



# Harrisburg Project

## Software Support for Special Education

WEEKLY NEWS BRIEFING

JULY 3, 2018

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

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800-635-5274

## Individual Orphanage Reimbursement (Funds E & F) Regular Term - Data Pickup July 16<sup>th</sup>

The Final *Student Approval & Reimbursement* records for Individual Orphanage Reimbursement Section 14-7.03 (Fund Codes E & F) Regular Term are due on Monday, July 16, 2018. In order for a reimbursement record to be collected by ISBE, the *Student Approval* record must be listed as 'Approved' and the reimbursement record must be error free.

It is imperative that you complete 'Recheck Edits' on both the *Student Approval* and *Student Reimbursement* records in I-Star. This is completed by going to the *Student -> Approvals* tab. This should also be completed from the Claims tab.

### 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

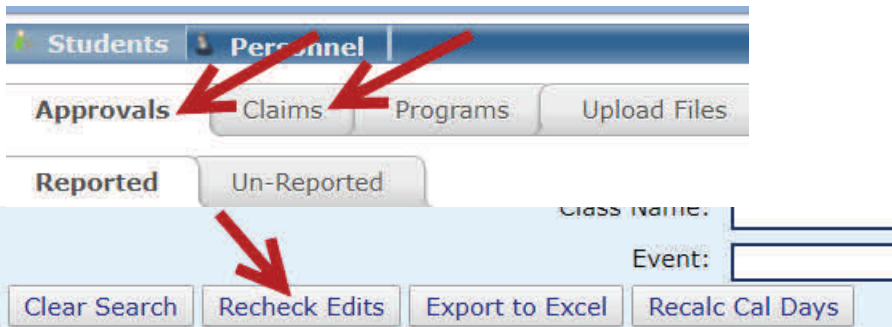


### Inside this Issue . . .

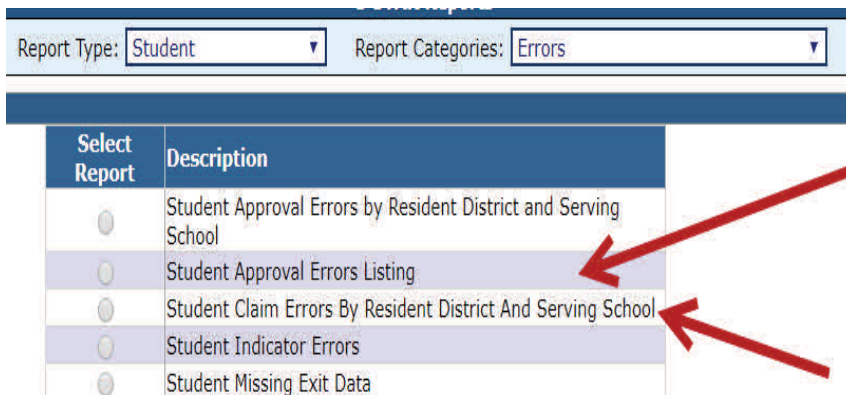
Individual Orphanage Reimbursement (Funds E & F) Regular Term - Data Pickup July 16<sup>th</sup> 1

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Once 'Recheck Edits' completes, be sure to print the 'Student Approval Error Listing' and 'Student Claim Errors by Resident District & Serving School'. These reports will be found in I-Star by going to *Reports -> Student -> Errors*:



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

## Student Reimbursement Procedures Reference Material

Harrisburg Project has compiled the following reference material that will assist you with completing the *Student Reimbursement* records:

[Claims Packet 2017-2018](#)  
[I-Star Claims Webinar](#)

The '*Students with Disabilities Claim and Reimbursement Instructions*' will provide you with the detailed requirements when calculating the cost for student reimbursement. ISBE has also provided additional information and examples to assist you with calculating the EBF offset for staff members that will be included in a cost center. Please be sure to review this updated information starting on page 20:

[Students with Disabilities Claim and Reimbursement Instructions](#)

Harrisburg Project is available to assist you with your *Student Reimbursement* questions Monday - Friday 7:30AM - 4:30PM. Please contact us by email at [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us) or at (800)635-5274.

## 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

- 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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