



## CLAIMS PRE-GRAME Q & A (APRIL 15, 2021)

Q. The students that are listed as possible YIC are not necessarily Special Ed students, is that correct?

A. That is correct. You will also be able to see Regular Ed students on that list. However, if they are students that you have in I-Star already, that means that you need to be sure to change it to the appropriate fund code. For example, if they are listed on the YIC tab, you would change the fund code from fund code A or X to fund code E, or you would change a fund code of B to fund code F.

Q. When a student is listed on the Youth in Care report how do we confirm the qualifying information that is needed in I-Star? For example, Residence Type, Placing Agent, and Guardian Type? My building staff does not usually have this information.

A. They should know where they are living. The Placing Agent is typically DCFS. For the Guardian and Residence Type, you will need to find out if they are at a facility, if they are with a grandparent. However, you will need to look in the manual to make sure it falls under reimbursable.

Q. I have many students on that list that I have already coded correctly in I-Star. How soon will DCFS be clearing those for approval for the begin dates on the records before March 1?

A. What are the begin dates on those records? The reason I ask is because the DCFS file that we do our error checking against is different that is used to populate the YIC tab. That file is typically 6 weeks behind.

We haven't loaded all the files for this year yet. If you have begin dates from January and February, for example, you will need to contact Harrisburg to look up the student's SIS ID to make sure they are approved records to become reimbursable.

Q. If a student is not a Special Ed student but an orphan, do they still need to be entered into I-Star?

A. No. We only track Special Education students. They must have an IEP or an ISP to be entered into I-Star. Students who have a 504 do not go into I-Star. There is a regular education orphanage claim that is called 18:3. However, the Regular Education Orphanage claim is a different claim that is done through IWAS, I believe.

Q. Should any of these students have a Fund Code X?

A. Fund code X is students that are public but very expensive to educate. Typically, fund code X students exceed 4 times the districts per cap in costs. For example, if your per cap was \$10,000 and you found a student may cost \$60,000, you could code them as a fund code X because it exceeds four times the per cap.

Q. Can I code a student as youth in care in I-Star (code E of F) if they are not on the list provided by DCFS pulled from EBF?

A. You would need to find out why they are not on the list. If you suspect that you have an orphan, you will need to find out why they are not coming up on the list. A lot of foster students are orphans but not always which can cause confusion as well.

Q. What should the begin date of student be in I-Star?

A. The begin date should be the day the student started receiving Special Education services.

Q. Do you have a report that shows the dates the students entered and exited in Youth in Care?

A. No, we currently do not have access to see this. However, in the process of working on this.

Q. If a student is DCFS placed and living with a relative, grandparent, aunt and/or uncle, are these students reimbursable?

A. If they are on the YIC list, then yes, they can be reimbursable.

Q. I have changed some of my students on this list from A to E and now I am getting errors F-027, F-064, and F-068.

A. You will need to email us at [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us) to determine why you may be getting the errors if the DCFS file has already been uploaded. Keep in mind the DCFS file we get is about 6 weeks behind.

Q. What qualifies a student as an orphan?

A. The students are in DCFS custody, and the parental rights may have been terminated.

Q. What if they are on the list but living with parents?

A. They can still be reimbursable. It depends on the codes. If you suspect this, send us an email with the student's SIS ID and we can look into the records.

Q. Can these be dated back to the beginning of the school year?

A. Yes. It will just not reflect on the December 1 count since it has already been picked up.

Q. What do you do when a student is still on the list and you know they have been adopted?

A. It has not been reflected in SIS that the student has been adopted. We read the file nightly from them. I am assuming there is some paperwork that is still going through on making that change but I believe that you would want to turn to SIS to see why they are still flagging that.

Q. I don't receive salary information until July, how am I to enter claims before June 30 without that information?

A. You are able to enter salary information after the deadline for personnel. Personnel approval is due June 30<sup>th</sup>, but you are still able to edit the salary portion after the June 30<sup>th</sup> date.

Q. Is it still an option to use our per cap instead of calculating a program cost?

A. I do not recommend that. You can do that, but in the end you are losing money when you do that unless it is a speech only student. We will go into further detail on this in our upcoming trainings. If it is a speech only student there are a couple of ways you can calculate that without going through the program.

Q. If the student is not on the YIC list anymore you are saying the district has listed it as E or F and all is good?

A. Yes. If you have already had the students entered and approved, you will be good to go for May 17<sup>th</sup>. However, I do recommend checking the list periodically.

Q. Do we still calculate our excess cost regardless of no funding?

A. No, unless you have extenuating circumstances that require you to do that. For example, we have an area that has an Air Force base in their district so they will have to go ahead and do this for impact data.

Q. Should I change all of my fund code X students to a fund code A?

A. No, you do not have to change all of your fund code X students to fund code A this school year. Typically, you would want to leave them as an X because next year, after the rollover, you will not want to have to go back and identify all of the fund code X students again.

Q. Can we change fund code X students to fund code B?

A. No. If you have kids that **are** going to a therapeutic day school, a private facility that is approved in the private facility look up, then those kids will need to be coded as a fund code B student.

Q. We have an alternative school within the district I put in as X fund. There are several orphans within this program. I can still claim it as an X fund program, correct?

A. Yes, you can still have the program if you have orphans in it.

Q. If the student is placed in home of parent or guardian, I get an error that they are not eligible for 14-7.03 funding so I have to change the fund code back to A. I thought I heard you say that they are still eligible for orphanage funding?

A. They **could** be. We would need to check why you are getting an error. Call us or send us an email at [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us) and we will look into the student record for you.

Q. Is there a report to run for last year to see what was paid for X?

A. Yes. To do this, Click on Reports > Application Reports > Report Type: Student > Report Categories: Reimbursement/Claim > Student Reimbursement Funds X and J > Change the School Year to 2019-2020 under Report Filters > Run Report

Q. Will there be an official memo saying that there will not be any fund code X & J reimbursements?

A. I do not know if there will be a memo sent out from Funding and Disbursements; however, the first two lines on slide 8 of this training came from Tim Imler. It states, "At this time, ISBE does not anticipate having Excess Cost Funds this year due to a larger than anticipated increase in Room and Board claims last year. Per statute, Room and Board has priority to reimburse at 100% prior to using a potential IDEA fund to pay Excess Cost Claims."

Q. If a student qualifies for ESY and chooses not to attend, do we still change them back to R?

A. Yes.

Q. When will per caps be available?

A. Tentative date for available per caps will be in May.

Q. We term all fund code B students are a term of B so we do not miss a summer term claim, is this ok? We have missed students in the past because the students were not coded a term of B.

A. Yes, that is fine. However, just make sure if they end up not attending the summer term to change the term back to R.

Q. If we want to verify our YIC, do we email Harrisburg Project?

A. Yes, you can send an email to [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us). If we are unable to give you the information to answer your questions we will ask Jamie Johnson at ISBE.

Q. Going back to the X fund claim, since we are not claiming and no funds are available, will we have time to update the information in I-Star?

A. There is not much of anything you need to change. You can change the fund codes to A if you choose; however, I do not recommend that. You can leave the students listed as a fund code X. I honestly do not anticipate this changing. I don't see how there will be any funding to pay the claim.

Q. We have several fund code E students that only come for a day or two. What should I do for those?

A. I would think that you are wasting your time by costing them out, but I would still make a claim. You could take your per cap, and come up with a daily rate and put that information in for those students.

Q. How do you run the actual payment report for excess cost?

A. To do this, Click on Reports > Application Reports > Report Type: Student > Report Categories: Reimbursement/Claim > Excess Cost Computation Sheet > Change the School Year to 2019-2020 under Report Filters > Run Report.