



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

## **User Manual**



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# Overview

## Introduction to APEX

APEX is a Texas Education Agency Login (TEAL) application that must be used to notify the Texas Education Agency (TEA) of all off-campus/nonpublic day or nonpublic residential placements. APEX is intended to serve several purposes related to state reporting requirements for off-campus/nonpublic programs, as well as serve as an entry point to state and federal funding associated with these types of placements. APEX is also used to submit High Cost Fund (HCF) applications to request additional optional funding for qualifying off-campus/nonpublic day, nonpublic residential, and in-district students. The information in this manual will help the user understand the general navigation and operation of APEX.

Local Educational Agencies (LEAs) are required to:

- Use APEX to notify TEA, within 30 calendar days, of local educational agency (LEA) off-campus/nonpublic day or nonpublic residential placements of students with disabilities;
- Adhere to all guidelines as stated in this manual; and
- Understand and follow the off-campus/nonpublic program requirements as outlined in the [Nonpublic School/Off-Campus Program Guidance](#) manual, as well as any additional information and guidance provided regarding APEX utilization.

## System Requirements

The Texas Education Agency implemented [new browser requirements](#) related to a technology initiative to enhance security for web-based applications.

Beginning April 15, 2021, the Texas Education Agency supports the current version of the [Google Chrome browser](#) to access applications such as eGrants and APEX. Internet Explorer should not be used for accessing these web-based applications due to functionality no longer being available, or the application may not work as expected.

## Texas Education Agency Login (TEAL) Portal / User Roles

To access and log into APEX, the user must have a username and password for the Texas Education Agency Login (TEAL) Portal. To create a TEAL account, go to the [TEAL](#) webpage and click on **Request New User Account** and follow the steps to complete the process. For detailed instructions, visit the [Requesting a User ID](#) webpage.

**Note:** When completing TEAL account requests, please use your work-related email address rather than your personal email address for the email field.

Once a TEAL account is created, the user must request access to the APEX application through the TEAL Self-Service menu under **My Application Accounts**.

## Creating an APEX Application Account

**Step 1:** Navigate to [TEAL](#) and enter the TEAL username and password you have been assigned and select LOGIN.

TEA Texas Education Agency

https://tealprod.tea.state.tx.us/

**TEA**  
Texas Education Agency

**TEA Login (TEAL)**

**NOTICE:** TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your applications during this time period. **You could lose data.**

Don't have an account? [Request New User Account](#)

Username:

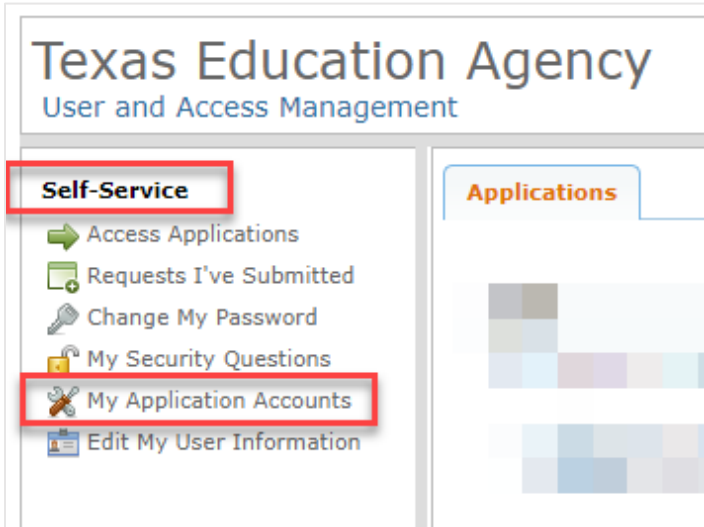
Password:  [Show Password](#)

[Login](#)

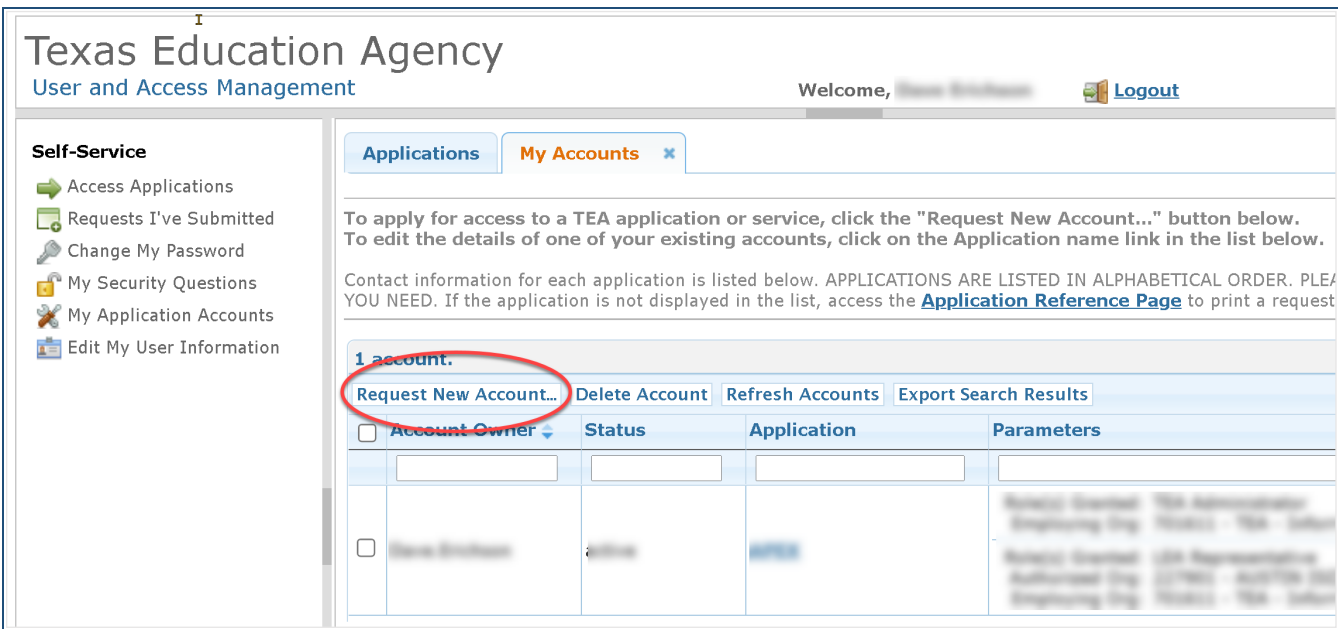
[Forgot your password?](#)  
[Forgot your username?](#)

[Help for Request Process](#) | [Help for Educator Account Setup](#)  
[Help with Password Reset](#)

**Step 2:** You will see your TEAL landing page that lists **Self-Service** options along the left-hand toolbar and applications for which you already have access listed under the **Applications** tab to the right. From the **Self-Service** toolbar, click on **My Application Accounts**.



**Step 3:** You will now see the **My Accounts** tab open. From here, select **Request New Account**. After you select **Request New Account**, TEAL will display a full list of available applications shown in alphabetical order. Choose **APEX** located toward the top of the list. Upon entry, the user will see a screen with the level of access, or roles, and the campus(es) for which the user is assigned. Click on the access level link to open APEX.



**Step 4:** Next, enter your employing organization in the text entry field. Type the name of the organization (e.g., the LEA or the ESC) for which you are requesting access to the APEX Application.

**Step 5:** To complete the request in TEAL, choose the appropriate user access role under **Roles & Parameters** and select **DONE**. The user role for LEA personnel, including all Single Member Districts and special education Shared Services Arrangement (SSA) Fiscal Agents, is **LEA Representative**. If you are a member of a special education SSA, your Fiscal Agent will submit the APEX application on your behalf. The user role for Education Service Center (ESC) staff is **ESC Viewer**.

The screenshot displays the 'Texas Education Agency User and Access Management' interface. On the left is a 'Self-Service' menu with options: Access Applications, Requests I've Submitted, Change My Password, My Security Questions, My Application Accounts, and Edit My User Information. The main content area has two tabs: 'Applications' and 'My Accounts'. The 'Application access details' section includes a list of steps for adding access, followed by an 'Employing Organization' field with a red arrow pointing to the 'Organization' label. Below that is a 'Roles & Parameters' section with two radio button options: 'ESC Viewer' and 'LEA Representative', both with red arrows pointing to their respective labels.

**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** **My Accounts** x

**Application access details**

Steps for adding access

1. Enter your Employing Organization (name or organization number).
2. Click the checkbox/radio button for the role(s) that you are applying for.
3. If there are parameters for the role(s) selected, enter that information.
4. Click the "Done" button to **queue** your request. This does not submit your request to TEAL.
5. Click the "Save Changes" button. This will then submit your access request to TEAL.

**Employing Organization**

\* Organization: *Who do you work for? In other words, what organization employs you (e.g. district, ESC, charter school)?*

**Roles & Parameters**

- ESC Viewer
- LEA Representative

**Step 6:** Once notified that your access has been approved, you will see the APEX application in the list of **Applications** when you log back into TEAL. Your applicable role will be displayed.

## General APEX Navigation

APEX is designed to have uniform navigation and a consistent look and feel on every screen. The **User Name** and level of access (**Role**) is displayed in the upper left corner on every screen. In the upper right corner, the user can click **Help** to access the TEA [Special Education in Nonpublic and Off-Campus Programs](#) webpage for resources or click **Exit** to exit the program.

The APEX home page has an **orientation bar** across the top of the page that indicates the **School Year**, **Application Type** (Non-Public Day, Non-Public Residential, or High Cost Funds), and **District Type** (Single Member District or Fiscal Agent.)

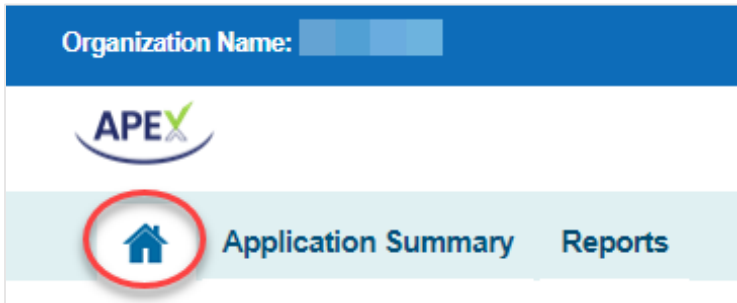
The **School Year** automatically defaults to the current school year. A user will be able to access APEX data for up to five school years if applications were entered in APEX in those years.

**Note:** APEX was initiated in 2021-2022. To access the previous years in APEX, choose the appropriate program year in the **School Year** drop down box. **Prior year** data is **read-only**. A user can only **view** data and **run reports** from prior years.

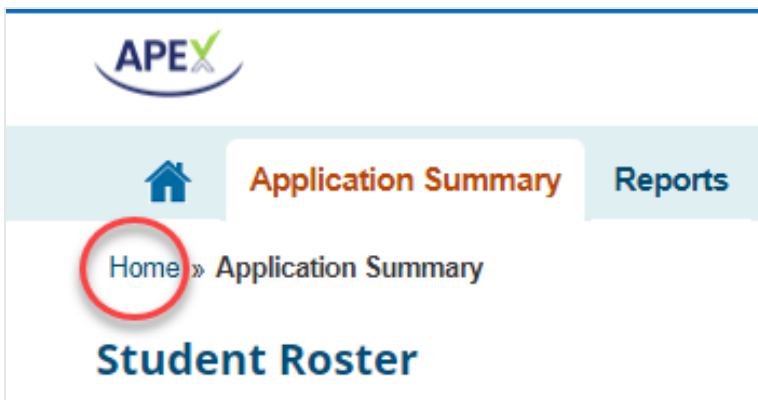
Most pages in APEX have a **navigation bar** with tabs to take the user directly to different pages



in the system. The navigation bar includes a  icon which the user can click to immediately return to the home page.



Breadcrumbs are another useful navigation feature of APEX. Users can click on the **hyperlinked page name** displayed to the left of the current page name to return to the previous section. In this example, while the user is on the **Application Summary** page, the user can click on the **Home** hyperlink to return to the Home page.



## APEX Application Summary Page and Student Roster

Each application type includes an **Application Summary** page. The Application Summary page for **Non-Public Day and Non-Public Residential** applications includes a **Student Roster** specific to that application type and at-a-glance details about student **Placement Status**, **Application Status**, **Facility Status**, and **Submitted Date**. If an application is in Submitted or Finalized status, this page will also include an **Amend** button.

Facility status code explanations and application **Add** and **Delete** buttons are located below the student roster. A **Search** bar is located on the right above the student list.

Application Summary Reports

Home » Application Summary

### Student Roster

Show 10 entries Search:

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

Showing 1 to 5 of 5 entries

Facility Status : ■ - FS1 Age/Disability Reqs met. ■ - FS2 Age/Disability Reqs not met. ■ - FS3 Not Approved.

[Add](#) [Delete](#)

[Previous](#) [1](#) [Next](#)

The **Application Summary** page for the **High Cost Fund** application has a different format, which will be described in the High Cost Fund Application section of this manual.

For special education SSA fiscal agent users, an additional drop-down menu will allow the Fiscal Agent user to choose a member district within the SSA. The system will default to listing all applications submitted for the SSA if a specific SSA member district is not chosen.

### Student Roster

Member Districts:

Show 10

**Fiscal Agent**

**Members**

Showing 0 to 0 of

Facility Status : ■ - FS1 Age/Disability Reqs met. ■

The **Search** bar allows users to search for applications based on any text in the student roster using one or more full or partial words.

Application Summary Reports

Home » Application Summary

### Student Roster

Show 10 entries Search: fin

Student Name	Unique ID	Placement Status	Application Status	Facility Status	LEA Action	Submitted Date
		Continuing Placement	Finalized	- FS2	Amend	

Showing 1 to 1 of 1 entries (filtered from 5 total entries)

Facility Status : - FS1 Age/Disability Reqs met. - FS2 Age/Disability Reqs not met. - FS3 Not Approved.

Add Delete

## ESC Viewers

For ESC Viewers, the **Application Summary** page will default to listing all applications submitted by LEAs in the ESC user's region. ESC Viewers will be able to see the County District Number (CDN) and District Name for each application in the Student Roster.

Role: ESC Viewer Help Exit

Organization Name: REGION Region: CDN: REGION

APEX 2023-2024 Non-Public Residential TEA Texas Education Agency

Application Summary Reports

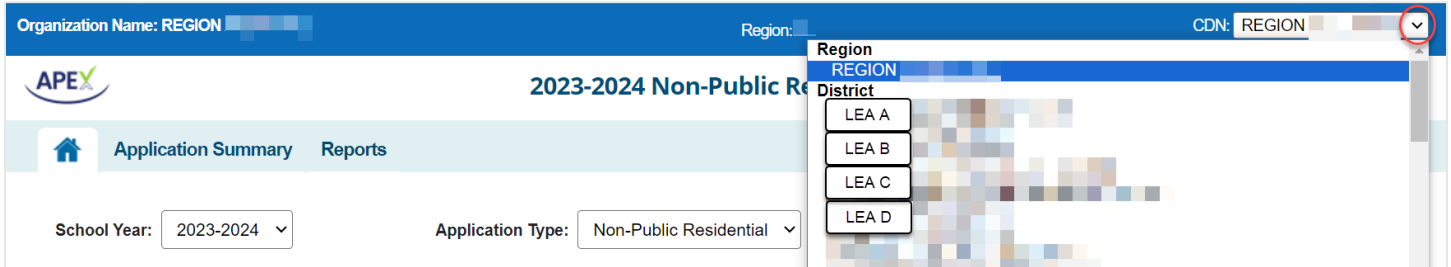
Home » Application Summary

### Student Roster

Show 10 entries Search:

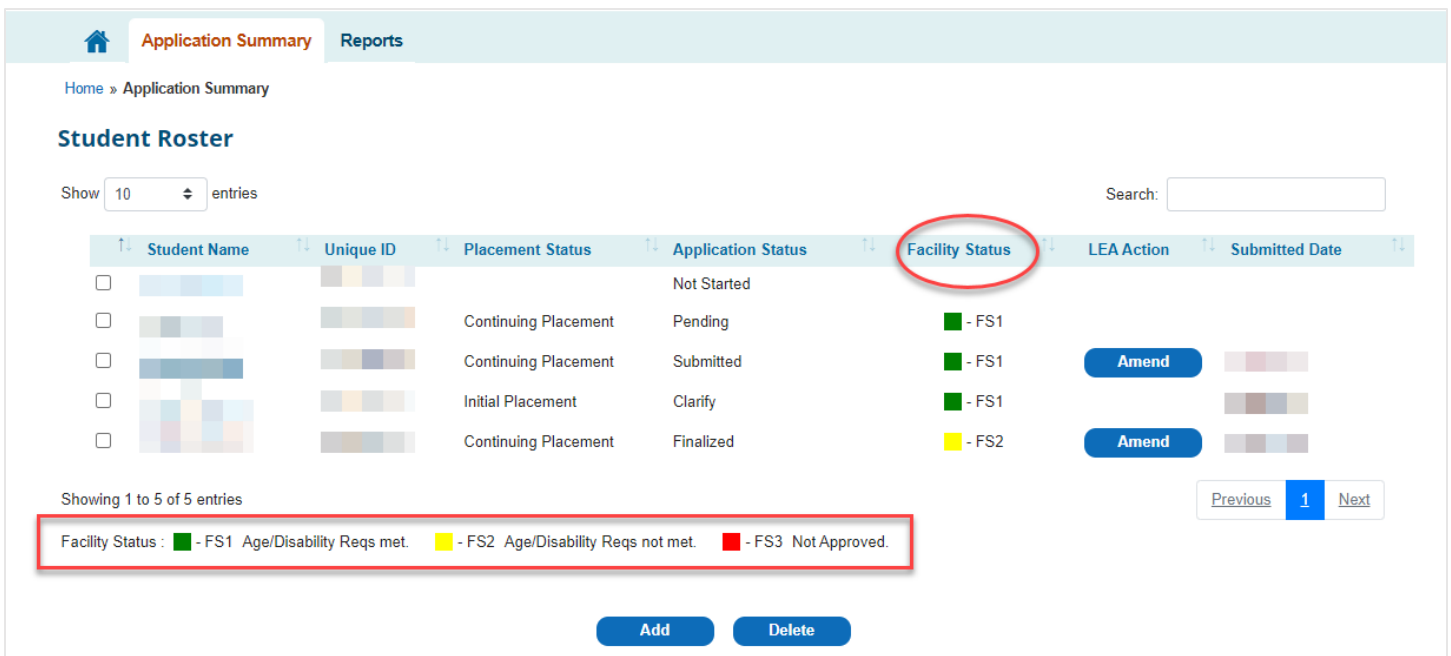
CDN #	District Name	Student Name	Unique ID	Placement Status	Application Status	Facility Status	Submitted Date
	LEA A				Not Started		
	LEA B				Not Started		
	LEA C			Graduated	Pending	- FS2	
	LEA D			Continuing Placement	Pending	- FS3	
	LEA D			Continuing Placement	Finalized	- FS1	

ESC Viewers can use the **CDN drop-down menu** at the top right of the screen to choose a **specific** LEA within the ESC. Click on the specific LEA and the Student Roster will then be populated with only those applications associated with the selected LEA.



## Facility Status

The **status of the facility** associated with a student application is viewable on the **Application Summary** page.



**Facility Status 1 (FS1)**, represented by a green box, indicates that the facility is currently approved for new placements. *The LEA must still meet all application and notification requirements for student placement. TEA approves applications on an individual student basis.*

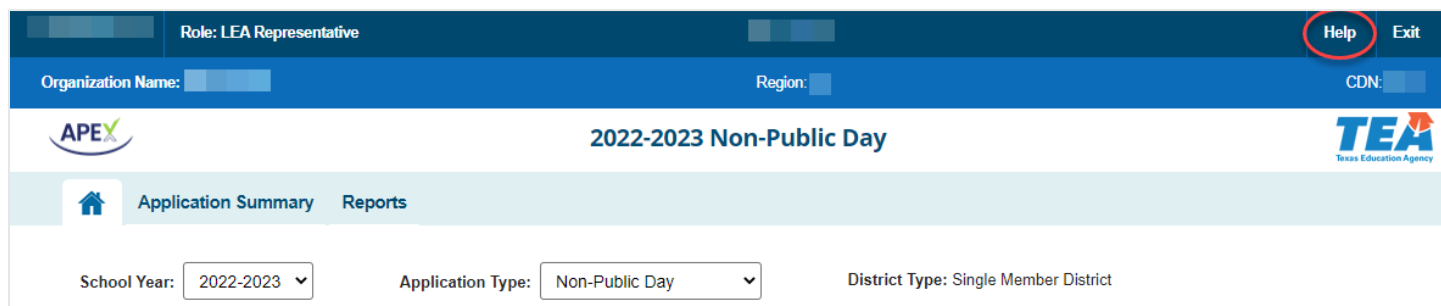
**Facility Status 2 (FS2)**, represented by a yellow box, is currently not in use effective with the

2023-2024 school year.

**Facility Status 3 (FS3)**, represented by a red box, indicates that the facility is not currently approved as a nonpublic or off-campus program. *The LEA must follow TEA procedures to engage in the initial approval process if this is a “not-yet-approved” facility; the LEA must meet TEA timelines to remedy noncompliance or make a change of placement if this is a previously-approved facility with revoked approval.*

## APEX Help

The APEX **Help** button is located on the top right of the screen.



The screenshot shows the APEX application interface. At the top, there is a dark blue header with the text "Role: LEA Representative" and "Exit" on the right. Below this is a blue navigation bar with "Organization Name:", "Region:", and "CDN:" fields. The main content area has a light blue background with the APEX logo on the left, the title "2022-2023 Non-Public Day" in the center, and the TEA logo on the right. Below the title, there are tabs for "Application Summary" and "Reports". At the bottom, there are three dropdown menus: "School Year: 2022-2023", "Application Type: Non-Public Day", and "District Type: Single Member District". The "Help" button in the top right corner is circled in red.

This button will direct users to the TEA [Special Education in Nonpublic and Off-Campus Programs](#) webpage. How-to videos, guidance, and a copy of this manual are available on the website.

# Entering Day/Residential Applications

## Adding a Student

To add a new APEX application for a student placed in an off-campus, nonpublic day, or nonpublic residential facility, based on an admission, review, and dismissal (ARD) committee decision, first click **Add** on the **Application Summary** page for the specific application type (Non-Public Day or Non-Public Residential).

**Note:** *The Non-Public Day application is used for off-campus placements described in [19 Texas Administrative Code \(TAC\) §89.1094\(a\)](#).*

Home » Application Summary

## Student Roster

Show  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 Age/Disability Reqs met. ■ - FS2 Age/Disability Reqs not met. ■ - FS3 Not Approved.

Add
Delete

Enter the student's Unique ID number and click **ID Search**. The system will then auto-populate the corresponding first and last name, date of birth, and assigned gender. Click **Add** to add the student.

Add Student ×

Unique ID:  ID Search

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

➔
Add
Cancel

The student's name and Unique ID will now appear in the Student Roster with an Application Status of **Not Started**. Click on the student's hyperlinked name in the Student Roster to open the specific student's **Student Application** page.

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

## Entering Student Information

In the **Student Application** page for a specific student, the Unique ID, student first and last name, date of birth, and assigned gender auto-populate from the Texas Student Data System (TSDS). Enter the **Original Date of Placement** indicating the date the student **first entered the facility** and choose the student's **current** placement status from the drop-down menu for **Placement Status**. This process is the same for both Non-Public Day applications and Non-Public Residential applications.

Home » Application Summary » **Student Application**

Status : Not Started

### Student Information

Unique ID: [Redacted]  
 First Name: [Redacted] Last Name: [Redacted]  
 Date of Birth: [Redacted] Gender: [Redacted]  
 Original Date of Placement:  Placement Status:

**Funding** [Add Facility](#)

Contract # 1

Contract Dates From:  To:

## Entering Funding Information for Day Applications

**Step 1:** Enter the **Contract From** and **Contract To** dates to indicate the beginning and end

date of the current contract.

The contract dates and cost amounts entered in the APEX application must be specific to the student. For example, if your contract is for a “seat” cost for the entire year, the dates and costs entered in the APEX application must be limited to the dates the specific student received services at the facility and prorated cost for those dates of service.

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

**Note:** For both Non-Public Day and Non-Public Residential applications, **contract dates beyond the regular LEA school year 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.**

The screenshot shows the 'Funding' section of the APEX application. At the top, there is a 'Contract # 1' field with a trash icon. Below it, the 'Contract Dates From' field is circled in red, followed by a date input field containing 'mm/dd/yyyy'. A red box highlights this field with the text: "From" date must not be prior to 8/1. To the right is a 'To' field, also circled in red, followed by another date input field containing 'mm/dd/yyyy'. A red box highlights this field with the text: "To" date must not be after 7/31. Below the date fields is a 'Facility' dropdown menu currently showing '--- SELECT ---'.

**Step 2:** Choose the **Facility** corresponding to those contract dates from the drop-down menu.

This screenshot shows the 'Funding' section with the 'Contract Dates From' field set to '08/15/2022' and the 'To' field set to '05/26/2023'. The 'Facility' dropdown menu is open, showing a list of facilities. The 'Facility' label is circled in red. The dropdown menu has a downward arrow icon circled in red. The first option is 'Approved', which is circled in red. Below it, there is a 'Not Approved' section with the option 'Not yet approved facility', which is also circled in red. Other options in the list are blurred.



If you select a currently **approved facility** from the drop-down menu, the facility address and phone number will auto-populate.

If you wish to enter information for a facility **not currently on the approved list**, select **\*Not yet approved facility\*** from the drop-down menu, and the system will allow you to manually enter the facility name, address, and phone number. **Please refer to TEA program guidance for requirements specific to the initial approval process for placements at not-yet approved facilities.**

The screenshot shows the 'Funding Add Facility' form. At the top, there is a 'Contract # 1' field with a trash icon. Below this, there are 'Contract Dates From' (08/15/2022) and 'To' (05/26/2023) fields, both with calendar icons, and a 'TEA Received Date' field. The 'Facility' field is a dropdown menu. Below it are input fields for 'Name', 'City', and 'Phone'. To the right of these are fields for 'Address', 'State', and 'Zip Code'. Red boxes highlight the 'Facility' dropdown, the 'Name', 'City', and 'Phone' fields, the 'Address' field, the 'State' field, and the 'Zip Code' field.

**Step 3:** Next, use the drop-down menu to select the student's **Instructional Setting**.

**Note:** The instructional setting code affects the methodology used by TEA's State Funding division when determining the Foundation School Program (FSP) special education allotment for the education cost. Therefore, it is imperative that the correct instructional setting code is indicated in the student's IEP, in TSDS Public Education Information Management System (PEIMS), and in the APEX application.

This screenshot is similar to the previous one, showing the 'Funding Add Facility' form. The 'Facility' dropdown menu is now populated with a list of facility names. Below the 'Name', 'City', and 'Phone' fields, there is a new 'Instructional Setting' dropdown menu. This dropdown menu is highlighted with a red box, and its arrow is also circled in red. The other fields and their values remain the same as in the previous screenshot.

**Step 4:** Use the drop-down menu to select the student’s primary – and, if applicable, secondary, tertiary, and additional – **disability**, identified in the student’s IEP.

The screenshot shows a 'Funding' form with the following fields and values:

- Contract # 1** (with a trash icon)
- Contract Dates From:** 08/15/2022 (with a calendar icon)
- To:** 05/26/2023 (with a calendar icon)
- TEA Received Date:** (empty field)
- Facility:** (dropdown menu)
- Name:** (text input)
- Address:** (text input)
- City:** (text input)
- State:** (dropdown menu)
- Zip Code:** (text input)
- Phone:** (text input)
- Instructional Setting:** 60-Nonpublic Day School (dropdown menu)
- Primary Disability:** (dropdown menu with a red box around it)
- Secondary Disability:** (dropdown menu with a purple box around it)
- Tertiary Disability:** (dropdown menu with a purple box around it)
- Additional Disability:** (dropdown menu with a purple box around it)

**Step 5:** Select the appropriate box to identify whether the LEA or the facility provides educational services listed in the student’s IEP.

The screenshot shows the '1. Provision of Education Services' section with two radio button options:

- 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

**Step 6: Line #2 Estimate of Education Services** does not require data entry. The system will auto-calculate the number of months and Full Time Equivalent (FTE).

On **Line #3**, enter the **total number of instructional days in the contract**. The system will auto-calculate the **Daily Rate** once the application is saved.

On **Line #4**, enter the **Total Contract Cost**.

*Prorated Contract Cost:*

Applications submitted past the required **placement notification deadline** identified in guidance on the TEA [Special Education in Nonpublic and Off-Campus Programs](#) webpage will be considered for **partial funding** based on the date the APEX application is submitted, rather than being based on the contract start date. If the application is submitted late, the system will auto-populate the **Prorated Contract Cost** field with the reduced amount. If the application is submitted within the required timeframe, the **Prorated Contract Cost** field will be blank. The **Prorated Contract Cost Override** field is for TEA use only.

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 \$

**Step 7:** If you wish to enter **multiple** nonpublic day contracts for the **same student** for the **same school year**, click **Add Facility** at the top of the Funding section.

**Funding** **Add Facility**

Contract # 1

Contract Dates From  To  TEA Received Date

A section for entering information related to the **second** contract will appear below the Contract #1 section. Enter data for Contract #2. **Ensure that the contract dates entered for multiple contracts do not overlap.**

3. Total Number of Days in Contract  Daily Rate

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

[View Funding Explanation](#)

**Contract # 2**

Contract Dates From  To  TEA Received Date

For helpful information regarding funding sources applicable to Non-Public Day placements, please review the [Funding Explanation: Nonpublic Day](#) resource document located on the [Special Education in Nonpublic and Off-Campus Programs](#) webpage. You may also click on the **View Funding Explanation** link in the APEX application to access the resource document.

4. Total Contract Cost \$  Prorate

[View Funding Explanation](#)

## Entering Funding Information for Residential Applications

Procedures for entering funding information for Non-Public Residential applications are similar to the procedures for entering funding information for Non-Public Day applications in the previous section, with the exception of **Step 6**.

**Step 6: Line #2 Estimate of Education Services** does **not** require data entry, *effective with the 2023-2024 application*. The **LEA ABA** (Basic Allotment) amount will auto-populate. For most LEAs, the basic allotment is currently \$6,160 as identified in [Texas Education Code \(TEC\) §48.051\(a\)](#). This amount is subject to change based on state legislation. The system will then auto-calculate the dollar amount of the **Total Education Services** based on the formula displayed.

**Formula:** The LEA ABA amount is divided by the number of days in the year. During a leap year, the formula will be based on 366 days. During non-leap years, the formula will be based on 365 days. The result is then multiplied by the number of days in the contract, which the system auto-populates based on the contract dates. The result is then multiplied by 1.7, the instructional arrangement weight in accordance with [TEC §48.102](#) and [19 Texas Administrative Code \(TAC\) 89.1092\(c\)\(2\)\(A\)](#).

The screenshot shows a software interface with a calculation formula for 'Estimate of Education Services'. The formula is: LEA ABA \$ 6160.00 / 366 x 283 x 1.70 = \$8,097.20 Total Education Services. Three callout boxes are present: one pointing to '366' with the text 'Number of days in the year. Leap year = 366 days Non-leap year = 365 days', one pointing to '1.70' with the text 'Instructional arrangement weight', and one pointing to '283' with the text 'Number of days in the contract'.

On **Line #3**, enter information for related services, speech, supplemental and other support services **identified in the student's IEP and listed in the contract**. You can click **Add Row** multiple times to list multiple services. Choose the **Service** and **Service Type** from the drop-down menus and manually enter the **Number of Sessions/Interventions** and **Unit Cost** obtained from the contract. The system will auto-calculate the subtotal for each type of service and then auto-calculate a total amount for all services entered in this part.

**Note:** If the contract's cost analysis indicates services at no charge, please do not enter those services in Line 3. Only enter services with an actual cost. The facility might list those services in the contract so you are aware of all services being provided and can ensure IEP requirements are being met.

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

Service	Service Type	# Sessions /Interventions	Unit cost	Subtotal	
Behavior	Management & Support	250	\$ 393.94	\$98,485.00	
Occupational	Direct	28	\$ 75.00	\$2,100.00	
--- SELECT ---	--- SELECT ---		\$	\$0.00	
<b>Total for Related, Speech, Supplemental, and Support Services Provided</b>				\$100,585.00	

On **Line #4**, enter the **Daily Rate** for residential services from the contract. The system will auto-populate the **Total Days** based on the contract dates and will auto-calculate the **Subtotal** for the cost of **Residential Services Provided**.

**Note:** The maximum allowable daily rate, as recommended by the Texas Department of Family and Protective Services (DFPS), is displayed in the **Not to exceed** portion of Line 4. This rate is subject to change. The APEX application will display the **Not to exceed** amount applicable to that application year. Do not enter a rate that exceeds the maximum allowable daily rate.

4. Residential Services Provided (Not to exceed \$xxx.xx/day)

Daily Rate	Total Days	Subtotal
\$ 277.37	365	\$101,240.05

**Line #5** displays a summary table that auto-populates with total cost data obtained from Lines 2, 3, and 4 for education services, related/speech/supplemental/support services, and residential services. **No data entry** is performed in this table by the user.

*Prorated Totals:*

Applications submitted past the required **placement notification deadline** identified in guidance on the TEA [Special Education in Nonpublic and Off-Campus Programs](#) webpage will be

considered for *partial funding* based on the date the APEX application is submitted, rather than being based on the contract start date. If the application is submitted late, the system will auto-populate the **Prorated Totals** column with the reduced amounts. If the application is submitted within the required timeframe, the **Prorated Totals** column will be blank. The **Prorated Totals Override** column is for TEA use only.

5.

Total Cost for Residential Placement


		Prorated Totals	Prorated Totals Override
Total Estimated Education Services (Total Item 2)	\$10,472.00	\$	\$
Total for Related, Supplemental, and Support Services Provided (Total Item 3)	\$146,893.10	\$	\$
Total Cost for Residential Services Provided (Total Item 4)	\$101,240.05	\$	\$
<b>Total</b>	\$258,605.15	\$	\$

Note: In order to be eligible for full funding, TEA notification requirements must be met.

For helpful information regarding funding sources applicable to Non-Public Residential placements, please review the [Funding Explanation: Nonpublic Residential](#) resource document located on the [Special Education in Nonpublic and Off-Campus Programs](#) webpage. You may also click on the **View Funding Explanation** link in the APEX application to access the resource document.

Total for Related, Supplemental, and Support Services Provided (Total Item 3)	
Total Cost for Residential Services Provided (Total Item 4)	
<b>Total</b>	

Note: In order to be eligible for full funding, TEA notification requirements must be met.

[View Funding Explanation](#) 

### Agency Use Only table

At the end of the Funding section, the **Agency Use Only** table is displayed. **No data entry** is performed in this table by the user. The first four rows of the table will auto-populate with data from the Line #5 summary table once the LEA saves the application. Later, after TEA staff perform the Fiscal Review of the application and places the application in Finalized status, the last four rows of the table will be populated.

The amount displayed in the first row of the table (**Education Services to be funded from State FSP**) is the amount the LEA can expect to receive from state funds for the education costs for this specific student and will be incorporated in the LEA's Near-Final (NF) [Summary of Finances \(SOF\)](#) report generated after the end of the fiscal year.

The amount of the LEA’s local funds (**Local Tax Share**) and the amount of the **LEA’s 25% Residential Set-Aside** that must be spent by the LEA on this student’s residential costs will be displayed in rows 5 and 7.

If these three fund sources (state education funds, local tax share, and 25% Residential Set-Aside) are not sufficient to cover the total residential placement cost, the last row in the table will display the amount of the **IDEA-B Discretionary Residential reimbursement award** for the LEA. LEAs with an award amount will be informed by email later in the year regarding the process for how to receive the reimbursement payment. The last row in the table will display zeroes if the LEA does not qualify for an IDEA-B Discretionary Residential reimbursement award.

Agency Use Only			
LEA ABA	Fiscal Override	Total Days/Total Prorated Days	Total Education Services
Education Services to be funded from State FSP			\$0.00
Related Services Cost Total for Related, Supplemental, and Support Services Provided			\$0.00
Residential Care Total for Residential Services Provided			\$0.00
Total Cost for Residential Placement			\$0.00
Local Tax Share to be used toward Total Related Services and Residential Care Costs			\$
LEA's 25% Residential Set-Aside Already Met?			<input type="radio"/> Yes <input type="radio"/> No
LEA's 25% Residential Set-Aside (available portion) to be used toward Total Related Services and Residential Care Costs			\$
IDEA-B Discretionary Residential reimbursement award			\$

Table will be fully populated after completion of TEA Fiscal Review.

Subject to change pending TEA Final Review.

Subject to change if application amendments or additional applications are submitted.

**Note:** The application must be finalized status for all the rows in the Agency Use Only table to populate.

## Required Uploads

For both Non-Public Day and Non-Public Residential applications, you are required to upload the student’s IEP, contract, and application checklist.

For the student’s **IEP**, please upload the most recent annual ARD as well as any subsequent IEPs related to the placement. You may upload more than one IEP, if applicable, by selecting **Add Another File**.

For the **contract**, please ensure the copy of the contract you upload is signed by both the LEA and the Facility. You may upload more than one contract, if applicable, by selecting **Add**

## Another File.

For the **checklist**, ensure that you use the [Nonpublic Placement Notification and Application Checklist](#) that is accessed on the TEA [Special Education in Nonpublic and Off-Campus Programs](#) webpage. Please do **not** upload the “LEA Assurance Checklist for Contracting with Nonpublic Schools/Off-Campus Programs and Record of Annual Visits” unless you are asked to do so. Please do **not** upload the “LEA Student Folder Review for Nonpublic and Off-Campus Program Monitoring” checklist.

Click **Choose File** to select the document from your computer that you would like to upload. Assign the document a **File Type** (Facility Contract, IEP, Checklist, or Other) from the drop-down menu. 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
-----------	-----------

The files you upload will appear in a table, and you can **Download** (to view) or **Delete** the file(s). If your application has already been submitted and then placed in Clarify status by TEA staff, or if you amend an application, please **do not delete files that were included in the original submission**. The submitted files need to remain in the application for historical documentation in support of the review process.



## 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

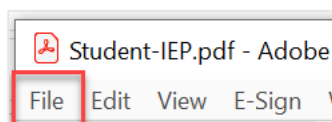
File Type: --- SELECT ---

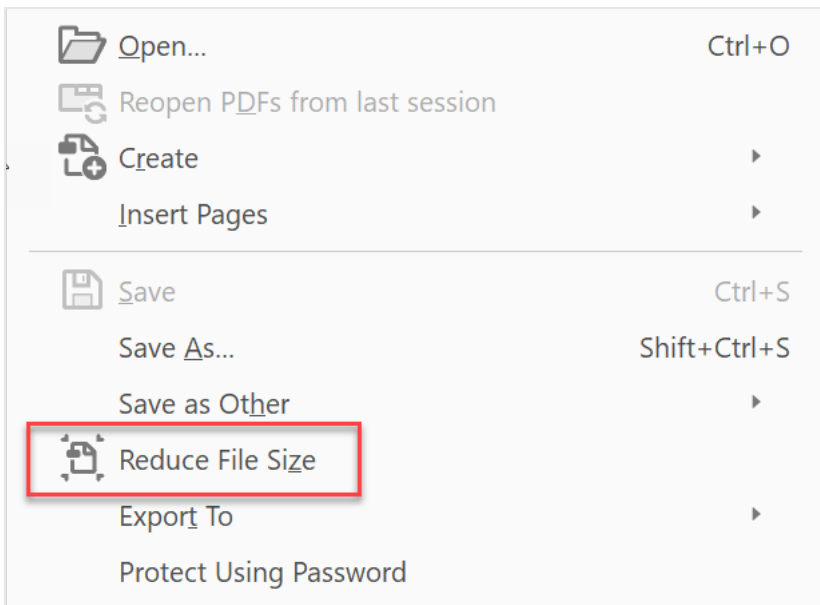
[Add Another File](#)

File Name	File Type	Uploaded By	File Date		
Student-IEP.pdf	IEP			<a href="#">Download</a>	<a href="#">Delete</a>
Contract-Facility.pdf	Facility Contract			<a href="#">Download</a>	<a href="#">Delete</a>
Checklist-Student.pdf	Checklist			<a href="#">Download</a>	<a href="#">Delete</a>

### File Upload Tips:

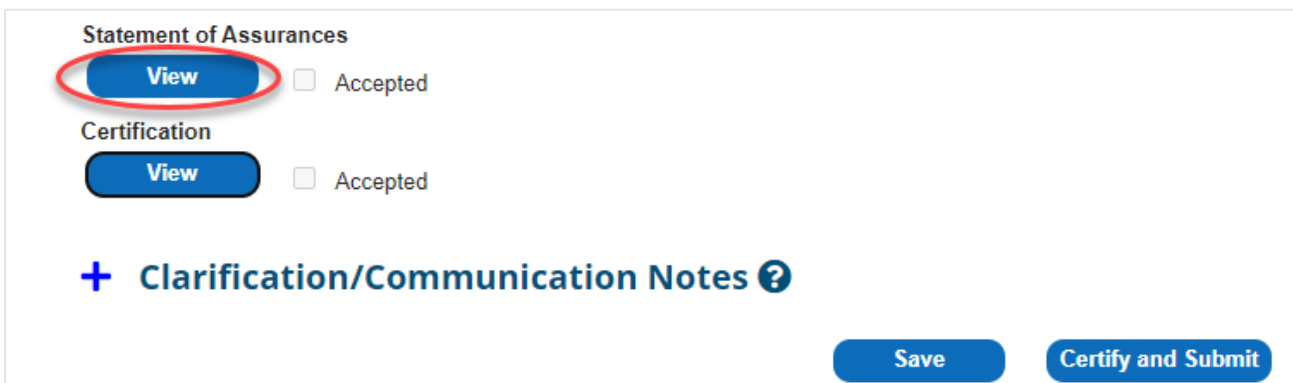
- Ensure you are using the most recent Google Chrome internet browser
- Clear your browser's cache
- When you name files on your computer that you plan to upload, keep the name short and don't use spaces in the name
- Ensure the attachment has a valid extension, such as .pdf or .docx
- If possible, rather than printing and scanning files, it's best to **Save as PDF**
- Reduce the file size of PDFs prior to upload by selecting the **File** dropdown in the header of your document and then selecting **Reduce File Size** (see graphic below)
- If a file is too large to upload (exceeds 30 MB), even after reducing the file size, save portions of the document as two or more separate, smaller files
- If scanning files, create PDF documents rather than .jpg files
- Rescan the document to save on your computer and upload the rescanned version if the original version won't upload
- Ask your organization's Information Technology (IT) staff for assistance





## Certifying and Submitting

After entering required application information and uploading all required documents for a Non-Public Day or Non-Public Residential application, you will need to certify and submit your application. First, click **View** under the **Statement of Assurances**.



An assurance statement will pop up for you to read. Scroll to the end of the assurance statement and, if you agree, click **Yes**.

A check mark will now appear next to **Accepted** to indicate you have accepted the **Statement of Assurances**. Follow the same steps to view and accept the **Certification** statement. When both statements have been accepted, you can submit your application by clicking **Certify and Submit**. You can also save your application at any time, without submitting it, by clicking the **Save** button.

Statement of Assurances  
  Accepted

Certification  
  Accepted

+ Clarification/Communication Notes

When an application has been successfully submitted, it will appear as **Submitted** on the **Application Summary** page.

Home » Application Summary Reports

Student Roster

Show 10 entries Search:

	Student Name	Unique ID	Placement Status	Application Status	Facility Status	LEA Action	Submitted Date
<input type="checkbox"/>				Not Started			
<input type="checkbox"/>			Continuing Placement	Pending	■ - FS1		
<input type="checkbox"/>			Continuing Placement	<b>Submitted</b>	■ - FS1	<input type="button" value="Amend"/>	

## Application Status Glossary

Status	Definition	LEA Actions Available
<b>Pending</b>	LEA user has started and saved an application but has not yet submitted; <b>or</b> LEA has retrieved a previously submitted application to make changes by clicking the Amend button	<b>Certify and Submit</b> when ready for TEA review
<b>Submitted</b>	LEA user has Certified and Submitted; the application is awaiting TEA review	<b>Amend</b> (returns application to <b>Pending</b> status; LEA can then make changes and re- <b>Certify and Submit</b> )

<b>Not Approved</b>	TEA has not approved the application and will contact the LEA with specific reasons for non-approval	<b>No LEA action available</b>
<b>Clarify</b>	TEA has reviewed the application and sent back to the LEA because the application needs changes or additional information	Make required changes, upload additional materials, or use Communication box (Notes) to respond to clarification request and re- <b>Certify and Submit</b>
<b>Fiscal Review</b>	<i>(Non-Public Residential only)</i> TEA has reviewed the application and it is now awaiting Fiscal Review for funding amounts and final approval	<b>No LEA action available</b> until the application is finalized by TEA
<b>Finalized</b>	The application is approved. No further action is required. However, the LEA should amend the application whenever revisions are necessary due to subsequent changes in student services, placement status, etc. The LEA may also complete and submit a High Cost Fund (HCF) application for this student if HCF requirements are met.	<b>Amend</b> (returns application to <b>Pending</b> status; LEA can then make changes and re- <b>Certify and Submit</b> )

## Submitting Clarifications

If a TEA Nonpublic Team member needs more information to complete the application review, you will receive an automated email from the APEX system indicating that your student application has been placed in **Clarify** status.

On the **Application Summary** page, click on the name of the student whose application requires clarification. At the bottom of the student's **Student Application** page, below the File Upload section, you will see a **Clarification/Communication Notes** section.

**File Upload**

File Name	File Type
Checklist-Student.docx	Checklist
Contract-Facility.pdf	Facility Contract
Student-IEP.pdf	IEP

**Statement of Assurances**  
  Accepted

**Certification**  
  Accepted

**+ Clarification/Communication Notes ?**

Click the **plus sign** to expand the **Clarification/Communication Notes** section. You will then be able to view the message from TEA staff regarding the requested clarification(s).

TEA Admin Date and Time Note added

Depending on the nature of the clarifications requested, you can revise your application by: 1) making changes to the student information or funding sections; 2) uploading additional files; and/or 3) adding an explanatory note.

To add a note, click the **Add Note** button.

**- Clarification/Communication Notes ?**

**Add Note**

Write your message in the box provided and click the **Save** button.

Add Note ×

[Save](#)

After you have responded to the clarification request in one of the three ways named above, you will need to re-**Certify and Submit** your application so that TEA can complete the application review.

TEA Admin Date and Time Note added

User Name, Date and Time Note added

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

## Amending Applications

When a Non-Public Day or Non-Public Residential application is in **Submitted** or **Finalized** status, you can click the **Amend** button from the **Application Summary** page to make amendments, if necessary.

Application Summary Reports

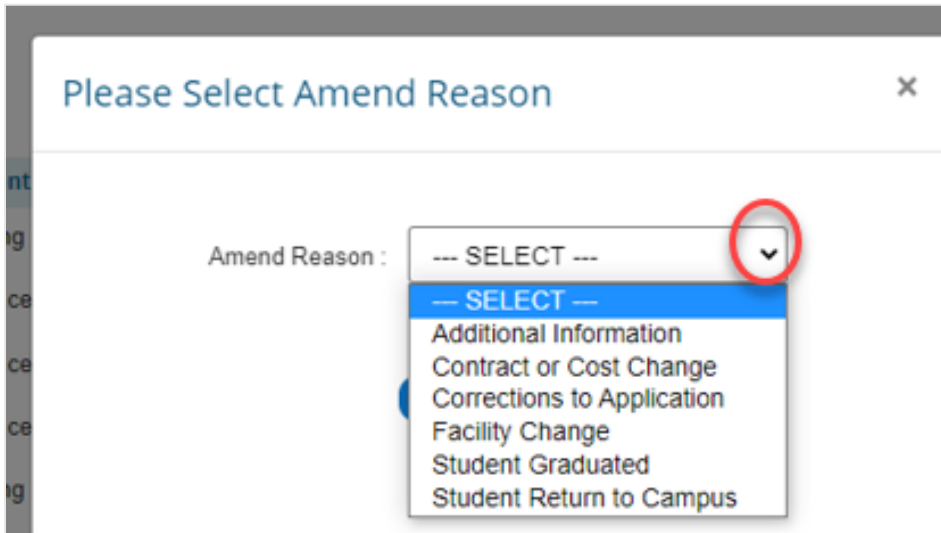
Home » Application Summary

### Student Roster

Show 10 entries Search:

	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	<a href="#">Amend</a>	
<input type="checkbox"/>			Initial Placement	Clarify	■ - FS1		
<input type="checkbox"/>			Continuing Placement	Finalized	■ - FS2	<a href="#">Amend</a>	
<input type="checkbox"/>			Continuing Placement	Not Approved	■ - FS1		

A drop-down menu will pop up. Choose a reason for the amendment.



The Application Status will revert to **Pending**, and you can then click the student name to open the Student Application and make revisions.

	Student Name	Unique ID	Placement Status	Application Status	Facility Status	LEA Action	Submitted Date
<input type="checkbox"/>			Continuing Placement	Pending	■ - FS1		

When you are finished amending the application, please ensure you **Certify and Submit** your application again.

## Deleting Students

When the Nonpublic Day and Residential applications open for submissions each school year, students with prior-year nonpublic day and residential applications will automatically appear in the student roster. You may **Delete** a student *if and only if* the student has no current-year nonpublic day or residential enrollment (i.e., the student withdrew, reintegrated to the home campus, or otherwise left nonpublic placement *prior to* August 1 of the current school year.) *Do not use the **Delete** function to notify TEA that a student with any current-year nonpublic enrollment has left the nonpublic setting.* (In that scenario, you would **Amend** the student’s application to indicate a new contract “To” date, total cost, and placement status.) Student applications may only be deleted if they have not yet been submitted for the current year.

### Student Roster

Show 10 entries Search:

Student Name	Unique ID	Placement Status	Application Status	Facility Status	LEA Action	Submitted Date
[REDACTED]	[REDACTED]		Not Started		<b>Delete</b>	

When you click the **Delete** button, you will be asked to select a reason for deleting the student. Select the appropriate reason from the drop-down menu and click **Delete**.

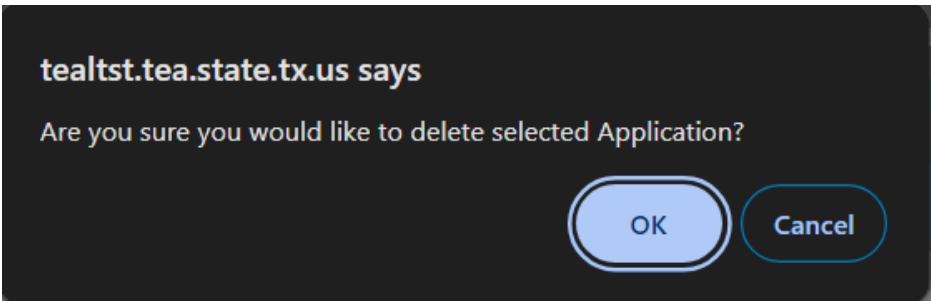
Please Select Delete Reason ×

Delete Reason : --- SELECT ---

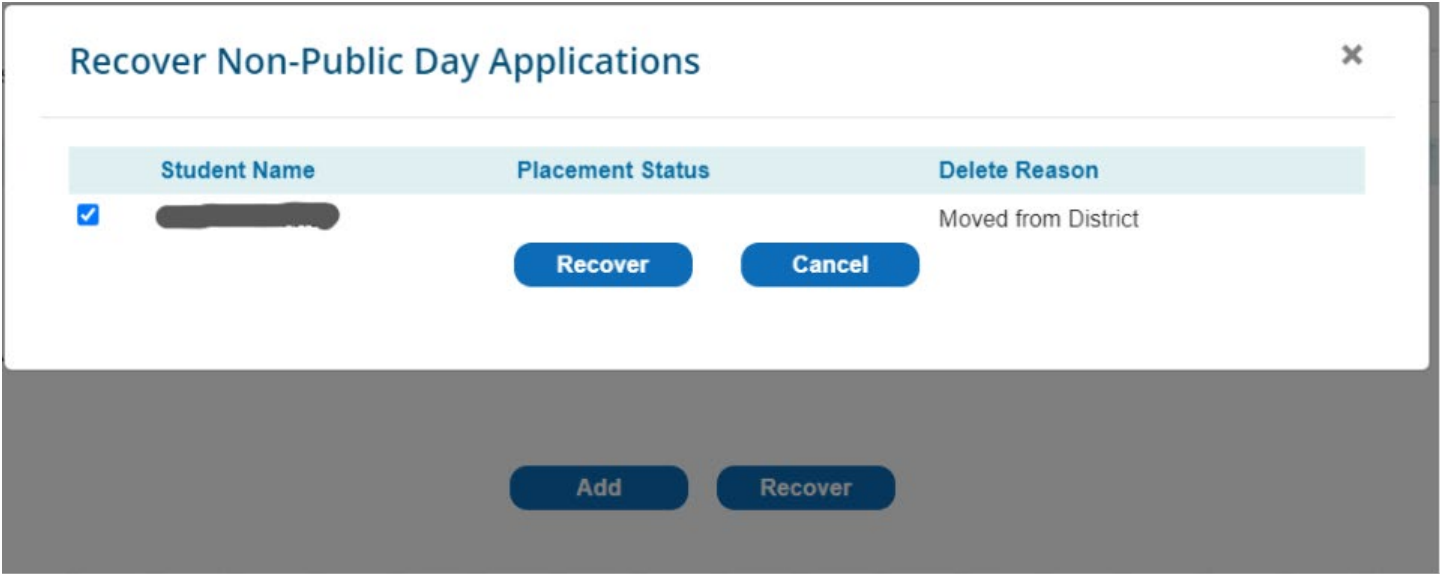
- SELECT ---
- Placed Back to Campus
- Moved from District
- Graduated
- Change in Placement
- Parent Withdrew

A pop-up menu will ask you to confirm you want to delete the student’s application from your Nonpublic Day or Residential roster.





If you delete a student in error, or if you delete a student who later returns to a nonpublic setting, you can click the **Recover** button at the bottom of your student roster to recover the deleted student's application.



Select the checkbox next to the name of the student you wish to recover, and then click **Recover**. The student application will reappear in your student roster.

# Entering High Cost Fund (HCF) Applications

## HCF Introduction

The High Cost Fund application is used to request additional federal funds (High Cost Funds) to help offset the financial impact on LEAs that provide educational services to high-need children with disabilities. For additional information regarding High Cost Funds, including the definition of a high-need child and HCF eligibility requirements, please visit the TEA [High Cost Funds](#) webpage.

Whereas the submittal of the Non-Public Day and Non-Public Residential applications are **required** to notify TEA of any student whose admission, review, and dismissal (ARD) committee determines placement in an off-campus/nonpublic day or nonpublic residential facility is the most appropriate educational setting for the child to receive a free, appropriate public education (FAPE) in the least restrictive environment (LRE), requesting additional funding (High Cost Funds) is **optional**.

Within the HCF application, three different application types may be included: 1) Student with a Non-Public Day application in Finalized status, 2) Student with a Non-Public Residential application in Finalized status, 3) In-District student.

## General HCF Navigation

The HCF **Home** page displays auto-populated application data. **No data entry** is performed by the user on the home page.


The **Application Totals** section will display zeroes until the HCF application has been certified and submitted by the user. Once the HCF application has been submitted, the **Application Totals** section will display a summary of the total number of student applications submitted by application type (In District, Non-Public Day, and Non-Public Residential) and the number of applications that are eligible for a HCF request.

The **High Cost Funds Award Calculations** section will display the total dollar amount being requested per application type and total amounts eligible for a HCF request. You may see zeroes or dollar amounts displayed in this section upon the opening of the HCF application. The amounts will change as student-specific applications are completed and saved. The **SHARS Expenditure Subtracted** amount will be the sum of any School Health and Related Services (SHARS) amounts you enter on student-specific applications. The **APPE Subtracted** amount will be the amount of the applicable state average per pupil expenditure (APPE) for that HCF application year multiplied by the number of student applications you submit. For example, for the 22-23 HCF application, the APPE was \$11,462. If you submitted two student applications, the "APPE Subtracted" amount was \$22,924. Final amounts will be displayed after the HCF application has been certified and submitted.


Please note that the **Total Amount Eligible** is **not** your LEA's HCF award amount.

The **Final Pro-Rated Award Amount** at the bottom of this section will be displayed **after** TEA

reviews and approves HCF applications and determines the award amount. The award amount will be displayed in the application by the first business day in July.



## 2022-2023 High Cost Funds

 [Application Summary](#)
[Reports](#)

School Year:

Open Date: 3/1/2023

Application Type:

Close Date: 5/1/2023

District Type: Single Member District

### Application Totals

Type	Total Number Submitted	Total Number Eligible
In District	0	0
Non-Public Day	0	0
Non-Public Residential	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

### High Cost Funds Award Calculations

	Total Amount Requested	Total Amount Eligible
In District Applications	[Blurred]	[Blurred]
Non-Public Day School Applications	[Blurred]	[Blurred]
Residential Set Aside Being Spent (Non-Public Residential)	[Blurred]	[Blurred]
<b>Sub Total</b>	[Blurred]	[Blurred]
SHARS Expenditure Subtracted	[Blurred]	[Blurred]
APPE Subtracted	[Blurred]	[Blurred]
<b>Total</b>	[Blurred]	[Blurred]
<b>Final Pro-Rated Award Amount</b>		[Blurred]

When you navigate to the **Application Summary** page for the first time, you will see your district **Superintendent** contact information that auto populated. An editable field for **Additional Contact** information is available. It is highly recommended that you enter your contact information so that you will receive automated HCF notifications from the APEX system. You will be prompted to **Save and Start HCF Application**.

APEX 2022-2023 High Cost Funds TEA Texas Education Agency

Home Application Summary Reports

Home Application Summary

Application Status: Not Started

**Contacts**

Superintendent

First Name: [ ] Last Name: [ ]  
 Phone: [ ] Extension: [ ]  
 Email: [ ]

Additional Contact

First Name: [ ] Last Name: [ ]  
 Phone: [ ] Extension: [ ]  
 Email: [ ]

Save and Start HCF Application

After you click the **Save and Start HCF Application** button, the **Application Summary** page will display a **Student Roster** of students whose **Non-Public Day** and **Non-Public Residential** applications are in **Finalized** status. These students' names and data automatically port over from the separate Non-Public Day and Non-Public Residential APEX applications. You must manually add **In District** student applications and then those student names will also appear in the student roster.

**Student Roster**

Show 10 entries Search: [ ]

	Student Name	Placement Status	Placement Type	Clarification Required
<input type="checkbox"/>	[ ]	Continuing Placement	Non-Public Day	
<input type="checkbox"/>	[ ]	Initial Placement	Non-Public Day	
<input type="checkbox"/>	[ ]	Continuing Placement	Non-Public Day	
<input type="checkbox"/>	[ ]	Continuing Placement	Non-Public Day	
<input type="checkbox"/>	[ ]	Continuing Placement	Non-Public Day	
<input type="checkbox"/>	[ ]	Continuing Placement	Non-Public Day	
<input type="checkbox"/>	[ ]	Continuing Placement	Non-Public Residential	
<input type="checkbox"/>	[ ]	Initial Placement	Non-Public Residential	

If you are a Fiscal Agent of a special education Shared Services Arrangement (SSA), you will also

see a section for your SSA Member Districts.

**Student Roster**

Member Districts:

Show  entries Search:

	↑↓ CDN #	↑↓ District Name	↑↓ Student Name	↑↓ Placement Status	↑↓ Placement Type	↑↓ Clarification Required
<input type="checkbox"/>				Continuing Placement	Non-Public Day	
<input type="checkbox"/>				Continuing Placement	Non-Public Residential	

Showing 1 to 2 of 2 entries

## Non-Public Day and Non-Public Residential Student Types in HCF Application

Students in off-campus/nonpublic day or nonpublic residential placements whose Non-Public Day or Non-Public Residential applications are in **Finalized** status will automatically appear in the HCF Student Roster.

Please note that it is **not** possible to **manually** add off-campus/nonpublic day and nonpublic residential students in the HCF application; these placement types must first be submitted in the appropriate Non-Public Day or Non-Public Residential application system and then once Finalized, the student data will automatically port over into the HCF application system.

You can click on a Non-Public Day or Non-Public Residential student's name in the HCF Student Roster to go to the specific **Student Application** page. Student information will be copied over from the student's finalized Non-Public Day or Non-Public Residential APEX application and be displayed in the HCF student application page. **No data entry** by the LEA is performed in the **Student Information** section for these student types.

**Student Information**

Unique ID

First Name  Last Name

Date of Birth  Gender

Original Date of Placement  Placement Status

**Contract # 1**

Instructional Setting

Primary Disability  Secondary Disability  Tertiary Disability

Additional Disability  Additional Disability

Under **Funding**, there is a data entry field for **Medicaid/SHARS Reimbursement Amount**. For Non-Public **Residential** placements, please **leave this field blank (do not enter zero)**. For Non-Public **Day** placements, **leave this field blank (do not enter zero), unless** you will be manually entering additional costs in the NPDay Costs section of the HCF application. If any of the additional costs that you manually enter are for **services (a) provided by the LEA** (not provided by the nonpublic facility) and (b) your LEA is requesting School Health and Related Services (SHARS) reimbursement for any of those costs, enter the amount of SHARS reimbursement your LEA expects to request through the SHARS program for those additional services provided to this student during the nonpublic contract dates. The APEX system will subtract the SHARS amount from the total amount being requested for a HCF award to ensure the LEA is not being reimbursed for that amount from both the HCF and SHARS programs.

Please note, if a specific HCF student has **both** an off-campus/nonpublic day and an in-district placement **within the same school year**, the student will appear twice in the HCF Student Roster, once for each placement type. Ensure that the SHARS amount you enter in each placement type for the student pertains to the SHARS amount associated with that **specific** placement. Do **not** enter the total SHARS amount in both placement types. If you are unable to determine the SHARS amount per placement type, enter the total SHARS amount in the in-district placement type only and leave the SHARS field blank in the nonpublic day placement type.

**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.

The **Funding** section will also display the **Qualifying Cost Amount** to be eligible to submit a HCF

38

request for the student. The amount changes each year.

**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.

Qualifying Cost Amount

The **File Upload** section at the lower portion of the Student Application page will already include the IEP, Contract, and Checklist that ported over from the student’s Non-Public Day or Non-Public Residential application. You may upload additional documents if needed.

### Non-Public Day Student Costs in HCF Application

On the **Student Application** page for a **Non-Public Day** student type, you will see a section for **NP Day Costs** for this student. The total contract amount from the student’s finalized Non-Public Day application will copy over into the HCF application and be reflected as the **Tuition Cost for Non-Public Day School**. If your Non-Public Day application was submitted in APEX after the required notification deadline, the *prorated* contract cost amount based on late submission will port over into the HCF application. If the student has multiple contracts in their finalized Non-Public Day application, all contracted amounts will appear and automatically total in the HCF application.

## NP Day 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
----------------	-------------	--	---	------------------------------	--	---------------------------	------------	---------------	-------------------

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

Standard and Other Costs

Add Row

Cost Type	Description	Amount	IEP Page #	Review Status	Ineligible Reason
-----------	-------------	--------	------------	---------------	-------------------

Contract # 1	Non-Public Day School		Number of Days in Contract	Tuition Cost for Non-Public Day School	
Requested Total					
Approved Total					
Aggregate Requested Total*					Meets the Qualifying Cost Amount
Aggregate Approved Total*					

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

In most cases, you do not need to enter any additional information and can simply click **Save** and return to the Application Summary page. However, if there are personnel, transportation, or other costs **not already included in the tuition cost**, you can use the Personnel Prorating Calculator, Excess Transportation Costs calculator, or Standard and Other Costs section, as applicable, to record additional costs for this student. **Do not use these data entry fields to record costs that are already included in the Total Contract Cost for this student.** For a more detailed description of how to use the Personnel Prorating Calculator, Excess Transportation Costs calculator, or the Standard and Other Costs section, please refer to the In-District Costs section of this guide.

The lower portion of the **NP Day Costs** section will display the Requested Total, Approved Total, Aggregate Requested Total, and Aggregate Approved Total for this student. **No data entry** is performed in this section by the LEA. See the **HCF Student with Multiple Placement Types** section of this guide for an explanation of these totals. The system will determine if the student application meets the HCF Qualifying Cost Amount and will display a message that it meets or



does not meet the qualifying amount.

Click **Save** when you have completed the student application. You may then return to the **Application Summary** page to add or complete additional student application types or to certify and submit your HCF application once all student application types have been entered.

## Non-Public Residential Student Costs in HCF Application

For students in nonpublic residential settings, the HCF student application page will look similar to the page for students in off-campus/nonpublic day settings, with two important exceptions:

- 1) The **Residential Placement Cost, Discretionary Residential Award Amount**, and the **Amount of Residential 25% Set-Aside being spent** will copy over from the student's Non-Public Residential application. In accordance with program guidance, only the **Amount of Residential 25% Set-Aside being spent** for this student **will be considered as the HCF request**. The total Residential Placement Cost is **not** considered for a HCF request. If your Non-Public Residential application was submitted in APEX after the required notification deadline, the *prorated* amounts based on late submission will port over into the HCF application.
- 2) The Personnel Prorating Calculator, Excess Transportation Costs calculator, and Standard and Other Costs section are **not** included in the NP Residential Costs section because these types of costs may **not** be entered for this student type.

**NP Residential Costs**

Eligible Residential Costs

Residential Facility  Contract # 1

Residential Placement Cost 

Discretionary Residential Award Amount 

**Amount of Residential 25% Set-Aside being spent** 

Requested Total 

Approved Total 

Aggregate Requested Total\*  Meets the Qualifying Cost Amount

Aggregate Approved Total\* 

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

The lower portion of the **NP Residential Costs** section will display the Requested Total, Approved Total, Aggregate Requested Total, and Aggregate Approved Total for this student. **No data entry** is performed in this section by the LEA. See the **HCF Student with Multiple Placement Types** section of this guide for an explanation of these totals. The system will determine if the student application meets the HCF Qualifying Cost Amount and will display a message that it meets or does not meet the qualifying amount.

Click **Save** when you have completed the student application. You may then return to the **Application Summary** page to add or complete additional student application types or to certify and submit your HCF application once all student application types have been entered.

## In-District Student Type in HCF Application

On the **Application Summary** page, click the **Add** button under the Student Roster to add an **In-District student** for whom you are seeking HCF reimbursement.



The image shows three blue buttons: "Add", "Recover", and "Delete". The "Add" button is circled in red.

Enter the student's Unique ID number and click **ID Search**. The system will then auto-populate the corresponding first and last name, date of birth, and assigned gender. Click **Add** to add the student.

The screenshot shows a form titled "Add Student" with a close button (X) in the top right corner. The form contains the following fields and buttons:

- Unique ID:** A text input field followed by a blue button labeled "ID Search". This entire section is circled in red.
- First Name:** A text input field.
- Last Name:** A text input field.
- Date of Birth:** A text input field.
- Gender:** A text input field.
- Buttons:** A grey "Add" button and a blue "Cancel" button. A red arrow points to the "Add" button.

The student's name and Unique ID will now appear in the HCF Student Roster. Click on the student's hyperlinked name to open the student's **Student Application** page.

The screenshot shows a table titled "Student Roster" with the following elements:

- Search:** A search input field on the right side.
- Table Headers:** Student Name, Unique Id, Placement Status, Placement Type, Clarification Required.
- Table Content:** A single row is visible with a checkbox on the left. The "Student Name" and "Unique Id" cells are highlighted with a red box. The "Placement Type" cell is also highlighted with a red box and contains the text "In District".

The student's Unique ID, name, date of birth, and assigned gender will auto-populate. Use the drop-down menus to select the student's **Instructional Setting** and **Disability/ies**. Please ensure the instructional setting and disability/ies that you add in the APEX application match those indicated in the student's IEP.

Under **Funding**, please enter the amount of School Health and Related Services (**SHARS**) reimbursement your LEA expects to request through the SHARS program for services provided to this student during the current school year. The APEX system will subtract the SHARS amount from the total HCF amount being requested to ensure the LEA is not being reimbursed for that amount from both the HCF and SHARS programs. **Leave this field blank if not applicable. Do not enter zeroes.**

Please note, if a specific HCF student has **both** an off-campus/nonpublic day and an in-district placement **within the same school year**, the student will appear twice in the HCF Student Roster, once for each placement type. Ensure that the SHARS amount you enter in each placement type for the student pertains to the SHARS amount associated with that **specific** placement. Do **not** enter the total SHARS amount in both placement types. If you are unable to determine the SHARS amount per placement type, enter the total SHARS amount in the in-district placement type only and leave the SHARS field blank in the nonpublic day placement type.

The **Funding** section will also display the **Qualifying Cost Amount** to be eligible to submit a HCF request for the student. The amount changes each year.

## 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.

Qualifying Cost Amount

## In District Costs

All costs entered in this section must be for costs incurred for this student **between 8/1 through 7/31 of the current school year**. The costs may only be costs associated with providing **direct** special education and related services that are identified in the child's IEP. **Costs and expenditures that extend beyond the regular LEA school year may only be included in the APEX application if the student's IEP recommends summer ESY for that school year.**

Do **not** use this section to enter costs for off-campus/nonpublic day or nonpublic residential students because those costs port over into the NP Day or NP Residential sections of the HCF application if those applications were finalized in the APEX Non-Public Day or Non-Public Residential applications. This In District section of the HCF application is limited to students who are not placed in off-campus/nonpublic day or nonpublic residential facilities.

## Personnel Prorating Calculator

Use the **Personnel Prorating Calculator** to enter personnel and/or contracted services costs associated with this student. Click **Add Row** to enter the first personnel or contracted services cost.

**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									

Use the **Personnel Type** drop-down menu to select a personnel or contracted services type (Teacher, Aide, Related, Contracted, Other). In the **Description** box, write a brief description to provide further information. For example, if you selected "Related" as the Personnel Type, enter the type of Related Services in the description field, such as OT for occupational therapy, PT for physical therapy, etc. If you selected "Aide", use the description field to further distinguish the type of aide, such as bus aide.

Do **not** add costs for a bus driver in the Personnel Prorating Calculator. The cost of the bus driver is already factored into the state transportation allotment from the Foundation School Program. If you use the HCF Excess Transportation Cost calculator to claim excess transportation costs, the cost per mile takes into account the bus driver, gas, etc.

Enter the **hourly rate** for the personnel or contracted services provider in the **Salary, Wages, or Contract Cost at HOURLY RATE** field. (This was a new feature effective with the 22-23 HCF application in which only an hourly rate is to be entered. Do **not** enter an annual or daily rate. Only an hourly rate is acceptable.)

Enter the **number of minutes per week** and **number of weeks** services are provided for this student by this person. Under **# of Students Served, including this student**, enter the total number of students simultaneously served. (This was a new feature effective with the 22-23 HCF application in which the total number of students served **includes** the student for whom a HCF is being requested. In the past, the HCF student was excluded from the total.)


The **Prorated Cost for Student** will auto-populate based on the data you entered. Under **IEP Page #**, enter the IEP page where this service is described. The remaining boxes are for TEA use. To enter additional personnel or contracted services, click the **Add Row** button again.

### Excess Transportation Costs




Use the **Excess Transportation Costs** calculator to enter transportation data for this student if you desire to include excess transportation costs in your HCF request. Please note, excess transportation costs are the costs that exceed the estimated amount your LEA may receive from state transportation funds through the Foundation School Program (FSP). Click **Add Row** to enter transportation data.

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
SELECT										

The Excess Transportation Costs calculator was revised effective with the 23-24 HCF application.


Hover over the question mark icons  in the column headings to read a description pertaining to that heading. If the description is lengthy, you will be given a message to **Click for more information**.

Excess Transportation Costs [Add Row](#)

Type of Transportation	Student's Daily Mileage	Cost per Mile	# of Days Transported	# of Students Transported	Annual Transportation Cost Per Student [if Special Route] OR Total Contract	Estimated State Transportation	Estimated Excess Transportation	IEP #
ROUND								

Special Route Services means the LEA provides the transportation using their LEA vehicle.

Private Route Services means the LEA contracts with the parent/designated agent or contracted commercial transportation to provide the transportation.

[Click for more information](#) 

## Type of Transportation Information



**Special Route Services** means the LEA provides the transportation using their LEA vehicle.

**Private Route Services** means the LEA contracts with the parent/designated agent or contracted commercial transportation to provide the transportation.

In most instances, you will only need to enter one row for this student. However, if the type of transportation or the route changes during the year, enter multiple rows to capture the different routes/transportation types for the student. Scenarios where a student might have more than one route/transportation type during the year, include but are not limited to:

- The student is placed in an off-campus/nonpublic day school part of the year and then placed at a different off-campus/nonpublic day school the other part of the year. Enter separate rows, one row for each facility, if applicable
- The LEA provides the transportation part of the year using an LEA vehicle and contracts with the parent or commercial transportation the other part of the year. Enter one row for the Special Route data and a second row for the Private Route data, if applicable
- The student's home location changes during the year. Enter separate rows, one row for each home location, if applicable

Do not enter multiple rows simply because the number of students transported on the route changes throughout the year. The purpose of the calculation is to estimate the excess transportation cost for the year. The data entered is based on an average for the year.

Please note, if the student attends an off campus/nonpublic day school part of the year and attends the LEA campus part of the year, the data for transporting the student to and from the day facility is only entered in the student's Non-Public Day placement type in the HCF application. The data for transporting the student to and from the LEA campus is only entered in the student's In District placement type in the HCF application.

Choose the applicable **Type of Transportation** from the drop-down menu:



The screenshot shows a web form titled "Excess Transportation Costs". It features a table with the following columns: "Type of Transportation" (with a help icon), "Student's Daily Mileage ROUND TRIP" (with a help icon), and "Cost" (with a help icon). A dropdown menu is open under the "Type of Transportation" column, showing the following options: "SELECT", "Private Route Services", and "Special Route Services". A mouse cursor is pointing at the "Private Route Services" option. Below the dropdown, there are empty input fields for "Mileage" and "Cost".

The Type of Transportation you select will affect the remaining fields in the row, based on the selection type.

### Special Route Services

**Special Route Services** means transportation in which the LEA uses their vehicle to provide the transportation. This will be the most common option selected.

Enter the **Daily *ROUND TRIP* Mileage** for the student's transportation. **This is new effective with the 23-24 application. In the past, the data entry was limited to one-way mileage and APEX determined the cost for round trip. Now, the LEA enters the round trip mileage.**

Round trip mileage is the average mileage in one day for the specific student's transportation from Home to School or Facility and from School or Facility to Home.

**Note:** *If the LEA only transports the student one direction, enter the daily mileage for which the LEA is transporting the student.*

Enter the **Cost Per Mile** obtained from your LEA's **previous year's Transportation Operation report** accessed through the TEA Foundation School Program School District State Aid Reports webpage.

### Steps for accessing the Transportation Operation report:

Go to [www.tea.texas.gov](http://www.tea.texas.gov). Hover over the **Finance & Grants** heading and then under the **State**

**Funding** heading, select the **Summary of Finances – Reports** link. You will then be taken to the School District State Aid Reports webpage. (Please note, if you are taken to TEAL instead of to the webpage, clear the cache in your internet browser and try again. If you are still taken to TEAL, try using a different internet browser. )

On the School District State Aid Reports webpage, use the drop-down menu to select report: **Transportation Operation**. Select the **previous year** school year. For example, for the 2022-2023 HCF request, select School Year 2021-2022. Then select your LEA. The Cost Per Mile is displayed in the Transportation Operation report under **Section II: Mileage Summary**, and the **Special** column.

Enter the **# of Days Transported**. This is the average number of days in the school year that the specific student is transported on the route. You may base this number on actual data to date and then project the remaining number of days to the end of the year.

Enter the **# of Students Transported**. This is the number of different students transported on that route in an average day. If the morning route transports 10 students and the evening route transports 11 students, enter 11 students. Include the High Cost Fund student in the count. Enter an **average daily ridership** number since the number of students transported could vary throughout the school year.

The **Annual Transportation Cost Per Student [if Special Route], Estimated State Transportation Allotment**, and **Estimated Excess Transportation Cost** will auto-populate. The Excess Transportation Cost is the difference between the Annual Transportation Cost and the Transportation Allotment (the FSP state transportation funds).

### **Private Route Services**

**Private Route Services** means transportation in which the LEA contracts with the parent/designated agent or uses contracted commercial transportation to provide the transportation.

Enter the **Daily *ROUND TRIP* Mileage** for the student's transportation. **This is new effective with the 23-24 application. In the past, the data entry was limited to one-way mileage and APEX determined the cost for round trip. Now, the LEA enters the round trip mileage.** Round trip mileage is the average mileage in one day for the specific student's transportation from Home to School or Facility and from School or Facility to Home.

The **Cost Per Mile** field does **not** allow data entry for Private Route Services. Leave this field blank.

Enter the **# of Days Transported** and **# of Students Transported**.

In the **Annual Transportation Cost...** field, enter the **Total Contract Amount** for the provision of the transportation. If more than one student is transported on this private route, enter the total contract cost. The APEX system will determine the cost per student.

The **Estimated State Transportation Allotment** and the **Estimated Excess Transportation Cost** will auto-populate. The Excess Transportation Cost is the difference between the Annual Transportation Cost and the Transportation Allotment (the FSP state transportation funds).

For both types of selections (Special Route Services or Private Route Services) enter the **IEP page number** where transportation is addressed. If transportation is not denoted in the student's IEP, this cost will not be approved. The remaining boxes are for TEA use.

Click the **Add Row** button again if you need to enter additional transportation information for this student. It is highly unlikely that you will need to enter more than one row, unless, for example, part of the year your LEA provided the transportation and part of the year your LEA contracted with the parent/designated agent to provide the transportation.

### Standard and Other Costs

Use the **Standard and Other Costs** section to enter other costs associated with this student that are not personnel/contracted services or transportation costs. Click **Add Row** to add a standard or other cost.

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

All costs entered in this section must be identified in the student's IEP. Choose **Standard** under the **Cost Type** drop-down menu if you intend to enter a cost for assistive technology, equipment, RDSPD fee, or staff development/staff travel applicable to this student, as identified in the IEP. Choose the appropriate **description** from the drop-down menu.

For all other cost types, choose **Other** from the **Cost Type** drop-down menu and **manually** enter a cost **description**. For all entries, enter the amount of the cost being requested and the

**IEP page number** where this cost type is addressed. The remaining boxes are for TEA use.

The lower portion of the **In District Costs** section will display the Requested Total, Approved Total, Aggregate Requested Total, and Aggregate Approved Total for this student. **No data entry** is performed in this section by the LEA. See the **HCF Student with Multiple Placement Types** section of this guide for an explanation of these totals. The system will determine if the student application meets the HCF Qualifying Cost Amount and will display a message that it meets or does not meet the qualifying amount.


Requested Total	<input type="text"/>	<input type="text"/>
Approved Total	<input type="text"/>	<input type="text"/>
Aggregate Requested Total*	<input type="text"/>	<input type="text"/> Does not meet the Qualifying Cost Amount
Aggregate Approved Total*	<input type="text"/>	<input type="text"/>

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

In the **File Upload** section, you **must** upload the student’s current IEP and any applicable contracts or agreements, such as transportation service contracts for Private Transportation Routes. If you added RDSPD costs in the Standard and Other Costs section, you must upload the RDSPD service agreement or invoices. You can also upload additional documentation to support costs entered in the application, although not required unless requested by TEA staff.

### 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 File Type: --- SELECT --- 

**Add Another File**

Refer to the [File Upload Tips](#) section of this guide for additional information regarding the file upload process.

Click **Save** when you have completed the student application. You may then return to the **Application Summary** page to add or complete additional student application types or to certify and submit your HCF application once all student application types have been entered.

## HCF Student with Multiple Placement Types

For a HCF student with **multiple placement types** (off-campus/nonpublic day, nonpublic residential, and/or in-district) **within the same school year**, the student will appear multiple times in the HCF Student Roster, once for each placement type. APEX will use the combined cost of all placements to determine whether the student meets the HCF qualifying cost amount. Within each application type for that student, you will be able to view both the Requested Total (total requested for the student in that specific placement type) and the Aggregate Requested Total (total requested for the student across all placement types within the HCF application.)

Requested Total	
Approved Total	
Aggregate Requested Total*	
Aggregate Approved Total*	

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

## Deleting and Recovering HCF Students

You must delete any student from your HCF Student Roster that does not meet the HCF Qualifying Amount prior to certifying and submitting your HCF application:

- A student with a **finalized** Non-Public Day or Non-Public Residential application that automatically ported over into the HCF Student Roster, but the student does not meet the HCF qualifying cost amount.
- An In-District student does not meet the HCF qualifying cost amount once all costs are entered for the student.

You may also delete other students from the HCF Student Roster if you choose to not submit the student-specific application.

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

**Student Roster**

Show 10 entries Search:

Student Name	Unique Id	Placement Status	Placement Type	Clarification Required
<input checked="" type="checkbox"/>				

Showing 1 to 1 of 1 entries Previous 1 Next

Add Recover Delete

A pop-up message will prompt you to confirm that you intend to delete the student.

If you later need to recover a previously deleted student, click the **Recover** button in the lower portion of the Student Roster. A list of all deleted students will appear. Click the checkbox next to the student you wish to recover and click the **Recover** button. The student will then reappear in your HCF Student Roster.

**Recover Applications**

Student Name	Placement Status	Placement Type
<input checked="" type="checkbox"/>		

Recover Cancel

## Submitting the High Cost Fund Application

After all student information is reflected in your HCF application, you will need to certify and submit your application. First, click **View** under the **Statement of Assurances**.

Statement of Assurances  
**View**  Accepted

Certification and Incorporation Statement  
**View**  Accepted

**Save** **Certify and Submit**

An assurance statement will pop up for you to read. Scroll to the end of the assurance statement and, if you agree, click **Yes**.

A check mark will now appear next to **Accepted** to indicate you have accepted the **Statement of Assurances**. Follow the same steps to view and accept the **Certification and Incorporation Statement**. When both statements have been accepted, you can submit your application by clicking **Certify and Submit**. You can also save your application at any time, without submitting it, by clicking the **Save** button.

Statement of Assurances  
**View**  Accepted

Certification and Incorporation Statement  
**View**  Accepted

**Save** **Certify and Submit**

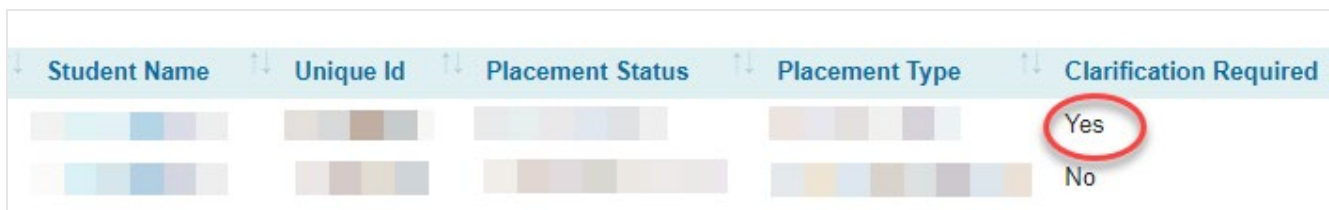
You will see a pop-up box affirming that the application has been successfully submitted, and an automated confirmation email will be sent to the contact listed on the HCF home page. Your application status on the top right of the **Application Summary** will read **Submitted**.

**Note:** Unlike the Non-Public Day and Non-Public Residential applications in which each student application is certified and submitted separately, the HCF application is submitted once and comprises all HCF student applications (In District, Non-Public Day, and Non-Public Residential placement types) in one submission. Therefore, do **not** submit your HCF application until you have completed student application pages all students for whom you wish to request High Cost Funds.

## Clarifications

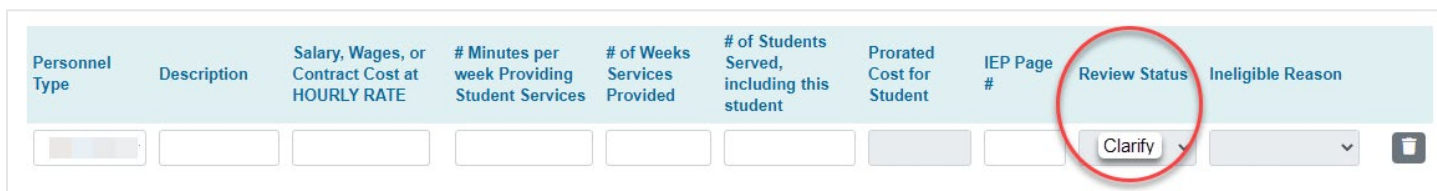
If the TEA requires changes or clarifications to your HCF application, the district contact listed on the HCF Application Summary page will receive an automated email from the APEX system notifying them that revisions are needed to the application.

In the HCF **Student Roster**, you will see the word **Yes** under **Clarification Required** for students for whom clarifications are needed.



Student Name	Unique Id	Placement Status	Placement Type	Clarification Required
				Yes
				No

In the student's **Student Application** page, you will see the word **Clarify** under **Review Status** for line items requiring clarification.



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
								Clarify	

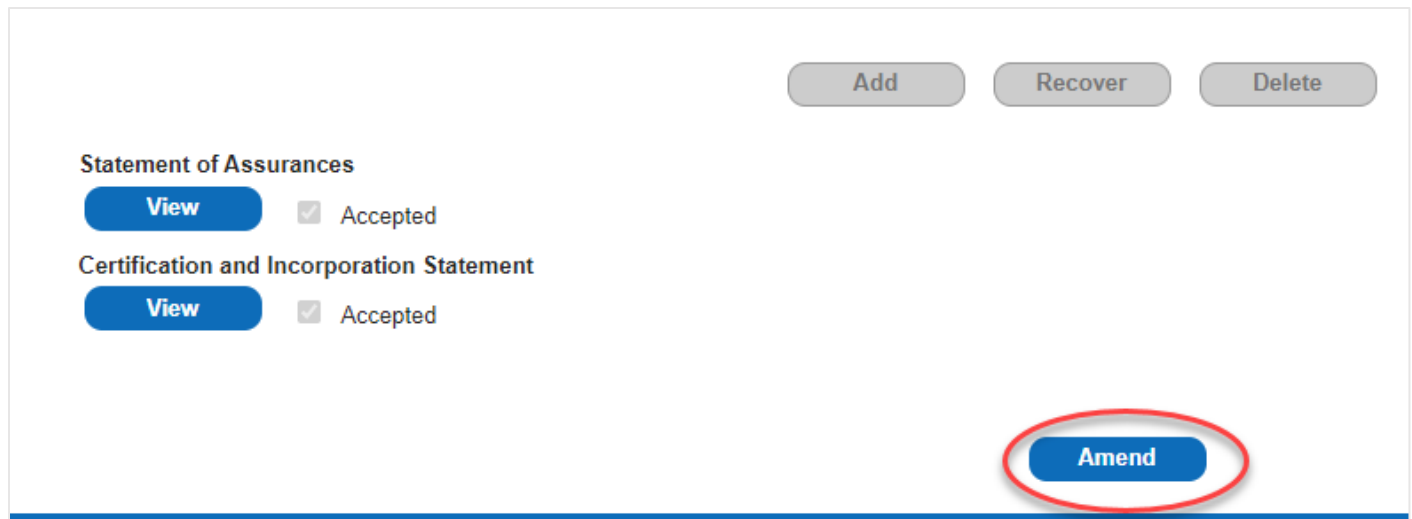
At the bottom of the student's application page, you can expand the **Clarification/Communication Notes** section to view and respond to messages entered by TEA staff. Refer to the [Submitting Clarifications](#) section of this guide for more information about the Notes tool.

After you have responded to requested clarifications 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 Submit**.

## Amending the High Cost Fund Application

If you need to amend a previously submitted HCF application, click the **Amend** button at the bottom of the **Application Summary** page, under the Assurances and Certification Statements.





A pop-up message will ask you to confirm that you intend to amend the application. You can then make any needed changes to student application(s) and return to the **Application Summary** to **re-certify and submit**.

## Amending a Previously Finalized Day or Residential Application

If you amend a *previously finalized* Non-Public Day or Non-Public Residential application in the APEX system, and you have already started or submitted your HCF application for this student, the student will become non-clickable in your HCF Student Roster until the Non-Public Day or Non-Public Residential application is *resubmitted and re-finalized*. Furthermore, you will not be able to submit a pending HCF application until the student is finalized in the Non-Public Day or Non-Public Residential application system.

If the HCF application has already been submitted and you then amend a *previously finalized* Non-Public Day or Non-Public Residential application for a student that was included in the HCF application, TEA will not be able to finalize the HCF application or award funds until the Non-Public Day or Non-Public Residential application is *resubmitted and re-finalized*.

Conversely, if your HCF application is in Finalized status, you will not be able to amend finalized Non-Public Day and Non-Public Residential applications for students that are also included in the HCF Student Roster. Email the TEA HCF team at [hcf@tea.texas.gov](mailto:hcf@tea.texas.gov) for authorization.

## High Cost Fund Award Information

On the HCF **Home** Page, you will be able to view total amounts **requested**. Once your HCF

application is finalized, you will also be able to view total **eligible** amounts. The district contact listed in your application will receive an automated email when the application is finalized.

Please note that the **Total Amount Eligible** is *not* your district's HCF award amount.

When TEA has completed final award calculations, you will receive an automatic email indicating the HCF has been awarded, and this amount will then be visible under **Final Pro-Rated Award Amount**. This amount is subject to change based on availability of funds statewide. The award amount will be displayed in the application by the first business day in July. LEAs will be informed by email later in July regarding the process for how to receive the payment.

### High Cost Funds Award Calculations

	Total Amount Requested	Total Amount Eligible
In District Applications	100,000	100,000
Non-Public Day School Applications	100,000	100,000
Residential Set Aside Being Spent (Non-Public Residential)	100,000	100,000
<b>Sub Total</b>	300,000	300,000
SHARS Expenditure Subtracted	10,000	10,000
APPE Subtracted	10,000	10,000
<b>Total</b>	280,000	280,000
<b>Final Pro-Rated Award Amount</b>		280,000