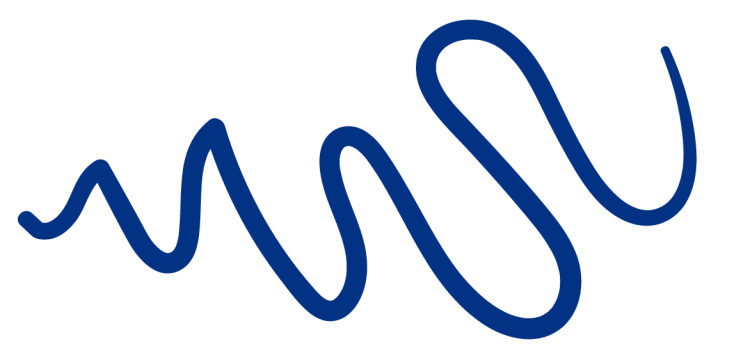


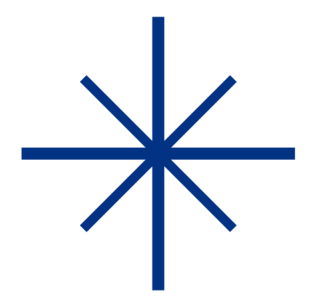
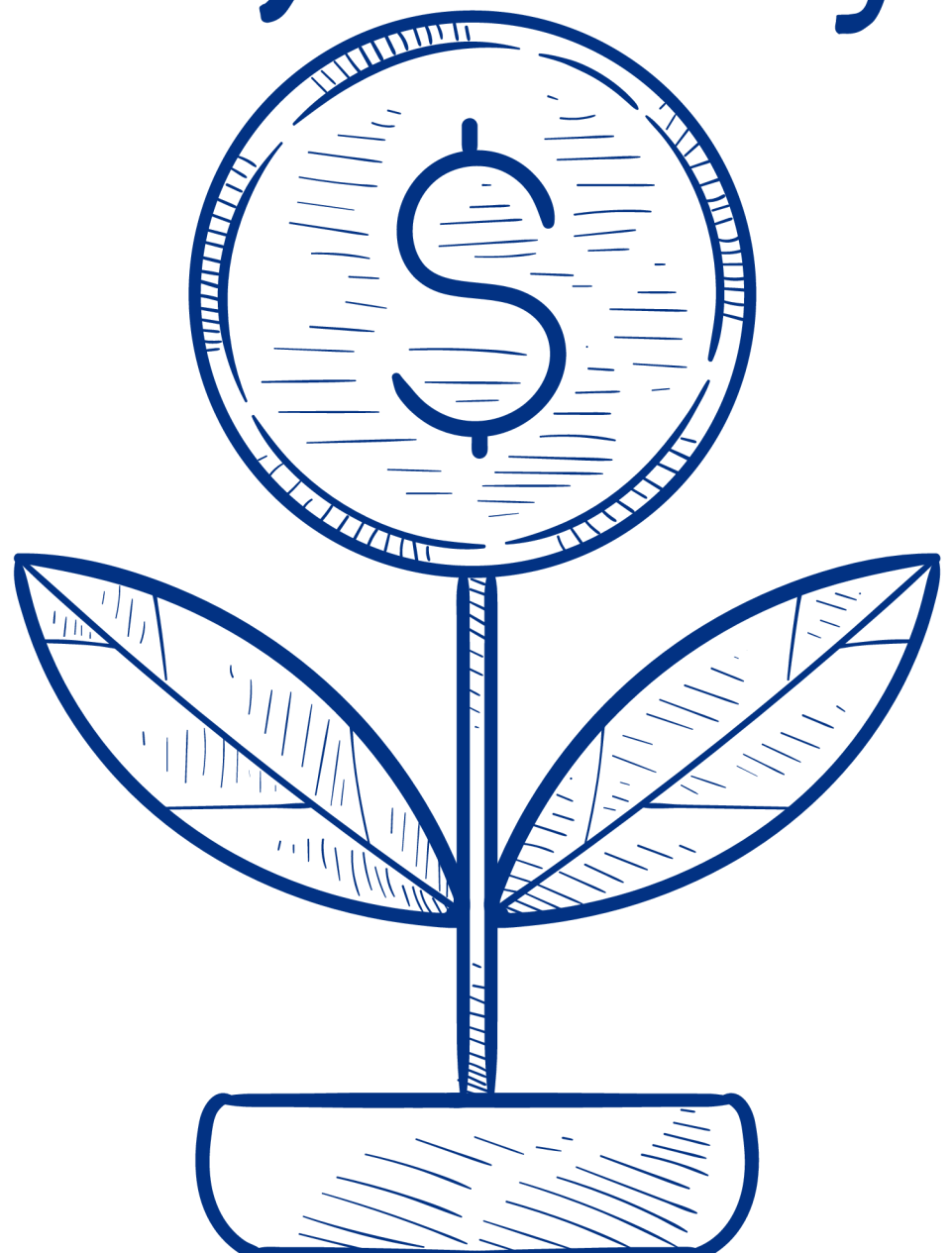
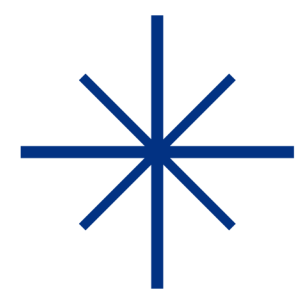
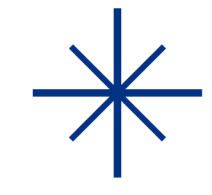


2025-2026

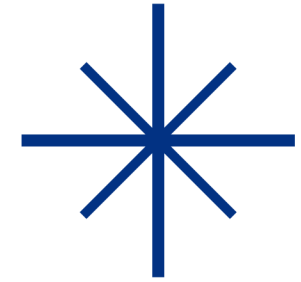


FUND CODE F CLAIMS IN I-STAR PLUS

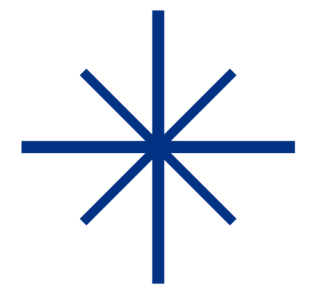
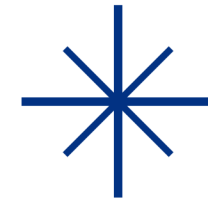
Presented By Harrisburg Project



TOPICS



- DUE DATES
- YOUTH IN CARE
- HOW TO SEARCH FOR FUND F IN I-STAR PLUS
- CALENDAR METHOD OF COMPUTING DAYS
- CLAIMS DATA ENTRY
- PRIVATE FACILITY APPROVAL TIPS
- REPORTS
- SUPPORT



HOW TO IDENTIFY YOUTH IN CARE STUDENTS (ORPHANAGE)



Utilities Resources

- Edit Checks
- Maintain**
- Case Load Definition
- Custom Events
- Custom Notes
- Program Definition
- Lookup**
- Personnel Based Funding
- Possible Youth in Care**
- School Day Calculator
- Unreported Personnel
- Unreported Students

This is a list of students that have been identified on a Department of Children and Family Services (DCFS) file provided to ISBE. These students may be either general education or special education. If the student is special education and they are on this list, then they are currently not listed in the I-Star special education data collection system as an orphanage student (i.e. Fund Code of E or F) or, they are in I-Star, but miscoded as not being an orphanage student (e.g. Fund A, S, X or B). PLEASE NOTE: At this time ISTAR validation is only updated on a monthly basis, so new Fund E or F students may not be approved until the end of the month. Confirm eligibility with Harrisburg Project if you receive eligibility errors.

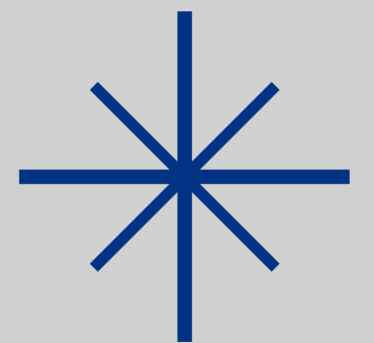
School Year: 2025-2026 Entity

Search... Showing 0 to 0 of 0 entries

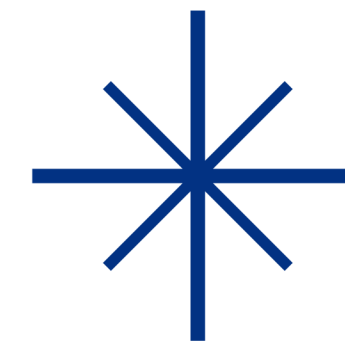
School Year	District	School	RCDS	SIS ID	First Name	Last Name	Enrollment Date	Exit Date	Grade	IStar Fund Code

No data available in table

- Click Possible Youth in Care under Utilities
- Select Entity and Search

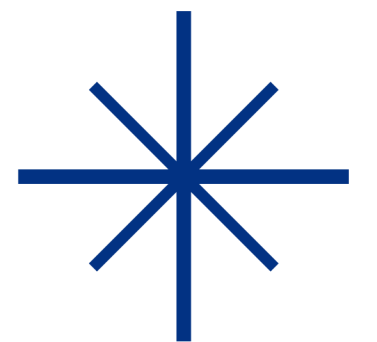


HOW TO IDENTIFY YOUTH IN CARE STUDENTS (ORPHANAGE)

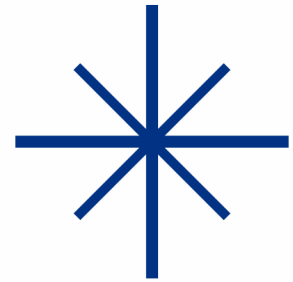
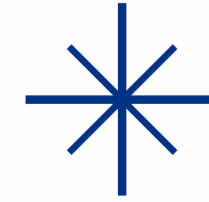


IStar Fund Code
X
A
A
A

- 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 DUE DATES - FUND F

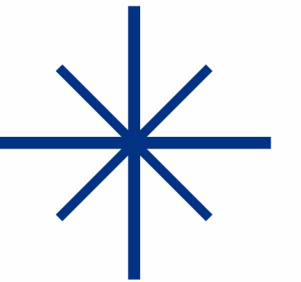


June 15th, 2026

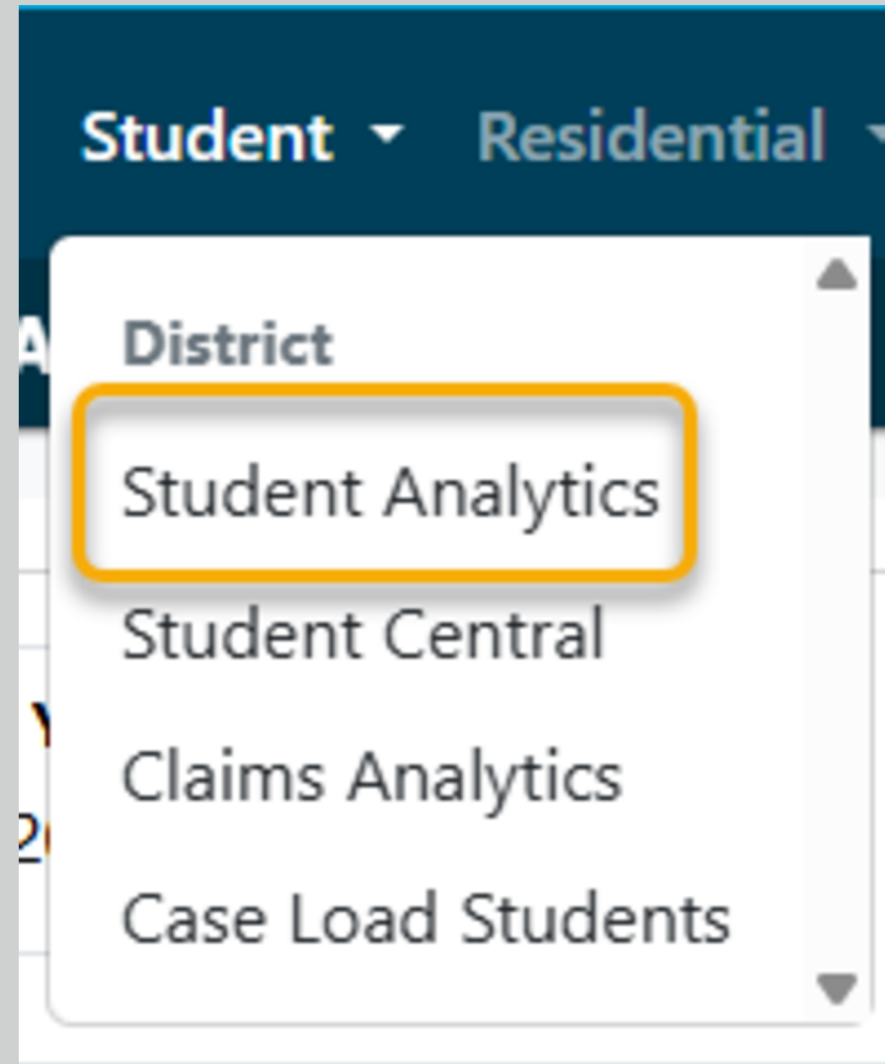
Regular Term Private Facility Orphanage - Fund F
Approval Corrections through June 30th, 2026
Claims Corrections through July 31st, 2026

November 2nd, 2026

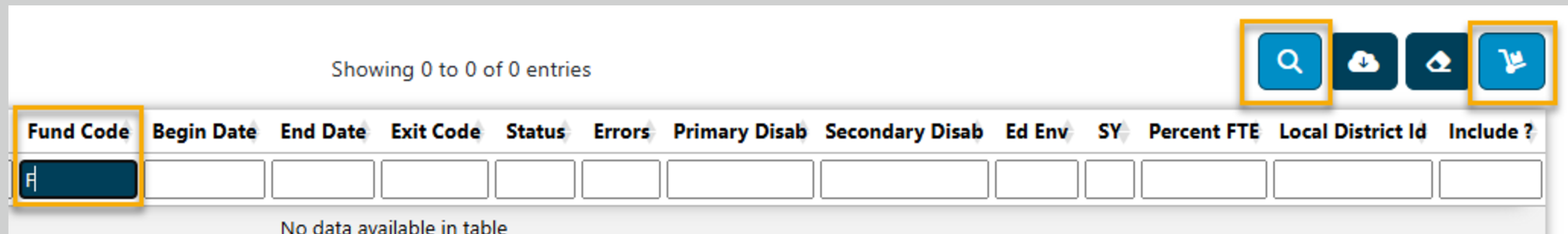
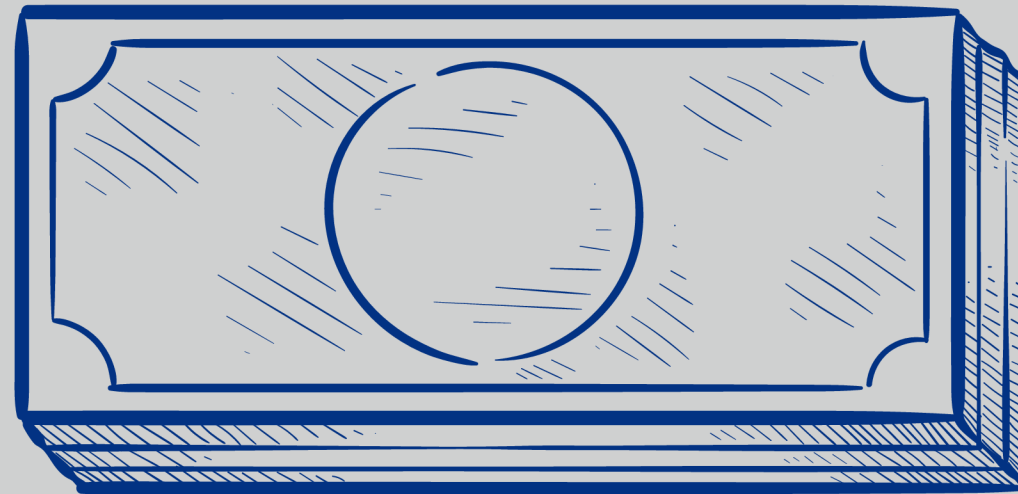
Summer Term Private Facility Orphanage
Approval and Claims Corrections through November 15th



HOW TO SEARCH FOR FUND F IN I-STAR PLUS



- Student →
- Student Analytics →
- Click the Magnifying Glass →
- Enter "F" in Fund Code column →
- Click the Shopping Cart →



CALENDAR METHOD OF COMPUTING DAYS - REGULAR



- Select the Student record →
- Click the pencil under \$Claims →

School Year: 2025-2026 | District: [Dropdown]

SIS Id: [Input] | First Name: [Input] | Last Name: [Input]

Total Students: 4 * Results are based on a filter from student analytics

! DemoClive Bennett - 990513977
Grade 05 • Fund F • Term R • Prim: L • Male • 08/13/2025 to EOY • High Road School of Mt. Prospect • DOB 11/21/2014 (11 Yrs 5 Mos)

! DemoKennedy Cox - 990262743
Grade 12 • Fund E • Term R • Prim: D • Male • 08/13/2025 to EOY • Harrisburg High School • DOB 11/02/2006 (19 Yrs 5 Mos)

! DemoKai Moore - 990753837
Grade 01 • Fund E • Term R • Prim: I • Male • 08/13/2025 to EOY • West Side Primary School • DOB 12/11/2018 (7 Yrs 4 Mos)

Student Approval Data

\$ Claims

Regular Term | Calendar Method: High Road School of Mt. Prospect

Days
Total Enrolled: 185
Total In Session: 185

FTE: 1.00
ADE: 1.000
Res Dist Per Cap: \$13,001.51

TAGS: Include on Claim

Costs
Cost Per 1.0 ADE: \$0.00
Education: \$0.00
Total Cost Per Pupil: \$0.00

- Transportation: \$0.00
- Equipment: \$0.00
- Aide: \$0.00
- Contract: \$0.00

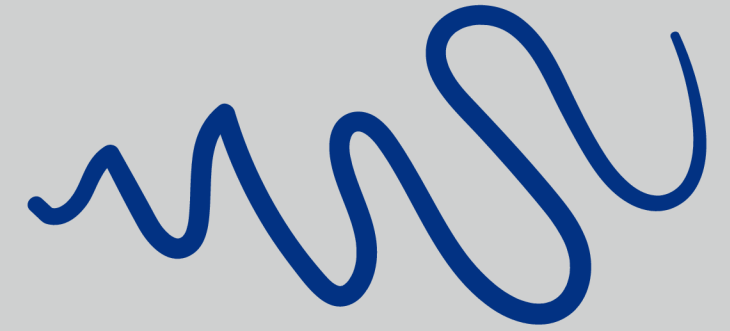
Estimated Reimbursement: \$0.00



CALENDAR METHOD OF COMPUTING DAYS - REGULAR

What is the approved rate?

- Select the Student record →
- Click the pencil under Student Approval Data →
- Click Details link on the approval record →



School Year: 2025-2026
District: [Dropdown]
SIS Id: [Input]
First Name: [Input]
Last Name: [Input]

Total Students: 4 * Results are based on a filter from student analytics

Student Level Data

Student Approval Data

Fund - F Term - R

Placement
08/13/2025 to EOY
Resident: Harrisburg CUSD 3 - East Side Intermediate School
Served At: High Road School of Mt. Prospect - 3423

Eligibility
Other Health Impairment (L) /
EE 01 / % SpecEd 100 / % Inside Reg 0
Related Services - 28 24 25

TAGS: Include onApproval

Private Facility
3423 - High Road School of Mt. Prospect

Facility Claim Type
T - Tuition

[\(Details\)](#)



CALENDAR METHOD OF COMPUTING DAYS - REGULAR

Edit Student Claims

DemoClive Bryson Bennett - 990513977



Data is Locked

Reimbursement Status Code

D

Term

R

Tuition Bill Flag



Include on Claim - By leaving un-checked you are agreeing not to submit a claim for this record.

Manual

Calendar

Program

Calendar (Cost)

Calendar

High Road School of Mt. Prospect



Participation Rates

Percent Regular Ed

0

FTE

1

ADE

1.000

CALENDAR METHOD OF COMPUTING DAYS - REGULAR

Participation Days

 Update Days

Regular Days Enrolled

185

Total Days Enrolled

185

Regular Days Session

185

Total Days Session

185

Costs

Cost Per Pupil

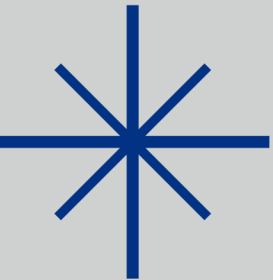
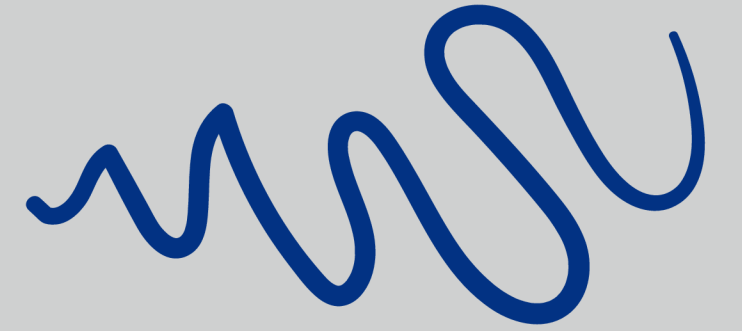
0.00

Transportation Cost

0.00

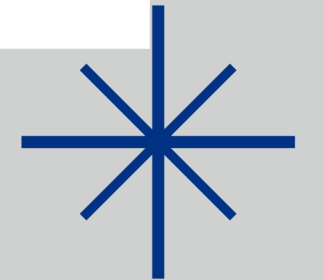
CLAIMS DATA ENTRY - REGULAR

- Cost Per Pupil = Days Enrolled x Per Diem
 - 185 days enrolled x \$252.35 = \$46,684
 - Do not round - truncate cost
- Transportation Cost = 100% if student has related service "25"



Costs

Cost Per Pupil 46684	Transportation Cost 1000
--------------------------------	------------------------------------



CLAIMS DATA ENTRY – SUMMER

- Cost Per Pupil = Days Enrolled x Per Diem
 - 20 days enrolled x \$252.35 = \$5,047
 - Do not round - truncate cost
- Transportation Cost = 100% if student has related service "25"

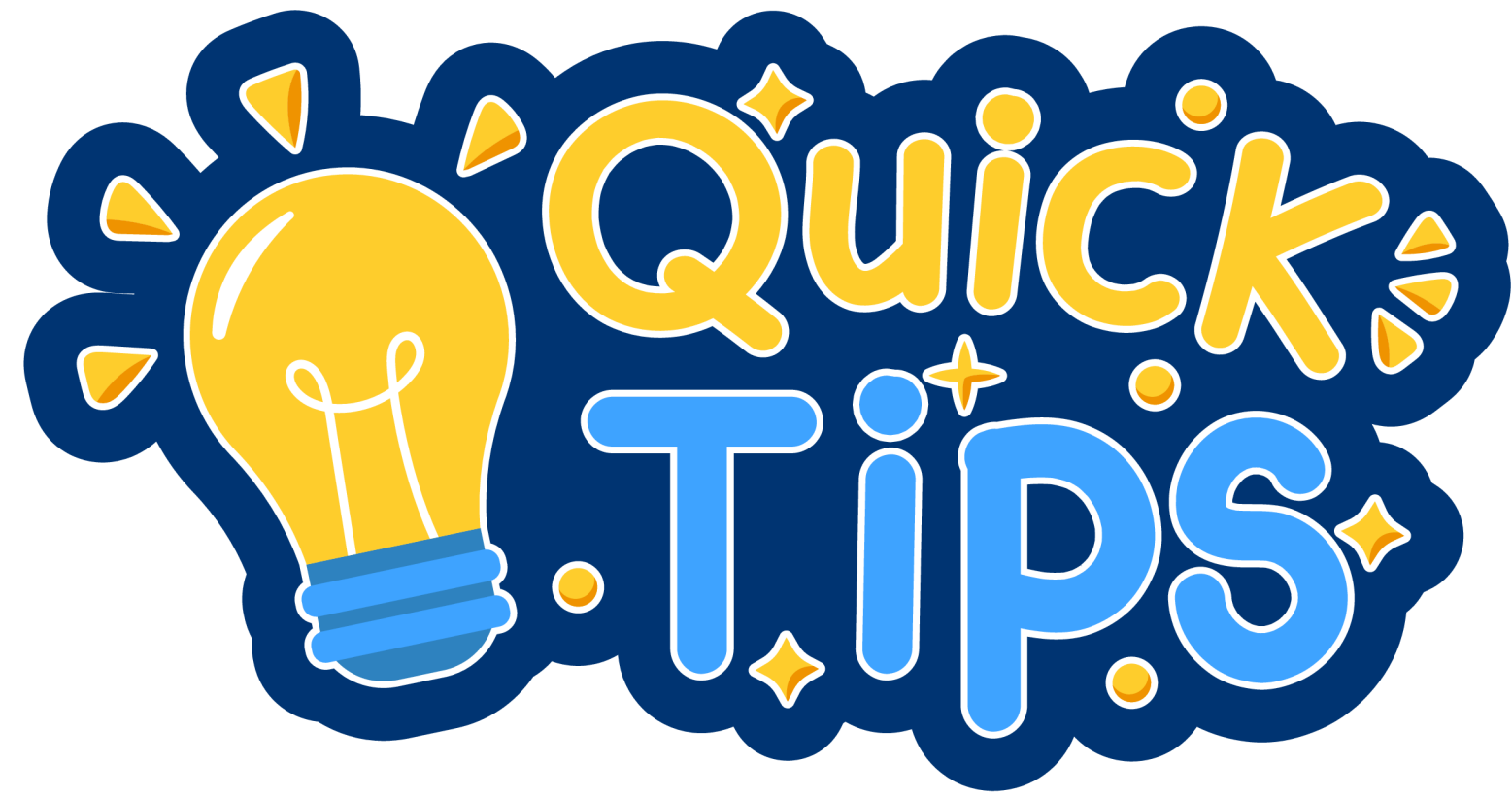
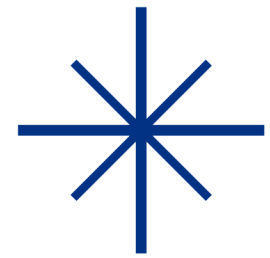
Participation Days ↻ Update Days

Summer Days Enrolled 20	Total Days Enrolled 20
Summer Days Session 20	Total Days Session 20

Costs

Cost Per Pupil 5047	Transportation Cost 100
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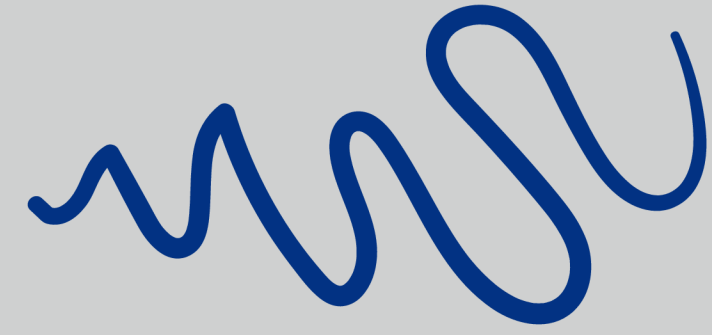


- Make sure that all records have correct Term. If a student is going to attend Summer Term, a separate Approval record should be added.
- Check all Private Facility codes and rates against invoices to make sure the proper selection is made in I-Star on the Approval record.
- Make sure that all transitions 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...

WHAT IS THE ESTIMATED REIMBURSEMENT?



Report Type: Student | Report Category: Student Reimbursement / Claims

Search... | Showing 1 to 3 of 3 entries

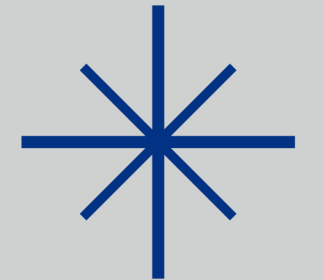
Actions	Report Name	Description
	Student Reimbursement by Fund	Reimbursement estimates with claim details for both regular & summer term orphanage (Fund D,E,F) claims, private facility(Fund B) claims, Excess Cost(Fund X) claims. Grouped by district.
	Computation Sheets by Payment Type	Output to PDF Recommended - End of year computation sheet for private facility (Fund B), Orphanage(Funds D, E, F for regular and summer term) and Excess Cost(Fund X) claims. Available after reimburse
	Student Tuition Summary Page	Grouped by resident district and by serving district. Lists education costs for "out of district" students.

WHAT WAS LAST YEAR'S REIMBURSEMENT?

Report Type: Student | Report Category: Student Reimbursement / Claims

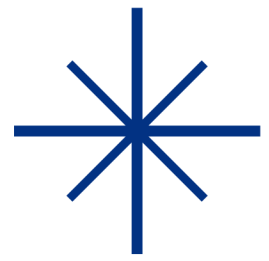
Search... | Showing 1 to 3 of 3 entries

Actions	Report Name	Description
	Student Reimbursement by Fund	Reimbursement estimates with claim details for both regular & summer term orphanage (Fund D,E,F) claims, private facility(Fund B) claims, Excess Cost(Fund X) claims. Grouped by district.
	Computation Sheets by Payment Type	Output to PDF Recommended - End of year computation sheet for private facility (Fund B), Orphanage(Funds D, E, F for regular and summer term) and Excess Cost(Fund X) claims. Available after reimburse
	Student Tuition Summary Page	Grouped by resident district and by serving district. Lists education costs for "out of district" students.





SUPPORT



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