



2018-19 Fund B Claims Q & A

Q. How can I change the days enrolled on the claims page?

A. You cannot change the days enrolled on the claims for fund code B. If you need them to be less then you have to adjust the begin and end date to reflect what the days should be.

Q. Do the private Day schools have an approved cost/day in the system?

A. Yes, click on the details button on the approval record next to the facility. There is also a link to the private facility lookup: <http://webprod1.isbe.net/FacilityInquiry/PrivateFacilitySearch/PFSearch.aspx>

Q. We have a student who attends only 2-3 days per week as well but we are charged full tuition for 5 days of the week. I have entered that student's claim as full time FTE - is that correct?

A. Yes.

Q. In my claims screen my per capita box is not auto-filling on some of my students - I also tried to manually type in my district's per cap and it won't let me. How will that get updated?

A. You do not fill in the per cap. It is updated based on the spreadsheet provided by ISBE. This is the link you can find the Tuition Cost sheet Data:

https://www.isbe.net/_layouts/Download.aspx?SourceUrl=/Documents/2018-19-Sp-Ed-Tuition-Cost-Sheet.xlsx

Q. What do you do when a student spends ½ day in one code and ½ day in another code? For example, using a regular and intensive private facility codes.

A. You will have two approval records. You will have to check the dually enrolled check box on both records to avoid overlap errors.

Q. What do we do if the due date for a claim is 8/15 but the facility ESY doesn't end until 8/16?

A. There is a correction period after 8/15 for edits. This will be edit only, no new records can be added after 8/15.

Q. If you got billed for one day wouldn't you want to enter that information for claims?

A. Yes, because that would mean the student returned.

Q. How do I mark the claim records for 8th grade students who are the High School's responsibility for ESY?

A. They should be a term of R (regular) and ended the last day you are responsible for them.

Q. How are the calendar days pulled?

A. The days are based on begin date, end date, and the calendar.

Q. We have a student ending the regular school year at one private facility and then starting the ESY term at another private facility. How do I show this in the system for term?

A. You will do an end/add on the current record with an end date of the last day you are charged for in regular term with a reason for exit of 20. The begin date on the new record will be the first day of summer term at the new facility.

Q. In the past they have included hot lunch daily cost and tutoring cost in the claim, so we should ONLY be calculating tuition cost, correct?

A. You will include the costs that are in the tuition rate. In other words, if that is provided then it should be figured into the tuition rate

Q. What if the cost doesn't match the attendance days?

A. You will only be reimbursed for the days times per diem amount.

Q. If a student attends 3 days a week but we are still being charged for 5 days a week, do we need to alter the FTE?

A. You enter the amount you are charged.

