



# Harrisburg Project

## Software Support for Special Education

WEEKLY NEWS BRIEFING

JUNE 26, 2018

[www.hbug.k12.il.us](http://www.hbug.k12.il.us)

[support@hbug.k12.il.us](mailto:support@hbug.k12.il.us)

800-635-5274

## June 30<sup>th</sup> Deadline No Longer in Effect

Student Approval records are no longer 'locked' as of June 30<sup>th</sup>. Districts have the ability to edit Student Approval records through the end of business on the following dates:

- Fund D, E, F - July 16, 2018 Orphanage Regular Term Reimbursement Pickup
- Fund A, K, L, P - August 15, 2018
- Fund B, X, J - August 15, 2018 Reimbursement Pickup
- Fund D, E, F - November 1, 2018 Orphanage Summer Term Reimbursement pickup

Please be sure that you have the following items on the Student Approval records:

- Fund Codes correctly entered
- Begin Dates and End Dates (if needed) match SIS
- Term is correct
- Related Service Code - 25 Special Transportation; 03 Individual Aide must be listed to claim for reimbursement
- Private Facility must match SIS and the contract. Also remember if a student is a residential student, they should have 2 Student Approval records (tuition and residential). Dually enrolled box should be marked on both student approval records.

## Updated EBF Offset Calculation

The FTE of personnel should be used when calculating time and effort of current special education staff when calculating the EBF offset. To assist the districts in calculating the EBF Offset, ISBE has provided additional information and examples on page 20-21 of the Student Claim and Reimbursement Manual. Click the following link to access this information:

[Student Claim and Reimbursement Manual](#)

If you need assistance with calculating your districts EBF Offset, please contact Harrisburg Project by email at [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us) (800)635-5274.

### Dates to Remember

July 4, 2018 - Office Closed in Observance of Independence Day

July 16, 2018 - Fund E & F Student Reimbursement Pickup

August 15, 2018 - Personnel Approval Data Collection Deadline

August 15, 2018 - Fund B, X and J Student Reimbursement Pickup



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Email your questions to client support at: [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us)

## Events Registration

To register for a Harrisburg Project training, visit the 'Events' page directly on our website or at the following link: [Events](#).

Any notes for a webinar will appear right next to the event link. Click the name of the event you wish to attend to open the registration form.

### Events

- 6/21 Closing the 17-18 School Year Webinar 9AM ([Recording](#)) ([Notes](#))
- 6/27 Personnel Approval/Student Claims Webinar 9AM ([Notes](#))
- 7/11 Closing the 17-18 School Year Webinar 9AM
- 7/25 Personnel Approval/Student Claims Webinar 9AM ([Notes](#))

(click the events to register)



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