2022-23 Fund B Claims Training

Presented By Harrisburg Project

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Topics

- 📖 Due Dates
- 📏 2022-23 Student Reimbursement Manual
- 🖊️ Private Facility Approval Tips
- 💻 Calendar Method of Computing Days
- 📐 Claims Data Entry
- 📄 Reports

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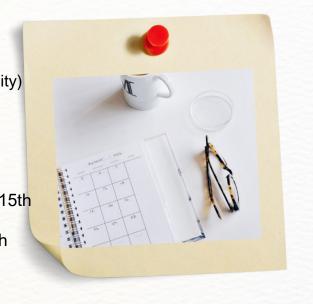_____
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Due Dates

August 15th - Fund Code B (Private / Residential Facility)

REMEMBER! THIS IS REGULAR AND SUMMER TERM!!!
DON'T FORGET TO INCLUDE SUMMER DAYS!!!

Approvals Corrections -> August 16th - September 15th

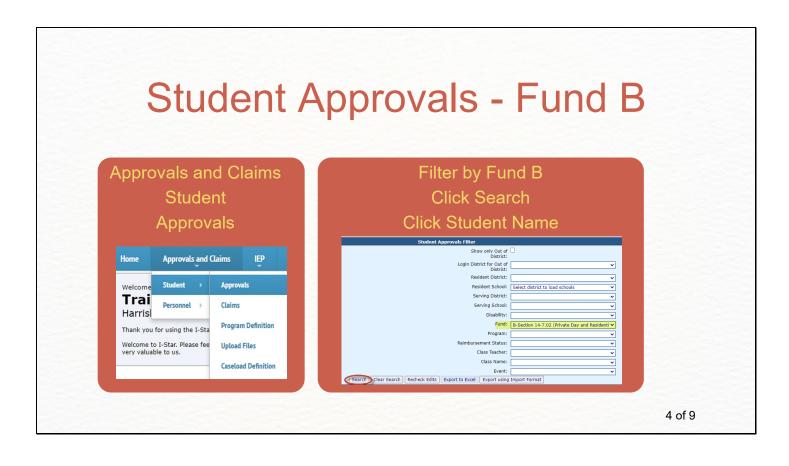Claims Corrections -> August 16th - September 30th

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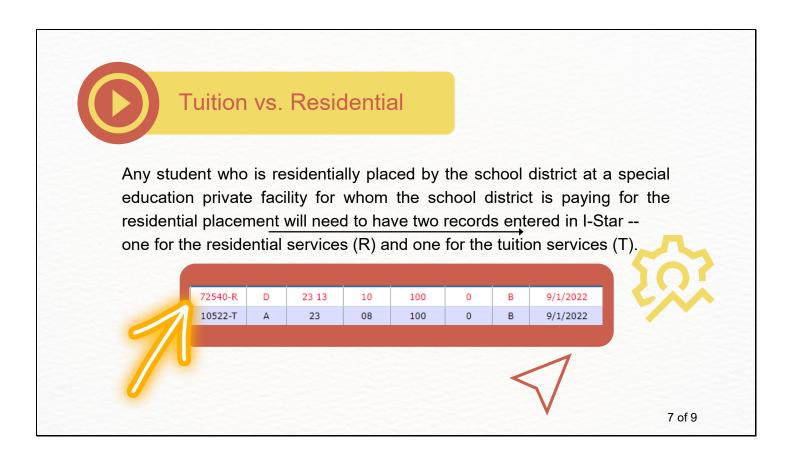
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Students with Disabilities
Claim & Reimbursement Instructions

www.hbug.k12.il.us -> Manuals and Guides

- Fund B instructions - pages 5-6

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Student Approvals - Fund B

Approvals and Claims

Student

Approvals

Filter by Fund B

Click Search

Click Student Name

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Slide 6

Tuition vs. Residential

Any student who is residentially placed by the school district at a special education private facility for whom the school district is paying for the residential placement will need to have two records entered in I-Star -- one for the residential services (R) and one for the tuition services (T).

| 72540-R | D | 23 13 | 10 | 100 | 0 | B | 9/1/2022 |
| 10522-T | A | 23 | 08 | 100 | 0 | B | 9/1/2022 |

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Student Approval - Fund B

- Facility Claim Type = Tuition
- EE Code = 08

Private Facility:	10522-Hyde Park Day School-North
	(Details)
Facility Claim Type:	Tuition
Add On Type:	

Rates:

Type	Begin	End	Days	Rate
Tuition	8/22/2022	7/28/2023	204	$256.53

Disabilities:	D-Specific Learr
Related Service:	23 · 13
Education Environment:	08-Private Day School or Out-of-State Public Day Prog

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Student Approval - Fund B

- Facility Claim Type = Residential
- EE Code = 09 for In-State
  - 10 for Out-of-State

Private Facility:	72540-Chaddock - DTAP-C-High Intensity ▾
	(Details)
Facility Claim Type:	Residential ▾
Add On Type:	

Rates:	Type	Begin	End	Days	Rate
	Room and Board	9/1/2022	8/31/2023	365	$904.11

Disabilities:	D-Specific Learn ▾
Related Service:	23 ▾	13 ▾	▾	▾	▾	▾	▾
Education Environment:	10-Private Residential Facility, Out-of-State ▾

42

84

97

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Calendar Method of Computing Days

All approved Private Facility Calendars are in I-Star

Fund Code B will default to Calendar Method of Computing Days
(Manual, Calendar (Cost) & Program methods are not allowable options)

Days Enrolled and Days in Session will automatically populate based on
Begin and/or End Date on Approval record and the calendar.

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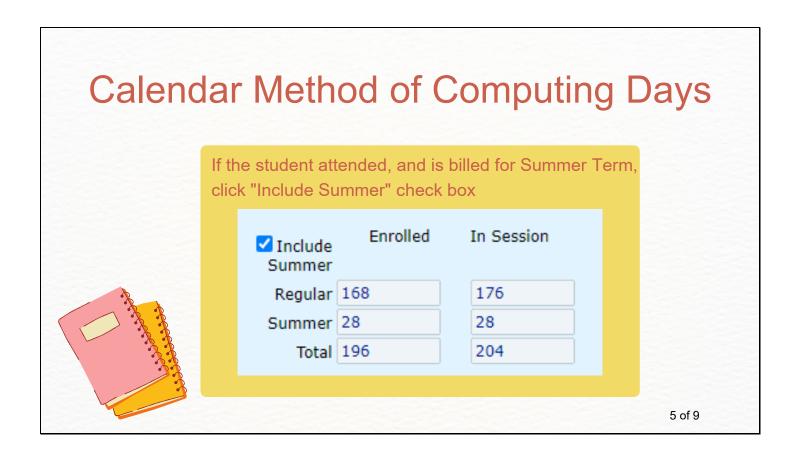_____
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Calendar Method of Computing Days

Data entry required = FTE, Include Summer (for Term of B) and Cost Per Pupil.
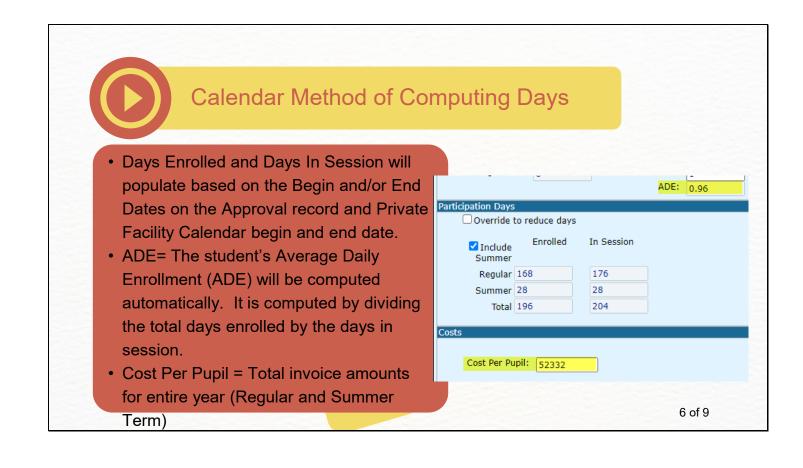
FTE should always be 1.0 if being billed for the whole day.

However, if a student is ½ day at a public school and ½ day at a private facility <u>and</u> the facility is billing ½ a day per diem, enter .5 for the FTE.

If a student's tuition is for ½ day with a .5 FTE, the days enrolled will decrease to ½ the amount it would be if using 1.0 FTE.

The 2022-2023 Student Claims Data is Open.

Claim Term: Both   ☑ Include Claim*
*By leaving un-checked you are agreeing not to submit a claim for this record.

Tuition

Method of Computing Days
Manual ○
Calendar ◉   Hyde Park Day School-North ▾
Calendar (Cost) ○
Program ○   ▾ ☐ Show Coop Programs

Participation Rates
% Regular Ed: 0   FTE: 1
                         ADE: 0.96

Participation Days
☐ Override to reduce days

	Enrolled	In Session
☑ Include Summer		
Regular	168	176
Summer	28	28
Total	196	204

Costs

Cost Per Pupil: 52332

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Calendar Method of Computing Days

If the student attended, and is billed for Summer Term, click "Include Summer" check box

	Enrolled	In Session
☑ Include Summer		
Regular	168	176
Summer	28	28
Total	196	204

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Calendar Method of Computing Days

- Days Enrolled and Days In Session will populate based on the Begin and/or End Dates on the Approval record and Private Facility Calendar begin and end date.
- ADE= The student's Average Daily Enrollment (ADE) will be computed automatically. It is computed by dividing the total days enrolled by the days in session.
- Cost Per Pupil = Total invoice amounts for entire year (Regular and Summer Term)

ADE: 0.96

Participation Days

☐ Override to reduce days

	Enrolled	In Session
☑ Include Summer		
Regular	168	176
Summer	28	28
Total	196	204

Costs

Cost Per Pupil: 52332

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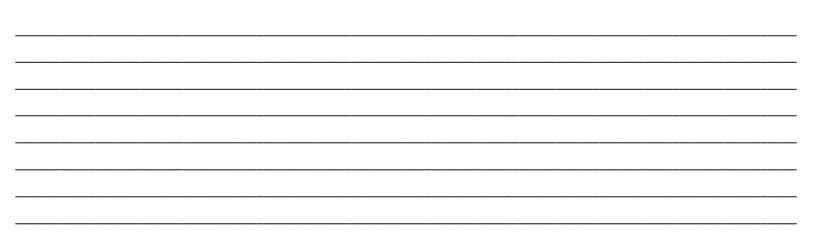_____
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Claims Data Entry - Fund B Reimbursement

1. Multiply the district per capita tuition charge by the student's ADE.
2. Multiply the result of step 1 above by two.
3. Subtract the result of step 2 from the Ed Cost/Student. If the result is a positive amount, this represents the eligible amount the district is entitled to receive in reimbursement.
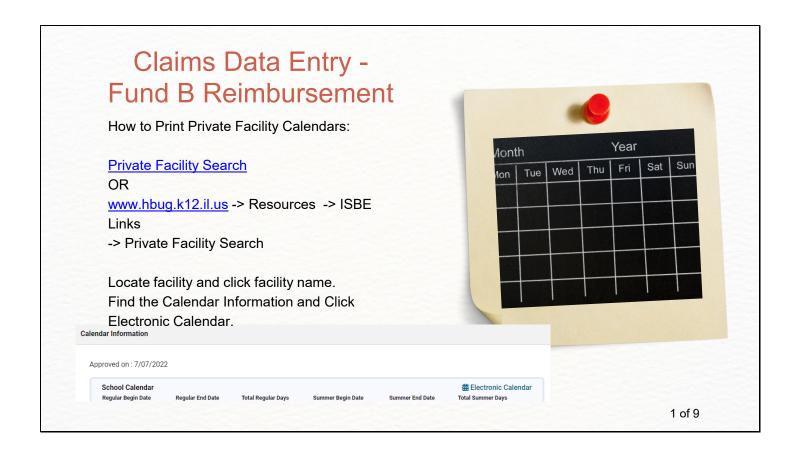
Calculation:
Per Capita Tuition = $5,000; ADE = .500;
Education Cost This Student = $11,500

1. $5,000 x .500 = $2,500
2. $2,500 x 2 = $5,000
3. $11,500 – $5,000 = $6,500 Total Reimbursement

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Claims Data Entry - Fund B Reimbursement

How to Print Private Facility Calendars:

Private Facility Search
OR
www.hbug.k12.il.us -> Resources -> ISBE Links
-> Private Facility Search

Locate facility and click facility name.
Find the Calendar Information and Click Electronic Calendar.

Calendar Information

Approved on : 7/07/2022

| School Calendar | | | | | 📅 Electronic Calendar |
| Regular Begin Date | Regular End Date | Total Regular Days | Summer Begin Date | Summer End Date | Total Summer Days |

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Claims Data Entry Reminders!

- Make sure that all records have the correct term.

- Triple check Private Facility numbers against bills to make sure the proper selection is made in I-Star.

- Check Private Facility per diem against bills to make sure the rate is correct and the facility number is correct.

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SUPPORT

Harrisburg Project

(800) 635-5274

support@hbug.k12.il.us

www.hbug.k12.il.us

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