



2024-25 Fund B Claims Training

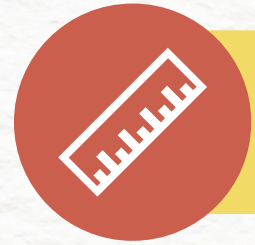
Presented By Harrisburg Project



Topics



Due Dates



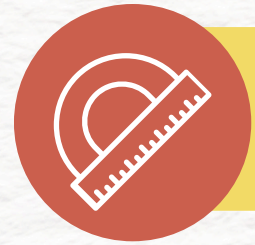
2024–25 Student Reimbursement Manual



Private Facility Approval Tips



Calendar Method of Computing Days



Claims Data Entry



Reports



Due Dates

September 15th – Fund Code B (Private / Residential Facility)

**REMEMBER! THIS IS REGULAR AND SUMMER TERM!!!
DON'T FORGET TO INCLUDE SUMMER DAYS!!!**

Approvals Corrections → September 16th – October 15th

Claims Corrections → September 16th – October 31st

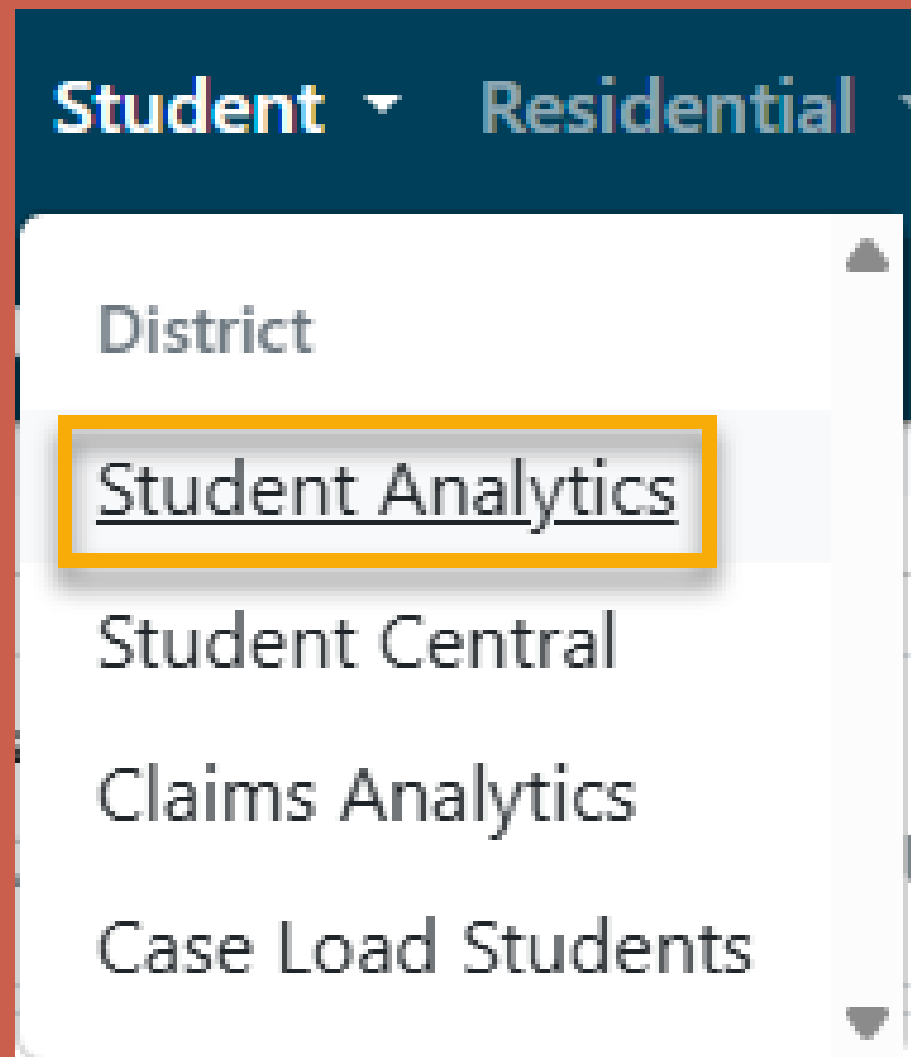


Students with Disabilities Claim & Reimbursement Instructions



www.hbug.k12.il.us → Manuals and Guides

Student Approvals - Fund B



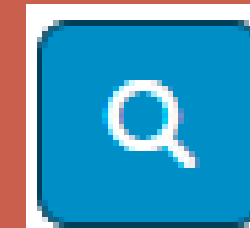
Showing 1 to 5

Type	Fund Code	Begin Date
	b	
	B	08/28/20
	B	08/22/20
	B	09/09/20
	B	08/27/20
	B	08/26/20
	B	08/26/20
	B	08/22/20
	B	09/03/20

Filter by Fund B



Click Magnifying Glass



Click Shopping Cart





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 Plus—one for the residential services (R) and one for the tuition services (T).

✓ DemoEdwardo Perez - 990231603

Grade 10 • Fund B - T • Term B • Prim: O / Sec: A • Male
• 09/03/2024 to EOY • ODTC-Genesee Lake School - Int • DOB
06/08/2004 (21 Yrs 1 Mos)

! DemoEdwardo Perez - 990231603

Grade 10 • Fund B - R • Term B • Prim: O • Male • 09/03/2024 to
EOY • ODTC-Genesee Lake School - Int • DOB 06/08/2004 (21
Yrs 1 Mos)



Student Approval - Fund B

- Facility Claim Type = Tuition
- EE Code = 08

↓↑ Private Facility 10313 - ODTC-Genesee Lake School - Int Facility Claim Type T - Tuition

- Facility Claim Type = Residential
- EE Code = 09 for In-State
10 for Out-of-State

↓↑ Private Facility 10313 - ODTC-Genesee Lake School - Int Facility Claim Type R - Residential





Student Approval - Fund B

- Facility Claim Type = Residential
- EE Code = 09 for In-State
10 for Out-of-State

Private Facility:	72540-Chaddock - DTAP-C-High Intensity <input type="button" value="Details"/>						
Facility Claim Type:	Residential						
Add On Type:							
Rates:	Type	Begin	End	Days	Rate		
	Room and Board	9/1/2022	8/31/2023	365	\$904.11		
Disabilities:	D-Specific Learr <input type="button" value="Details"/>	<input type="button" value="Add"/>					
Related Service:	23 <input type="button" value="Details"/>	13 <input type="button" value="Details"/>	<input type="button" value="Add"/>	<input type="button" value="Add"/>	<input type="button" value="Add"/>	<input type="button" value="Add"/>	<input type="button" value="Add"/>
Education Environment:	10-Private Residential Facility, Out-of-State						

42

84

97



Calendar Method of Computing Days



All approved Private Facility Calendars are in I-Star Plus.

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.

ManualCalendarProgramCalendar (Cost)

Calendar

ODTC-Genesee Lake School - Int

Participation Rates

Percent Regular Ed

0

FTE

1

ADE

1.000

Participation Days

☐ Override Days

☒ Include Summer

Regular Days Enrolled

180

Summer Days Enrolled

30

Total Days Enrolled

210

Regular Days Session

180

Summer Days Session

30

Total Days Session

210

Update Days

Costs

Cost Per Pupil

0.00



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)



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:

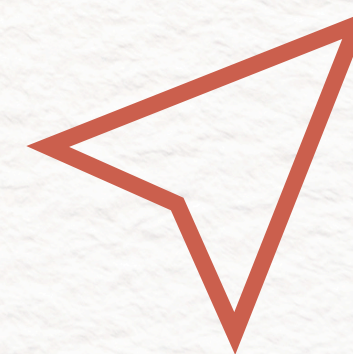
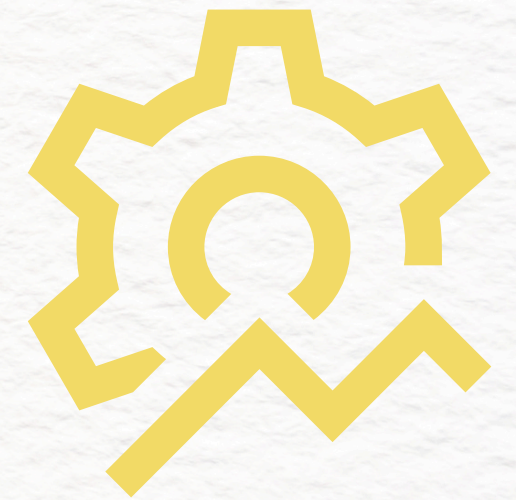
Per Capita Tuition = \$5,000; ADE = .500;

Education Cost This Student = \$11,500

$$1. \$5,000 \times .500 = \$2,500$$

$$2. \$2,500 \times 2 = \$5,000$$

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



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 : 7/07/2022

School Calendar

Regular Begin Date

Regular End Date

Total Regular Days

Summer Begin Date

Summer End Date

Electronic Calendar

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.



SUPPORT

Harrisburg Project



(800) 635-5274



support@hbug.k12.il.us



www.hbug.k12.il.us

