

Topics

Pickup/Snapshot Dates
Key Components of Claims
Methods of Computing Days
Calculating the Claim

Student Reimbursement Pickup/Snapshot Transmission Dates

July 16th - E and F (Orphanage/Orphanage Priv Fac)

August 15th -

B (Private Facility)
X and J (Excess Cost)

November 1st - E & F (Summer)

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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

3 Methods of Computing Days

Manual Method Calendar Method Program Method

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Manual vs. Calendar Method What to Use and When

Are you receiving a bill from another public district?



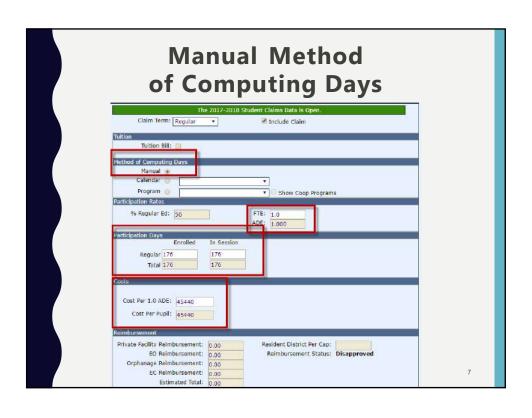
Are you receiving a bill from a special ed cooperative that has an <u>official</u> calendar?

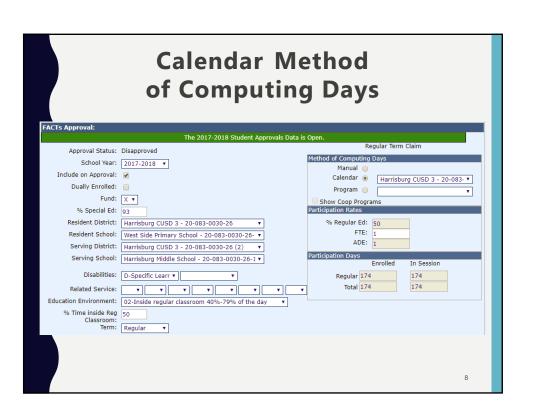
NO = MANUAL METHOD

Are you receiving a bill from a private facility?

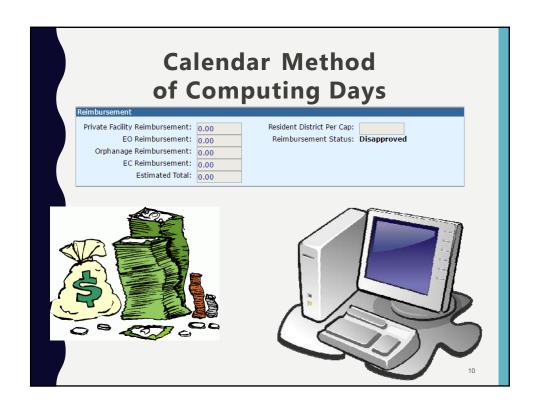


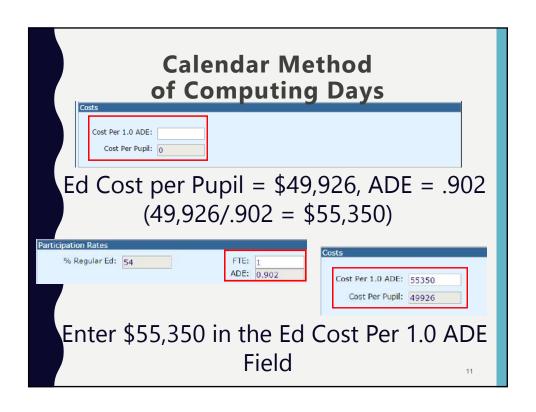
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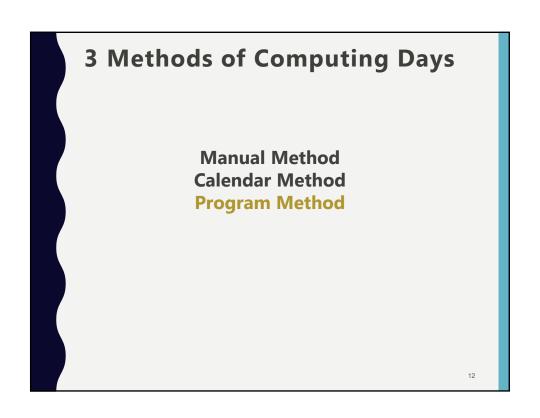




| of Computing Days | | | |
|------------------------|-------------------------------|--------------------|--|
| | The 2017-2018 Student Cla | aims Data is Open. | |
| Claim Term: Re | | nclude Claim | |
| uition | | | |
| Tuition Bill: | | | |
| Method of Computing Da | 10 | | |
| Manual Manual | 75 | | |
| and the second second | Harrisburg CUSD 3 - 20-083- ▼ | | |
| Program 🔵 | ▼ (| Show Coop Programs | |
| articipation Rates | | | |
| % Regular Ed: 50 | FTE: | 1 | |
| _ | ADE: (| 0.994 | |
| Participation Days | | | |
| | olled In Session | | |
| Regular 173 | 174 | | |
| Total 173 | 174 | | |
| osts | | | |
| | | | |
| Cost Per 1.0 ADE: 4 | 440 | | |
| Cost Per Pupil: 4 | | | |







Program Method of Computing Days When to Use

• Do you have any Fund Code E student approvals?



Do you have any Fund Code X student approvals?



 Do you have any bills to create for students that your district or coop serves from another district?



If the answer to **ANY** of the 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 <u>optional</u> tool. Using program method of computing days is not required.

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Program Method of Computing Days

- 50-66A/B/C(s) generated in I-Star
- Majority of claims calculations are done in I-Star
- Fields auto fill on student record based on calculations
- Cost Sheets at your fingertips

Calculating the Claim Create Cost Centers

What is a Cost Center?

Programs = Cost Center

Students in a Cost Center must have common educational needs

Which students are included in a cost center?

(see Reimbursement Procedures for Students with Disabilities manual for guidance)

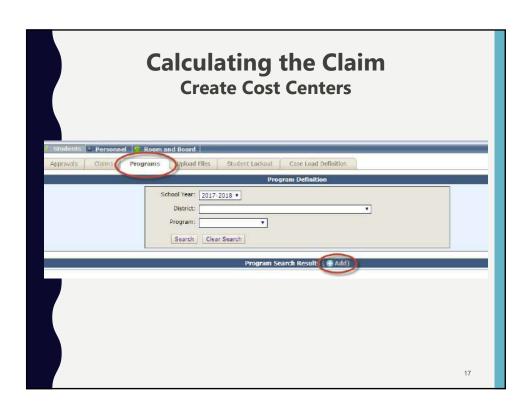
15

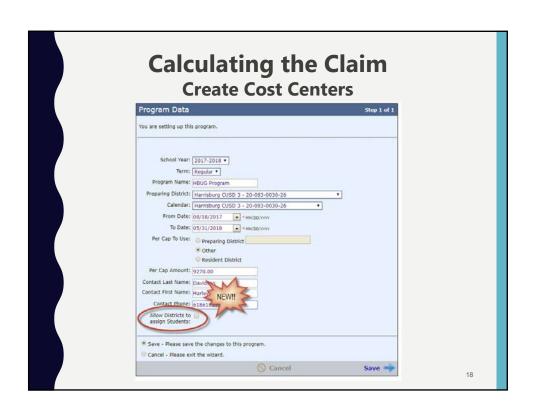
Program Method in I-Star

Per Cap → released by ISBE

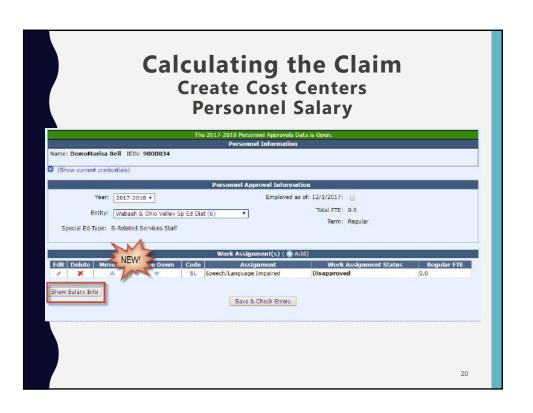
Create Cost Centers Personnel Records Student Records

ISBE Forms → partially auto-filled by I-Star

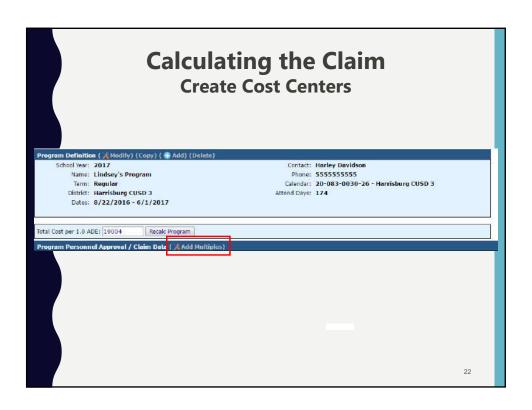


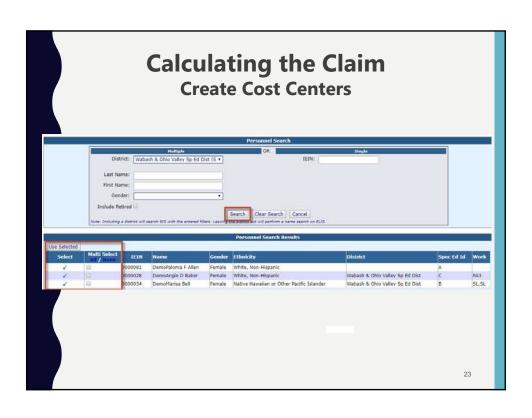


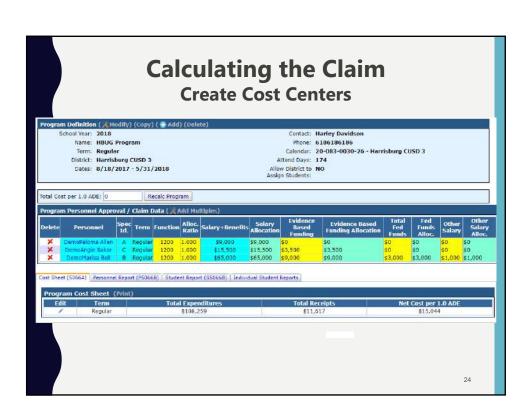
Calculating the Claim Create Cost Centers Per Cap To Use: Preparing District Other Resident District Determine which per cap to use.

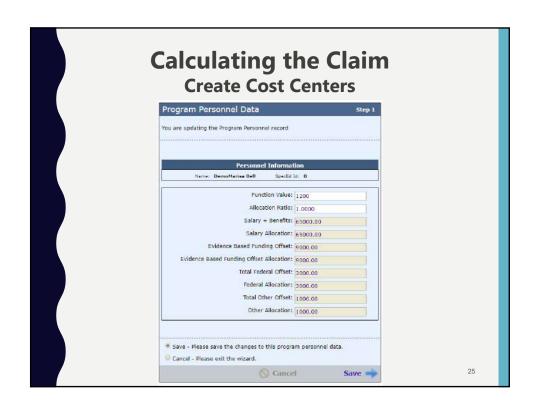


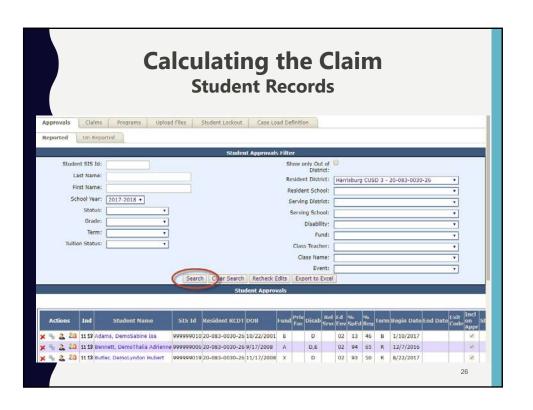
| Calculating the Claim Create Cost Centers Personnel Salary | | | | | | |
|--|---|-------|--|--|--|--|
| Hide Salary Info | | | | | | |
| Local Salary & Benefits (less offsets): 65,000 | alary Information / Offsets IDEA Discretionary/Flow Through Salary & Benefits: | 3,000 | | | | |
| Eccal Salary & Delients (less offsets). | IDEA Preschool Salary and Benefits: | 0 | | | | |
| Note: Salary fields are not required to be | Orphanage Salary and Benefits: | 0 | | | | |
| completed if personnel are being reported for approval only (not included on a program). | Other Salary and Benefits: | 1,000 | | | | |
| pprovide only (not included on a program) | Evidence Based Funding - Personnel: | 9,000 | | | | |
| | | 21 | | | | |

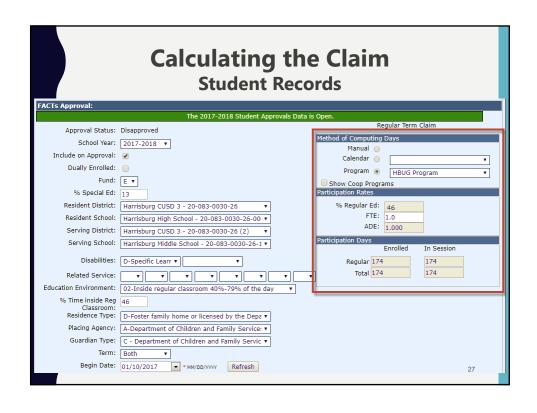


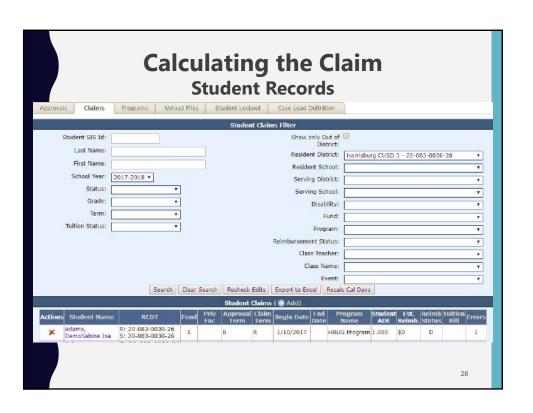


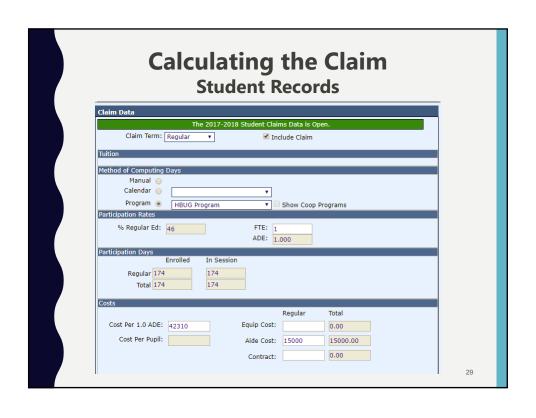


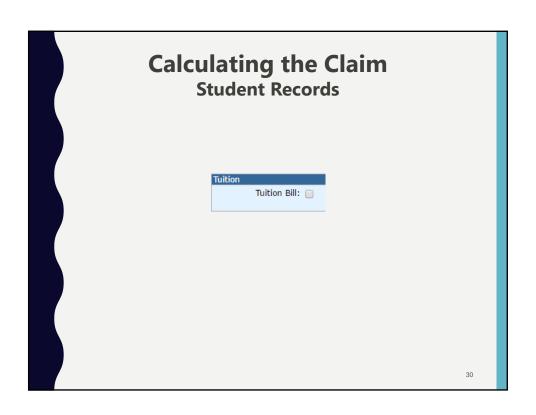


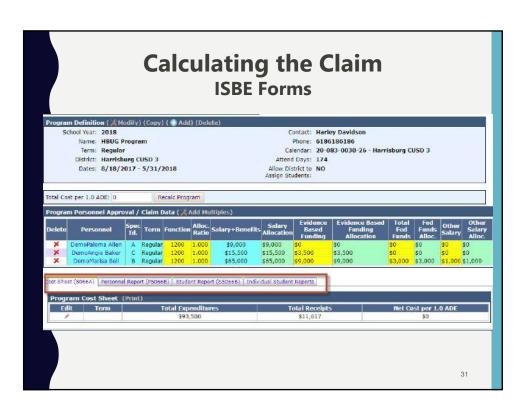


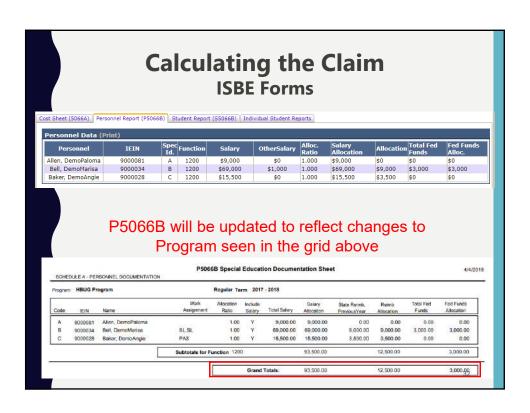


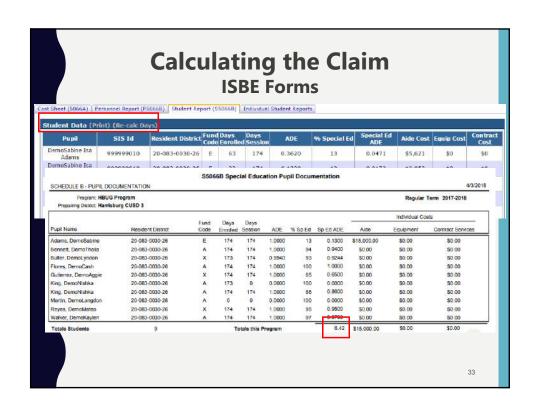


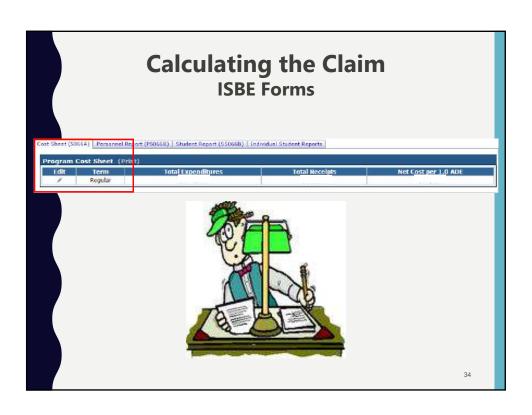




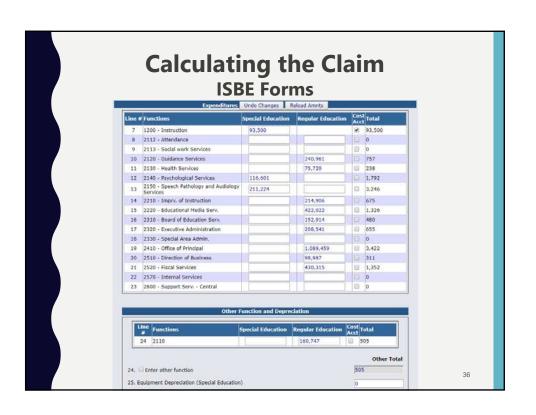




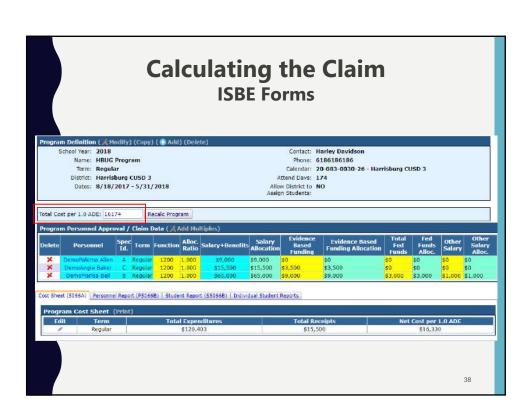




| Co | st Sheet |
|--|--|
| School Year 2018 Program HBUG Program Term Regular | |
| | Education Data |
| Total ADE this program - from Student form Days in session this program Total number Sp.Ed. Students enrolled in this distri | 6.424 Reload 174 ct 418 Reload |
| Regular I | Education Data |
| Total number Students enrolled in this district Days in Session - from district calendar District per capita tuition charge | 2045 Reload 174 Reload 9270 Reload |



| | Forms | | | |
|---|----------------|-------------|---------|------|
| Operation a | nd Maintenance | | | = |
| 27. Number of district-owned classrooms | 743,872 | | | |
| | 137 | | | |
| 28. Cost / Classroom (line 26/27) | 5,430 | | | |
| 29. Number of district owned classrooms used in this program | 2 | x Line 28 = | 10,860 | |
| 30. * Depreciation (Line 1 * \$200) Rent | | | 1,285 | |
| 31. Other (Description | on) | | 0 | |
| | | | | Tota |
| 32. Total Expenditures | | | 120,404 | |
| Receipt | Reload Reload | | | |
| 33. State of Illinois, Section 14-13.01, Personnel Relmbursement | | 12,500 | | |
| 33 A. Other Reimbursement | | 1,000 | | |
| 34. Federal Funds | | 3,000 | | |
| 35. Total Offsetting Receipts | | | 16,500 | |
| Net Ex | penditures | | | |
| 36. Line 32 minus (-) line 35 | | | 103,904 | |
| 37. Line 36 divided (/) by line 1 (Total cost per 1.0 AD | | | 16.174 | |



Calculating the Claim ISBE Forms

Cost Sheet (50668) Personnel Report (P50668) Student Report (S50668) Individual Student Reports

(Print Student Worksheet 5066C)

(Print Tuition Bills)



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Program Method in I-Star

What Do You Get for All of Your Hard Work?

Individual Cost Sheets (50-66C) for audit purposes for hard copy files for billing purposes

ISBE Reference Manuals

http://www.hbug.k12.il.us/IStar

Student Reimbursement Manual:

<u>http://www.hbug.k12.il.us/ISBEManuals/16-</u>
<u>17PupilReimbursementInstructions(May2017).pdf</u>

Personnel Approval Manual:

http://www.hbug.k12.il.us/ISBEManuals/17-18I-StarPersonnelApprovalInst(April2018).pdf

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SUPPORT

ISBE Funding and Disbursement

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Harrisburg Project

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https://www.hbug.k12.il.us/