



# Harrisburg Project

## Software Support for Special Education

WEEKLY NEWS BRIEFING

JULY 5, 2016

[www.hbug.k12.il.us](http://www.hbug.k12.il.us)

[support@hbug.k12.il.us](mailto:support@hbug.k12.il.us)

800-635-5274

## Thank You for Transmitting!

We would like to thank each and every one of our clients for making the June 30<sup>th</sup> *Personnel Approval* and **FINAL FACTS Approval** transmissions a success! This is a huge amount of work and we appreciate your dedication and determination to get the job done!

## Permissions for Claims Transmissions

Permissions for the Reimbursement transmissions will be turned on July 6<sup>th</sup>. These include:

- Pupil Reimbursement Claims (Fund Codes D, E and F - Orphanage Regular Term Only) - Due July 15<sup>th</sup>
- Excess Cost Claim (Fund Codes X and J) - Due August 15<sup>th</sup>
- Pupil Reimbursement Claim (Fund B - Private Facility) Regular and Summer Term - Due August 15<sup>th</sup>
- Personnel Reimbursement - Due August 15<sup>th</sup>

## Reimbursement (Funds DEF) Due July 15<sup>th</sup>

There are 9 working days until the Pupil Orphanage Regular Term Reimbursement (Funds DEF) file transmission that is due Friday, July 15<sup>th</sup>.

You may transmit as many times as necessary until the end of business Friday, July 15<sup>th</sup>. Remember, if you are a member of a Super Site, your Super Site may have designated an earlier due date.

### Dates to Remember

May 16, 2016 - August 5, 2016:  
Office Hours will be 7:30AM-4:00PM; Closed on Friday

July 15, 2016 - Orphanage (Funds D, E, F) Regular Term Reimbursement Transmission

August 15, 2016 - Private Facility (Regular/Summer) Fund B Reimbursement Due; Excess Cost (Funds X, J) Reimbursement Due; FINAL Personnel Approval and Reimbursement Due



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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).

## 2015-2016 Reimbursement Claims Resources

Harrisburg Project provides several resource documents and videos to assist your district with completing the Student and Personnel reimbursement claims. We highly recommend that you attend an online claims training or review a recorded session prior to completing the Student and Personnel reimbursement claims. To review the reimbursement claim resource documents, click the links below:

- [2015-2016 Claims Training](#)
- [Creating Cost Centers in \*iePoint\* >](#)
- [ISBE 50-66A Special Education Tuition Cost Sheet](#)
- [5066A Special Education Tuition Cost Sheet \(Excel Version with Formulas\)](#)
- [2015-2016 Claims Packet](#)
- [Special Education Personnel Frequently Asked Questions](#)
- [Home/Hospital Instruction and Reimbursement Question and Answers](#)
- [Reimbursement Procedures for Students with Disabilities 2015-2016](#)
- [Special Education Personnel Reimbursement Instructions 2015-2016](#)

## 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
7/25/16	Online	Creating Cost Centers in <i>iePoint</i> >	9:00 AM - 10:00 AM	<a href="#">Notes</a>
7/27/16	Online	50-66A Tuition Cost Sheet	9:00 AM - 10:00 AM	<a href="#">Notes</a>

**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.**