



# TOPICS

Pickup / Snapshot Dates

How to Identify Youth in Care Students  
(Orphanage)

Manual Method of Computing Days

Calendar Method of Computing Days

Key Components of Claims

Program Method of Computing Days

Calculating the Claim

Reimbursement Reports

Support / Help



## STUDENT REIMBURSEMENT PICKUP / SNAPSHOT

**June 16th - Fund Codes DEF (Regular Term) Claims DUE**

**July 15th - Fund Code X (Excess Cost) Claims DUE**

**August 15th - Fund Code B - Private / Residential Facility (Both Terms) Claims DUE**

**August 15th - Fund Code S - Separate Public School (Both Terms) Claims DUE**

**October 31 - Fund Code E (Summer Term Orphanage) Claims DUE**

**October 31 - Fund Code F (Summer Term Orphanage Private Facility) Claims DUE**

Transmission Dates are for the 2024 – 2025 school year only.

The ISBE manuals and planning calendar date schedule should always be consulted for confirmation.

Claim for Fund Codes D, E and F Regular Term is due June 16th, 2025 - Reimbursed at 100%

Claim for Fund code X is due July 15th, 2025.

Claim for Fund Code B, S is due August 15th, 2025 – Reimbursed after tuition cost reaches two times district per cap + ISBE pro-ration

Claim for Fund Codes E and F Summer Term is due October 31st, 2025

# HOW TO IDENTIFY YOUTH IN CARE STUDENTS (ORPHANAGE)

- Click Possible Youth in Care tab under Student Approvals



- Select Entity -> School Year -> Search

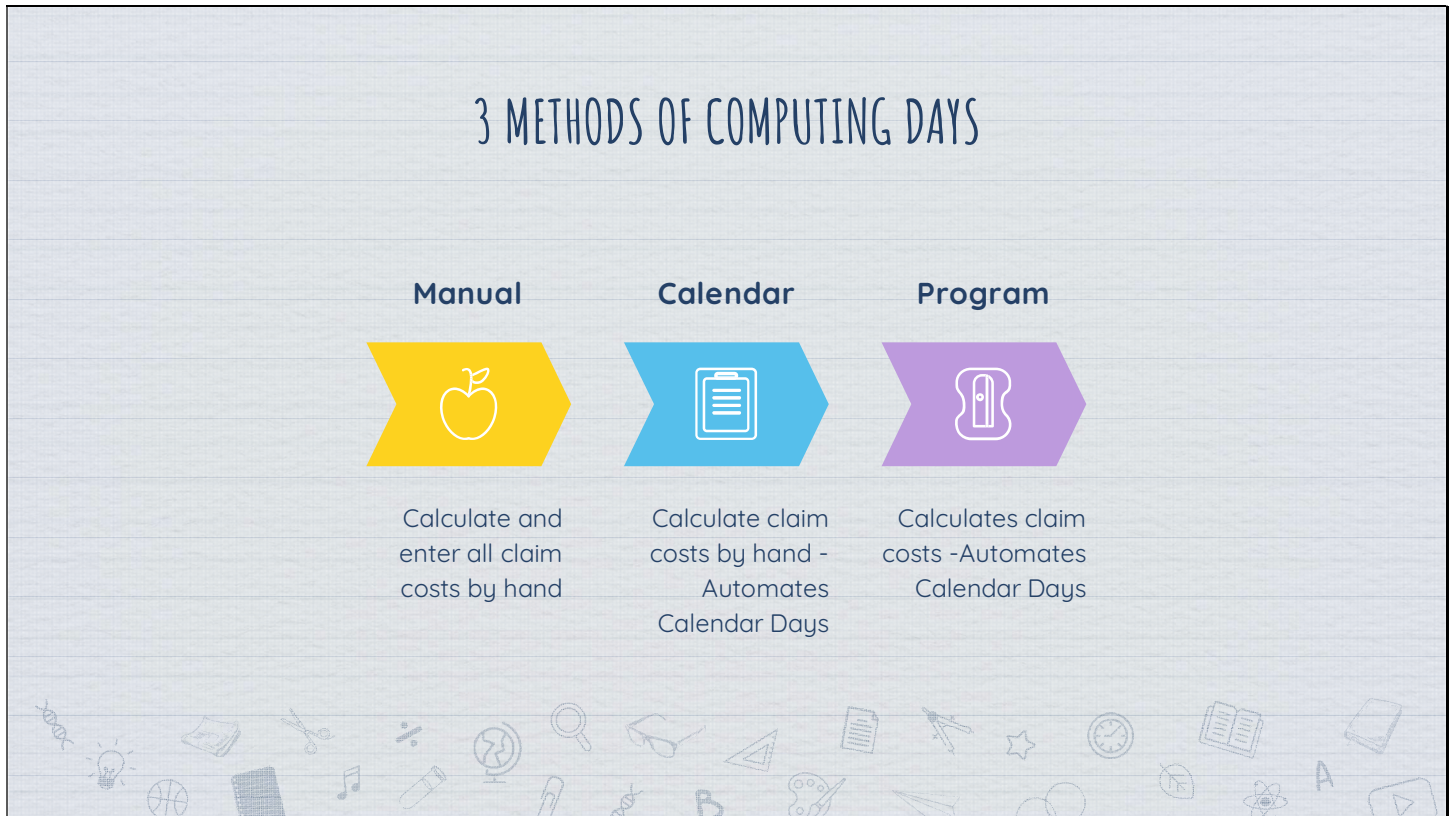
A screenshot of a search form on a light blue background. It contains two dropdown menus: 'Entity:' with the value 'Harrisburg CUSD 3 (2)' and 'School Year:' with the value '2024-2025'. At the bottom right, there are two buttons labeled 'Search' and 'Export'.



# HOW TO IDENTIFY YOUTH IN CARE STUDENTS (ORPHANAGE)

IStar Fund Code
A
A
A
A
A
A
A
A
A
A
A
A

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



The next several slides will discuss the Methods of Computing Days in I-Star.

There are 3 methods of computing the claim.

The methods vary from all of the claims calculations done outside of I-Star to almost all of the calculations done using I-Star.

Regardless of which method is used, data entry will be required in I-Star to complete the claim.

# MANUAL VS. CALENDAR METHOD

Are you receiving a bill from another public district?	Are you receiving a bill from a special education cooperative that has an official calendar?	Are you receiving a bill from a private facility?
YES	yes	Yes
Use Calendar or Manual Method	Use Calendar Method	Use Calendar Method

Let’s focus on Manual and Calendar method.

- When using these two Methods of Computing Days, all calculations for the documentation (50-66A, S50-66B, P50-66B and 50-66C) are done outside of I-Star.
- When all of the calculations have been completed, each student record being claimed must be opened and calculation results manually entered.
- The only difference between the Manual and Calendar Methods of Computing Days is that the Calendar Method auto fills the Days Enrolled/In Session based on the calendar selected.
- If the costs are known for the students' education, consider the 3 questions on the slide to determine how to enter the claim into I-Star.

# WHAT ABOUT MANUAL METHOD??

## USE FOR:

**Bills from Special  
Education  
Cooperatives that  
DO NOT have an  
official public  
calendar**

**Fund Code X  
(Excess Cost)**

**Fund Code E  
(Regular Term  
Orphanage)**

**The 2024-2025 Student Claims Data is Open.**

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

**Tuition**

Tuition Bill: ☐

**Method of Computing Days**

Manual ☒  
 Calendar ☐   
 Calendar (Cost) ☐  
 Program ☐  ☐ Show Coop Programs

**Participation Rates**

% Regular Ed:  FTE:   
 ADE:

**Participation Days**

	Enrolled	In Session
Regular	<input type="text" value="174"/>	<input type="text" value="174"/>
Total	<input type="text" value="174"/>	<input type="text" value="174"/>

**Costs**

Cost Per 1.0 ADE:   
 Cost Per Pupil:   
 Trans Cost:

Manual method of computing days can be used to claim Fund Code X and Fund Code E records in I-Star.

Data entry required = FTE, Days Enrolled/In Session and Cost Per 1.0 ADE



# CALENDAR METHOD OF COMPUTING DAYS

USE FOR:

Fund Code B (Private Facility)

Fund Code S (Separate School)

Fund Code E (Regular Term Orphanage)

Fund Code F (Private Facility Regular Term Orphanage)

Fund Code X (Excess Cost)

The 2024-2025 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

Tuition Bill: ☐

Method of Computing Days

Manual ☐

Calendar ☒ Harrisburg CUSD 3 - 20-083-

Calendar (Cost) ☐

Program ☐ Show Coop Programs

Participation Rates

% Regular Ed: 86 FTE: 1

ADE: 1

Participation Days

	Enrolled	In Session
Regular	<span>174</span>	<span>174</span>
Total	<span>174</span>	<span>174</span>

Costs

Cost Per 1.0 ADE: 25000

Cost Per Pupil: 25000

Trans Cost: 12000

Calendar method of computing days can be used to claim Fund Code E and Fund Code X records in I-Star. Data entry required = FTE and Cost Per 1.0 ADE

Calendar method of computing days is required for Fund Code B, F, and S in I-Star.

Private Facilities and Separate Public Schools have a per diem. Ed Cost/Pupil can not exceed per diem X days in session. This will generate an error in I-Star indicating the cost entered is too high.

Note: A Related Service of 25 (special transportation) should be included on the student approval, if districts provide special transportation. For a Private Facility student (Fund B), the district may claim this amount on the Student Transportation Claim Reimbursement System. For Private Facility Orphanage (Fund F), 100% can be claimed in I-Star for special transportation.

Days ‘Enrolled’ and ‘In Session’ will fill based on the District Calendar's begin and end dates. This is the key difference between Manual and Calendar Method of Computing Days.

# CALENDAR METHOD OF COMPUTING DAYS

Private Facility Example in I-Star

**Tuition**

**Method of Computing Days**

Manual ☐ Calendar ☒ **Connect Academy East**

Calendar (Cost) ☐ Program  ☐ Show Coop Programs

**Participation Rates**

% Regular Ed:  FTE:  ADE:

**Participation Days**

☐ Override to reduce days

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

**Costs**

Cost Per Pupil:

	Enrolled	In Session
<input checked="" type="checkbox"/> Include Summer		
Regular	176	176
Summer	22	22
Total	198	198

DAYS ENROLLED x PER DIEM RATE  
TRUNCATE COSTS (DO NOT ROUND)

Calendar method of computing days is required for Fund Code B, F, and S in I-Star.

Data entry required = FTE, Include Summer (for Term of B,S) and Cost Per Pupil

Days 'Enrolled' and 'In Session' will fill based on the Private Facility Calendar or Separate Public School calendar's begin and end dates. This is the key difference between Manual and Calendar Method of Computing Days.

If the Cost Per Pupil is more than the per diem multiplied by the days, then verify that the correct Private Facility or Separate Public School number is entered on the approval record.

# AVERAGE DAILY ENROLLMENT (ADE)...

**What is ADE?**    Days Enrolled / Days in Session

**What happens if ADE is less than 1.0?**    Cost Per Pupil will decrease

**When would ADE be less than 1.0?**

- Student did not attend all day the entire school year
- Program started after the first pupil attendance day on the official public calendar (ie. PreK programs, Kindergarten programs)

SIS Enrollment Begin Dates are defined as the first day the student is expected to attend. I-Star Approval Begin Dates must coincide with SIS dates.

This can cause student ADE to be less than 1.0.





# TRADITIONAL CALENDAR METHOD

**Method of Computing Days**

Manual ☐  
 Calendar ☒ Harrisburg CUSD 3 - 20-083-  
 Calendar (Cost) ☐  
 Program  Show Coop Programs ☐

**Participation Rates**

% Regular Ed: 0 FTE: 1  
 ADE: 0.971

**Participation Days**

	Enrolled	In Session
Regular	169	174
Total	169	174

**Costs**

Cost Per 1.0 ADE: 25000  
 Cost Per Pupil: 24275

## Calendar Method:

Data Entry - FTE and Cost per 1.0 ADE

## What is Cost Per 1.0 ADE?

Cost of the program for a student that is present all day for the entire year.

## Use this Method when:

- Cost per 1.0 ADE is available or
- ADE is 1.0 or
- Claiming district per capita tuition charge

# CALENDAR (COST) METHOD

**Method of Computing Days**

Manual ☐

Calendar ☐ Harrisburg CUSD 3 - 20-083

Calendar (Cost) ☒

Program  Show Coop Programs ☐

---

**Participation Rates**

% Regular Ed: 0 FTE: 1

ADE: 0.851

---

**Participation Days**

	Enrolled	In Session
Regular	148	174
Total	148	174

---

**Costs**

Cost Per ~~ADE~~ ADE: 29377

Cost Per Pupil: 25000

Calendar (Cost) Method:  
Data Entry - FTE and Cost Per Pupil

What is Cost Per 1.0 ADE?  
Costs for the entire year, regardless of days and FTE.

Use this Method when:

- Cost Per 1.0 ADE is NOT available or
- ADE is less than 1.0



Regardless of how you compute the claim(s) for special education students, outside of I-Star or inside of I-Star, these documents are key to the process.

50-66D is available on ISBE’s website under Funding and Disbursements. <https://www.isbe.net/Documents/50-66D.pdf>



# PROGRAM METHOD OF COMPUTING DAYS

Do you have any Fund  
Code E student  
approvals?

YES

Can use Program  
Method

Do you have any Fund  
Code X student  
approvals?

yes

Can use Program  
Method

Do you have any tuition  
bills to create for  
students that your  
district or cooperative  
serves from another  
district?

YES

Can use Program  
Method

*The program is an optional tool. Using this method is not a requirement.*



# PROGRAM METHOD OF COMPUTING DAYS

- I-Star generates 50-66A, 50-66B and 50-66C reports
- Student claims calculations are done in I-Star automatically
- Fields will auto-fill on the student record based on calculations
- All reports including cost sheets will be saved and archived in I-Star for each school year

Using the Program Method of Computing Days in I-Star allows users to generate the S50-66B and the P50-66B to assist with cost calculations.

The 50-66A for each cost center can be printed. Some fields are completed automatically based on ISBE data.

Reimbursement calculations are done in I-Star for all students attached to a cost center after entering the 1.0 ADE for each.

50-66Cs (Individual Cost Sheets) may be printed at any time.

# PROGRAM METHOD OF COMPUTING DAYS


## What is a Program (Cost Center)?

A combination of special education instructional services, supportive services supplies, materials, physical plant adjustments and other special educational facilities designated by a local education agency as meeting the common educational needs of a group of students with disabilities.

--Section 130.10 according to the Reimbursement Procedures for Students with  
★Disabilities

# PROGRAM METHOD OF COMPUTING DAYS

What is the purpose of a Program (Cost Center)?  
Determine the cost per pupil for special education tuition to claim for students that are Fund Code E and/or X.



Which students are included in a cost center?

Cost Centers are specifically created for students whose Fund Codes are E and/or X or if you have an out of district student that you are creating a bill to send to the resident district.

All students receiving services from the same Case Manager(s), teacher(s), and aide(s) should be included in the cost center.

This is the only way to accurately reflect the 1.0 ADE.





- Total school or district-wide programs are time consuming, less profitable and defy the definition of a program
- Blended Classrooms cannot be claimed as programs, but co-taught are acceptable
- Early Childhood students should never be combined with KG-12 students to form a program. They are not entitled to regular education per cap percentage.

- Create Programs
- Per Caps -> Released by ISBE
- Verify salary data is entered
- Add Personnel Records to the Program
- Verify student claims data is entered (including any individual costs)
- Add Student Records to the Program
- Recalculate Days on the S50-66B
- Complete the 50-66A
- Recalculate Program
- Review/Print Reports



This slide provides a basic “To-Do” list to help guide you through this process.

Harrisburg Project highly recommends that the Special Education Director, Business Manager and the Data Entry person work together to complete the process.

Once these steps are completed, the 1.0 ADE for the Program will be calculated for each cost center (line 37 of 50-66A) and the claim will be ready for ISBE to pickup.

Remember, the 1.0 ADE for a cost center is what it costs to educate one student who is in a cost center 100 % of the time for the entire year with an FTE of 1.0. This is the goal of this process!!!

When all points on the list are completed, you should have the 1.0 ADE for a cost center.

The 1.0 ADE is entered into the cost center and I-Star will do the rest of the work!

The data entry person will more than likely complete many or all of the steps in the Program Method to work. As discussed earlier, there are two reports (S50-66B and P50-66B) that need to be generated.

From these two reports, five numbers are generated that are needed to complete the 50-66A.

What follows are the steps that the data entry person needs to follow to properly generate the S50-66B and P50-66B using the Program Method of Computing Days.

It is important to remember that some of these steps may be done at any time throughout the year.

# CREATE PROGRAM

- Approvals and Claims -> Student -> Program Definition
 

Approvals and Claims	IEP	Admin
Student	Approvals	
Personnel	Claims	
Student Residential	Program Definition	

2. Click Add

School Year: 2024-2025

District:

Program:

Search Clear Search

Program Search Results: + Add
- Enter Term -> Program Name -> Preparing District -> Calendar
 

School Year: 2024-2025

Term: Regular

Program Name: 24-25 Test Program for Tr

Preparing District: Harrisburg CUSD 3 - 20-083-0030-26-0000

Calendar: Harrisburg CUSD 3 - 20-083-0030-26

From Date: 08/14/2024 MM/DD/YYYY

To Date: 05/20/2025 MM/DD/YYYY

Reload Calendar

For the Data Entry person to be able to accurately create the programs in I-Star, they will need:

- \* Access to the Program Definition
- \* A list of the cost centers
- \* A list of personnel involved with each cost center
- \* A list of students involved with each cost center

As soon as the list of cost centers have been obtained, the Data Entry person will be able to begin creating the programs.

To search for programs already created, use the filters to choose or click Search to see all programs.

To create a new program:

- Student -> Approvals and Claims -> Program Definition
- Click Add
- Enter Regular Term -> Program Name -> Preparing District -> Calendar

## CREATE PROGRAM

### 4. Per Cap Information

Per Cap To Use: ☐ Preparing District   
☐ Other  
☐ Resident District

Per Cap Amount:

- Preparing District - for billing purposes only
- Other - for temporary use before per caps are released or to run projections and/or estimated reimbursement calculation
- Resident District - used for all claims

Per Cap Information is automatically loaded into I-Star once it is available

#### "Per Cap to Use"

The Resident District Per Cap is always used by ISBE when calculating reimbursement.

The Special Education Director should be consulted if there are questions as to which Per Cap to use.

Use the option Resident District to utilize the per cap from Student's Approval record.

The Resident District Per Cap is used by ISBE to calculate reimbursement for students.

The Resident District Per Cap should be selected if the Preparing District is the Resident District.

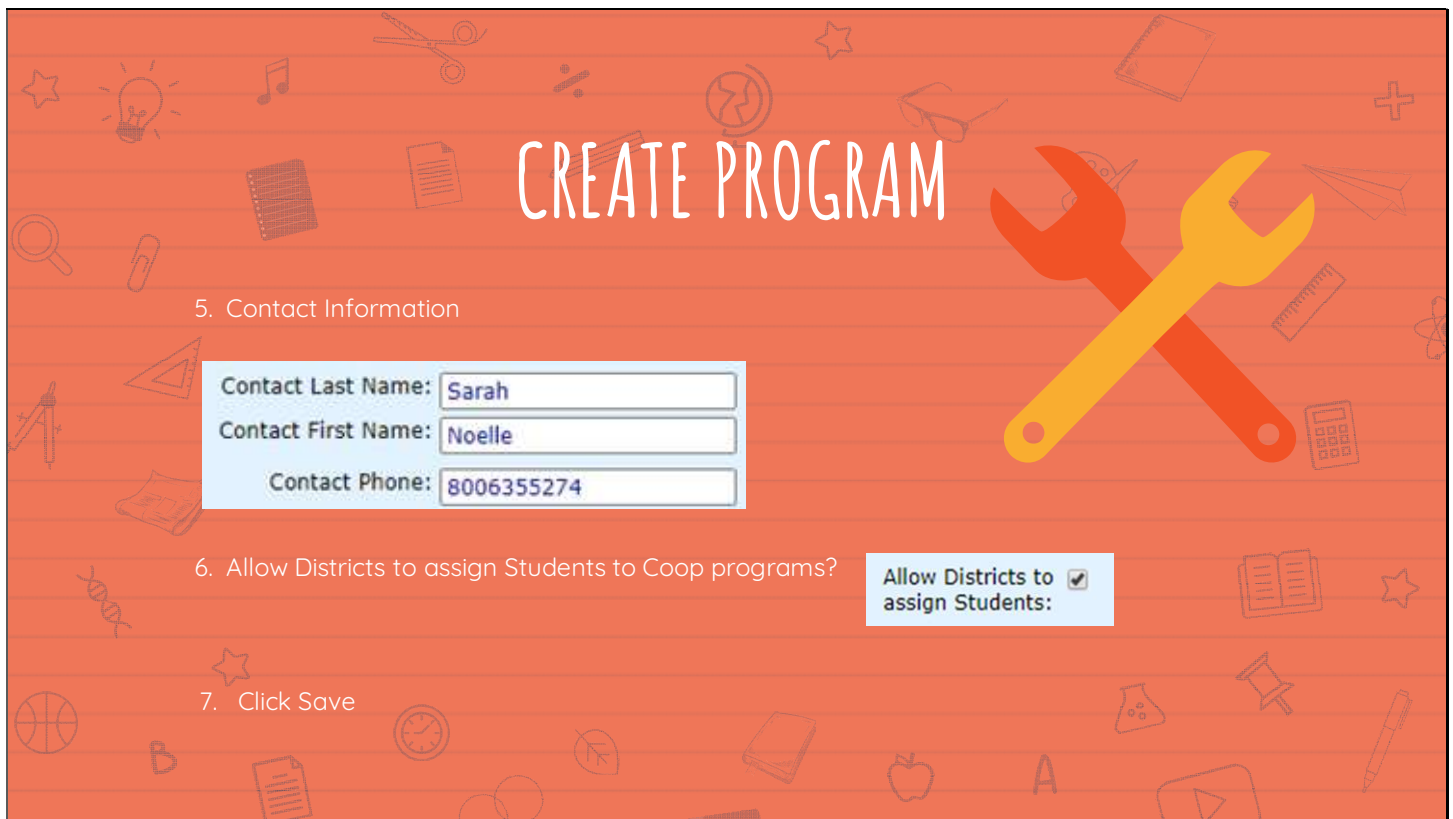
Use the "Preparing District" field if you are billing another district for services you have provided.

Use "Other" field if you are wanting to run projections or estimated reimbursement calculations. If using "Other" for projections, it is acceptable to add 10% to last year's district per cap.

Even though a tuition student is not reported by the Serving District, a 50-66C – Claims Computation and Tuition Cost Sheet must still be provided to the Resident District for billing and claiming purposes.

The Per Cap used on the Program Method affects the education cost for this student.



The form is titled "CREATE PROGRAM" in large white letters. It features a background of orange with various educational icons like a lightbulb, musical note, scissors, star, notebook, paper plane, ruler, calculator, compass, DNA helix, globe, clock, apple, and paper. A large orange and yellow wrench icon is on the right. The form has three steps: 5. Contact Information, 6. Allow Districts to assign Students to Coop programs?, and 7. Click Save.

5. Contact Information

Contact Last Name:

Contact First Name:

Contact Phone:

6. Allow Districts to assign Students to Coop programs?

Allow Districts to assign Students: ☒

7. Click Save

Enter Contact Last Name -> Contact First Name -> Contact Phone

Allow Districts to Assign Students? – this option can be checked if a coop would like for their member districts to be able to assign students to programs that the coop creates

Click Save.

# PERSONNEL SALARY INFORMATION

1.

Approvals and Claims

Student

Personnel

Approvals

Upload Files

2.

Approvals

Uploaded Files

SEPI Lookup

Reported

Un-Reported

IEIN:

School Year: 2024-2025

Last Name:

Approval Status:

Work Assign:

Excl

Search

Clear Search

Actions	Full Name	IEIN	WA1	W
<input checked="" type="checkbox"/>	Adams, Demofioxana	9000029		
<input checked="" type="checkbox"/>	Allen, Demofioxana	9000081		
<input checked="" type="checkbox"/>	Balley, Train11Chelsey	9000161	TA3	No
<input checked="" type="checkbox"/>	Baker, DemoAnole	9000028	PA3	No

3.

Show Salary Info

4.

Hide Salary Info

Salary Information / Offsets

NOTE: Salary fields are not required to be completed if personnel are being reported for approval only (not included on a program).

Local Salary & Benefits:

Total Federal Salary & Benefits:

Other Salary & Benefits:

Total (Calculated - Local + Federal + Other):

Evidence Based Funding - Personnel:

Personnel that provide direct instruction in the program should be attached to the program.

The salary information for each person that will be attached can be entered on the Personnel Approval record.

1. Personnel -> Approvals

2. Search for Personnel to attach

3. Click Show Salary Info

4. Enter Local Salary and Benefits

5. If any portion of the salary is paid from non-local funds enter those amounts in:

a. Total Federal Salary and Benefits

b. Other Salary and Benefits

6. Evidence Based Funding Amount

a. Personnel claims were eliminated a few years ago. Each district gets a static dollar amount each year for Personnel. This was based on \$9,000 for full time teachers and \$3,500 for paraprofessionals. The total was taken from the 2015-16 school year reimbursement. This button is on the landing page in I-Star and will display the district amounts. (Base Funding Minimum)

b. EBF Offset should be adjusted based on this well before June to determine how much should have to be deducted from the program under receipts. In other words, you may not have to deduct \$9,000/\$3,500 per person if staff have increased since the base funding minimum was set. This should encourage districts to enter all staff providing services each year.

# ADD PERSONNEL RECORDS TO THE PROGRAM

1. Click Add Multiples

Program Definition (Modify) (Add) (Delete)

School Year: 2025

Name: 24-25 Test Program for Training

Term: Regular

District: Harrisburg CUSD 3

Dates: 8/14/2024 - 5/20/2025

Per Cap To Use: Resident District

Total Cost per 1.0 ADE: 0

Recalc Program

Program Personnel Approval / Claim Data (Add Multiples)

Delete Personnel Edit Approval Special Services Function A

No Records Found

2. Search for staff to add

3. Check box for each personnel record that should be added to the program then click 'Use Selected'

Use Selected

Select	Multi Select	IEIN	Name	Gender	Ethnicity
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9000029	DemoRoxana J Adams	Female	White
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9000161	Train11Chelsey L Bailey	Female	Black or African American
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9000034	DemoMarisa Bell	Female	Hispanic or Latino
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9000165	Train15Jess Brown	Female	Hispanic or Latino

Multiple OR

District:

IEIN:

Last Name:

First Name:

Gender:

Include Retired ☐

Search Clear Search Cancel

Note: Including a district will search EIS with the entered filters. Leaving the district out will perform a name search on EIS.

To add personnel records to the Program:  
Click "Add Multiples"  
Search for the group of personnel that should be added.  
Check the box next to each person to add then click Use Selected.

Note: This information should have been provided by the Special Education Director when receiving the list of cost centers.



# ADD PERSONNEL RECORDS TO THE PROGRAM

If a staff member does not spend all of their time in this program and will be included in an additional program in I-Star, the allocation ratio must be less than 1.0.

To calculate the allocation ratio, divide the number of students served by this employee in this program by the total number of students served by the employee in the entire year.

**Program Personnel Approval / Claim Data (Add Mul)**

Delete	Personnel	Edit Approval	Spec
	Adams, DemoRoxana		
	Allen, DemoPaloma		
	Bailey, Train11Chelsey		
	Baker, DemoAngie		C Regular

**Personnel Information**

Name: DemoPaloma F Allen      SpecEd Id: A

Function Value: 1200

Allocation Ratio: 1.0000

The Allocation Ratio is the amount of time that the staff member spends with this cost center.

As per the Reimbursement Procedures for Students with Disabilities manual, “The ratio shall be determined by dividing the number of students served by this employee in this program by the total number of students served by the employee the entire year.”

The Salary Allocation field will adjust based on the Allocation Ratio entered if salary has been entered on the Personnel record.

If the staff member spends all of his/her time with students in this program:  
Allocation Ratio = 1.0.

However, if they see other students that are not in this program:  
Allocation Ratio should NOT equal 1.0 (a portion of their salary is being used when working with other students)

# ADD PERSONNEL RECORDS TO THE PROGRAM

Cost Sheet (5066A)

Personnel Report (P5066B)

Student Report (S5066B)

Individual Student Reports

Personnel Data (Print) (Export)

Personnel	IEIN	Spec Id.	Function	Alloc. Ratio	Salary+Benefits	Salary Allocation
Allen, DemoPaloma	9000081	A	1200	1.000	\$63,068	\$63,068
Ortiz, DemoArlene	9000082	A	1200	1.000	\$63,068	\$63,068
Baker, DemoAngie	9000083	A	1200	1.000	\$63,068	\$63,068
Fisher, DemoLidia	9000084	A	1200	1.000	\$63,068	\$63,068

SCHEDULE A - PERSONNEL DOCUMENTATION

P5066B Special Education Documentation Sheet

3/12/2025

Program: 24-23 Test Program for Training

Regular Term: 2024 - 2025

IEIN Code	Name Work Assignment	Allocation Ratio	Total Salary	Salary Allocation	Evidence Based Funding Personnel	Ev. Based Funding Alloc	Total Federal Offsets	Fed Funds Allocation	Other State and Federal Salary	Other Salary Allocation
9000029 A	Adams, DemoRoxana LBS	1.00	56,000.00	56,000.00	9,000.00	9,000.00	10,000.00	10,000.00	0.00	0.00
9000081 A	Allen, DemoPaloma	1.00	64,568.00	64,568.00	9,000.00	9,000.00	1,000.00	1,000.00	500.00	500.00
9000161 C	Bailey, Train11Chelsey TA3	1.00	18,000.00	18,000.00	3,500.00	3,500.00	350.00	350.00	150.00	150.00
9000028 C	Baker, DemoAngie PA3	1.00	17,950.00	17,950.00	3,500.00	3,500.00	450.00	450.00	0.00	0.00
Subtotals for Function 1200				156,518.00		25,000.00		11,800.00		650.00
Grand Totals:				156,518.00		25,000.00		11,800.00		650.00

All Salary & Benefits and the Evidence Based Funding amount carry from the Personnel record to the Program to generate the P50-66B.

Data from this report is used to complete the 50-66A for claim calculation.

To view and/or print the P50-66B, click the Personnel Report tab on the Program Definition.



# STUDENT CLAIM DATA ENTRY

**Method of Computing Days**

Manual ☐ Calendar ☒ Calendar (Cost)

Program ☒ 24-25 Test Program for Traini

**Participation Rates**

% Regular Ed:  FTE:  ADE:

**Participation Days**

	Enrolled	In Session
Regular	<input type="text" value="174"/>	<input type="text" value="174"/>
Total	<input type="text" value="174"/>	<input type="text" value="174"/>

**Costs**

	Regular	Total
Equip Cost:	<input type="text" value="250"/>	<input type="text" value="250.00"/>
Aide Cost:	<input type="text" value="18500"/>	<input type="text" value="18500.00"/>
Contract:	<input type="text" value="450"/>	<input type="text" value="450.00"/>

Trans Cost:

Please Note: If a student has *Related Service 25* on the IEP and Approval record, 100% of the special transportation can be claimed for Fund Code E.

To access the Student Approval record, click the Approval tab while in the Student section.

To access the Student Claim record, click the Claims tab while in the Student section.

Students can be attached to Cost Centers on the claim record or from the Program Definition.

A list of students in each cost center should have been provided when you were given the cost center names and the Personnel attached.

Confirm that Program Method of Computing Days has been selected.

Simply select the drop down and find the cost center name that was created under the Program Definition.

Remember, all students receiving services from Personnel assigned to a cost center should be attached. This is to accurately reflect what it costs to educate one student in that specific cost center. In a nutshell, all students that the teacher works with must be included when calculating costs or that teachers salary must be prorated.

Confirm that the FTE is entered.

Remember to enter any Individual Student costs on the Student Claim record (Equipment, Aide, Contract).

Please Note: If the student has Related Service "25" on the approval, the Transportation cost field can be utilized.

Claim 20% for Fund X

Claim 100% for Fund E

# ADD STUDENT RECORDS TO THE PROGRAM

Cost Sheet (S066A) Personnel Report (P5066B) **Student Report (S5066B)** Individual Student Reports

**Student Data (Print) (Export) (Re-calc Days) (Add Multiples)**

Actions	Pupil	SIS Id	Resident District	Fund Code	Begin Date
Use Selected	Multi Select	Pupil	SIS Id	RCDT	
✓	✓	Mitchell, DemoKayden Kody	999999011	R: 20-083-0030-26 S: 20-083-0030-26	
✓	✓	Mitchell, DemoKayden Kody	999999011	R: 20-083-0030-26 S: 20-083-0030-26	
✓	✓	Price, DemoEamon Oscar	999999024	R: 20-083-0030-26 S: 20-083-0030-26	
✓	✓	Reyes, DemoMateo Angus	999999018	R: 20-083-0030-26 S: 20-083-0030-26	
✓	☐	Roberts, DemoMuriel Hester	999999020	R: 20-083-0030-26 S: 20-083-0030-26	

S5066B Special Education Pupil Documentation

SCHEDULE B - PUPIL DOCUMENTATION

Program: 24-25 Test Program for Training  
Preparing District: Harrisburg CUSD 3

Regular Term 2024-2025

Pupil Name	Resident District	SIS Id	Fund Code	Days Enrolled	Days Session	ADE	% Sp Ed	Individual Costs				Contract Services
								Sp Ed ADE	Aide	Equipment		
Anderson, DemoJavier	20-083-0030-26	999999105	E	174	174	1.0000	46	0.4600	\$0.00	\$0.00	\$0.00	
Diaz, DemoAnyia	20-083-0030-26	999999004	E	174	174	1.0000	75	0.7500	\$0.00	\$0.00	\$0.00	
Mitchell, DemoKayden	20-083-0030-26	999999011	A	174	174	1.0000	86	0.8600	\$0.00	\$0.00	\$0.00	
Mitchell, DemoKayden	20-083-0030-26	999999011	A	174	174	1.0000	86	0.8600	\$0.00	\$0.00	\$0.00	
Price, DemoEamon	20-083-0030-26	999999024	A	174	174	1.0000	87	0.8700	\$0.00	\$0.00	\$0.00	
Reyes, DemoMateo	20-083-0030-26	999999018	A	174	174	1.0000	45	0.4500	\$0.00	\$0.00	\$0.00	
Roberts, DemoMuriel	20-083-0030-26	999999020	A	174	174	1.0000	87	0.8700	\$0.00	\$0.00	\$0.00	
Rodriguez, DemoOcean	20-083-0030-26	999999002	A	174	174	1.0000	32	0.3200	\$0.00	\$0.00	\$0.00	
Ross, DemoJorge	20-083-0030-26	999999005	A	174	174	1.0000	46	0.4600	\$0.00	\$0.00	\$0.00	
Smith, DemoMack	20-083-0030-26	999999013	A	174	174	1.0000	77	0.7700	\$0.00	\$0.00	\$0.00	
Smith, DemoMack	20-083-0030-26	999999013	A	174	174	1.0000	50	0.5000	\$0.00	\$0.00	\$0.00	
Young, DemoWilliam	20-083-0030-26	999999003	A	174	174	1.0000	37	0.3700	\$0.00	\$0.00	\$0.00	
Totals Students	10					Totals this Program	7.540	\$0.00	\$0.00	\$0.00	\$0.00	

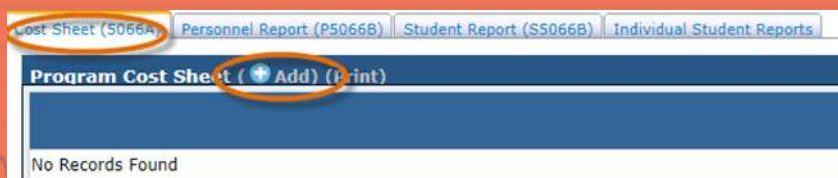
To attach students from the Program Definition instead of on each claims record:

1. Click the Student Report tab.
2. Click Add Multiples
3. Put a check in the box next to each student that should be added then click 'Use Selected'
4. After all students are added, click Re-calc Days to ensure that all student days are reflected properly to calculate the ADE on the 50-66A

# COMPLETE 50-66A

Items needed to complete 50-66A:

- Previous Year District Annual Financial Report (AFR) - located under Resources on Hbug website
- Data for use on the Tuition Cost Sheet spreadsheet - released by ISBE late Spring - located on ISBE's website and under Resources on Hbug website
- Documentation on any items purchased for the program not included on district expenditures AFR
- Open Program Definition and click Edit under the Cost Sheet (5066A) tab



Next, the 50-66A must be completed to get the Total Cost per 1.0 ADE for each program. This is Line 37 of the 50-66A.

Once the 50-66A has been completed, the Total Cost per 1.0 ADE is generated on the program after clicking 'Recalc Program'.

To edit the 50-66A, click the pencil under the edit column. To print, click Print beside Program Cost Sheet.



# COMPLETE 50-66A

Cost Sheet		
School Year	<input type="text" value="2025"/>	
Program	<input type="text" value="24-25 Test Program for Tr"/>	
Term	<input type="text" value="Regular"/>	
Special Education Data		
1. Total ADE this program - from Student form	<input type="text" value="7.540"/>	<input type="button" value="Reload"/>
2. Days in session this program	<input type="text" value="174"/>	
3. Total number Sp.Ed. Students enrolled in this district	<input type="text" value="433"/>	<input type="button" value="Reload"/>
Regular Education Data		
4. Total number Students enrolled in this district	<input type="text" value="1783"/>	<input type="button" value="Reload"/>
5. Days in Session - from district calendar	<input type="text" value="174"/>	<input type="button" value="Reload"/>
6. District per capita tuition charge	<input type="text" value="12708"/>	<input type="button" value="Reload"/>

Some fields are auto-filled, but can be edited if needed. To auto-fill a line, click the Reload button if it's available.

Hit reload next to each field to generate the current year number.

See specific instructions for completing the 50-66A Tuition Cost Sheet in the Student Reimbursement manual:

Line 1: Enter Total this Program from S50-66B.

Line 2: Enter the number of days that the program is in session.

Line 3: Enter the Total Number of Special Ed Students listed on the most recent Dec 1 Child Count. This is provided on the Data for Use on the Special Education Tuition Cost Sheet.

Line 4: Enter the Total Number of Students Enrolled as reported on the fall housing report.

Line 5: Enter the Total Attendance Days in Session from the public school calendar.

Line 6: Enter the District per cap. This is provided on the Data for Use on the Special Education Tuition Cost Sheet.

Expenditures					
Undo Changes   Reload Amnts   Copy AFR					
Line #	Functions	Special Education	Regular Education	Cost Acct	Total
7	1200 - Instruction	156,518		<input checked="" type="checkbox"/>	156,518
8	2112 - Attendance			<input type="checkbox"/>	0
9	2113 - Social work Services			<input type="checkbox"/>	0
10	2120 - Guidance Services		302,235	<input type="checkbox"/>	1,278
11	2130 - Health Services		159,198	<input type="checkbox"/>	673
12	2140 - Psychological Services			<input type="checkbox"/>	0
13	2150 - Speech Pathology and Audiology Services			<input type="checkbox"/>	0
14	2210 - Imprv. of Instruction		125,324	<input type="checkbox"/>	530
15	2220 - Educational Media Serv.		211,484	<input type="checkbox"/>	894
16	2310 - Board of Education Serv.		19,976	<input type="checkbox"/>	84
17	2320 - Executive Administration		202,657	<input type="checkbox"/>	857
18	2330 - Special Area Admin.			<input type="checkbox"/>	0
19	2410 - Office of Principal		1,649,809	<input type="checkbox"/>	6,977
20	2510 - Direction of Business		117,874	<input type="checkbox"/>	498
21	2520 - Fiscal Services		3,467	<input type="checkbox"/>	15
22	2570 - Internal Services			<input type="checkbox"/>	0
23	2600 - Support Serv. - Central			<input type="checkbox"/>	0

Other Function and Depreciation					
Line #	Functions	Special Education	Regular Education	Cost Acct	Total
24	2110		41,628	<input type="checkbox"/>	176

Other Total

24. ☐ Enter other function 176

25. Equipment Depreciation (Special Education) 0

Line 7: Verify the amount that is found under Grand total salary allocation on the P50-66B.

Lines 8-24: Enter all expenditures in either Column A or Column B to designate the population to which expenditures directly pertain. Do not include expenditures incurred for an individual student. These costs are listed on the Special Education Tuition Bill and/or Claim Computation (ISBE Form 50-66C). Do not list expenditures in both Columns A and B.

For Lines 8 – 24, depending on the cost accounting specificity of the local education agency, determine the expenditures that are to be reported under Column A (expenditure serves total number of special education students enrolled) or Column B (expenditure serves total number of students enrolled). Expenditures for a specific function CANNOT be listed in both Column A and Column B. All personnel whose salaries and benefits are included in expenditures reported under Column A must be approved on the Special Education Personnel Approval File. All personnel in Line 7 or any other function where costs are directly carried from Column A to the Totals column must be listed on the Special Education Documentation Sheet, Schedule A Personnel documentation (ISBE Form 50-66B)

4 “Special” Lines: 9, 12, 13, 18

Note: Effective October 5, 2016, per capita expenditures recorded in Functions 2113 (Social Work Services), 2140 (Psychological Services), 2150 (Speech Pathology and Audiology Services) and 2330 (Special Area Administrative Services) are allowed to be calculated by dividing the allowable expenditures by the total number of special education students enrolled. All personnel whose salaries and benefits are included in expenditures reported under Column A must be approved on the Special Education Personnel Approval file.

Line 24: Click the check box and then enter the function number and any expenditure directly related to the provision of services for the students specified on Line 1 that are not listed elsewhere on the Cost Sheet.



Operation and Maintenance

26. All 2540 expenditures

2,205,281

27. Number of district-owned classrooms

Reload

137

28. Cost / Classroom (line 26/27)

16,097

29. Number of district owned classrooms used in this program

2

x Line 28 =

32,194

30. ☒ Depreciation (Line 1 \* \$200) ☐ Rent

1,508

31. Other (Description)

0

Total

32. Total Expenditures

202,202

Offsets

Reload

33. Evidence Based Funding - Personnel

25,000

34. Total Federal Offsets

11,800

34 A. Other State and Federal

650

35. Total Offsets

37,450

Net Expenditures

36. Line 32 minus (-) line 35

164,752

37. Line 36 divided (/) by line 1 (Total cost per 1.0 ADE)

21,850

Calculate & Save

Line 26: If the classroom space used in the program is owned by the district/cooperative, enter all operation and maintenance expenses EXCEPT capital outlay, life-safety building improvements or asbestos abatement. In instances where the program includes multi-site locations, separate computations may be necessary. Include a statement that off-sheet computations were made to support the expenses listed and maintain documentation of any such computations.

Line 27: Enter the aggregate number of all classrooms here. This information is provided on the Data for Use on the Special Education Tuition Cost Sheet.

Line 28: Divide Line 26 by Line 27 to determine the average operating cost for classrooms in the district/cooperative.

Line 29: Enter the number of district owned classrooms used in the program for which the Cost Sheet is being completed and multiply by the average operating cost for classrooms, Line 28. The number of classrooms should correlate to the number of teachers included in Line 7.

Line 30: If the classroom space used in this program is owned by the district, click the Depreciation radio button and the program will calculate the amount for line 30. If this space is rented, enter the rent paid on line 30.

Line 31: Include any special expense, not previously entered and described. Include a statement that off-sheet computations were made to support the expenses listed and maintain documentation of any such computations.

Line 32: Calculate the total for Lines 7 through 31 and enter the sum.

Line 33: Enter the amount listed under Grand Total Reimb Allocation from the P50-66B.

Line 34: Enter the amount listed under Grand Total Fed Funds Allocation from the P50-66B.

Line 35: Total of lines 33 and 34.

Line 36: Subtract line 35 from 32.

Line 37: Divide line 36 by line 1. This is the Total Cost per 1.0 ADE for the program. This amount reflects what it costs to educate one student who is 100% special ed, has a 1.0 FTE, and is in this program all year.

# RECALCULATE PROGRAM


Total Cost per 1.0 ADE: 21851    Recalc Program

- [Populate 50-66C and/or Tuition Bills for the Program](#)

Cost Sheet (5066A)   Personnel Report (P5066B)   Student Report (S5066B)   **Individual Student Reports**

(Print Student Worksheet 5066C)  
(Print Tuition Bills)

- Calculates Costs on student records and estimated reimbursement
- As due dates approach, this process will run automatically each night



On the Program Definition click Recalc Program to ensure that all calculations are performed.

Individual Student Reports can be viewed and/or printed by clicking Individual Student Reports.

These reports can be used for hard copy files, audit purposes and/or billing purposes.

# REIMBURSEMENT REPORTS



Print or Save Report for record

[Data Mine](#) [Facility Search](#) [IEP Quality](#) **[Reports](#)** [User Guide](#) [Recent Updates](#)

I-STAR Reports

Report Type: **Student** Report Category: **Reimbursement / Claim**

Select Report	Description
<input type="radio"/>	Excess Cost Computation Sheet
<input type="radio"/>	Orphanage Computation Sheet
<input type="radio"/>	Private Tuition Computation Sheet
<input type="radio"/>	Programs By Resident District
<input type="radio"/>	Student Reimbursement Blank Data Form
<input type="radio"/>	Student Reimbursement Fund B
<input type="radio"/>	Student Reimbursement Funds DEF Regular Term
<input type="radio"/>	Student Reimbursement Funds DEF Summer Term
<input type="radio"/>	Student Reimbursement Funds X and J
<input type="radio"/>	Student Tuition Summary Page
<input type="radio"/>	Students with Days Enrolled By Resident District And Fund Code
<input type="radio"/>	Summer Orphanage Computation Sheet

**Report Description:**  
Select a report to see description here...



# SUPPORT

# Harrisburg Project

(800) 635-5274

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

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