



How to Complete APEX Applications

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Overview of APEX Application

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Entering Day* and Residential Applications

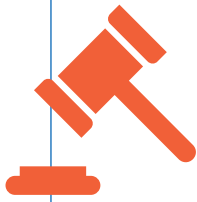
3

Entering High Cost Fund Applications

*Throughout the presentation, all placements that meet the definition of day programs outlined in 19 TAC §89.1094 will be referred to as nonpublic day, or nonpublic.

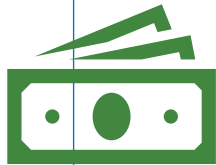


Overview of APEX Application



State Reporting Requirement

- LEAs are required to notify TEA, within 30 calendar days, of all nonpublic or non-district operated day program placements or nonpublic 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 nonpublic placements.
- Determines whether the LEA is eligible for an IDEA-B Discretionary Residential award.
- Entry point for potential High Cost Fund award for nonpublic placements.

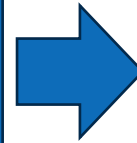


High Cost Funding Application Platform

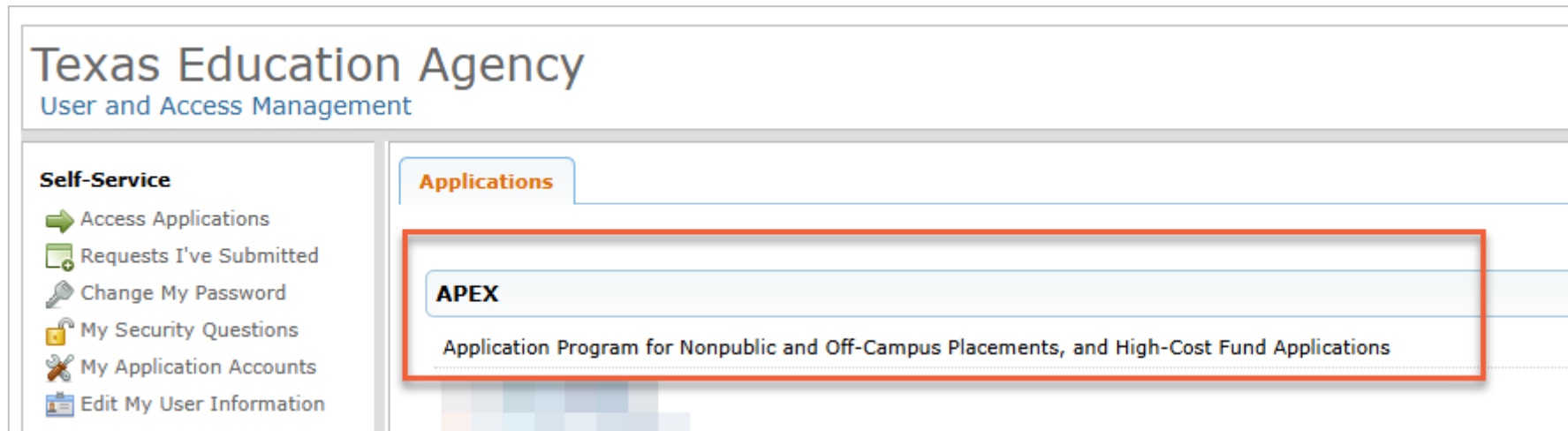
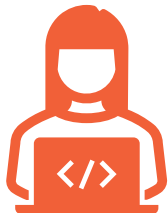
- Used to request potential additional funding for qualifying nonpublic day and residential placements, and in district students.
- Requesting HCF is optional.
- Award monies are not guaranteed; award contingent on availability of funds and prorated by LRE.

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
Application Program for Nonpublic and Off-Campus Placements, and High-Cost Fund Applications



APEX home page orientation bar indicates:

School Year

Application Type
(Day, Residential, High
Cost Funds)

District Type
(Single Member District
or Fiscal Agent)



Application Summary

Reports

School Year:

2024-2025



Application Type:

Non-Public Day



Non-Public Day

Non-Public Residential

High Cost Funds

District Type: Single Member District

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



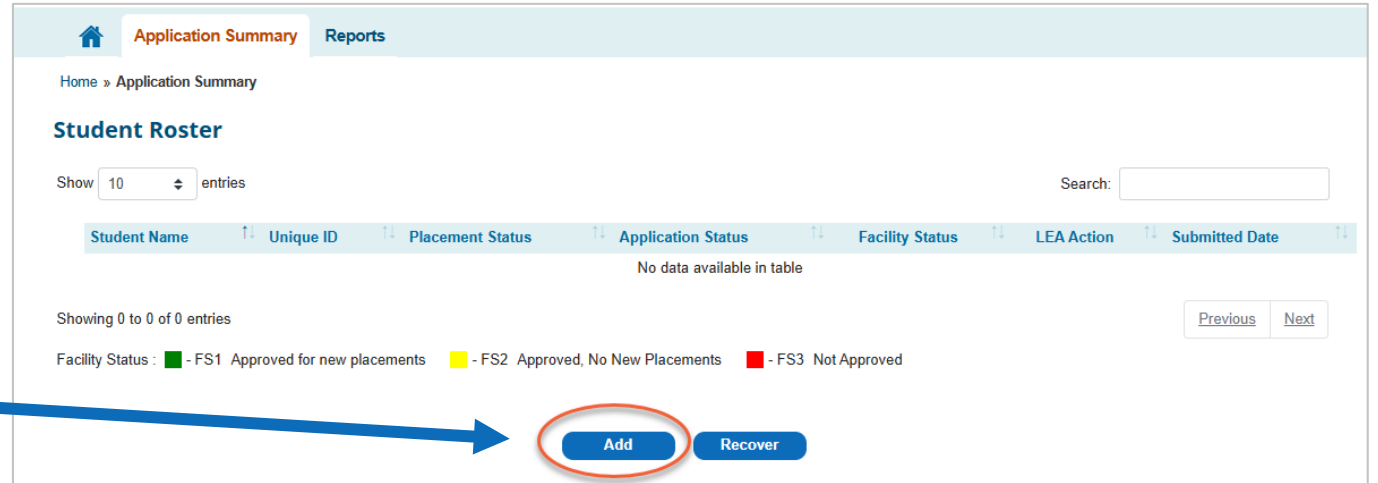


Entering Day/Residential Applications

Adding a Student for Day/Residential Applications

Application Summary page, Student Roster section:

Click **Add**.



Home » Application Summary Reports

Student Roster

Show 10 entries Search:

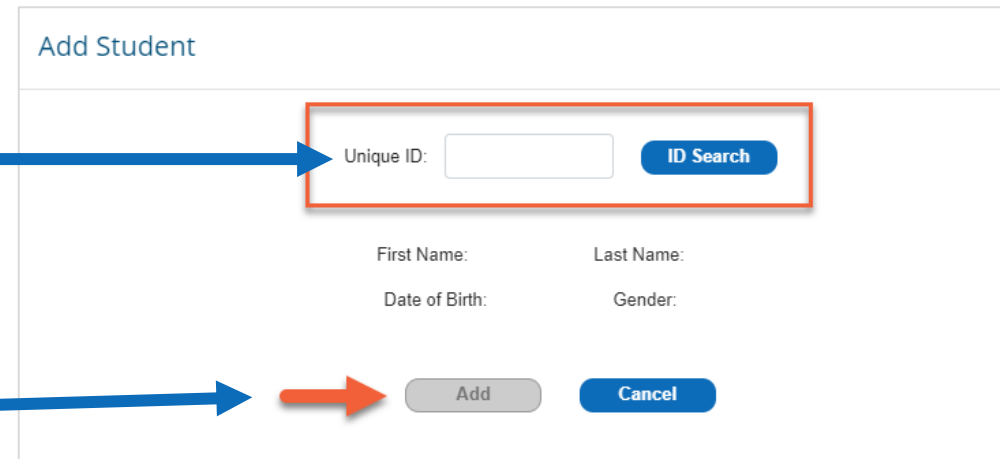
Student Name	Unique ID	Placement Status	Application Status	Facility Status	LEA Action	Submitted Date
No data available in table						

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.

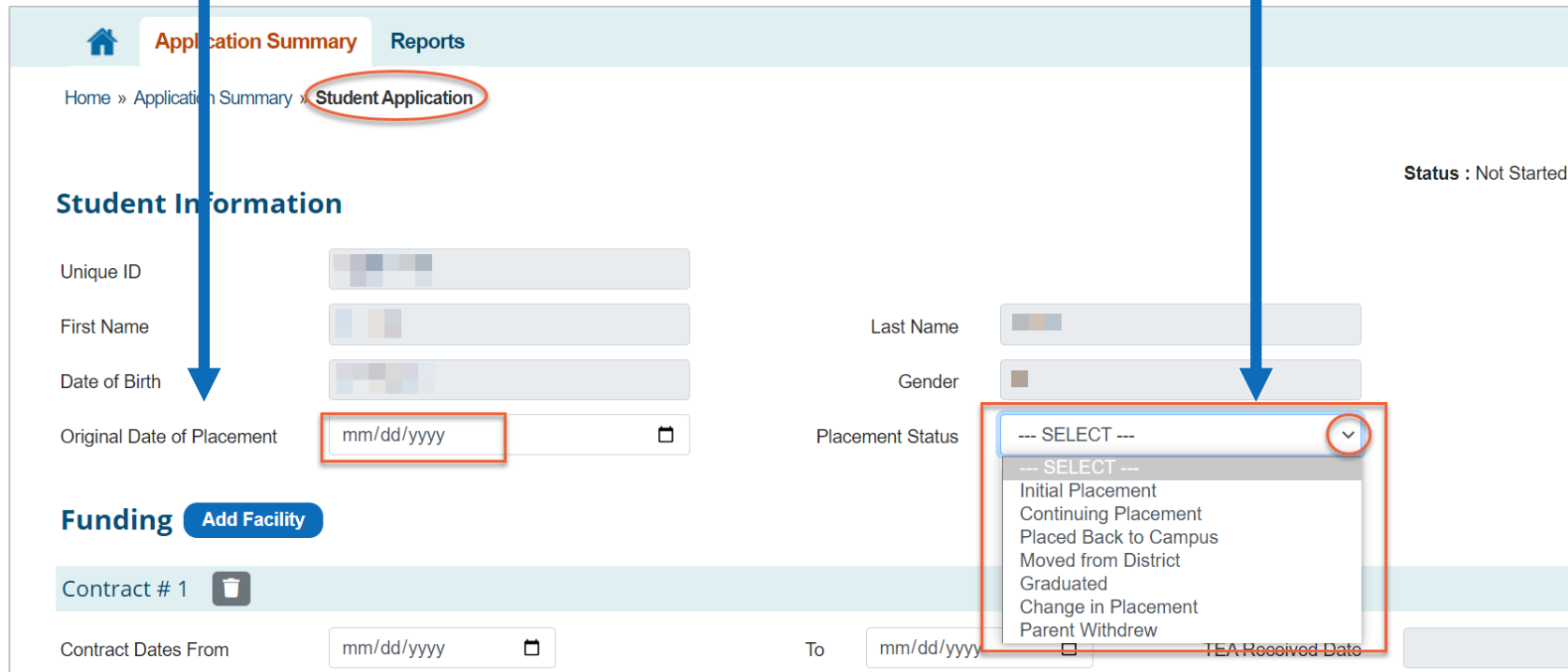
The screenshot shows the 'Application Summary' page with a 'Student Roster' table. The table has columns for Student Name, Unique ID, Placement Status, Application Status, Facility Status, LEA Action, and Submitted Date. A blue arrow points from the 'Application Status' column to the 'Student Name' column.

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.



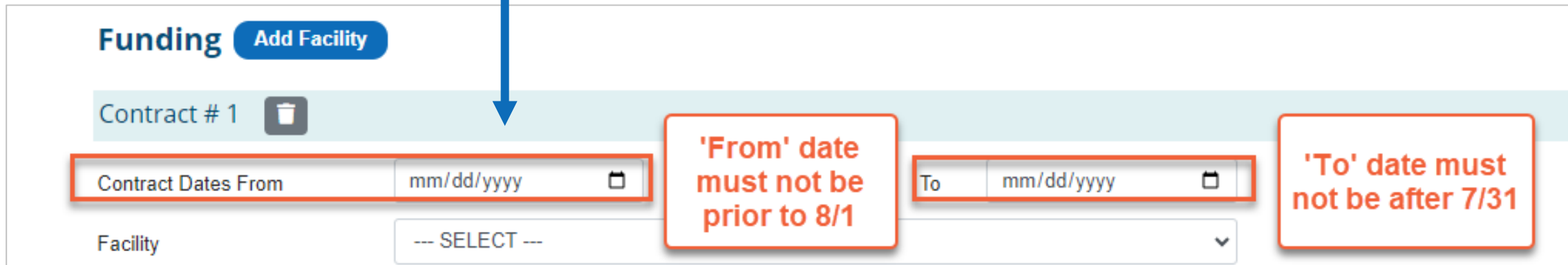
The screenshot shows the 'Student Application' form in the TEA system. The breadcrumb trail is 'Home » Application Summary » Student Application', with 'Student Application' circled in red. The 'Status' is 'Not Started'. The 'Student Information' section includes fields for Unique ID, First Name, Last Name, Date of Birth, Gender, Original Date of Placement (with a date picker icon), and Placement Status. The 'Original Date of Placement' field is highlighted with a red box. The 'Placement Status' dropdown menu is open, showing options: Initial Placement, Continuing Placement, Placed Back to Campus, Moved from District, Graduated, Change in Placement, and Parent Withdrew. The dropdown menu is also highlighted with a red box. A blue arrow points from the top-left instruction box to the 'Original Date of Placement' field. Another blue arrow points from the top-right instruction box to the 'Placement Status' dropdown menu. At the bottom, there is a 'Funding' section with an 'Add Facility' button and 'Contract # 1' with a trash icon. Below that are 'Contract Dates From' and 'To' fields with date pickers, and an 'TEA Received Date' field.

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.



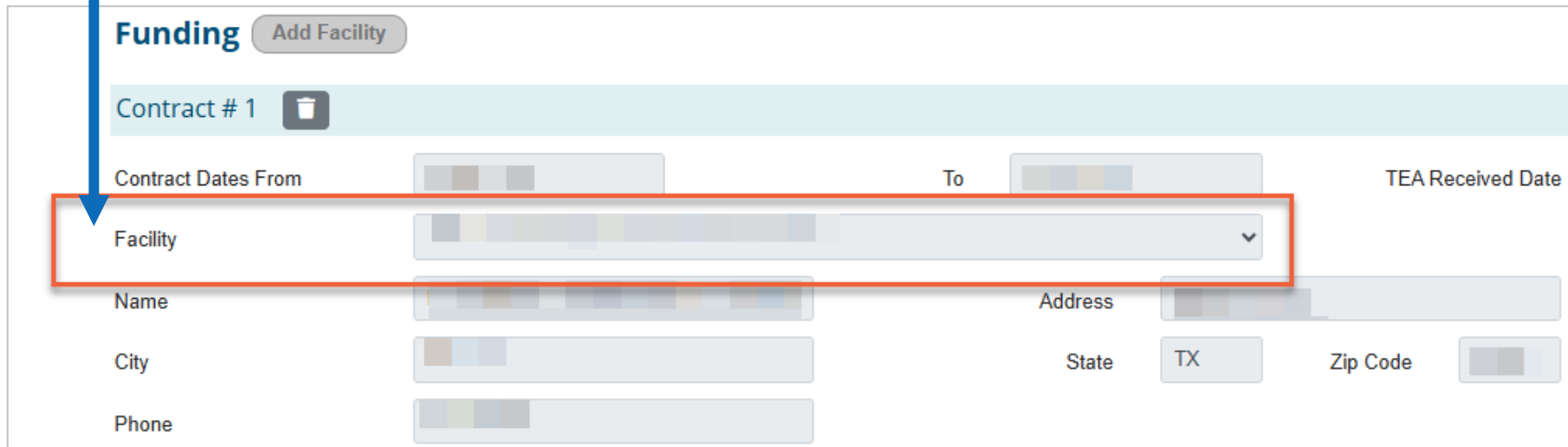
The screenshot shows a web interface for entering contract information. At the top left, there is a 'Funding' section with an 'Add Facility' button. Below this, a 'Contract # 1' label is followed by a trash icon. The main area contains two date input fields: 'Contract Dates From' and 'To'. Both fields have a placeholder 'mm/dd/yyyy' and a calendar icon. A blue arrow points from the instructional text above to the 'Contract Dates From' field. Two red-bordered callout boxes are present: one next to the 'From' field stating "'From' date must not be prior to 8/1' and another next to the 'To' field stating "'To' date must not be after 7/31'. Below the date fields is a 'Facility' dropdown menu with the text '--- SELECT ---'.

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.
Nonpublic 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

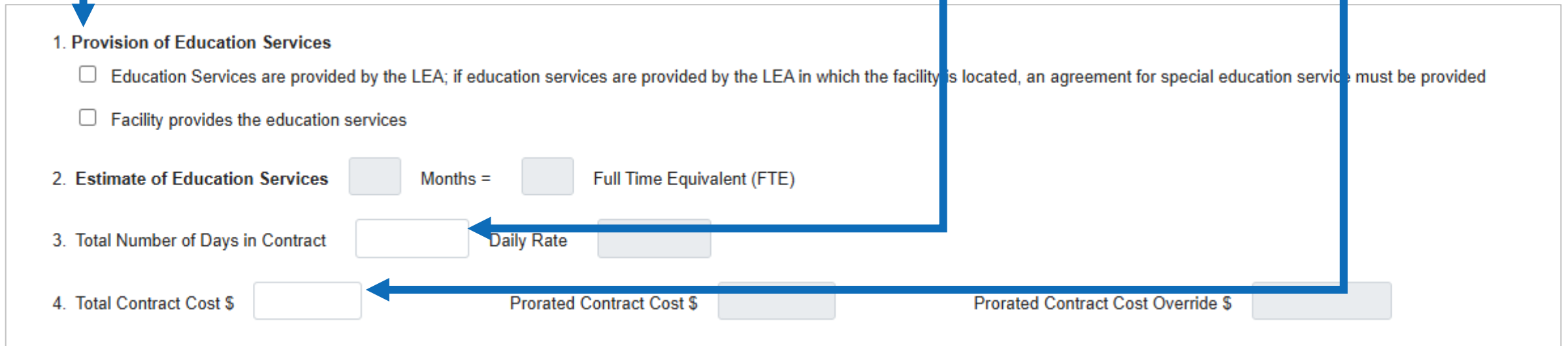
Day Application: Lines 1-4

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
--- SELECT ---	--- SELECT ---	<input type="text"/>	\$ <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.

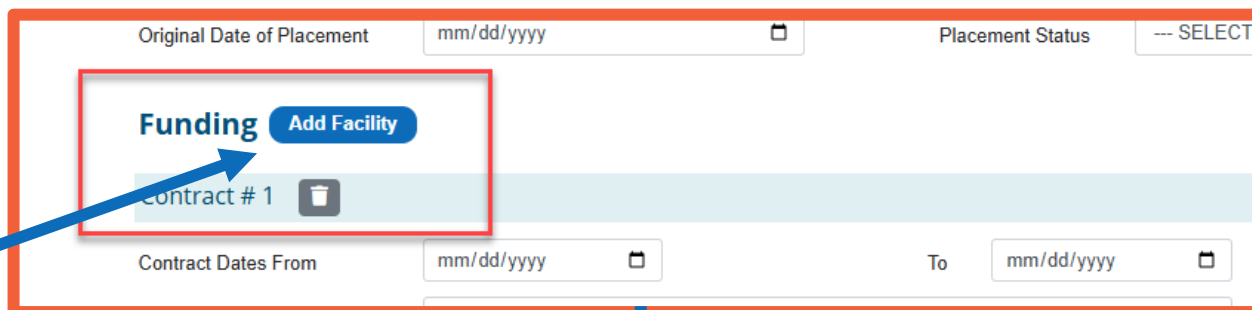
Service	Service Type	# Sessions /Interventions	Unit cost	Subtotal
<input type="text" value="--- SELECT ---"/>	<input type="text" value="--- SELECT ---"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Total for Related Speech, Supplemental, and Support Services Provided				\$0.00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

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



Original Date of Placement Placement Status

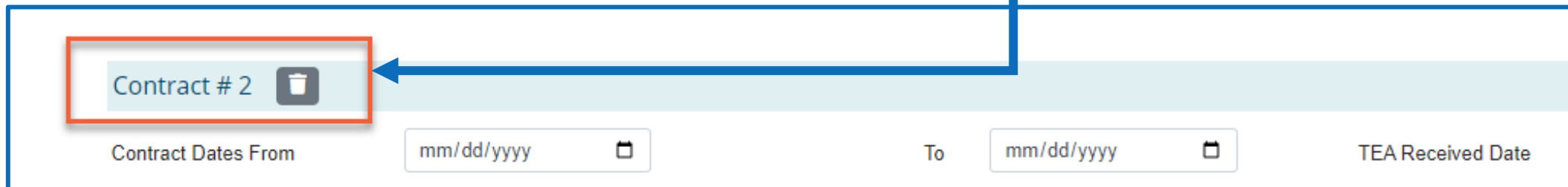
Funding

Contract # 1

Contract Dates From To

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.



Contract # 2

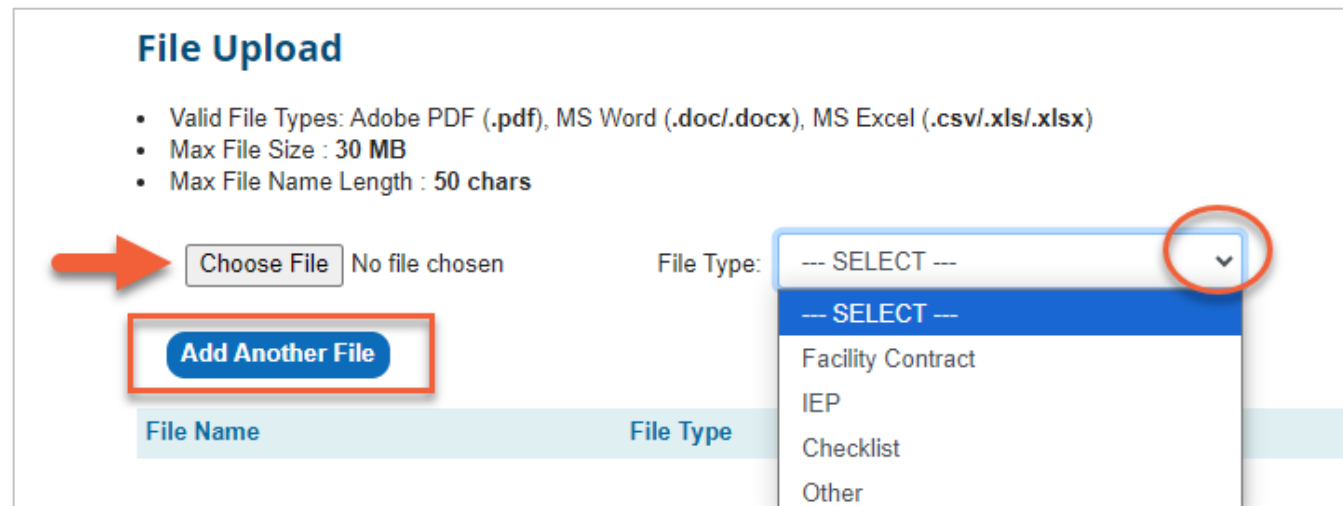
Contract Dates From To TEA Received Date

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 ---

File Name File Type

Facility Contract
IEP
Checklist
Other

The screenshot shows a 'File Upload' section with instructions on valid file types, size, and name length. It features a 'Choose File' button with an orange arrow pointing to it, and an 'Add Another File' button with a red box around it. A 'File Type' dropdown menu is open, showing options like 'Facility Contract', 'IEP', 'Checklist', and 'Other'. The dropdown arrow is circled in red.

Certifying and Submitting Day/Residential Applications

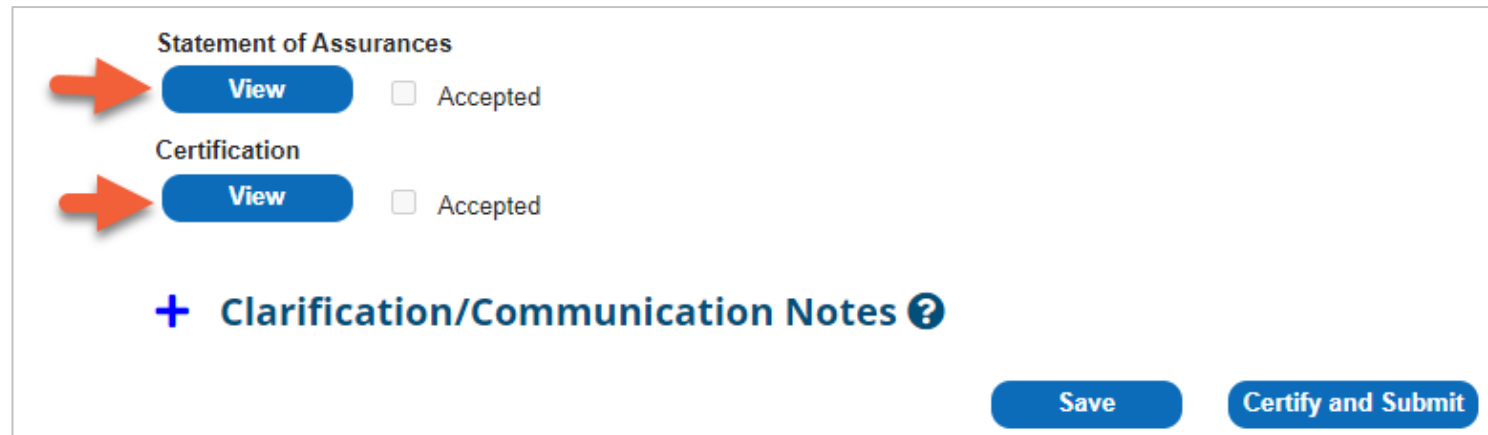
1. Click **View** under the **Statement of Assurances**.

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](#)



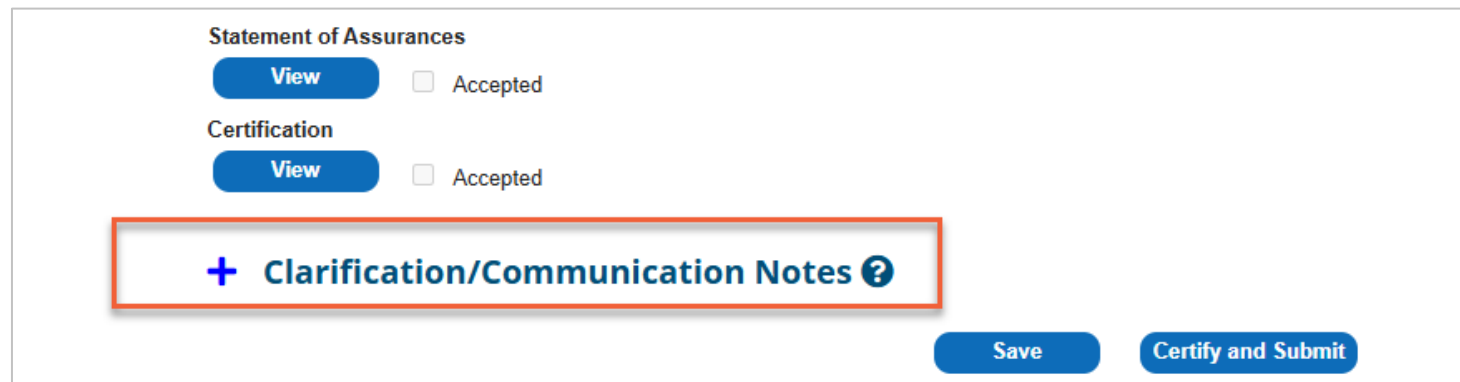
Ensure your application moves to SUBMITTED status. Otherwise, it will not be processed.

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 email notification will be sent*.

*Automated email notifications 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.



	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

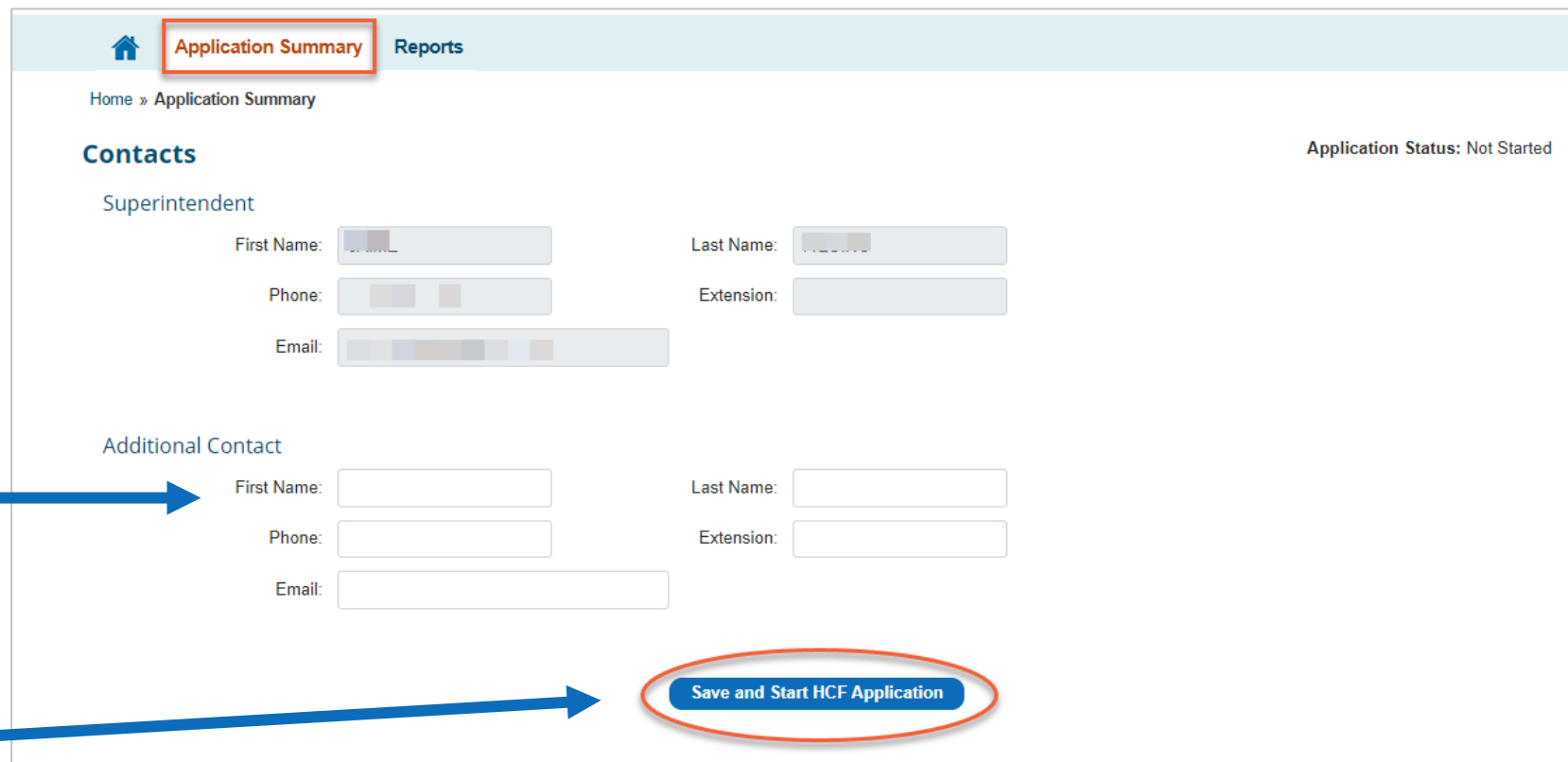
Proceed to the **Application Summary** page for High Cost Funds.

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.

Student Roster in High Cost Funds Application

Student Roster displayed on the HCF Application Summary page.

Nonpublic Day/Nonpublic Residential Placement Types in HCF:

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

Example of HCF Student Roster

Show 10 entries

	Student Name	Unique Id	Placement Status	Placement Type
<input type="checkbox"/>	[Redacted]	[Redacted]	Continuing Placement	Non-Public Day
<input type="checkbox"/>	[Redacted]	[Redacted]	Continuing Placement	Non-Public 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

Show 10 entries

	Student Name	Unique Id	Placement Status	Placement Type
<input type="checkbox"/>	[Redacted]	[Redacted]	Continuing Placement	Non-Public Day
<input type="checkbox"/>	[Redacted]	[Redacted]	Continuing Placement	Non-Public Residential
<input type="checkbox"/>	[Redacted]	[Redacted]		In District

Funding Section in Student Application: Medicaid/SHARS Reimbursement Amount

If your LEA participates in the School Health and Related Services (SHARS) reimbursement program **AND** you expect to receive SHARS reimbursement for any of the costs itemized in the student's HCF application, **enter the dollar amount** you expect to receive.

(Not applicable to nonpublic residential placement type.)

Otherwise, leave this field blank.

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.

Nonpublic Residential Placement Type in HCF

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

The Amount of Residential 25% Set-Aside being spent is the amount being requested for a High Cost Fund award.

Review and determine if the 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

Residential Placement Cost

Discretionary Residential Award Amount

Amount of Residential 25% Set-Aside being spent

\$211,644.00

\$90,532.00

\$95,397.00

Requested Total

\$95,397.00

Approved Total

\$95,397.00

Aggregate Requested Total*

\$95,397.00

Meets the Qualifying Cost Amount

Example of Nonpublic Residential placement type in High Cost Funds.

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

Nonpublic Day Placement Type in HCF

Nonpublic 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 **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 Nonpublic Day application into the HCF 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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Non-Public Day School	Number of Days in Contract	Tuition Cost for Non-Public Day School
Contract # 1	<div style="width: 100px; height: 10px; background: repeating-linear-gradient(45deg, transparent, transparent 2px, #ccc 2px, #ccc 4px);"></div>	\$218,483.66

Example of Nonpublic Day placement type in High Cost Funds.

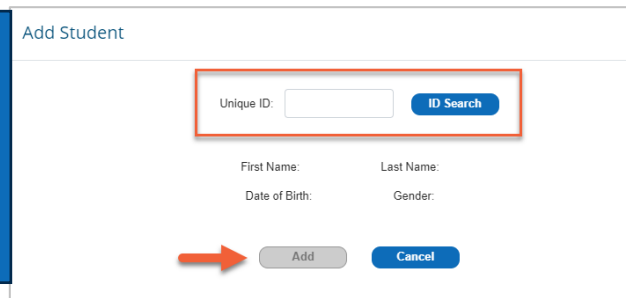
Requested Total	\$218,483.66
Approved Total	\$218,483.66
Aggregate Requested Total*	\$218,483.66 Meets the Qualifying Cost Amount

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.

Student Roster

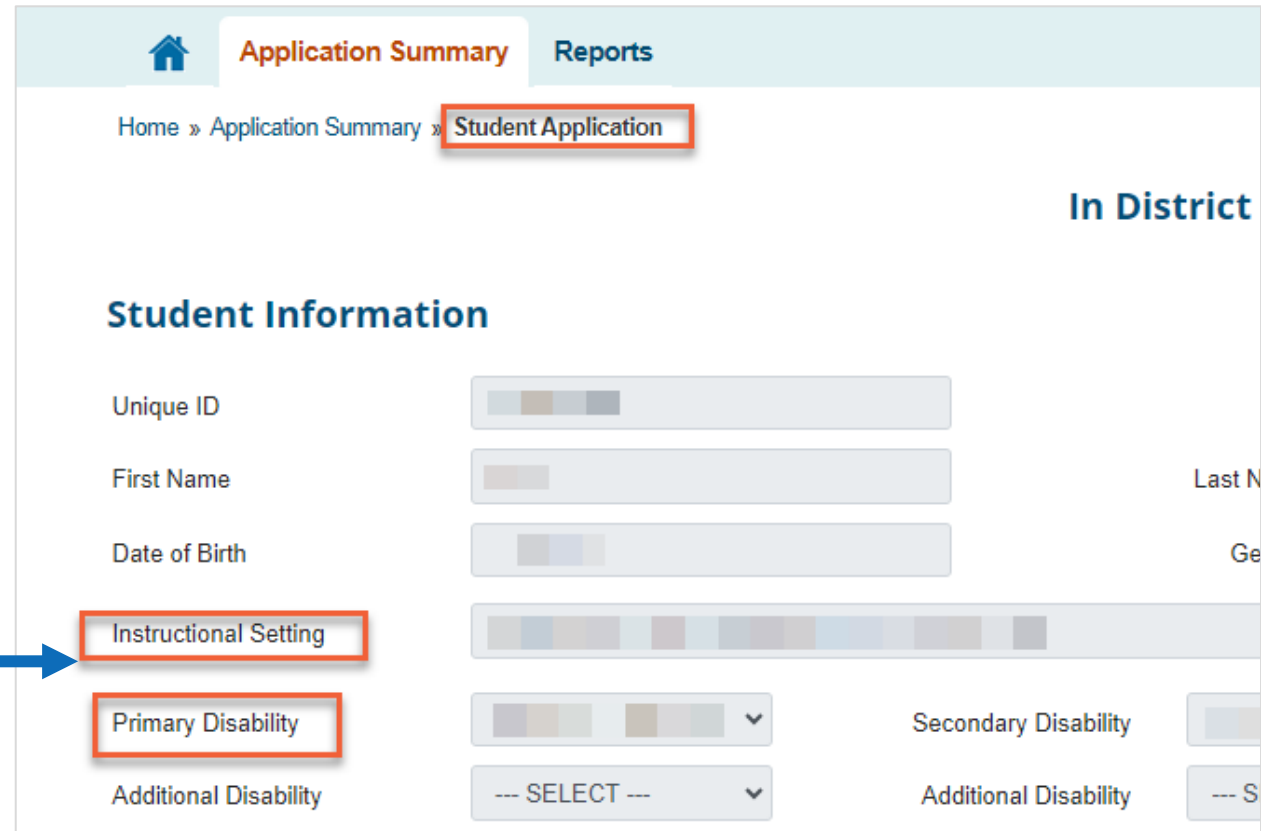
Show 10 entries

Search:

Student Name	Unique Id	Placement Status	Placement Type	Clarification Required
[Redacted]	[Redacted]		In District	

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.



Application Summary Reports

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
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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

*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

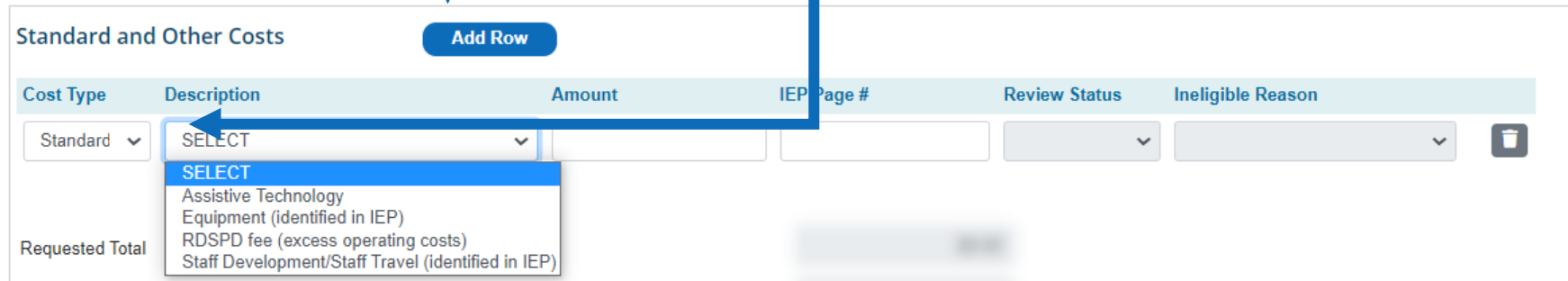
Use the **STANDARD AND OTHER COSTS** section to enter costs that are **not** personnel/contracted services or transportation costs.

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 an '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 dropdown menu is open for the 'Description' field, showing options: 'SELECT', 'Assistive Technology', 'Equipment (identified in IEP)', 'RDSPD fee (excess operating costs)', and 'Staff Development/Staff Travel (identified in IEP)'. A 'Requested Total' label is visible on the left side of the table.

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

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 **nonpublic** part of the year,
- or 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 cost of the student's placements to determine whether the costs meet 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

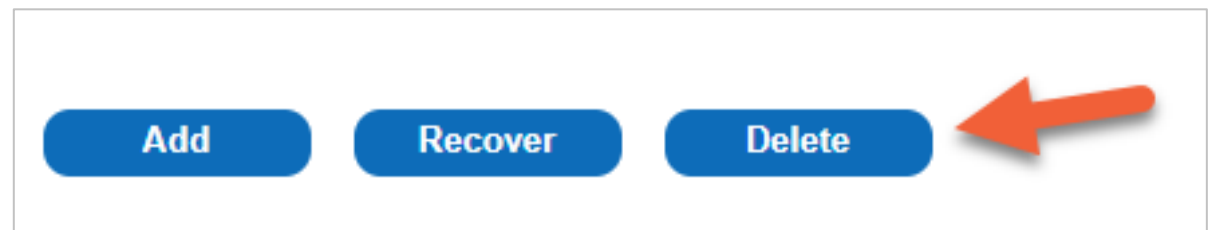
* The total value reflects the culmination of the total from all the placement types the student belongs to.

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 Nonpublic Day or Nonpublic 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 Nonpublic 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:

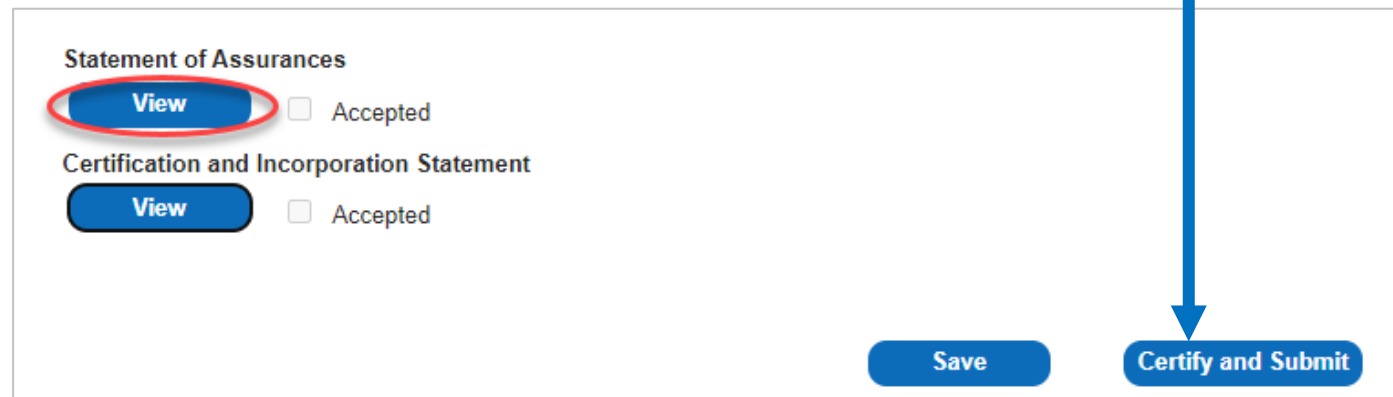
1. Click **View** under the **Statement of Assurances**.

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

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

- Read the document that appears and click **Yes** at the bottom of the page. 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**

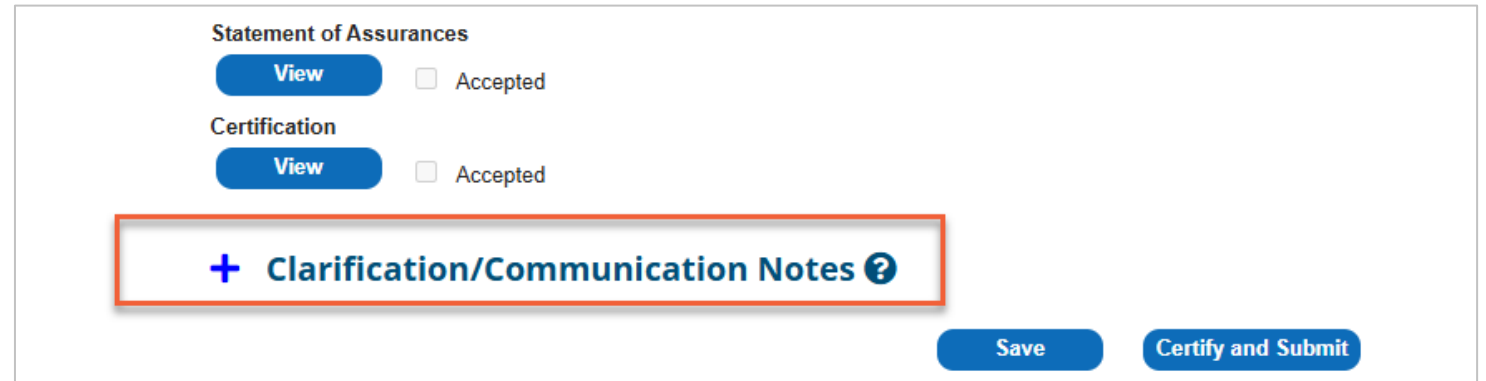
Ensure your application moves to **SUBMITTED** status. Otherwise, it will not be processed.

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 email notification will be sent*.

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



Statement of Assurances
[View](#) Accepted

Certification
[View](#) Accepted

+ Clarification/Communication Notes ?

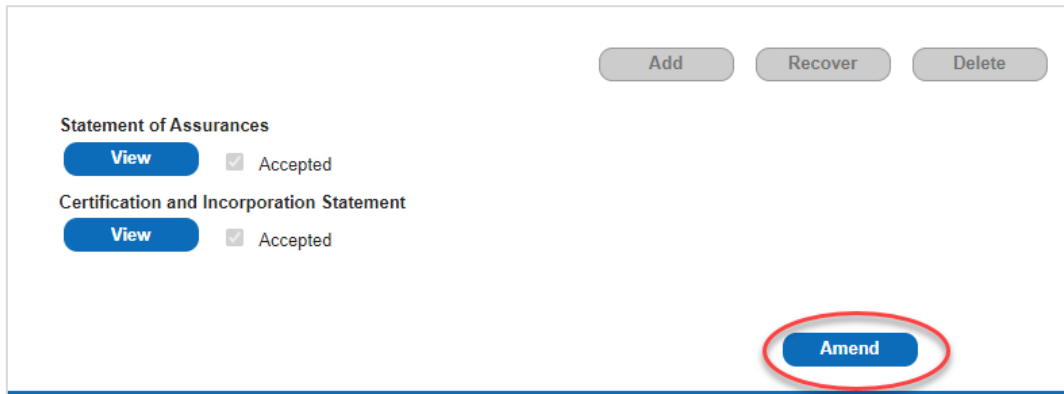
[Save](#) [Certify and Submit](#)

At the lower section of the specific 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 highlight it.

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 Nonpublic Day or Nonpublic 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 **Nonpublic Day or Nonpublic Residential** application is **resubmitted and re-finalized**.

Access to HCF reimbursement awards is not guaranteed and may vary based on funding availability.

HCF reimbursement is 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 Nonpublic Day placement types, and then Nonpublic Residential placement types.



Contact Information

Contact Information



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