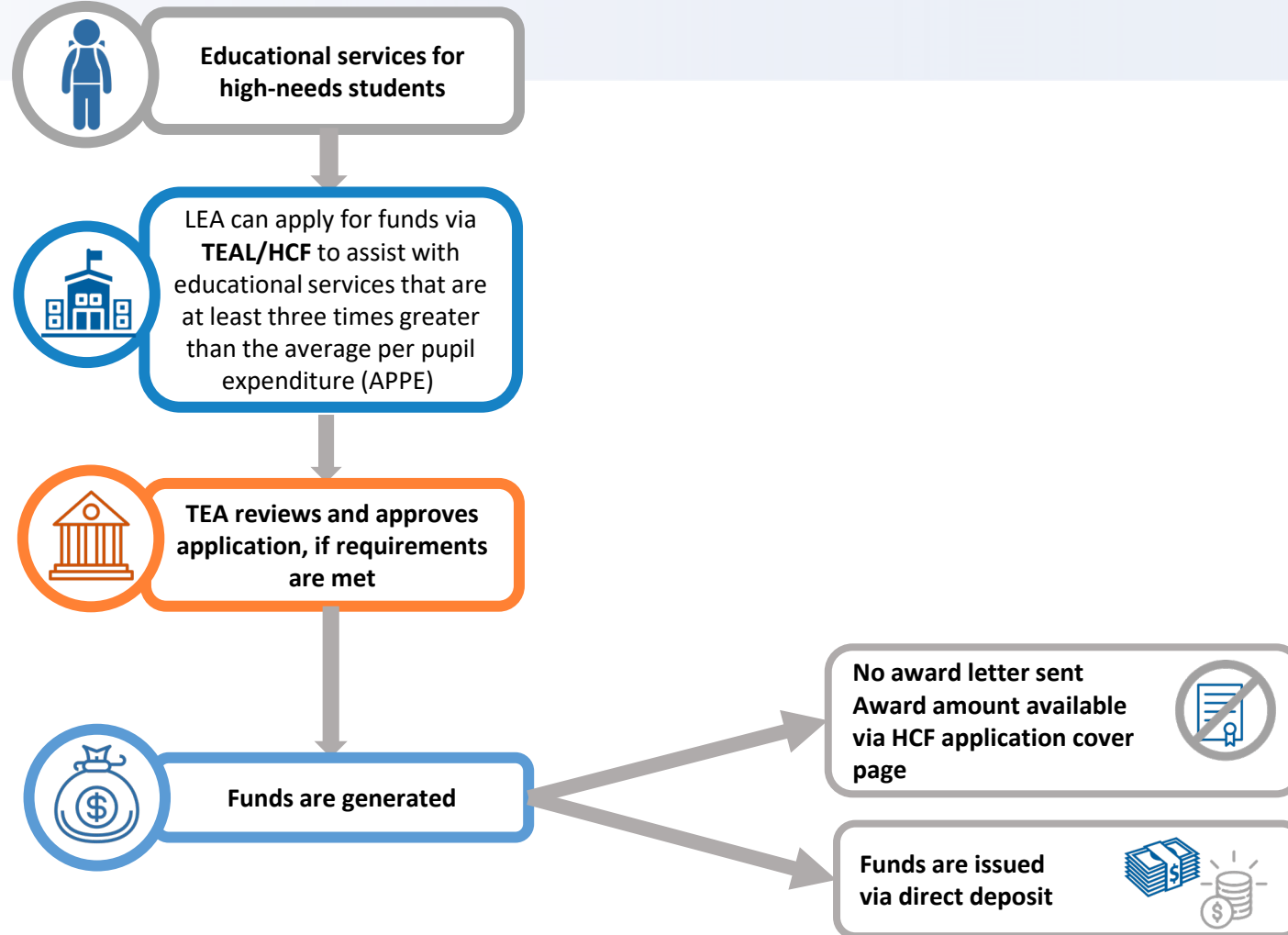


Notification of awards will be made no later than July 1. No award letters are generated; details are available for review on the coversheet of the HCF application. Award information is no longer available to the LEA once the application closes at the end of the school year; make sure to save or print your award information.



HCF awards are distributed directly to LEAs.

High Cost Funds Process & Funding



Online Application Features

Cover Sheet

- Eligible totals and costs for each placement
- Requested and eligible totals for the LEA
- **Final LEA Prorated Award Amount** – this has replaced the award letter of years past

Student Demographics

- Ineligible cost / ineligible reason
- **Student's total cost will default to \$0 if the HCF review identifies ineligible costs which cause the total cost to fall below \$ \$30,489 (3 times APPE)**
- Student Requested Total and Approved Total included

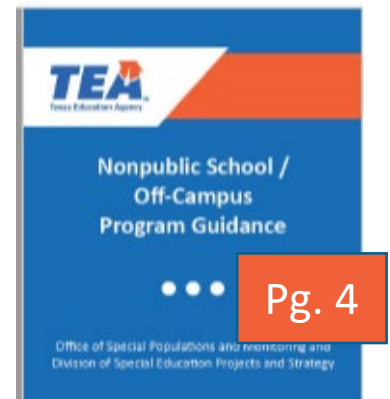
Notification of Awards

- **Notification of awards will be sent by email.** The email will not contain award specifics. This will be available for review on the HCF application Cover Sheet, after email award notifications go out.

NEW FEATURES

❖ Adjusted Contract Costs

- If LEA applications are not submitted within **required notification timelines, off-campus contract begin dates will automatically adjust to the day of LEA application submission.**
- **Adjusted contract costs will port over to HCF** when day and residential students are entered.





- 1** If you are applying for **high cost funds for a day or residential placement**, you must **FIRST** submit a day or residential application in **TEAL**.
- 2** Your day or residential application **must be reviewed and approved by TEA before you can submit a HCF application.**
- 3** LEAs may **not** manually enter day and residential applications in HCF. These applications will port over from your day or residential application when the student's unique ID is entered.

Online Application Quick Tips



When entering line-item costs into the personalized prorating calculator, enter the largest costs first in order to met the APPE requirement. Once that threshold is reached, you will be able to save the application which will allow you to return to it at a later date, if needed.

Personnel Prorating Calculator

		Personnel Type	Description	Salary	Type	# Minutes per Week Providing Student Services	# of Weeks Services Provided	# of Additional Students	Prorated Cost for Student
Edit	Delete	Teacher	Behavior Teacher	\$49,114.08	Annual	1350	36	0	\$26,593
Edit	Delete	Related	Counseling	\$24.74	Hourly	7	16	0	\$46
Edit	Delete	Related	Counseling	\$40.19	Hourly	7	20	0	\$94

Common Application Pitfalls



If a student has a **1-1 staff assignment**, this must be **clearly and explicitly** reflected in the student's IEP. Vague descriptors such as, “support throughout the day” are **not sufficient for eligibility purposes**.



If a **paraprofessional is assigned to a classroom** and there happens to be **only 1 special education student** in the classroom, this does **not default to a 1-1 aide for HCF purposes**. 1-1 staff must be explicitly reflected in the student's IEP.

Common Application Pitfalls Cont.



If a **cost** has been **submitted for SHARS reimbursement**, the **LEA must report the request amount** in the application. It's important for the **individual completing the HCF application** to **communicate with the district SHARS personnel** to ensure there aren't duplicate requests for reimbursement.



Transportation costs entered should reflect **mileage between the student's campus and the student's home** (one way). The application will calculate the round trip. LEAs cannot request mileage for stops for other students, or mileage to and from the LEAs transportation center.

High Cost Funds Team

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[HCF Webpage](#)