

## Thank You for Transmitting!

We would like to thank each and every one of our clients for making the March 4<sup>th</sup> *FACTS* and *Personnel Approval* transmissions a success!

## Child Count Validation Transmission - March 21<sup>st</sup>

Permissions for the Child Count Validation transmission will be on after the SEARS Error Reports are distributed by ISBE. After the reports are distributed, Harrisburg Project will send each site an email with a summary of their approved and disapproved records that are active as of December 1. It is imperative that you address the errors from ISBE and correct your disapproved records for the March 21<sup>st</sup> transmission. We anticipate the error reports will be released later this week.

## Personnel Begin & End Dates in *iePoint* >

The Begin & End Dates for Personnel records are not required fields and therefore are not transmitted to ISBE. To keep a Personnel Approval record from being sent to ISBE for a staff member that has not been employed for any part of the current 2015-2016 school year, simply uncheck the 'Report in Personnel Approval' box or delete the entire Personnel Approval record.

Remember, if a staff member worked the previous Summer term, but not the regular term, you will still report them for the Personnel claim. If you have a staff member who is not being claimed for the current year, but is being attached to a cost center for the purpose of the student claim, the 'Report in Personnel Approval' box should be unchecked.

Please remember that our client support staff is just an email away!

Email your questions to client support at  
[support@hbug.k12.il.us](mailto:support@hbug.k12.il.us).

### Dates to Remember

- March 21, 2016 - Child Count Validation Transmission
- March 25-28, 2016 - Office Closed in Observance of Easter
- April 12-14, 2016 - Online Claims Trainings
- May 6, 2016 - Required *FACTS* & *Personnel Approval* Transmissions
- May 30, 2016 - Office Closed in Observance of Memorial Day



Don't forget to set all of your clocks one hour ahead on March 13<sup>th</sup>!

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## Event Registration

Registration for all events, both online and at location may now be found at the following link:

[Event Registration](#)

Date	Location	Name	Time	Notes
4/12/16	Online	Online Claims Training	9:00 AM - 12:00 PM	
4/13/16	Online	Online Claims Training	1:00 PM - 4:00 PM	
4/14/16	Online	Online Claims Training	9:00 AM - 12:00 PM	

**Please note: If you are unable to attend a training in which you have registered, please refer to your registration email and click “cancel your registration” found at the bottom of the email.**

**Important Notice:**

Please do not include any student or personnel information in e-mail and voicemail communications with Harrisburg Project. We also ask that clients refrain from sending any e-mail attachments containing sensitive information.