








2025-26 Fund B Claims Training

Presented By Harrisburg Project



Topics

-  Due Dates
-  2025–26 Student Reimbursement Manual
-  Private Facility Approval Tips
-  Calendar Method of Computing Days
-  Claims Data Entry
-  Reports



Due Dates

AUGUST 14th – Fund Code B (Private Tuition)

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

Approvals Corrections → August 15th – September 15th

Claims Corrections → August 15th – September 30th

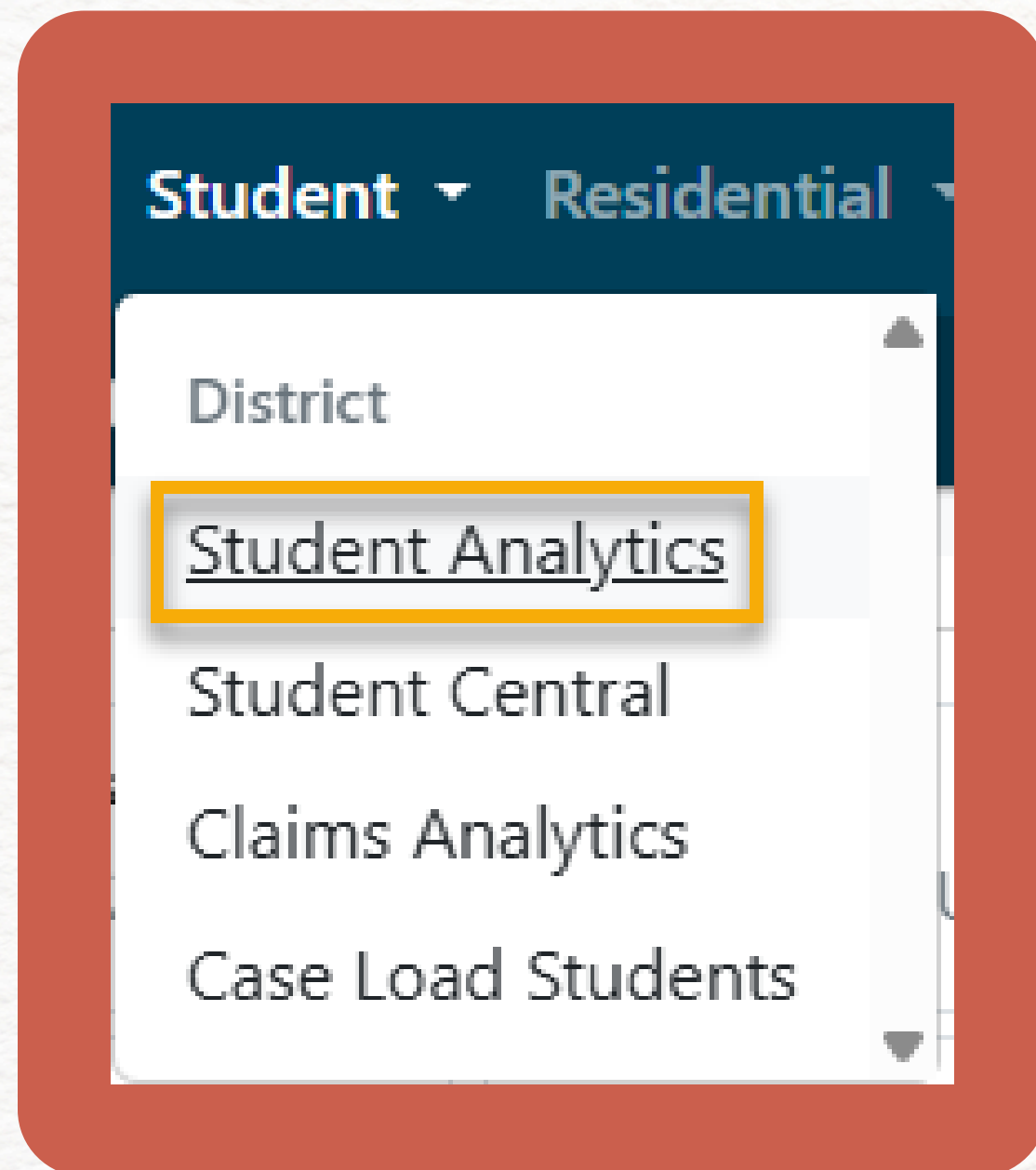


Students with Disabilities Claim & Reimbursement Instructions



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

Student Approvals - Fund B



A screenshot of a data table with columns 'Type', 'Fund Code', and 'Begin D'. The table shows several rows with 'B' in the 'Fund Code' column. A yellow box highlights the first row. To the right of the table, there is a blue magnifying glass icon and a blue shopping cart icon. A blue arrow points from the magnifying glass icon to the 'Fund Code' column header. The text 'Filter by Fund B' is written in yellow above the magnifying glass icon. The text 'Click Magnifying Glass' is written in yellow below the magnifying glass icon. The text 'Click Shopping Cart' is written in yellow below the shopping cart icon.

Type	Fund Code	Begin D
	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

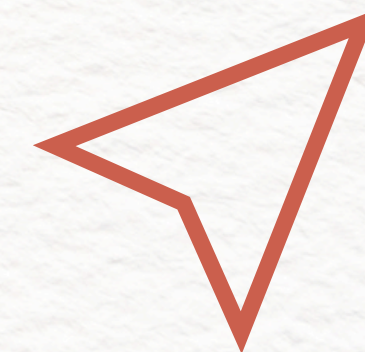
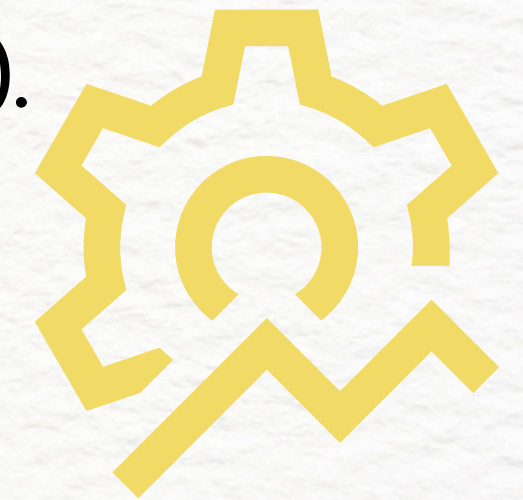


Tuition vs. Residential

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).

! Demo Sophie Allen - 990496323
Fund B - R Term R • Grade 05 • Prim: L
08/13/2025 to EOY • Oconomowoc-Cheryl House

Demo Sophie Allen - 990496323
Fund B - T Term R • Grade 05 • Prim: L
08/13/2026 to EOY • Orchard Academy - Intensive



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





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.

Manual	Calendar	Program	Calendar (Cost)
Calendar ODTC-Genesee Lake School - Int			
Participation Rates			
Percent Regular Ed 0	FTE 1	ADE 1.000	
Participation Days			
<input type="checkbox"/> Override Days			<input type="button" value="Update Days"/>
<input checked="" type="checkbox"/> 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	
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:

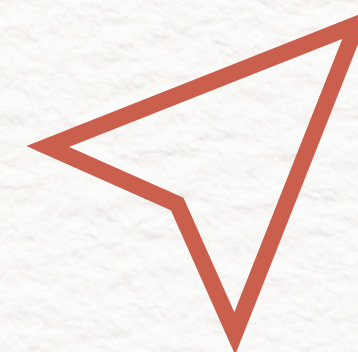
Per Capita Tuition = \$5,000; ADE = .500;

Education Cost This Student = \$11,500

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

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

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



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

