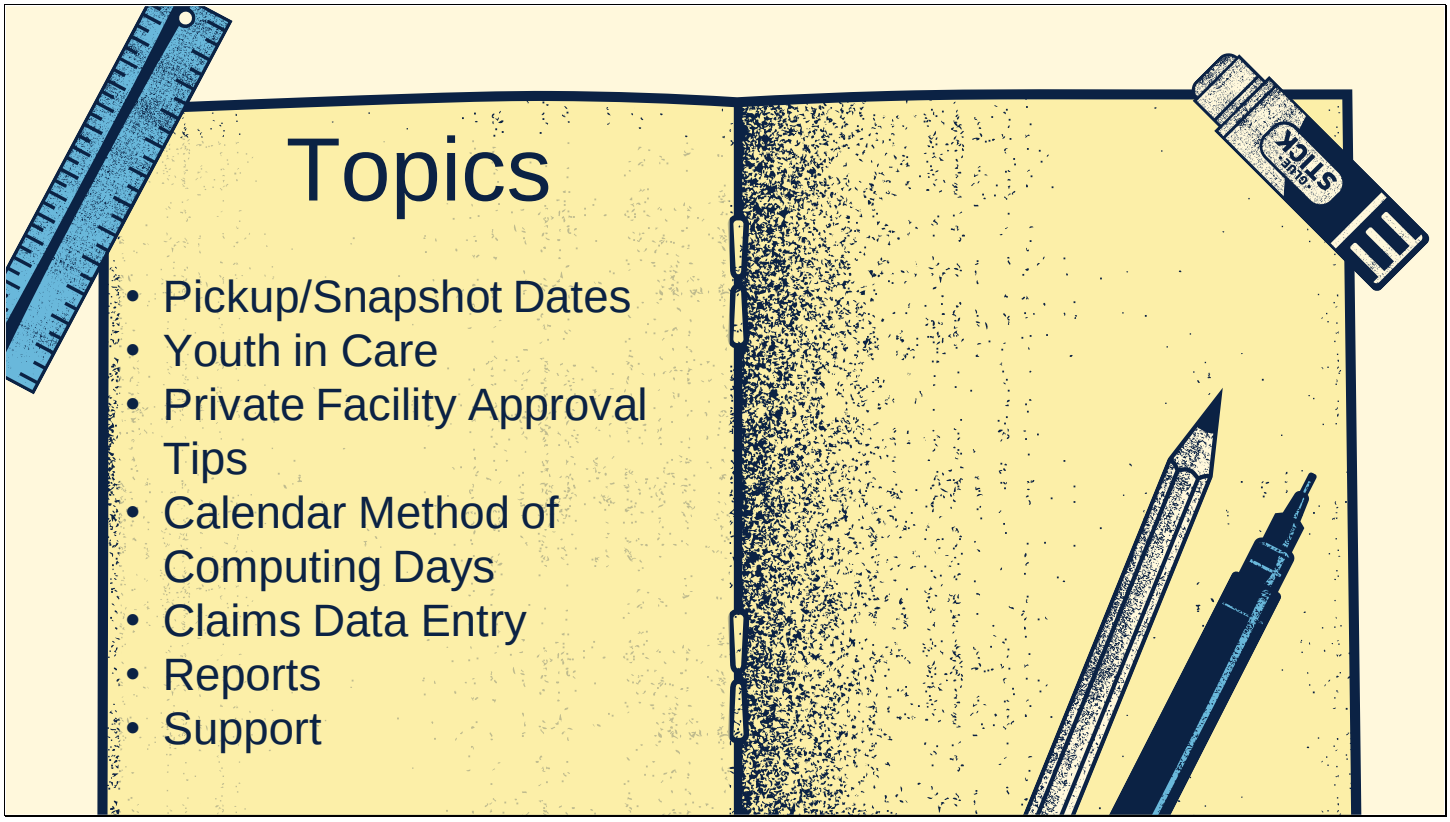
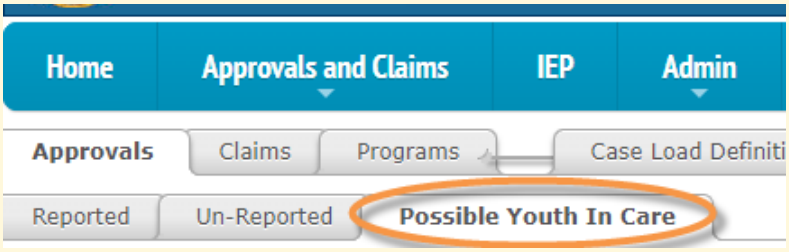
Slide 1

2023-24
Fund Code F
Claims Training
Presented By
Harrisburg Project

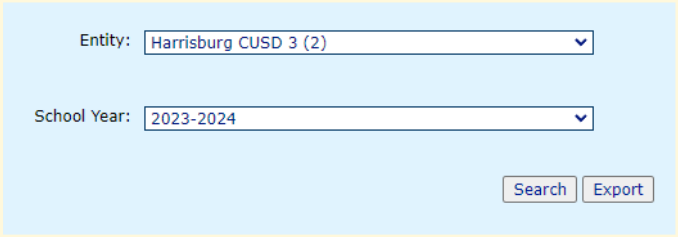

Topics
• Pickup/Snapshot Dates
• Youth in Care
• Private Facility Approval Tips
• Calendar Method of Computing Days
• Claims Data Entry
• Reports
• Support
GLUE STICK

How to Identify Youth in Care Students (Orphanage)

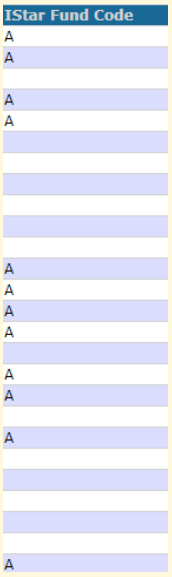
- Click Possible Youth in Care tab under Student Approvals



- Select Entity -> School Year -> Search



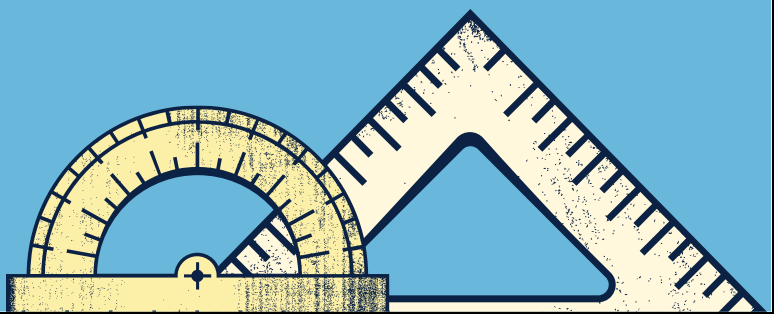
How to Identify Youth in Care Students (Orphanage)



- Evaluate students listed (Regular Education students can be disregarded).
- Focus on I-Star Fund Code column:
  - If Fund Code is blank AND student receives Special Education, add a Fund E or F approval record.
  - If Fund Code = A or X, Fund Code may need to be changed to Fund E
  - If Fund Code = B, Fund Code may need to be changed to Fund F

Student Reimbursement Pickup / Snapshot Dates

June 14, 2024	Regular Term Private Facility Orphanage - Fund Code F Approval Corrections through July 1, 2024 Claims Correction through July 31, 2024
November 1, 2024	Summer Term Private Facility Orphanage



Slide 6

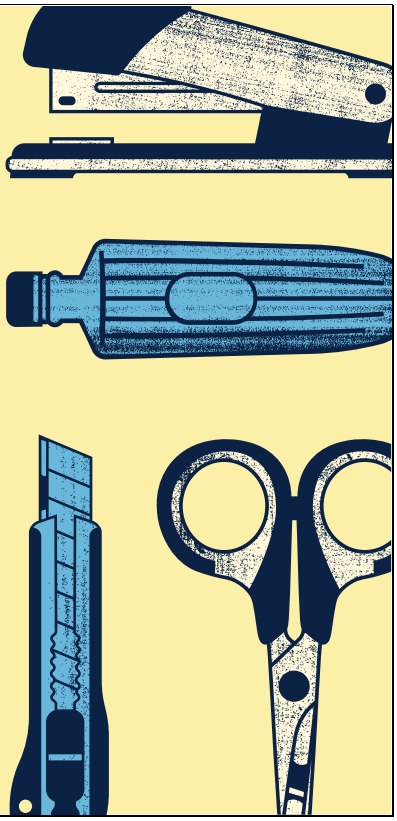
Students with Disabilities Claims and Reimbursement Instructions

www.hbug.k12.il.us

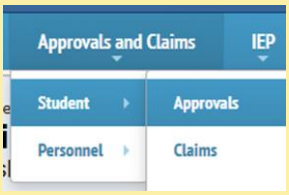
Manuals & Guides

Slide 7

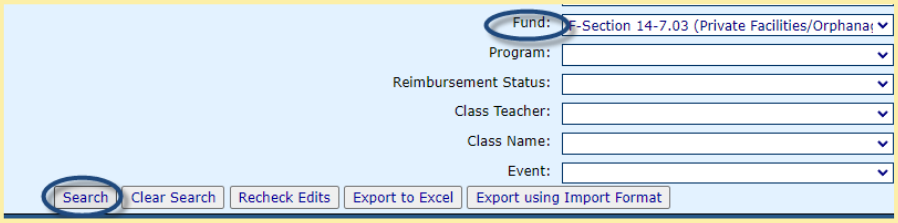
Student Approval Fund F



Approvals and Claims -> Student -> Approvals

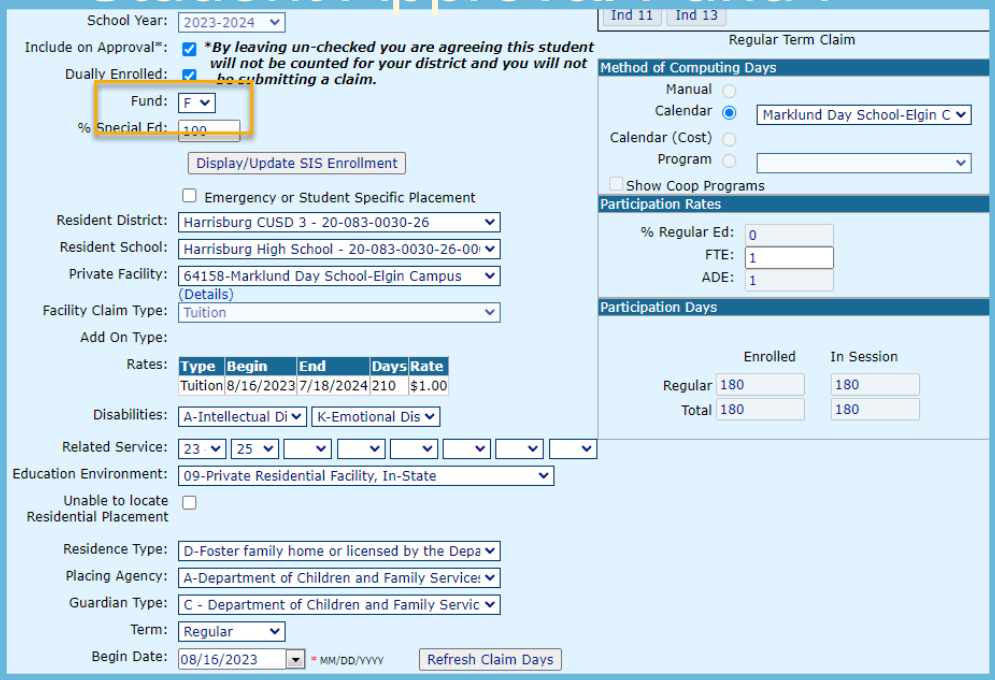


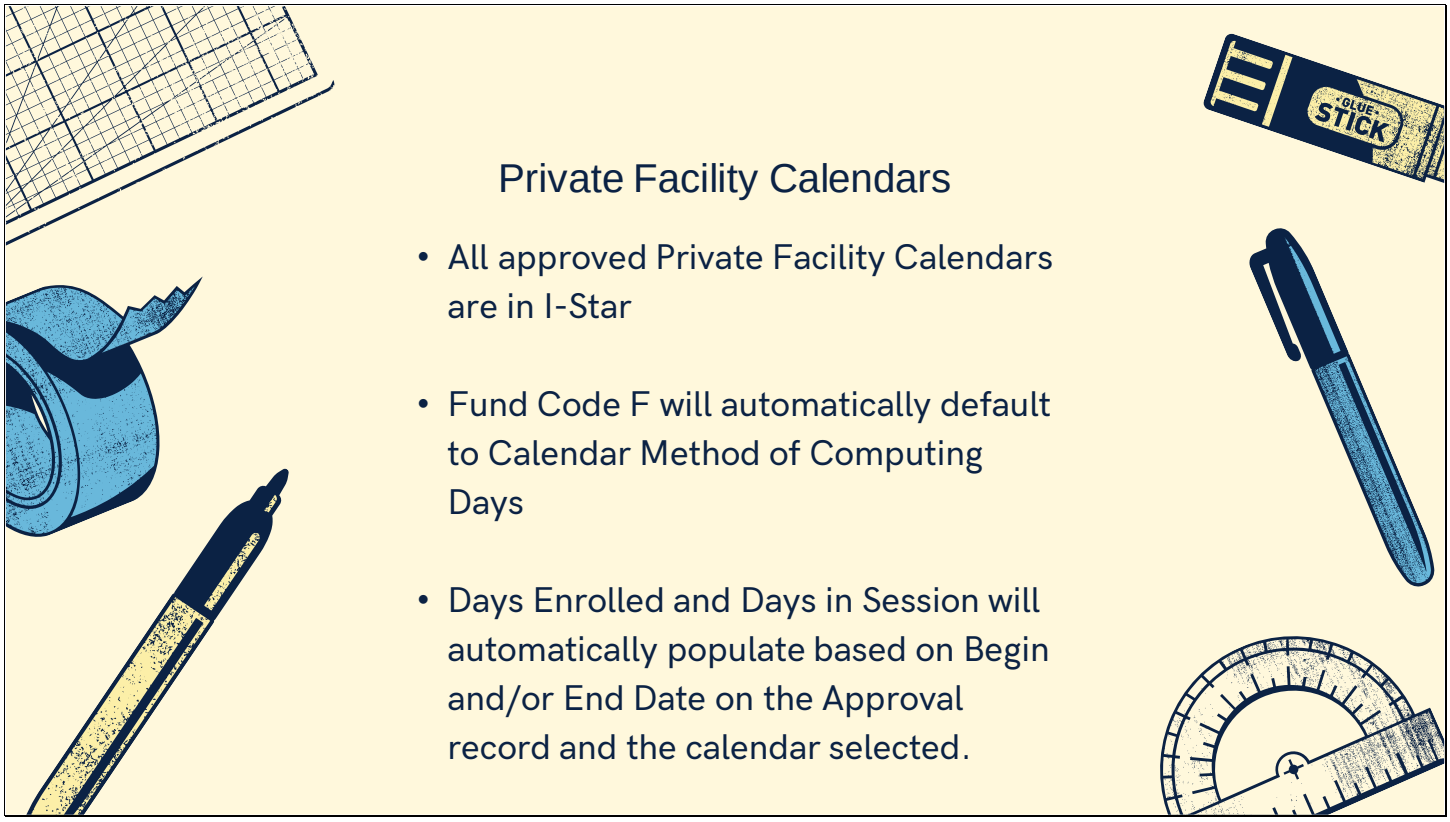
Filter by Fund Code F -> Search -> Select desired student's name to open Approval record



Slide 8

Student Approval Fund F





Private Facility Calendars

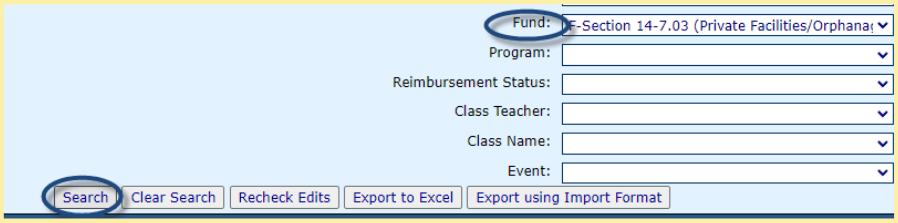
- All approved Private Facility Calendars are in I-Star
- Fund Code F will automatically default to Calendar Method of Computing Days
- Days Enrolled and Days in Session will automatically populate based on Begin and/or End Date on the Approval record and the calendar selected.

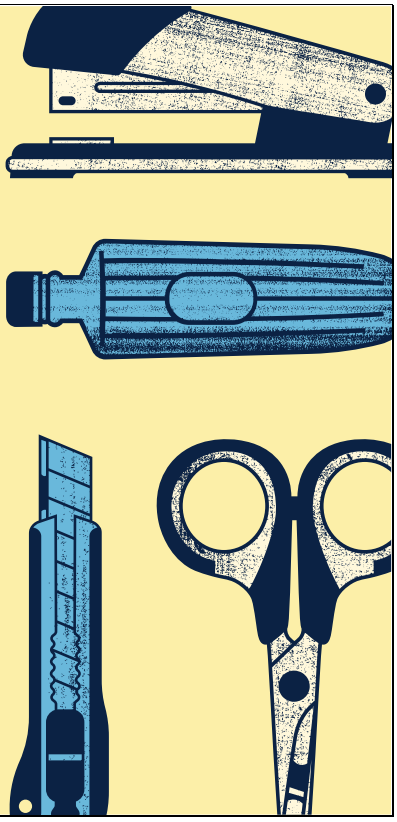
Slide 10

Student Claim Fund F

Approvals and Claims -> Student -> Claims

Filter by Fund Code F -> Search -> Select desired student's name to open Claim record





Slide 11

Student Claim Fund F

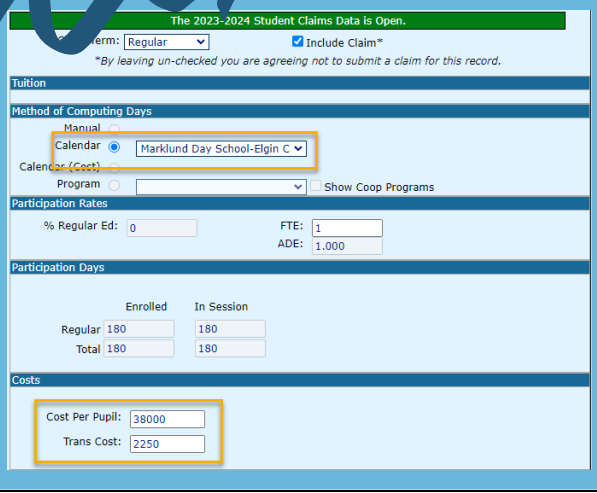
Actions	Student Name	RCDT	Fund	Priv Fac	Approval Term	Claim Term	Begin Date
✖	Walker, DemoKaylen Brady	R: 20-083-0030-26 S:	F	64158-T	R	R	8/16/2023

Locate the student claim for the Regular Term in the search results grid, then click on the student's name to open the record.

Remember....Summer Term claims are not due until November 1, 2024

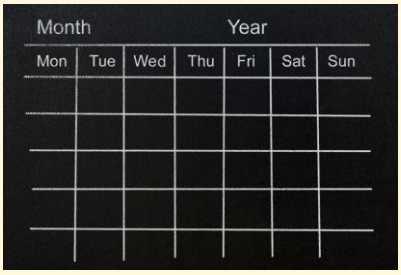
Resident District Per Cap & Estimated Reimbursement will compute in I-Star automatically.

Note: The Transportation Cost field is only available on the claim if Related Service 25 is selected on the Approval record.



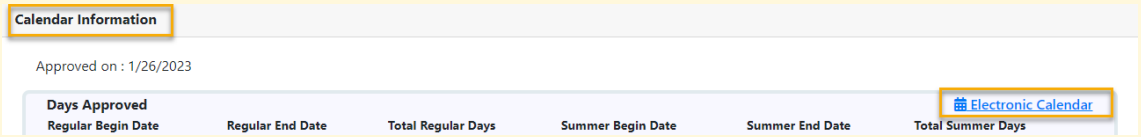
Private Facility Calendars

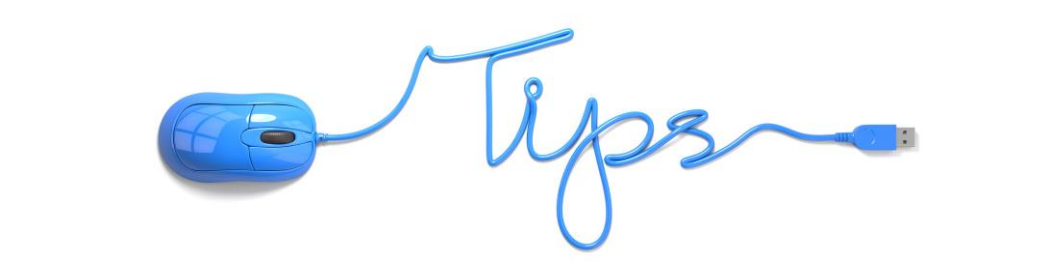
How to Print Private Facility Calendars:



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

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



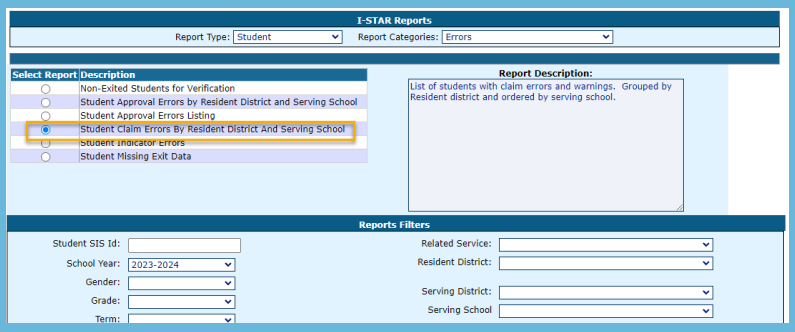


- Make sure that all records have correct Term. If a student is going to attend Summer Term, a separate Approval record should be added.
- Check all Private Facility codes against invoices to make sure the proper selection is made in I-Star on the Approval record.
- Make sure that all transitions have been recorded in I-Star with end/adds. If students have been to multiple facilities during the school year, you should claim accordingly.

Reports...

Error Report

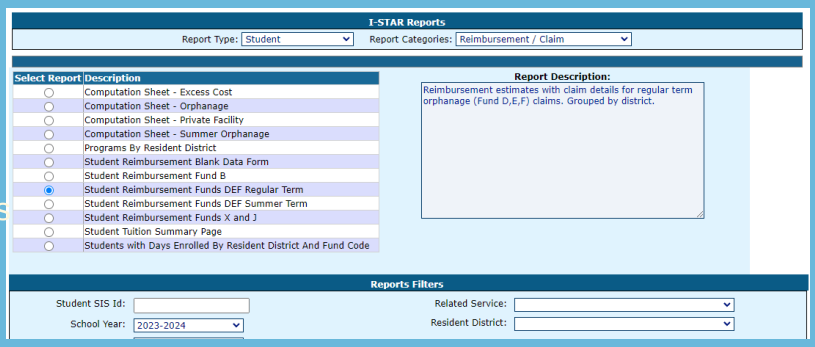
- To run Claims Error Report click: Reports -> Application Reports
- Select Report Type: Student
- Select Report Categories: Error
- Select: Student Claims Errors by Resident District and Serving School
- Under Report Filters, select: Fund F
- Click: Run or Export



Reports...

Reimbursement Reports

- To run Claims report click: Reports -> Application Reports
- Select Report Type: Student
- Select Report Categories: Reimbursement/Claim
- Select: Student Reimbursement Funds DEF Regular Term
- Report Filters: Fund F (optional)
- Click: Run or Export Report



I-Star
SUPPORT
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