



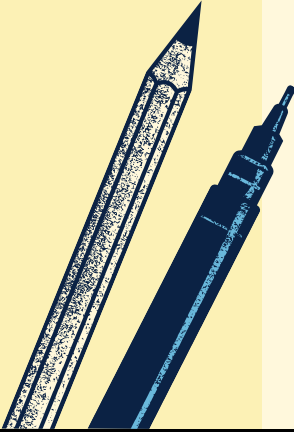
2024-25 Fund Code F Claims Training

Presented By
Harrisburg Project



Topics



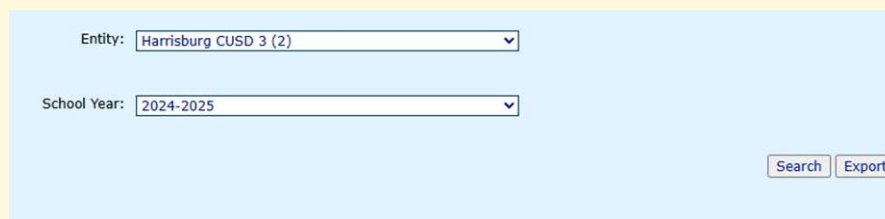
- Pickup/Snapshot Dates
 - Youth in Care
 - Private Facility Approval Tips
 - Calendar Method of Computing Days
 - Claims Data Entry
 - Reports
 - Support
- 

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. It has two dropdown menus. The first is labeled 'Entity:' and has 'Harrisburg CUSD 3 (2)' selected. The second is labeled 'School Year:' and has '2024-2025' selected. At the bottom right of the form, there are two buttons: '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

- 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, 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

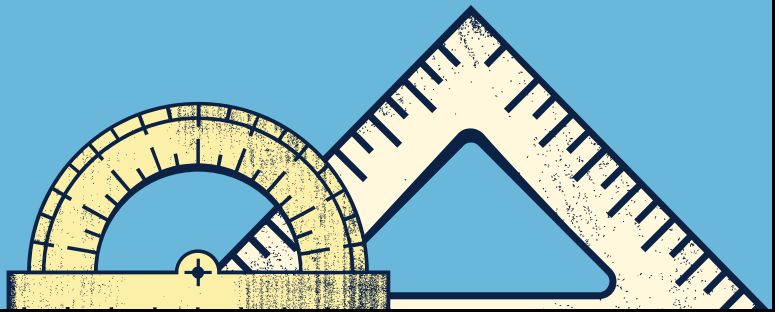
Student Reimbursement Pickup / Snapshot Dates

June 16, 2025

Regular Term Private Facility Orphanage - Fund Code F
Approval Corrections through June 30, 2025
Claims Correction through July 31, 2025

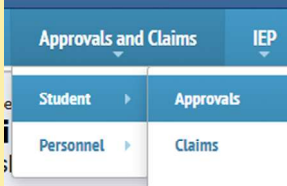
October 31, 2025

Summer Term Private Facility Orphanage



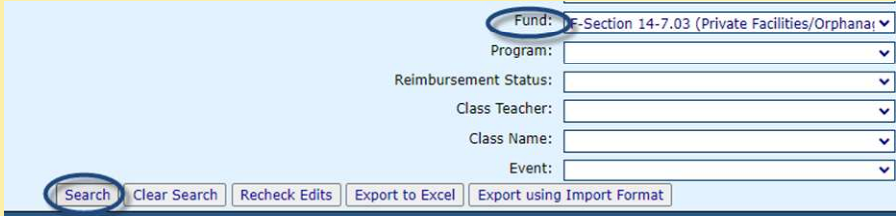
Student Approval Fund F

Approvals and Claims -> Student -> Approvals

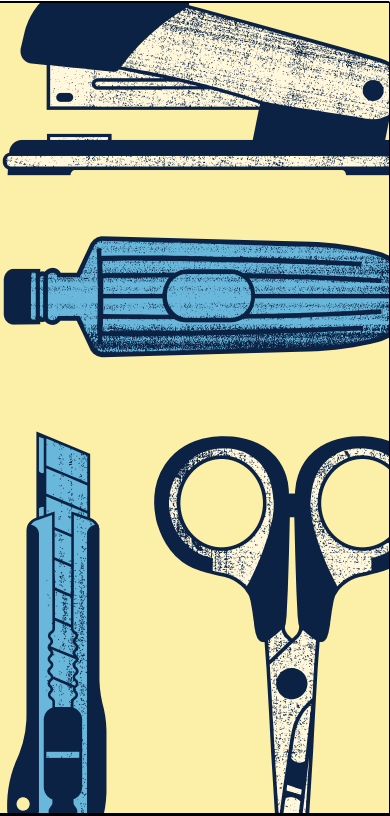


A screenshot of a software menu. The main menu is 'Approvals and Claims' with a dropdown arrow. Below it, there are two sub-menus: 'Student' and 'Personnel', each with a right-pointing arrow. To the right of these, there are two more options: 'Approvals' and 'Claims'.

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



A screenshot of a search filter form. The form has several dropdown menus: 'Fund' (selected with 'F-Section 14-7.03 (Private Facilities/Orphanage)'), 'Program', 'Reimbursement Status', 'Class Teacher', 'Class Name', and 'Event'. At the bottom, there are five buttons: 'Search' (highlighted with a red circle), 'Clear Search', 'Recheck Edits', 'Export to Excel', and 'Export using Import Format'.



Student Approval Fund F

School Year: 2024-2025

Ind 11Ind 13

Include on Approval*: ☒ ***By leaving un-checked you are agreeing this student will not be counted for your district and you will not be submitting a claim.**

Dually Enrolled: ☐

Fund: F

% Special Ed: 100

Display/Update SIS Enrollment

☐ Emergency or Student Specific Placement

Resident District: Harrisburg CUSD 3 - 20-083-0030-26

Resident School: Harrisburg Middle School - 20-083-0030-26-1

Private Facility: 64158-Marklund Day School-Elgin Campus

Facility Claim Type: Tuition

Add On Type:

Rates	Type	Begin	End	Days	Rate
Tuition	8/14/2024	7/16/2025	210		\$517.95

Disabilities: M-Multiple Disat

Related Service: 25 - 23 - 19 - 03 - 02 - - - -

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

Unable to locate Residential Placement: ☐

Residence Type: D-Foster family home or licensed by the Depa

Placing Agency: A-Department of Children and Family Services

Guardian Type: C - Department of Children and Family Servi

Term: Both

Begin Date: 08/14/2024

Refresh Claim Days

Regular Term Claim

Method of Computing Days

Manual

Calendar: Marklund Day School-Elgin C

Calendar (Cost)

Program

Show Coop Programs

Participation Rates

% Regular Ed: 86

FTE: 1

ADE: 1

Participation Days

	Enrolled	In Session
Regular	180	180
Total	180	180

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.

Student Claim Fund F

Approvals and Claims -> Student -> Claims

Approvals and Claims

IEP

Student

Approvals

Personnel

Claims

Last Name:

Program Definition

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

Fund: F-Section 14-7.03 (Private Facilities/Orphanage)

Program:

Reimbursement Status:

Class Teacher:

Class Name:

Event:

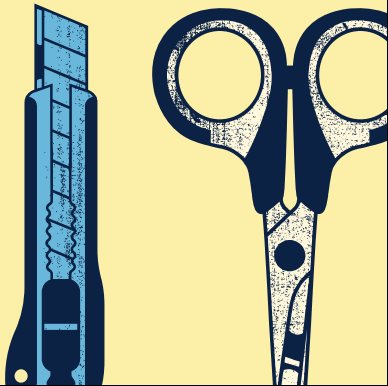
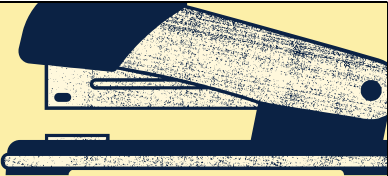
Search

Clear Search

Recheck Edits

Export to Excel

Export using Import Format



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 October 31, 2025

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.

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

Method of Computing Days

☐ Manual

☒ Calendar

Marklund Day School-Elgin C:

Calendar (Cost) ☐

Program

☐ Show Coop Programs

Participation Rates

% Regular Ed:

FTE:

ADE:

Participation Days

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

Costs

Cost Per Pupil:

Trans Cost:

Private Facility Calendars

How to Print Private Facility Calendars:

[Private Facility Search](#)

OR

www.hbug.k12.il.us

Resources -> Private Facility Search Engine

Month			Year			
Mon	Tue	Wed	Thu	Fri	Sat	Sun

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

Calendar Information

Approved on : 12/12/2023

Days Approved

Regular Begin Date

Regular End Date

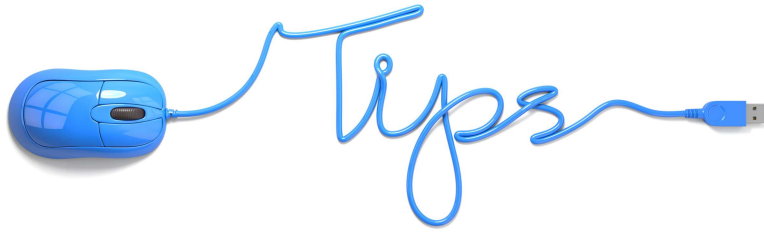
Total Regular Days

Summer Begin Date

Summer End Date

Total Summer Days

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 enrolled at 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 Claim Errors by Resident District and Serving School
- Under Report Filters, select: Fund F
- Click: Run or Export

I-STAR Reports

Report Type: Student Report Categories: Errors

Select Report

Description

☐ List of students with (W-191). Export only

☐ Non-Exited Students for Verification

☐ Student Approval Errors by Resident District and Serving School

☐ Student Approval Errors Listing

☒ Student Claim Errors by Resident District And Serving School

☐ Student Indicator Errors

☐ Student Missing Exit Data

Report Description:

Select a report to see description here...

Reports Filters

Student SIS Id:

Related Service:

School Year:

2024-2025

Resident District:

Grade:

Serving District:

Serving School:

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 Reports
 Report Type: Student

Report Categories: Reimbursement / Claim

Select Report

- ☐ Computation Sheet - Excess Cost
- ☐ Computation Sheet - Orphanage
- ☐ Computation Sheet - Private Facility
- ☐ Computation Sheet - Summer Orphanage
- ☐ Programs By Resident District
- ☐ Student Reimbursement Blank Data Form
- ☐ Student Reimbursement Fund B
- ☐ **Student Reimbursement Funds DEF Regular Term**
- ☐ Student Reimbursement Funds DEF Summer Term
- ☐ Student Reimbursement Funds X and Y
- ☐ Student Tuition Summary Page
- ☐ Students with Days Enrolled By Resident District And Fund Code

Report Description:

Select a report to see description here...

Reports Filters

Student SIS ID:
 School Year: 2024-2025

Related Service:
 Resident District:
 Serving District:

Grade:



SUPPORT

Harrisburg Project
(800) 635-5274
support@hbug.k12.il.us
www.hbug.k12.il.us