SPECIAL EDUCATION

PERSONNEL REIMBURSEMENT

INSTRUCTIONS

--- 2016-17 School Year ---
(May 2017)

For use with I-Star

This is a compilation of procedures and instructions,

supported by rules and regulations, to assist Local Education Agencies

in claiming special education personnel for reimbursement.

ILLINOIS STATE BOARD OF EDUCATION
Division of Funding and Disbursement Services
100 North First Street
Springfield, Illinois 62777

Phone: (217) 782-5256
Fax: (217) 782-3910

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SPECIAL EDUCATION PERSONNEL REIMBURSEMENT GENERAL INFORMATION

These instructions explain the procedures to complete the Special Education Personnel Reimbursement claim and the Home/Hospital Worksheet (ISBE Form 50-50) as well as the manner in which personnel reimbursement is computed.

Special Education Personnel Reimbursement is authorized under Section 14-13.01 of the School Code and is intended to provide funding for school districts and special education cooperatives employing the necessary staff to serve children and youth with disabilities, ages 3-21 years old. In addition, reimbursement is provided for instructors who provided service delivery to students in general education as well as students with disabilities in a home or hospital setting.

Personnel who are employed for these specialized purposes include teachers, school social workers, school nurses, school psychologists, physical and occupational therapists, individual or classroom aides, readers, administrators, and other staff assigned to work in the area of special education. The State reimburses local school districts and special education cooperatives $9,000 per professional employee and $3,500 per noncertified staff employed on a full-time basis for the school year, depending on sufficient State appropriation.

P.A. 95-0415, enacted on August 24, 2007, amended Section 14-13.01 and changed the number of days defined for a full regular school year term to 180 days instead of 185 days. Additional reimbursement is available for employees who work during the summer. A maximum of 55 additional days or 235 days total can be claimed.

All personnel claimed for the regular school term and/or the previous summer term reimbursement must be preapproved via the Special Education Personnel Approval Procedures before reimbursement is calculated. All personnel other than State-approved directors of special education may be employed for special education less than 100% of the time.

~~ELECTRONIC TRANSMISSION~~

~~The Special Education Authorization (Harrisburg Project) application, located in the Illinois State Board of Education's (ISBE) Web Application Security (IWAS) system, is the electronic authorization system that all districts must complete to authorize the electronic transmission of special education pupil and personnel approval and claim data.~~

SUBMISSION OF CLAIM DATA

Data for completing Special Education Personnel claims must be ~~transmitted~~reported electronically ~~via Harrisburg Project~~ using ~~either *iePoint > 2016* or locally developed software. *iePoint > 2016* is software~~the IEP Special Education Tracking and Reporting (I-STAR) web application.

I-Star is the system provided by the Illinois State Board of Education (ISBE) designed to allow special education cooperatives/districts to manage, analyze, and ~~transmit~~report special education data~~. NetCheck is an Internet site designed to accept data transmissions; for those with computer software other than *iePoint >*, NetCheck may be used to assist in~~ via the ~~data validity checking and data transmission.~~internet. Harrisburg Project will ~~notify all entities authorized to transmit data electronically of the deadline date and will~~ provide any necessary instructions for ~~transmitting~~reporting data. If you have questions, contact Harrisburg Project at 1-800-635-5274 or via email at support@hbug.k12.il.us.

~~**Transmission**~~
Timelines and Due Dates

August 15, ~~2016   Electronic data transmission~~2017   Submission of Special Education Personnel Reimbursement claims for ~~2014-15~~2016-17 via I-Star is due at the Funding and Disbursement Services Division.

~~Early November, 2016   Electronic data transmission~~Aug 16 - Sept 15, 2017 Submission of ~~the~~ Special Education Personnel

~~(Date will be provided later)~~   Reimbursement ~~Replacement File with~~ claim corrections for ~~2015-16~~2016-17 via I-Star is due at the Funding and Disbursement Services Division.

SPECIAL EDUCATION PERSONNEL REIMBURSEMENT GENERAL INSTRUCTIONS

Special education personnel reimbursement claims must be ~~transmitted~~submitted electronically via I-Star in order to receive reimbursement.

Days of Employment
The criteria for a full-term employee are as follows:

1) The days of employment must be 180 days for the regular term <u>plus</u> the days established by the district board of education and approved for the summer term (max 55 days) **prior** to the regular term, if any. The total days of employment cannot exceed 235 days in one calendar year and should include:
      - Sick leave days
      - Personal leave days
      - Approved institute or workshop days
      - Approved parent-teacher full-day conference days
      - Board-granted holidays
      - Approved Act of God days
      - Approved Hazardous Threat to Health and Safety days

2) The following must be followed for contractual employees hired or terminated during the school term.

    Any individual, certified or non-certified, employed for less than full-term (180 days), whose compensation is based on a specified amount per hour, or a specified amount per day, and whose condition of employment <u>does not</u> include compensation for sick leave, personal leave, approved institute or workshop, approved parent-teacher full-day conference, board-granted holiday, approved Act of God Day, and/or approved hazard threat to health and safety day, can only be included on the Special Education Personnel Reimbursement claim for the actual number of days worked and paid.

Full-time Equivalency (FTE)
One of the critical variables in the reimbursement calculation for personnel claimed for reimbursement is the full-time equivalency (FTE) entered for each staff person. FTE is a numerical calculation calculated to three decimal places that represents the amount of time a staff person spends in special education service delivery. Please see the Personnel Reimbursement Calculations beginning on Page 19 for examples of how FTE is calculated and used in the reimbursement computations.

Policy - Employment in Excess of 1.0 FTE

No individual may be claimed for more than 1.0 FTE across all special education work assignments unless a written request is received detailing the reasons for the assignments. Generally, these requests will only be considered when different employing entities are involved. Such requests will not be granted as a means of circumventing local contractual issues or the requirement to employ sufficient, appropriately certified staff.

To avoid denial or delay of reimbursement, <u>letters of request should be submitted prior to the August 15, ~~2016~~2017 personnel claim deadline</u>. Include the approved individual's name,~~ ~~ IEIN, the employing district name(s), the work assignment and the reason for the assignment in the letter of request. Requests should be sent to ~~the Illinois State Board of Education, :~~~~Funding and Disbursement Services Division, , Attn: Sharon Hopson.~~

> Illinois State Board of Education
> Funding and Disbursement Services Division
> 100 North First St, Springfield, Illinois 62777
> Attn: Beth Adams.

Special Education Orphanage (Section 14-7.03) Supported Staff

Individuals who are employed part-time and reimbursed from Section 14-7.03 funds must be approved twice on the Special Education Personnel Approval file; once under ID Code 1 or 3 and once under ID Code 7 or 9. This will allow accurate FTE reporting for reimbursement purposes. This applies only to personnel who will be claimed under a **combined use of state funds** under Section 14-7.03 and regular personnel reimbursement.

Example: A regular term employee is employed 1/4 time using Section 14-7.03 funds. The employee should be claimed as follows:

ID Code 1, enter .750 in the FTE field and enter local salary in the Local Salary field.
ID Code 7, enter .250 in the FTE field and enter orphanage salary in the Orphanage Salary field.

Summer School

Special education personnel reimbursement is available during the summer term for staff who are approved and paid to work directly with students in a teaching or diagnostic capacity or for staff who are necessary to support teaching and diagnostic personnel. Summer term reimbursement is allowable for special education personnel who provide instruction to students requiring extended year services (ESY) per their IEP and may include administrators and principals, as long as they directly oversee a special education extended year summer program operated locally. However, administrators or principals who spend time onsite to oversee a general education summer school program that may have special education students attending are not claimable. Again, the rule is that staff must be directly overseeing a special education extended year program and the FTE and enrolled days should reflect that time.

Administrators who oversee students with extended school year IEPs who are served in private placements or support staff that may track attendance, arranging buses, handling discipline, placement changes etc. do not qualify for claimable summer FTE. If no students are present, there is no summer term school or program; hence, no reimbursement is available. Reimbursement is not allowed for office or other clerical staff that work during the summer.

Personnel employed for the summer term ~~should~~must be reported ~~on~~in I-Star during the ~~first special education personnel approval data transmission in October each~~school year following the summer term worked. All entities reporting personnel employed for the summer term ~~should~~must record~~, and **retain on file for audit purposes**,~~ the summer term beginning and ending dates and **retain them on file for audit purposes**. If more than one set of dates applies, the earliest beginning date and the latest ending date of employment are to be specified. A maximum of 55 summer days will be reimbursed.

In the event that no instructional program is needed or offered during the summer but a related service is required on an IEP, such a service must be provided using local or federal funds. Personnel reimbursement may not be ~~used~~claimed for providing a related service during the summer unless the related service is being provided in conjunction with an instructional program offered during the summer school term.

SPECIAL EDUCATION PERSONNEL REIMBURSEMENT SPECIFIC INSTRUCTIONS

Addition of Personnel

All personnel must be added to the Special Education Personnel Approval file <u>before</u> they are added to the Special Education Personnel Reimbursement claim. <u>Reimbursement will not be computed for personnel for whom prior approval was not requested and received prior to electronic ~~transmission~~submission of the Special Education Personnel Reimbursement claim.</u>

Data Completion Requirements
Data is required for all personnel in Special Education ID Codes 1, 3, 7 and 9 even when reimbursement is not being claimed.

Approval Information
Only personnel who are approved are eligible to be claimed. The approval and claim files must match exactly before reimbursement is computed.

Reimbursement to Districts for Co-teaching Personnel

Per the February 16, 2005 memorandum distributed to all special education directors, special education personnel who co-teach general education and special education students are eligible for reimbursement when the following criteria are met:

- Individuals who are approved on the Special Education Personnel Approval Procedures file prior to being claimed for reimbursement on Special Education Personnel Reimbursement claim.

- Reimbursement for each approved individual is pro-rated based upon the percentage of time such individual spent in providing approved special education services; and,

- A portion of such individual's salary has come from local funds.

Districts seeking reimbursement for eligible individuals must retain, for audit purposes, time sheets that clearly delineate for each such individual the time and function(s) assigned to providing special education services.

Reimbursement to Districts for School Nursing Services

Per the memorandum transmitted to all special education directors on July 2015, School Nurses claimed for Special Education Personnel Reimbursement must meet the following approval criteria:

- The nurse must be approved on the Special Education Personnel Approval Procedures file prior to being claimed for Special Education Personnel Reimbursement with a work assignment of SN, School Nurse.

- The nurse must be approved with PEL (Professional Educator License) endorsed in school nurse or an ELS-PEDU (Educator License with Stipulations-Provisional Educator) endorsed in school nurse.

- A RN or LPN not holding a PEL endorsed in school nurse must work under the work assignment of NHA, Non-Certified Health Aide to qualify for Special Education Personnel Reimbursement.

Claimable FTE for school nurses <u>must be documented</u> to distinguish unique functions performed for special education students that are over and above functions for the regular school population (e.g. case study referrals or reevaluations). Non-claimable FTE would include Child Find screenings, dispensing daily medication or attending to unexpected injuries.

A job description with specific language that describes the duties and time serving special education students can be used to document claimable FTE. Another example of acceptable documentation would be the completion of a time and effort study that logs daily activities in quarter day increments during the school year. The reports can be summarized every two weeks in conjunction with a normal payroll cycle. A service log can be used to assist in the development of the time and effort study and used as a guide for calculating appropriate FTE.

REIMBURSEMENT SECTION DESCRIPTORS

FTE: Enter in the appropriate field, the employee FTE. Compute and truncate to three decimal places. The FTE shall not exceed 1.000.

Compute the FTE by the following formula(s):

$$\text{Regular Term FTE} \quad = \quad \frac{\text{Class hours employed in special education}}{\text{Class hours in normal workday}}$$

> Note: A class hour is defined as a period of instruction of forty minutes or more in duration.

$$\text{Summer Term FTE} \quad = \quad \frac{\text{Class hours employed}}{\text{Four class hours}}$$

Note: In order to claim summer term special education personnel reimbursement, as authorized by Section 18-4.3 of the School Code, at least 60 class hours of instruction is required, with four class hours constituting one summer school day. In addition to the required 60 class hours of instruction, the district is allowed to count class preparation time.

REGULAR DAYS EMPLOYED: Enter the number of days employed for the regular school term in the appropriate field. The total days employed during regular term cannot exceed 180 days. Please note that a full-time employee who worked a complete school year would normally be reported as employed for 180 days.

1. Full-Term Employee
    Include all days employed from the beginning through the end of the regular term as defined in Section 10-19 of the School Code. A full regular school term shall consist of 180 days. **If the calendar is longer, only 180 days may be used.**

2. Less than Full-Term Employee
    Include all days from the beginning date of employment in the regular term through the last day of employment or the end of the regular term, whichever is earlier.

3. Do not deduct for the following days:
    • Sick leave day
    • Personal leave day
    • Approved institute or workshop day
    • Approved parent-teacher full-day conference
    • Board-granted holiday
    • Approved Act of God day
    • Approved Hazardous Threat to Health and Safety day

SUMMER DAYS EMPLOYED: Enter the number of days employed for the ~~2015~~2016 **summer term** in the appropriate field. Entities claiming summer term should record and **retain on file for audit purposes the summer term beginning and ending dates**. A maximum of 55 summer days will be reimbursed.

FTE DAYS: This field is automatically computed in the system by multiplying the days employed by the FTE entered.

FUNDING SECTION DESCRIPTORS

Salary Fields: Enter salary in the appropriate fields **in whole dollars only**.

Local Salary – Enter salary paid from local funds in part or in whole including Medicaid Matching funds. Include only the salary costs for prior summer and/or regular school days that are in the teacher's contract. These employees must be approved with an ID Code of 1 or 3 through the special education personnel approval process prior to being claimed. If a stipend is

not part of the contractual salary, stipends should not be included in the salary column. Do not include insurance, fringe benefits, FICA or workman's compensation.

Home/Hospital FTE Salary – Enter the FTE salary from local funds paid to teachers providing instruction to eligible students in a home or hospital setting.

Special Education Orphanage Salary – Enter the FTE salary claimed for teachers that are serving special education orphanage students.

IDEA – Enter salary paid from IDEA Grants in the appropriate IDEA Preschool or IDEA Discretionary/Flow Through salary field. **Enter salary paid from ARRA Funds in the appropriate IDEA Preschool or IDEA Discretionary/Flow Through salary field**. <u>Do not</u> insert these salaries in the Other Salary field.

Other Salary – Enter salary paid from other state or federal grant funds (e.g. NCLB, Early Childhood, Regional Safe School funds, out of state college grants, etc.) that are not reported in the established salary fields. Transportation aides and other transportation personnel cannot be reported on the special education personnel claim; therefore, transportation salary cannot be entered. State reimbursement for these services should be claimed on the Annual Claim for Pupil Transportation Reimbursement.

Examples:
    a. Sally was employed full-time for 180 days for $50,000 and paid as follows:

          1) <u>   </u>   1) $19,000 from local funds
                2) $16,000 from IDEA Part B Flow-Through project funds
                3) $15,000 from Other Grant funds

        Local Salary field = $19,000
        IDEA/Disc FT field = $16,000
        Other Salary fields = $15,000

    b.   Sue was employed full-time for 180 days for $40,000 paid from local funds but only one-half time was spent with special education children.

        Local Salary field = $20,000 ($40,000 x .500 FTE)
        Other Salary fields = Blank

Home/Hospital and Reader for Students with Visual Impairments

Complete Home/Hospital Reimbursement fields only.

In order for a general education student or a student with disabilities to be eligible for home or hospital services, a student's parent or guardian must submit to the child's school district of residence a written statement from a physician licensed to practice medicine stating a child must, due to a medical condition, be unable to attend school for a period of 2 or more consecutive weeks or on an ongoing intermittent basis. As soon as this statement is provided, educational services may begin and the district is eligible for reimbursement if the teacher(s) are properly licensed. In order to claim Special Education Personnel Reimbursement, districts must use a licensed special education teacher with endorsement in the area of the student's disability to fulfill the IEP of the special needs student in a home or hospital. To claim Special Education Personnel Reimbursement, districts must use a licensed general education teacher for general education students in a home or hospital.

Student instruction must occur on days when school is in session. A district may choose to provide instruction without a physician's statement; however, they are not obligated to do so nor are they eligible for home/hospital reimbursement. Claims for home/hospital instructors and readers for students with visual impairments are eligible for reimbursement only if the individual instructor has been preapproved as ID code "4", "5" or "6" through the Special Education Personnel Approval Procedures.

Salary Fields

Home/Hospital:
Enter the salary paid to the employee for instructional services provided for home/hospital pupils (whole dollars only). This information must be summarized from the Home/Hospital Work Sheet (ISBE Form 50-50). The worksheet must be retained in the district for audit purposes.

Reader for Students with Visual Impairments:
Enter the total salary paid to personnel employed as readers (whole dollars only).

FTE ~~Pupils~~Students Served

Home/Hospital:
Enter the FTE ~~pupils~~students served by the employee. Compute the FTE ~~pupils~~students to three decimal places. A minimum of five hours of instruction each week for each child is required to qualify for reimbursement, unless an attending physician has certified that the child should not receive as many as five hours in a week. In this case, the number of hours of instruction should be computed proportionately by dividing by five.

Reader for Students with Visual Impairments:
Insert the FTE ~~pupils~~students served by the reader computed to three decimal places.
Following are examples of calculations for Home/hospital Reimbursement fields:

Data on Home/Hospital Work Sheet

PUPIL	TEACHER	SALARY	FTE ~~PUPILS~~STUDENTS
A	D	$250	0.500
	E	$250	0.500
B	D	$250	0.333
	F	$250	0.333
	G	$250	0.333
C	E	$500	1.000

Summary by Teacher

TEACHER	SALARY	FTE ~~PUPILS~~STUDENTS
D	$250	0.500
	$250	0.333
	$500	0.833
E	$250	0.500
	$500	1.000
	$750	1.500
F	$250	0.333
G	$250	0.333

Field Entries for Home/Hospital

TEACHER	SALARY	FTE ~~PUPILS~~STUDENTS
D	$500	0.833
E	$750	1.500
F	$250	0.333
G	$250	0.333

INSTRUCTIONS FOR COMPLETING **HOME/HOSPITAL WORK SHEET**

The Home/Hospital Worksheet (ISBE Form 50-50) should be utilized by each district or cooperative to record the data necessary for claiming reimbursement for home or hospital instruction for ~~pupils~~students. Retain this form in your district/cooperative files for verification of your claim during an audit.

Column 1 - If the student is a general education student, check General Education; if the student is a special needs student, check Special Education.

Column 2 -   Insert each student's name, using last name, first name, and middle initial format.

Column 3 -   Insert the student FTE to three decimal places for each teacher. The aggregate FTE for each student served shall not exceed 1.000. When a student is instructed by more than one teacher, the FTE shall be prorated as follows:

$$\text{FTE per teacher} = \frac{1.000}{\text{number of teachers}}$$

Example 1:   One student taught by two teachers

$$\text{FTE per teacher} = \frac{1.000}{2} = 0.500$$

Example 2:   One student taught by three teachers

$$\text{FTE per teacher} = \frac{1.000}{3} = 0.333$$

Column 4 -   Insert the teacher's name in last name, first name, and middle initial format.

Column 5 -   Insert IEIN in Column 5 for each teacher listed in Column 4.

Column 6 -   If applicable, insert the teacher's special education endorsement in the area of the special needs student's disability.

Column 7   Insert the total proportionate share of the teacher's salary and/or telephone costs applicable to the individual student.

SPECIAL EDUCATION PERSONNEL REIMBURSEMENT **DATA CORRECTION**

After all special education personnel claims are ~~transmitted~~submitted to the Illinois State Board of Education they are edited for data accuracy. Claims for the ~~2014-15~~2016-17 regular term and the summer term of June, July and August ~~2015~~2016 are matched against the approval file information.

~~In the fall, the on-line Data Correction Service, provided by Harrisburg Project, will be available for sites to view their entire~~
The claim data may be amended electronically until September 15. Corrections to claim data errors are limited to the Salary, FTE and Days fields. Additions can be made to claim data for preapproved personnel not submitted on the August 15 claim.

~~*RECALCULATED DAYS* list includes the term code that was approved for reimbursement. Days were recalculated due to a difference between the approval term code and the term code transmitted on the claim or because of approval issuance dates.~~

Verify and correct any errors on the Personnel Claim Error Listing which can be viewed in I-Star under the Approval/Claim Reports.

DIRECTOR CLAIM WITH LESS THAN FULL TIME FTE DAYS: State-approved directors for whom reimbursement is claimed are required to be employed 100% of the time in these positions in accordance with Section 14-1.10 of the School Code. Verify the date of approval and correct the claim as applicable.

The due date for additions and changes of approved personnel to the claim through the on-line Data Correction Service is in early November. A specific due date will be provided in a separate correspondence.

All errors must be corrected by November 30September 15. Failure to correct the noted errors will result in the denial of reimbursement. After November 30September 15, the claim file is closed and corrections can no longer be accepted. Special Education Directors will receive an email notification of the data transmissions and the deadline for corrections to be made.

NOTE: All comparisons between the approval and claim files are based on a unique identification code. This code for the Special Education Personnel Approval and Reimbursement Claim files includes the region-county-district-type code, IEIN, special education ID code and term code. A mismatch between the approval and claim record will result in a denial of reimbursement. For example, if a district enters claim data and the term code does not match the term code on the approval file, the claim is not reimbursable. If appropriate, the district must reenter the claim data using the approved term code.

SPECIAL EDUCATION PERSONNEL REIMBURSEMENT **INSTRUCTIONS FOR CORRECTING ERRORS**

Note: **In order for reimbursement to be calculated at $9,000 for certified staff or $3,500 for non-certified staff, 180 regular days and an FTE of 1.000 must be reported. Reimbursement will not be calculated if approval information is invalid or missing. New personnel approval information cannot be added or corrected on the claim.**

	Error Message	Explanation of Correction to be Made
40.	FTE is Greater than 1.000 or FTE is Less than 0.001	Full-time equivalent cannot exceed 1.000. If the FTE of the employee is less than 0.001, reimbursement cannot be computed. Verify and correct the FTE entry. The entry must include three decimal places.
41.	Days are Greater than 235 or Less than 1	Days reported are greater than the maximum allowed (235) for regular and summer term, or the entry is blank (less than one). Verify the days worked in the approved regular and/or summer terms. Enter the correct number of days. Enter whole days.
42.	Term is "R" or "B" and Regular Days are Greater than 180	The maximum number of regular days that can be entered is 180. Reduce the number of days to the regular term days the employee worked.
43.	Term is "S" and Summer Days are Greater than 55	The maximum number of summer days than can be entered is 55. Reduce the number of days to the summer days the employee worked.
44.	No Local Salary entered for ID "1" or "3"	To receive reimbursement, a part of the salary must include local funds. Enter the salary portion, if any, paid with local funds. If local funds were not used to pay this employee's salary, leave the field blank. In the future, ID codes "7" or "9" should be entered on the Special Education Personnel Approval File for employees whose salaries are fully paid with funding sources other than local funds. The ID Code cannot be corrected on the claim; therefore reimbursement will be denied.
45.	Local Salary entered for ID "7" or "9"	Employees listed as ID "7" or "9" are not eligible for state reimbursement. In the future, if local funds are used to pay the employee's salary, enter the employee on the Special Education Personnel Approval file as an ID code "1" or "3." The ID code cannot be corrected on the claim.
46.	ID "4," "5," or "6" and Data in Fields that are Not HHI Fields	For Home/hospital or Readers, salary data and FTE pupils, are required. Other fields must be blank.

	Error Message	Explanation of Correction to be Made
47.	ID "4," "5," or "6" and FTE Pupils Field Blank, but Salary entered	For Home/hospital or Readers, pupil data is missing. Enter the F.T.E. Pupils who were instructed by the employee. <u>The number entered must have three decimal places.</u>
48.	ID "4," "5," or "6" and HHI Salary Field Blank, but F.T.E. Pupils entered	For Home/hospital or Readers, salary data must be entered in the HHI Salary field using whole dollars only. Other salary fields must be blank.
49.	One or more of the Work Assignments claimed for Summer Term is Disapproved	The employee is approved to work summer term; however, one or more of the work assignments being claimed is disapproved. Work assignments cannot be changed on this report; therefore, when possible, ISBE has recalculated days claimed to match the work assignment(s) that are approved and date(s) of approval.
50.	One or more of the Work Assignments claimed for Regular Term is Disapproved	The employee is approved to work regular term; however one or more of the work assignments claimed is disapproved. Work assignments cannot be changed on this report, therefore, when possible, ISBE has recalculated days claimed to match the work assignment(s) that are approved and date(s) of approval.
51.	HHI Salary or HHI FTE entered for ID Code "1" or "3"	Home/hospital Salary and Home/Hospital Students FTE can only be claimed for reimbursement with approved ID Codes of "4" and "6". If the employee is not approved as a "4" or "6", delete the incorrect entries.
52.	Regular Days entered with Term of "S"	Only Summer Days can be claimed for reimbursement with the approved Term Code "S." Delete the incorrect entry and adjust salary field(s) as appropriate.
53.	Summer Days entered with Term of "R"	Only Regular Days can be claimed for reimbursement with an approved Term Code "R." Delete the incorrect entry and adjust salary field(s) as appropriate.
54.	Non-certified staff salary claimed at >$70,000	While this is a non-fatal error, please check that the salary claimed is correct. If correct, do nothing. If in error, enter the correct salary.
55.	Orphanage Salary entered and ID not "7" or "9"	ID "7" or "9" must be approved for employees who are also employed under Orphanage, Section 14-7.03 of the School Code. Review the claim. Enter that portion of the data under ID "1" or "3" that that pertain only to Special Education Personnel Reimbursement. The ID Code cannot be corrected on the claim.
60.	Claim Data Missing	The employee is approved but all or part of the claim data is missing. If applicable, enter missing claim data: Days, FTE and/or Salary.

61.	Educator total days exceeds maximum days	Employee is not employed by the district the previous school year. Uncheck "Include on Approval.
62.	Director Claim with less than full time days	State approved Director must be approved for 180 days.
63.	Duplicate claim with invalid term	District has entered employee twice, two records, with different term codes. One record must be removed.
64.	FTE entered but no days employed	Number of days employed must be entered to receive reimbursement.
65.	FTE entered but no salary recorded	Local salary must be entered to receive reimbursement.
66.	Summer days entered but no summer FTE	FTE must be entered in summer FTE field to receive reimbursement
67.	Summer days entered but no summer salary	Salary must be entered in summer salary field to receive reimbursement.

SPECIAL EDUCATION PERSONNEL REIMBURSEMENT CALCULATIONS

The Illinois State Board of Education, using the electronically ~~transmitted~~submitted data provided by the districts or cooperatives, computes special education personnel reimbursement. The *Personnel Reimbursement Calculation Sheets* are transmitted electronically to the Directors of Special Education and to the Site Administrators in January of each year or when the final reimbursement level is determined. The Site Administrators are responsible for forwarding a copy of this information to their individual member districts.

COLUMN DESCRIPTORS

Reimbursement is determined as follows:

Special Education Identification Code	Reimbursement Formula
1 – Certified	Lesser of: 1) Local Salary or 2) (FTE Days ÷ 180) x $9,000
3 – Non-certified	Lesser of: 1) Local Salary 2) One-half of total salary or 3) (FTE Days ÷ 180) x $3,500
4 & 6 – Home/Hospital	Lesser of: 1) One-half of Salary 2) FTE ~~Pupils~~Students x $1,000 or 3) $9,000
5 – Readers For The Blind	Lesser of: 1) One-half of Salary or 2) FTE ~~Pupils~~Students x $400
7 & 9 – Certified/Non-certified (No Local Funds)	Not Applicable

Summary

The summary information for a district or cooperative will be displayed on the *Personnel Reimbursement Calculation Sheets.* This data reflects the total claim, prorated claim (if applicable), adjustment (if applicable), net claim and four quarterly payments.

Procedures and Examples for Calculating FTE and Reimbursement

Each step of the calculation is done separately. FTE is truncated at 3 decimal places.

1.   **Summer term days employed = 0 Regular term days employed = 180**
        FTE in special education - Regular term = 100%

   a)   Add summer and regular term days employed
            $0 + 180 = 180$
   b)   Calculate the FTE days employed in special education for each term
            180 x 1.000 FTE = 180 FTE Days
   c)   Divide FTE Days worked by total regular and summer term days employed to obtain claimed FTE
            $180/180 = 1.000$ FTE

   Enter the FTE calculated in "c" above in the FTE field on the claim.
   Enter 180 in the regular days field.

   To calculate the FTE days used in the payment calculation:
            (regular days x FTE) = FTE Days
            180 x 1.000 FTE = 180 FTE Days

   For Certified staff claimed under ID Code 1:
            $180/180 = 1.000$ FTE
            $9,000 x 1.000 = $9,000 Reimbursement

   For Non-certified staff claimed under ID Code 3:
            $180/180 = 1.000$ FTE
            $3,500 x 1.000 = $3,500 Reimbursement

2.   **Summer term days employed = 20 Regular term days employed = 180**
        FTE in special education - Regular term = 100%
        FTE in special education - Summer term = 100%

   a)   Add summer and regular term days employed
            $20 + 180 = 200$
   b)   Calculate the FTE days employed in special education for each term
            (20 x 1.000) + (180 x 1.000)
            $20 + 180 = 200$ FTE Days
   c)   Divide FTE Days worked by total regular and summer term days employed to obtain claimed FTE
            $200/200 = 1.000$ FTE

Procedures and Examples for Calculating FTE and Reimbursement (Cont.)

Enter the FTE calculated in "c" above in the FTE field on the claim. Enter 20 in the summer days field and 180 in the regular days field.

To calculate the FTE days used in the payment calculation:
(summer days + regular days) x FTE = FTE Days
(20 + 180 = 200) x 1.000 = 200 FTE Days

For Certified staff claimed under ID Code 1:
200/180 = 1.111 FTE
$9,000 x 1.111 = $9,999 Reimbursement

For Non-certified staff claimed under ID Code 3:
200/180 = 1.111 FTE
$3,500 x 1.111 = $3,888.50 Reimbursement

3. **Summer term days employed = 20 Regular term days employed = 180**
FTE in special education - Summer term = 50%
FTE in special education - Regular term = 100%

a) Add summer and regular term days employed
20 + 180 = 200
b) Calculate the FTE days employed in special education for each term
(20 x .500) + (180 x 1.000)
10 + 180 = 190 FTE Days
c) Divide FTE Days worked by total regular and summer term days employed to obtain claimed FTE
190/200 = .950 FTE

Enter the FTE calculated in "c" above in the FTE field on the claim. Enter 20 in the summer days field and 180 in the regular days field.

To calculate the FTE days used in the payment calculation:
(summer days + regular days) x FTE = FTE Days
(20 + 180 = 200) x .950 = 190 FTE Days

For Certified staff claimed under ID Code 1:
190/180 = 1.055 FTE
$9,000 x 1.055 = $9,495 Reimbursement

For Non-certified staff claimed under ID Code 3:
190.000/180 = 1.055 FTE
$3,500 x 1.055 = $3,692.50 Reimbursement

4.   **Summer term days employed = 20 Regular term days employed = 180**
        FTE in special education - Summer term = 100%
        FTE in special education - Regular term = 50%

    a.)   Add summer and regular term days employed
                           20   180 = 200
    b.)   Calculate the FTE days employed in special education for each term
                           (20 x 1.000) + (180 x .500)
                           20   90 = 110 FTE Days
    c.)   Divide FTE Days worked by total regular and summer term days employed to obtain claimed FTE
                           110/200 = .550 FTE

Enter the FTE calculated in "c" above in the FTE field on the claim. Enter 20 in the summer days field and 180 in the regular days field.

To calculate the FTE days used in the payment calculation:
                           (summer days + regular days) x FTE = FTE Days
                           (20 + 180 = 200) x .550= 110 FTE Days

For Certified staff claimed under ID Code 1:
                           110/180 = .611 FTE
                           $9,000 x .611 = $5,499 Reimbursement

For Non-certified staff claimed under ID Code 3:
                           110/180 = .611 FTE
                           $3,500 x .611 = $2,138.50 Reimbursement

5.   **Regular term days employed = 43**
        FTE in special education - Regular term = 100%

    a.)   Calculate the FTE days employed in special education for regular term
                           43 x 1.00 = 43 FTE Days
    b.)   Divide FTE Days worked by total regular term days to obtain claimed FTE
                           43/180 = .238 FTE

Enter the FTE calculated in "b" above in appropriate FTE field. Enter 180 in the appropriate regular days field.

To calculate the FTE days used in the payment calculation:
                           (regular days x FTE) = FTE Days
                           180 x .238 = 42.840 FTE Days

For Certified staff claimed under ID Code 1:
$$42.840/180 = .236 \text{ FTE}$$
$$\$9,000 \times .236 = \$2,124 \text{ Reimbursement}$$

For Non-certified staff claimed under ID Code 3:
$$42.480/180 = .236 \text{ FTE}$$
$$\$3,500 \times .236 = \$826 \text{ Reimbursement}$$

6.   Regular Term part-time = 15 hours a week for ten weeks

a.)   Multiply hours worked a week by the number of weeks worked
$$15 \quad 10 = 150 \text{ Hours}$$
b.)   Divide hours worked by the normal class hours
$$150/6 = 25 \text{ Days}$$
c.)   Divide the result of "b" by the regular term days of 180
$$25/180 = .138 \text{ FTE}$$
Enter the FTE calculated in "c" above in the appropriate FTE field. Enter 180 in the appropriate regular days field.

To calculate the FTE days used in the payment calculation:
$$(\text{regular days} \times \text{FTE}) = \text{FTE Days}$$
$$180 \times .138 = 24.840 \text{ FTE Days}$$

For Certified staff claimed under ID Code 1:
$$24.840/180 = .138 \text{ FTE}$$
$$\$9,000 \times .138 = \$1,242 \text{ Reimbursement}$$

For Non-certified staff claimed under ID Code 3:
$$24.840/180 = .138 \text{ FTE}$$
$$\$3,500 \times .138 = \$483 \text{ Reimbursement}$$

7.   Regular Term part-time = 40 minutes a week for 23 weeks with 6 hours being the normal class hours.

a)   Multiply minutes worked in a week by the number of weeks worked
$$40 \times 23 = 920 \text{ Minutes}$$
b)   Divide total minutes worked by 60 to determine total hours worked
$$920/60 = 15.333 \text{ Hours}$$
c)   Divide total hours worked by a normal day to determine total days worked
$$15.333/6 = 2.555 \text{ Days}$$
d)   Divide total days worked by the regular term of 180 days
$$2.555/180 = .014 \text{ FTE}$$

Enter the FTE calculated in "d" above in the appropriate FTE field. Enter 180 in the appropriate regular days field.

To calculate the FTE days used in the payment creation:

(regular days x FTE) = FTE Days

180 x .014 = 2.520 FTE Days

For Certified staff claimed under ID Code 1:

2.520/180 =.014 FTE

$9,000 x .014 = $126 Reimbursement

For Non-certified staff claimed under ID Code 3:

2.520/180 = .014 FTE

$3,500 x .014 = $49 Reimbursement