








2021-22 Fund B Claims Training

Presented By Harrisburg Project

Topics

-  Snapshot Dates
-  2021-22 Student Reimbursement Manual
-  Private Facility Approval Tips
-  Calendar Method of Computing Days
-  Claims Data Entry
-  Reports



Snapshot Dates

August 15th - Fund Code B (Private / Residential Facility)

REMEMBER! THIS IS REGULAR AND SUMMER TERM!!!

DON'T FORGET TO INCLUDE SUMMER DAYS!!!

Approvals Corrections -> August 16th - September 15th

Claims Corrections -> August 16th - September 30th



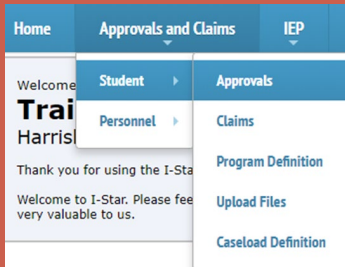
Students with Disabilities Claim & Reimbursement Instructions



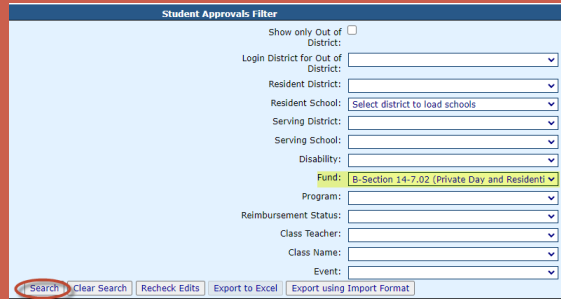
www.hbug.k12.il.us -> Manuals and Guides
• Fund B instructions - pages 4-5

Student Approvals - Fund B

Approvals and Claims
Student
Approvals



Filter by Fund B
Click Search
Click Student Name



Student Approval - Fund B

- Facility Claim Type = Tuition
- EE Code = 08

Private Facility:

Facility Claim Type:

Add On Type:

Rates:	Type	Begin	End	Days	Rate
	T	8/30/2021	8/19/2022	222	\$320.91

Disabilities:

Related Service:

Education Environment:

Unable to locate Residential Placement

Term:

Begin Date: * MM/DD/YYYY





Student Approval - Fund B

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

Private Facility: [\(Details\)](#)

Facility Claim Type:

Add On Type:

Rates:	Type	Begin	End	Days	Rate
R		9/1/2021	8/31/2022	365	\$387.25

Disabilities:

Related Service:

Education Environment:

Unable to locate Residential Placement

Room & Board Payer:

Term:

Begin Date: *MM/DD/YYYY

42

84

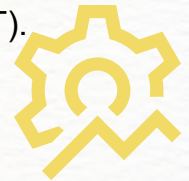
97



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

69981-T	L	13 23 24 25	08	100	0	B	8/30/2021
69981-R	L	13 23 24 25	10	100	0	B	9/1/2021





Calendar Method of Computing Days



All approved Private Facility Calendars are in I-Star

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.

However, if a student is $\frac{1}{2}$ day at a public school and $\frac{1}{2}$ day at a private facility and the facility is billing $\frac{1}{2}$ a day per diem, enter .5 for the FTE.

If a student's tuition is for $\frac{1}{2}$ day with a .5 FTE, the days enrolled will decrease to $\frac{1}{2}$ the amount it would be if using 1.0 FTE.

The 2021-2022 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

Method of Computing Days

Manual
 Calendar
 Calendar (Cost)
 Program Show Coop Programs

Participation Rates

% Regular Ed: FTE:
 ADE:

Participation Days

Override to reduce days

Include Summer

	Enrolled	In Session
Regular	<input type="text" value="182"/>	<input type="text" value="182"/>
Summer	<input type="text" value="40"/>	<input type="text" value="40"/>
Total	<input type="text" value="222"/>	<input type="text" value="222"/>

Costs

Cost Per Pupil:

Calendar Method of Computing Days

If the student attended, and is billed for Summer Term, click "Include Summer" check box



<input type="checkbox"/> Include Summer	Enrolled	In Session
Regular	182	182
Summer	0	0
Total	182	182



Calendar Method of Computing Days

- Days Enrolled and 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)

ADE: 1.000

Participation Days

Override to reduce days

<input checked="" type="checkbox"/> Include	Enrolled	In Session
Summer		
Regular	182	182
Summer	40	40
Total	222	222

Costs

Cost Per Pupil: 85969



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. $\$11,500 - \$5,000 = \underline{\$6,500}$ 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

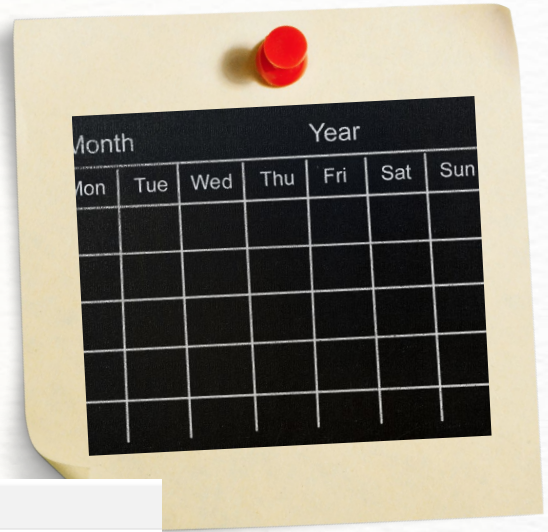
Links

-> Private Facility Search

Locate facility and click facility name.

Find the Calendar Information and Click

Electronic Calendar.



Calendar Information

Approved on : 3/31/2022

School Calendar	Regular End Date	Total Regular Days	Summer Begin Date	Summer End Date	Electronic Calendar
Regular Begin Date					Total Summer Days

Claims Data Entry Reminders!

- Make sure that all records the have 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 rate is correct and facility number is correct.



SUPPORT

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