



# I-Star


## 2019-20 Fund Code E Claims Training

Presented By  
Harrisburg Project

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## Topics

- Pickup / Snapshot Dates
- Manual Method of Computing Days
- Calendar Method of Computing Days
- Key Components of Claims
- Program Method of Computing Days
- Calculating the Claim
- Reimbursement Reports
- Support/Help



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## Student Reimbursement Pickup / Snapshot

Regular Term Orphanage Fund Code E DUE June 15, 2020

*Per Students with Disabilities Claims and Reimbursement Instructions:*

[http://www.hbug.k12.il.us/ISBEManuals/19-20\\_Student\\_Claim\\_and\\_Reimbursement\\_Instructions\\_\(April\\_2020\).pdf](http://www.hbug.k12.il.us/ISBEManuals/19-20_Student_Claim_and_Reimbursement_Instructions_(April_2020).pdf)

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## 3 Methods of Computing Days

Manual  
Method

Calendar  
Method

Program  
Method

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## Manual vs. Calendar Method What/When to Use for Fund Code E

### Manual Method

- Can use when receiving a bill from another public district
- Can use when calculating the Fund E claim outside of I-Star
- Can use when receiving a 50-66C from another entity

### Calendar Method

- Can use when receiving a bill from another public district
- Can use when receiving a bill from a special ed cooperative that has an official calendar

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## Manual Method of Computing Days

Claim Data		
The 2019-2020 Student Claims Data is Open.		
Claim Term:	Regular	
	<input checked="" type="checkbox"/> Include Claim	
Tuition		
Method of Computing Days		
Manual	<input checked="" type="radio"/>	
Calendar	<input type="radio"/>	
Program	<input type="radio"/>	
	<input type="checkbox"/> Show Coop Programs	
Participation Rates		
% Regular Ed:	39	
FTE:	1	
ADE:	1,000	
Participation Days		
	Enrolled	In Session
Regular	174	174
Total	174	174
Costs		
Cost Per 1.0 ADE:	25000	
Cost Per Pupil:	25000	

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## Calendar Method of Computing Days

**Claim Data**

The 2019-2020 Student Claims Data is Open.

Claim Term: Regular  Include Claim

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**Tuition**

**Method of Computing Days**

Manual  Calendar  Eldorado CUSD 4 - 20-083-0

Program  Show Coop Programs

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**Participation Rates**

% Regular Ed: 39  FTE: 1   
ADE: 1

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**Participation Days**

	Enrolled	In Session
Regular	174 <input type="text"/>	174 <input type="text"/>
Total	174 <input type="text"/>	174 <input type="text"/>

---

**Costs**

Cost Per 1.0 ADE: 25000   
Cost Per Pupil: 25000

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## Calendar Method of Computing Days

If the ADE (Days Enrolled/Day in Session) is less than 1.0 perform the following calculation:

$$\text{Education Cost per Pupil} / \text{ADE}$$

$$\text{Ed Cost Per Pupil} = \$25,000 \quad \text{ADE} = .862$$

$$\$25,000 / .862 = \$29,002$$

**Participation Rates**

% Regular Ed: 98  FTE: 1   
ADE: 0.862

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**Participation Days**

	Enrolled	In Session
Regular	151 <input type="text"/>	175 <input type="text"/>
Total	151 <input type="text"/>	175 <input type="text"/>

---

**Costs**

Cost Per 1.0 ADE: 29002   
Cost Per Pupil: 25000

⊘ Notice the difference if the cost is not inflated...

**Costs**

Cost Per 1.0 ADE: 25000   
Cost Per Pupil: 21550

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## Key Components of Claims

- ISBE 50-66A – Tuition Cost Sheet
- ISBE S50-66B – Pupil Documentation
- ISBE P50-66B – Personnel Documentation
- ISBE 50-66C – Claims Computation and Tuition Cost
- ISBE 50-66D – Depreciation Schedule

<https://www.isbe.net/Pages/Special-Education-Approval-and-Reimbursement.aspx>

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## Program Method of Computing Days

- Do you have any Fund Code E student approvals?  Yes  No
- Do you have any Fund Code X student approvals?  Yes  No
- Do you have any tuition bills to create for students that your district or cooperative serves from another district?  Yes  No

If the answer to any of the above questions is 'Yes', creating programs in I-Star can be used as a tool to calculate student costs.

**Please Note!** The program method is an optional tool. Using this method is not a requirement.

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## Program Method of Computing Days

- I-Star generates 50-66A, 50-66B reports and 50-66C
- Student claims calculations are done in I-Star automatically
- Fields will auto-fill on the student record based on the calculations
- All reports including cost sheets will be saved and archived in I-Star for future access

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## Program Method of Computing Days

### What is a Cost Center/Program??

Students in a Cost Center/Program must have common education needs....

### Cost Center Creation and Clean-up:

- Make a list of all cost centers/programs that need to be in the current school year for claims
- Open Program in I-Star and evaluate the current list
- Delete any cost centers/programs that will not be used this year
- Add any new cost centers/programs
- Existing cost centers/programs can be edited for current year use

*Please note! Making an effort to clean up the Program tab each year allows for a smoother claims season with an accurate archive.*

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## Program Method of Computing Days

To do list...

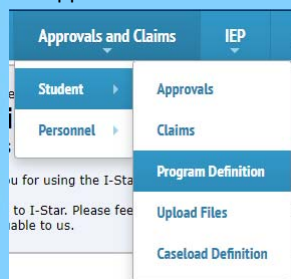
- Create Programs
- Per Caps -> Released by ISBE in May
- Verify salary data is entered for personnel involved in the Program
- Add Personnel Records to the Program
- Verify student claim data is entered (including any individual costs)
- Add Student Records to the Program
- Recalculate Days on S50-66B
- Complete 50-66A
- Recalculate Program
- Review/Print Reports



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## Create Program

1. Approvals and Claims -> Student -> Program Definition



2. Click Add

**Program Definition**

School Year: 2019-2020

District: [Dropdown]

Program: [Dropdown]

Search Clear Search

Program Search Results (+ Add)

3. Enter Term -> Program Name -> Preparing District -> Calendar

School Year: 2019-2020

Term: Regular

Program Name: 19-20 Test Program for Tr

Preparing District: Harrisburg CUSD 3 - 20-083-0030-26-0000

Calendar: Harrisburg CUSD 3 - 20-083-0030-26

From Date: 08/13/2019

To Date: 06/04/2020

Reload Calendar

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## Create Program

### 4. Per Cap Information

Per Cap To Use:  Preparing District   
 Other  
 Resident District

- Preparing District – for billing purposes
- Other – for temporary use before per caps are released. Other is used to run projections and/or estimated reimbursement calculations.
- Resident District – used for all claims

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## Create Program

### 5. Contact Information

Contact Last Name:   
 Contact First Name:   
 Contact Phone:   
 Allow Districts to assign Students:


6. Allow Districts to assign Students?  Allow Districts to assign Students:

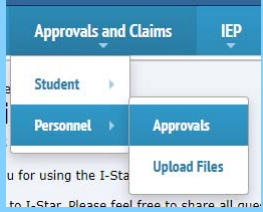
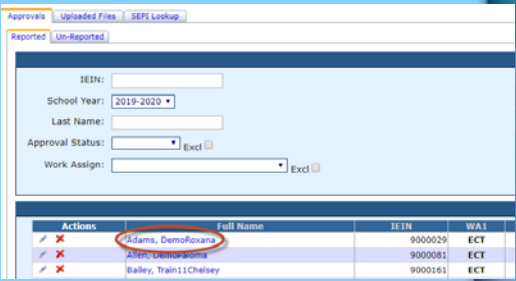
7. Click Save

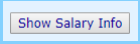
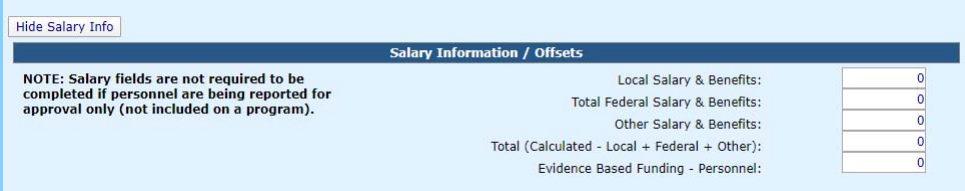
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## Personnel Salary Info



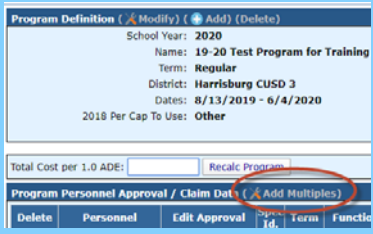
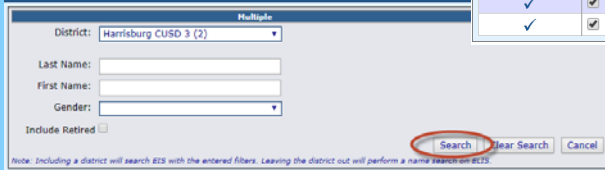
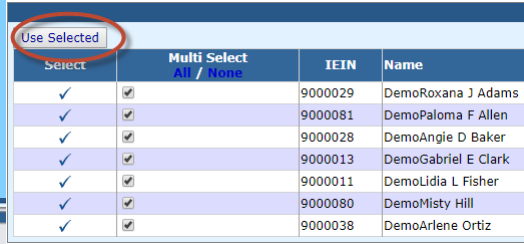
- 
- 

Actions	Full Name	IEIN	WAI
<input checked="" type="checkbox"/>	DemoRoxana J Adams	9000029	ECT
<input checked="" type="checkbox"/>	DemoPaloma F Allen	9000081	ECT
<input checked="" type="checkbox"/>	Bailey, Train11Chelsey	9000161	ECT
- 
- 

**NOTE: Salary fields are not required to be completed if personnel are being reported for approval only (not included on a program).**

Local Salary & Benefits:	0
Total Federal Salary & Benefits:	0
Other Salary & Benefits:	0
Total (Calculated - Local + Federal + Other):	0
Evidence Based Funding - Personnel:	0

## Add Personnel records to the Program

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- 
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Use Selected	Select	Multi Select All / None	IEIN	Name
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9000029	DemoRoxana J Adams
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9000081	DemoPaloma F Allen
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9000028	DemoAngie D Baker
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9000013	DemoGabriel E Clark
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9000011	DemoLidia L Fisher
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9000080	DemoMisty Hill
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9000038	DemoArlene Ortiz

## Add Personnel records to the Program

If a staff member does not spend all of their time in this program then the allocation ratio must be less than 1.0.

To calculate the ratio, divide the number of students served by this employee in this program by the total number of students served by the employee in the entire year.

Delete	Personnel	Edit Approval	Spec Id.	T
X	Adams, DemoRoxana	/	A	Re
X	Allen, DemoPaloma	/	A	Re
X	Baker, DemoAngie	/	C	Re
X	Clark, DemoGabriel	/	A	Re
X	Fisher, DemoLidia	/	C	Re
X	Ortiz, DemoArlene	/	A	Re

DemoRoxana J Adams SpecEd Id: A

Function Value: 1200

Allocation Ratio: .5

Salary + Benefits: 63068.00

## Add Personnel records to the Program

Cost Sheet (S066A) Personnel Report (P5066B) Student Report (S5066B) Individual Student Reports

Personnel Data (Print)

Personnel	IEIN	Spec Id.	Function	Alloc. Ratio	Salary + Benefits	Salary Allocation	Ev
Allen, DemoPaloma	9000081	A	1200	1.000	\$63,068	\$63,068	\$9
Ortiz, DemoArlene	9000038	A	1200	1.000	\$72,405	\$72,405	\$9
Baker, DemoAngie	9000028	C	1200	1.000	\$17,500	\$17,500	\$3
Fisher, DemoLidia	90000						

P5066B Special Education Documentation Sheet 4/15/2020

SCHEDULE A - PERSONNEL DOCUMENTATION

Program: 19-20 Test Program for Training Regular Term 2019 - 2020

IEIN Code	Name Work Assignment	Allocation Ratio	Total Salary	Salary Allocation	Evidence Based Funding Personnel	Ev. Based Funding Alloc.	Total Federal Offsets	Fed Funds Allocation	Other State and Federal Salary	Other Salary Allocation
9000081 A	Allen, DemoPaloma ECT	1.00	64,568.00	64,568.00	9,000.00	9,000.00	1,000.00	1,000.00	500.00	500.00
9000038 A	Ortiz, DemoArlene SLD	1.00	73,405.00	73,405.00	9,000.00	9,000.00	1,000.00	1,000.00	0.00	0.00
9000028 C	Baker, DemoAngie PA3	1.00	17,950.00	17,950.00	3,500.00	3,500.00	450.00	450.00	0.00	0.00
9000011 C	Fisher, DemoLidia PA3	1.00	19,850.00	19,850.00	3,500.00	3,500.00	400.00	400.00	200.00	200.00
Subtotals for Function 1200			175,773.00		25,000.00		2,850.00		700.00	
Grand Totals:			175,773.00		25,000.00		2,850.00		700.00	

# Student Claim Data Entry

Method of Computing Days

Manual  Calendar

Program  18-19 Test Program for Traini  Show Coop Programs

Participation Rates

% Regular Ed:  FTE:  ADE:

Participation Days

	Enrolled	In Session
Regular	<input type="text" value="174"/>	<input type="text" value="174"/>
Total	<input type="text" value="174"/>	<input type="text" value="174"/>

Costs

	Regular	Total
Equip Cost:	<input type="text"/>	<input type="text" value="0.00"/>
Aide Cost:	<input type="text" value="24500"/>	<input type="text" value="24500.00"/>
Contract:	<input type="text"/>	<input type="text" value="0"/>

Please Note: If a student has Related Service 25 on Approval – 100% of transportation can be claimed for Fund E

# Add Student Records to the Program

Cost Sheet (5066A) Personnel Report (P5066B) Student Report (S5066B) Individual Student Reports

Student Data (P5066) (Re-calc. Days) Add Multiples

Actions	Pupil	SIS Id	Resident District	Fund Code	Begin
No Records Found					

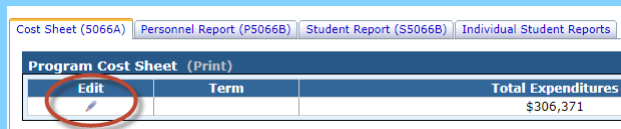
Use Selected

Select	Multi Select All / None	Pupil	SIS Id	RCDT
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Adams, DemoSabine Isa (6th)	999999010	R: 20-083-0030-26 S: 20-083-0030-26
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adams, DemoSabine Isa (6th)	999999010	R: 20-083-0030-26 S: 20-083-0030-26
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Butler, DemoLyndon Hubert (5th)	999999019	R: 20-083-0030-26 S: 20-083-0030-26
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cox, DemoFranklyn Mohamed (6th)	999999015	R: 20-083-0030-26 S: 20-083-0030-26
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Flores, DemoCash Grant (N/A)	999999001	R: 20-083-0030-26 S: 20-083-0030-26
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gutierrez, DemoAggie Abbey (9th)	999999025	R: 20-083-0030-26 S: 20-083-0040-26

## Complete 50-66A

Items needed to complete 50-66A:

- Previous Year District Annual Financial Report (AFR)
  - <ftp://ftppfinance.isbe.net/AFR>
- Data for use on the Tuition Cost Sheet spreadsheet
- Documentation on any items purchased for the program not included on district expenditures on AFR
- Open Program Definition and click Edit under the Cost Sheet (5066A) tab



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## Complete 50-66A

**Cost Sheet**

School Year:

Program:

Term:

**Special Education Data**

1. Total ADE this program - from Student form:  [Reload](#)

2. Days in session this program:

3. Total number Sp.Ed. Students enrolled in this district:  [Reload](#)

**Regular Education Data**

4. Total number Students enrolled in this district:  [Reload](#)

5. Days in Session - from district calendar:  [Reload](#)

6. District per capita tuition charge:  [Reload](#)

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# Complete 50-66A

Line #	Functions	Special Education	Regular Education	Cost Acct	Total
7	1200 - Instruction	175,773		<input checked="" type="checkbox"/>	175,773
8	2112 - Attendance			<input type="checkbox"/>	0
9	2113 - Social work Services			<input type="checkbox"/>	0
10	2120 - Guidance Services		287,654	<input type="checkbox"/>	1,443
11	2130 - Health Services		126,907	<input type="checkbox"/>	637
12	2140 - Psychological Services			<input type="checkbox"/>	0
13	2150 - Speech Pathology and Audiology Services	125,043		<input type="checkbox"/>	3,069
14	2210 - Imprv. of Instruction		160,575	<input type="checkbox"/>	805
15	2220 - Educational Media Serv.		100,698	<input type="checkbox"/>	505
16	2310 - Board of Education Serv.		23,431	<input type="checkbox"/>	118
17	2320 - Executive Administration		186,387	<input type="checkbox"/>	935
18	2330 - Special Area Admin.			<input type="checkbox"/>	0
19	2410 - Office of Principal		480,770	<input type="checkbox"/>	2,411
20	2510 - Direction of Business		21,739	<input type="checkbox"/>	109
21	2520 - Fiscal Services		57,723	<input type="checkbox"/>	290
22	2570 - Internal Services			<input type="checkbox"/>	
23	2600 - Support Serv. - Central			<input type="checkbox"/>	

Line #	Functions	Special Education	Regular Education	Cost Acct	Total
24	2110		8,009	<input type="checkbox"/>	40

Other Total: 40

24.  Enter other function

25. Equipment Depreciation (Special Education) 0

# Complete 50-66A

Operation and Maintenance	
26. All 2540 expenditures	319,245
27. Number of district-owned classrooms	123
28. Cost / Classroom (line 26/27)	2,595
29. Number of district owned classrooms used in this program	2 x Line 28 = 5,190
30. * Depreciation (Line 1 * \$200) <input type="checkbox"/> Rent	1,423
31. Other (Description)	0
<b>Total</b>	
32. Total Expenditures	192,748

Offsets	
33. Evidence Based Funding - Personnel	25,000
34. Total Federal Offsets	2,850
34 A. Other State and Federal	700
35. Total Offsets	28,550

Net Expenditures	
36. Line 32 minus (-) line 35	164,198
37. Line 36 divided (/) by line 1 (Total cost per 1.0 ADE)	23,071

[Calculate & Save](#)

## Recalculate Program

Total Cost per 1.0 ADE: 23071 Recalc Program

- Populates 50-66C and/or Tuition Bills for the Program

[Cost Sheet \(5066A\)](#)
[Personnel Report \(P5066B\)](#)
[Student Report \(S5066C\)](#)
[Individual Student Reports](#)

[\(Print Student Worksheet 5066C\)](#)  
[\(Print Tuition Bills\)](#)



- Calculates Costs on students records and estimated reimbursement
- This process will run nightly starting July 1 automatically

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## Reimbursement Reports

Print or Save Reports on June 16, 2020:

- Student Reimbursement Funds DEF Regular Term

Admin Goal Mine Facility Search IEP Quality **Reports** User Guide

I-STAR Reports:

Report Type: Student Report Categories: Reimbursement / Claim

Select Report	Description
<input type="radio"/>	Excess Cost Computation Sheet
<input type="radio"/>	Orphanage Computation Sheet
<input type="radio"/>	Private Tuition Computation Sheet
<input type="radio"/>	Programs By Resident District
<input type="radio"/>	Student Reimbursement Blank Data Form
<input type="radio"/>	Student Reimbursement Fund B
<input type="radio"/>	Student Reimbursement Funds DEF Regular Term
<input type="radio"/>	Student Reimbursement Funds X and J
<input type="radio"/>	Students with Days Enrolled By Resident District And Fund Code
<input type="radio"/>	Summer Orphanage Computation Sheet

**Report Description:**

Select a report to see description here...

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**I-Star**

**Support**

ISBE Funding and Disbursements  
(217) 782-5256  
[jwhitlow@isbe.net](mailto:jwhitlow@isbe.net)  
<https://www.isbe.net/Pages/Special-Education-Programs.aspx>

Harrisburg Project  
(800) 635-5274  
[support@hbug.k12.il.us](mailto:support@hbug.k12.il.us)  
[www.hbug.k12.il.us](http://www.hbug.k12.il.us)

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