







2023-24 Fund B Claims Training

Presented By Harrisburg Project

Topics

-  Due Dates
-  2023-24 Student Reimbursement Manual
-  Private Facility Approval Tips
-  Calendar Method of Computing Days
-  Claims Data Entry
-  Reports



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



Students with Disabilities Claim & Reimbursement Instructions

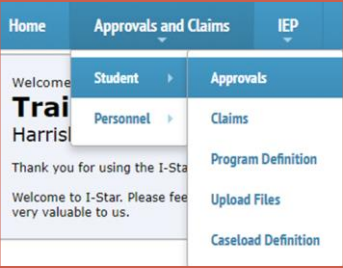


www.hbug.k12.il.us -> Manuals and Guides

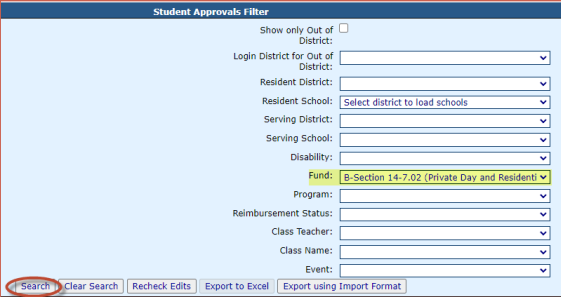
- Fund B instructions - pages 4-5

Student Approvals - Fund B

Approvals and Claims
Student Approvals




Filter by Fund B
Click Search
Click Student Name






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).



Priv Fac	Disab	Rel Srvc	Ed Env	% SpEd	% Reg	Term	Begin Date
10694-T	A	05	01	100	98	R	8/24/2023
10321-R	A	05	01	100	98	R	9/1/2023



Student Approval - Fund B

- Facility Claim Type = Tuition
- EE Code = 08

Private Facility: 10694-Cove School (Details)

Facility Claim Type: Tuition

Add On Type:

Rates:	Type	Begin	End	Days	Rate
	Tuition	8/24/2023	7/26/2024	201	\$1.00

Disabilities: A-Intellectual Di

Related Service: 05

Education Environment: 08-Private Day School or Out-of-State Public Day Proç





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.

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 1/2 day at a public school and 1/2 day at a private facility and the facility is billing 1/2 a day per diem, enter .5 for the FTE.

If a student's tuition is for 1/2 day with a .5 FTE, the days enrolled will decrease to 1/2 the amount it would be if using 1.0 FTE.

The 2023-2024 Student Claims Data is Open.

Claim Term: Regular Include Claim*

*By leaving un-checked you are agreeing not to submit a claim for this record.

Tuition

Method of Computing Days

Manual Calendar Cove School

Calendar (Cost) Program Show Coop Programs

Participation Rates

% Regular Ed: 98 FTE: 1 ADE: 1

Participation Days

Override to reduce days

Include Summer

Enrolled In Session

Regular 176 176

Summer 25 25

Total 201 201

Costs

Cost Per Pupil: 52332

Calendar Method of Computing Days

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



<input checked="" type="checkbox"/> Include Summer	Enrolled	In Session
Regular	176	176
Summer	25	25
Total	201	201



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)

% Regular Ed: 98

FTE: 1

ADE: 0.965

Participation Days

☐ Override to reduce days

☒ Include Summer

	Enrolled	In Session
Regular	169	176
Summer	25	25
Total	194	201

Costs

Cost Per Pupil: 52332



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. $\$5,000 \times .500 = \$2,500$
- 2. $\$2,500 \times 2 = \$5,000$
- 3. $\$11,500 - \$5,000 = \underline{\$6,500}$ Total Reimbursement



Claims Data Entry - Fund B Reimbursement

How to Print Private Facility Calendars:

[Private Facility Search](#)

OR

www.hbug.k12.il.us -> Resources -> ISBE

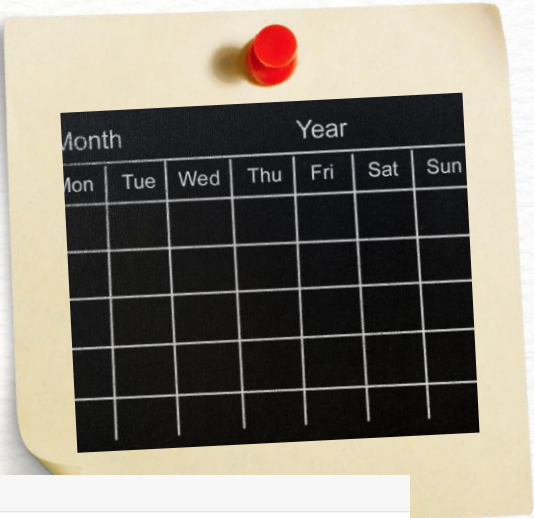
Links

-> Private Facility Search

Locate facility and click facility name.

Find the Calendar Information and Click

Electronic Calendar.



Calendar Information						
Approved on : 2/07/2023						
Days Approved						Electronic Calendar
Regular Begin Date	Regular End Date	Total Regular Days	Summer Begin Date	Summer End Date	Total Summer Days	

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.
- Ensure that contracts are on file.



SUPPORT

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