

# SPECIAL EDUCATION PERSONNEL APPROVAL PROCEDURES

--- ~~2014-15~~2015-16 School Year ---  
(~~May~~October 2015)

For use with iePoint>and NetCheck

This is a compilation of procedures and instructions,  
supported by rules and regulations to assist local education agencies  
in approving special education personnel for claim reimbursement.

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# **SPECIAL EDUCATION PERSONNEL APPROVAL**

## **~~2014-15~~2015-16 School Year**

### **OVERVIEW**

*Special Education Personnel Approval* serves as the primary approval for all personnel providing services to students with disabilities who are receiving special education and related services in accordance with an Individualized Education Program (IEP). All such personnel, including those employed for the regular school term and those employed for summer school, must be approved regardless of the amount of time spent in special education programs.

The employing entity is responsible for transmitting accurate data concerning personnel employed to work in the areas of special education and related services. Missing or inaccurate data may delay approval and/or cause an individual to be disapproved for reimbursement. If an approved employee works full-time in special education for the entire school term, the district/cooperative may receive a maximum of \$9,000 for a professional position and \$3,500 for a non-certified position. Additional payments for summer term days worked are also possible.

### **ELECTRONIC TRANSMISSIONS**

Data for completing Special Education Personnel approvals must be transmitted electronically using either ***iePoint*** > or locally developed software.

***iePoint*** > is software provided by the Illinois State Board of Education (ISBE) designed to allow special education cooperatives/districts to manage, analyze and transmit special education data via the Internet. Additionally, for those with computer software other than iePoint>, NetCheck must be used to insure data validity prior to acceptance of each data transmission. Harrisburg Project will provide any necessary instructions for transmitting data. If you have questions contact Harrisburg Project at 1-800-635-5274 or via email at [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us).

The Special Education Authorization (Harrisburg Sign-up) application, located in ISBE's Web Application Security (IWAS) system, is the electronic authorization system that all districts/cooperatives must complete to authorize the electronic transmission of special education pupil and personnel approval and claim data.

# INSTRUCTIONS FOR SPECIAL EDUCATION PERSONNEL APPROVAL

## GENERAL INFORMATION

### Additions

To add personnel employed to provide special education and related services for any part of ~~2014~~2015 summer school or the ~~2014-15~~2015-16 regular term, enter the last and first name without abbreviations along with ~~the nine-digit Social Security number or~~ the seven-digit IEIN for the employee being reported in the appropriate fields. Refer to the *Specific Approval Information* beginning on page 3. For existing entries, verify that the name fields are correct and make any necessary changes using the edit option. Accuracy in reporting ~~the Social Security number or~~ the IEIN is extremely important as it is used to match the Personnel Approval file with licensure /approval records.

### Deletions

If an individual is listed on the database, but was not employed for any days during the ~~2014~~2015 summer school term or the ~~2014-15~~2015-16 regular school term, delete the individual's entry from the form by using the delete option. Do not delete any individuals who were employed during ~~2014~~2015 summer school or the ~~2014-15~~2015-16 regular terms, regardless of the number of days of employment.

### Changes

Check to be certain that data on file is complete and accurate. If an error is found or if a change is needed in current data, make the changes according to your database edit instructions.

## QUESTIONS

Questions pertaining to the submission of personnel data should be directed to the person(s) listed in the cover memo regarding the most recent transmission or contact:

Illinois State Board of Education  
Funding and Disbursement Services Division  
100 North First Street  
Springfield, Illinois 62777-0001  
Attn: Larry Wilson  
Phone: 217/782-5256  
Fax: 217/782-3910

Questions pertaining to the operation of iePoint> or NetCheck should be directed to Harrisburg Project (1-800-635-5274)

## SPECIFIC APPROVAL INFORMATION

### Region-County-District-Type (RCDT) Code

Enter the unique eleven-digit number assigned by the Illinois State Board of Education for the employing entity. See the most recent [Directory of Educational Entities](#) to verify this number.

### ~~Social Security~~ Illinois Educator Identification Number ~~OR~~ (IEIN) Number

Enter the seven-digit IEIN number for ~~licensed~~ staff. The IEIN ~~must be~~ number is the identifying number for all ~~licensed~~ staff ~~that should have one based upon their work assignment (as indicated by an \* in Appendix A, B, & C) and a few non-licensed staff such as Work Assignments CUE, TA, SGN, and PSL. The IEIN~~ and is assigned by the Educator Licensure Division to each individual's file. ~~Beginning with the IEIN numbers issued after~~ December 2013 ~~transmission, the IEIN will be~~ are seven-digits. ~~All IEINs that are~~ If an IEIN number is less than seven-digits it will automatically include sufficient zeroes, added ~~prior to~~ before the actual IEIN number, to meet the seven-digit requirement. ~~The SSN will be required for all other staff who do~~

Staff employed in work assignments in which credentials are not ~~have a record with~~ issued by the Educator Licensure Division, such as (PAT, PAU, BA, PDL, PMD, PMT, POT, POM, PPT, PRT, PRC, NHV, NHA, NOT, NPT, NSL and PA), must obtain an IEIN number in ELIS and provide the number to the employing district in order to be eligible for personnel approval and reimbursement. The Illinois State Board of Education's Educator Licensure Information System (ELIS) may be accessed at <http://www.isbe.net/ELIS/default.htm>

### Special Education Identification Code

The special education identification code differentiates personnel eligible for special education personnel reimbursement per the requirements of Sections 14-12.01 and 14-13.01 of the School Code from those not eligible for such reimbursement, i.e., those whose salary is fully funded from other sources. Other funding sources for personnel include IDEA, Part B and Preschool, Section 14-7.03 of the School Code, etc. Special education identification code 1 and codes 3 through 6 indicate that reimbursement **will** be claimed; codes 7 and 9 indicate that reimbursement will **not** be claimed.

It is possible for an individual to be employed under more than one special education identification code. For example, if a teacher is assigned to a classroom serving students with emotional disturbances in the morning and provides home/hospital services to other students in the afternoon, this teacher would be reported twice; once as special education identification code 1 and once as special education identification code 4.

When listing individuals under two special education identification codes, please pay close attention to the following information. During a single term, an individual cannot be listed in identification code 1 or 3 to indicate that personnel reimbursement will be claimed and listed again in identification code 7 or 9 indicating full funding of the salary from other sources.

If an individual's salary is being paid from local funds or a **combination of local and federal funds**, the individual working with special education programs should only be listed once under special education identification codes 1 for certified professional employees or 3 for noncertified personnel. These codes would pertain if salary data will be reported on the Special Education Personnel Claim. An individual should be listed under special education identification codes 7 for licensed professional staff or 9 for non-licensed staff only if there are **no** local funds being used to pay the salary and if no reimbursement claim will be made for the services of the individual. For individuals listed under special education codes 7 or 9, salary would be listed in the appropriate field. The only exception to this general rule occurs when local funds used to generate personnel reimbursement are reported in conjunction with another state funding source, e.g., Section 14-7.03 Orphanage funds. When a district has an individual who is being paid from local funds and also Section 14-7.03 Orphanage funds, this individual must be entered twice—once under special education identification codes 1 or 3 and again under special education identification codes 7 or 9. For codes 1 or 3, the district will claim the individual's part-time local salary in the appropriate local funds field. For codes 7 or 9, the district will report the individual's part-time Section 14-7.03 Orphanage salary in the Orphanage salary field. The individual's time and salary under each code must be computed based on the percentage of time spent in each program.

To summarize, do not split the reporting of individuals working under a combination of local and federal funds; list these individuals only under special education identification codes 1 or 3. Do split the reporting of individuals working under a combination of local and Section 14-7.03 Orphanage funds; list these individuals under special education identification codes 1 and 7 or 3 and 9. If the existing identification code number is incorrect, the entry must be corrected.

Use the following table to choose the one appropriate number to enter in the Special Education Identification field that reflects the professional status of the employee and designates whether or not special education personnel reimbursement will be claimed.

<b><u>ID Code</u></b>	<b><u>Special Education Identification Description</u></b>
<b>1</b>	<b>Licensed professional employee</b> --an individual employed in work assignments requiring special education licensure or approval or appropriate credentials/information on file at the employing entity; indicates that special education personnel reimbursement <b>will</b> be claimed. See Appendices A and C for appropriate work assignments for this ID code.
<b>3</b>	<b>Necessary non-licensed employee</b> --an individual employed in a work assignment that does not require an ISBE license or approval; indicates that special education personnel reimbursement <b>will</b> be claimed. See Appendix B for appropriate work assignments for this ID code.
<b>4</b>	<b>Home/hospital instructor, <u>in-state</u></b> --an individual employed to provide instruction in the home of the student or in a hospital setting due to medical reasons; indicates that special education personnel reimbursement <b>will</b> be claimed. The position requires teacher licensure or approval for regular education students. Students with disabilities being served require a licensed teacher who is credentialed in the area of the student's disability. Insert work assignment <b><u>HHI*</u></b> . A Substitute Teaching License is <b>not</b> valid for this position.
<b>5</b>	<b>Reader for student with visual impairment</b> --an individual employed to provide reading services; does not require Illinois State Board of Education licensure or approval; indicates that special education personnel reimbursement <b>will</b> be claimed. The appropriate work assignment to be inserted is <b><u>RBP</u></b> . The individual must have a high school diploma or equivalent and must have completed at least three hours of in-service training. District should maintain a copy of High School diploma and record of in-service training for files.
<b>6</b>	<b>Home/hospital instructor, <u>out-of-state</u></b> --an individual employed to provide instruction, due to medical reasons, in a hospital setting located outside of Illinois; indicates that special education personnel reimbursement <b>will</b> be claimed. This position requires evidence of the appropriate out-of-state credentials be maintained at the employing entity. Insert work assignment <b><u>HHI*</u></b> .
<b>7</b>	<b>Licensed professional employee</b> --an individual employed in work assignments requiring special education licensure or approval or appropriate credentials/information on file at the employing entity; indicates that special education personnel reimbursement <b>will not</b> be claimed. See Appendices A and C for appropriate work assignments for this ID code.
<b>9</b>	<b>Necessary non-licensed employee</b> --an individual employed in a work assignment that does not require licensure or approval; indicates that special education personnel reimbursement <b>will not</b> be claimed. See Appendix B.

\* Indicates IEIN requirement

## Term Codes

<u>Code</u>	<u>Term</u>
<b>R</b>	Regular term (2014-15 school year)
<b>S</b>	Summer term (2014 summer term)
<b>B</b>	Both terms

The term code indicates whether the individual is being employed in the work assignment for regular term only, summer term only or both terms. When adding an employee, give the one appropriate code that reflects when the individual is or was employed. If an individual was employed for **summer school only**, the term code of “**S**” is to be used; likewise, if employed for **regular term only**, the term code of “**R**” is to be used. In cases where an individual is employed **for the summer and regular term** in the same work assignment, the term code of “**B**” is to be used. However, if an individual is employed in different work assignments for the regular term and the summer term, the individual must be entered twice; the term code of “**R**” would designate the regular term assignment and **S** would designate the summer term assignment.

## Cross-Categorical

If a teacher is assigned to a cross-categorical classroom, mark this field to indicate cross-categorical. **If the teacher is assigned to a categorical/special education classroom and holds the (LBSL) – Learning Behavior Specialist Limited with a categorical area leave this field blank.**

Cross-categorical indicates that students with two or more different primary disabilities are served together in an instructional setting. Per the requirements of [23 Illinois Administrative Code Section 226.731](#), such programs

*...shall be formulated only under the following circumstances:*

- A) The students are grouped in relation to a common educational need, **or***
- B) The program can be completely individualized, and the teacher is qualified to plan and provide an appropriate educational program for each student in the group.*

An individual who holds a Learning Behavior Specialist 1 (LBS1) approval or endorsement may teach in a cross-categorical program serving students in any disability area. Likewise, an individual who holds the Learning Behavior Specialist Limited (LBSL) approval or endorsement for “two of three” categories of disability will be approved. Please note that some endorsements or approvals may not be valid for meeting the requirements for cross-categorical assignments.



## **Work Assignment**

A maximum of three appropriate work assignments may be submitted on employee data. See Appendices A through C for a listing of available work assignments. The only acceptable code for Home/Hospital Instructors is HHI, whether the Special Education ID code is 4 or 6.

To correct an existing work assignment, simply insert the correct code. If the field is blank and needs to be completed, insert the correct code or codes in Work Assignment 1, 2, and/or 3 as needed.

Educational services provided for a student with an IEP who is a member of a regular education class are not reimbursable.

When a licensed employee is working in a supervisory position insert **SUP** in Work Assignment 1 and the code(s) for the categories of disabilities being supervised in Work Assignments 2 and/or 3. If an individual supervises more than two categories, insert the two categories in which the person spends the most time.

Work assignments for Adapted Physical Education Teacher (PPE), School Nurse Intern (PNA), School Psychologist Intern (PSP) or School Social Work Intern (PSW) must be entered in ELIS for approval.

If an individual is in need of a short term emergency approval in special education, record the type of student disabilities (SLD, ED, MR, or PI) that the teacher is serving in work assignments 1, 2, and/or 3.

Individual Instruction Aides, who assist special education students under the direct supervision of a teacher, are reported under the work assignment code **TA** in Work Assignment 1. The individual must hold the educator license with stipulations paraprofessional or the professional educator license or the substitute license. Program Aides, who assist students outside of instructional purposes under the direct supervision of a teacher, are reported under the work assignment code of **PA** in Work Assignment 1. Per the requirements of [\*23 Illinois Administrative Code Section 226.800\*](#), such aides must receive “training experiences appropriate to the nature of their responsibilities.” *Speech Language Assistants are not included in the above PA code.* The Speech-Language Assistant’s work assignment should be **NSL** as described in Appendix B. Additionally, please note that **transportation aides** are **not eligible** for reimbursement through the personnel approval and reimbursement process.

All non-licensed/non-certified work assignments and codes listed in Appendix B must be reported under special education identification code 3 or 9.

If the work assignment is Reader for Student with Visual Impairment, the correct work assignment code is **RBP** with an ID code of 5.

## **Paraprofessionals**

Special education personnel with the paraprofessional work assignments indicated below have additional data reporting requirements.

~~PSL – Speech/Language Paraprofessional (Non-Licensed Position)~~

~~Note – PSL approvals are longer issued or valid as of June 30, 2014.~~

PA – Program Aide (Non-Licensed Position)

TA – Individual Instruction Aide (Non-Licensed Position)

NHA – Non-Certified Health Aide (Non-Licensed Position)

**Paraprofessional FTE must be reported for students served ages 3 thru 5 and 6 thru 21 for the regular and summer terms. To accurately represent this data, the regular and summer FTE for these age ranges must be reported for each applicable work assignment.**

For example, if the personnel is reported with the Regular Term Code “R” using both NHA and PA or TA work assignments, FTE for students served ages 3 thru 5 and ages 6 thru 21 for the regular term would be reported for each work assignment, a total of 4 entries.

**EXAMPLE:** NHA – Non-licensed Health Aide (non-licensed position) – Regular Term Personnel working with students ages 3 thru 5 half a day, and ages 6 thru 21 half a day, would report .5 FTE in each age range for the regular term – a total of two entries for that work assignment. This example also applies to summer term personnel, with two entries per work assignment.

When personnel are reported for the regular and summer terms using the B Term Code, FTE for students serving ages 3 thru 5 and ages 6 thru 21 must be reported for regular and summer term, a total of 4 entries for each work assignment.

When time is spent serving both age ranges, estimate the FTE as accurately as possible.

## **Status Codes**

When reports are generated to review data, information regarding the status codes will be available. Status codes are used by the Illinois State Board of Education to indicate the approval status of each work assignment code listed for a staff member following a check against the credentials held by the individual. A status code of “1” indicates the work assignment is approved; “2” means the individual has a time-specific approval; “3” indicates that the work assignment is disapproved for the individual; and “5” indicates a temporary approval based on a ELS – Educator License with Stipulations- Provisional Educator ~~issued for two (2) full fiscal years.~~

If an employee is in a cross-categorical position and, for example, code “1” is indicated for one work assignment and code “3” is indicated for another work assignment, check the final status code to determine whether the individual is approved or disapproved.

## **Overall Status Code**

This code indicates the overall approval status for the individual. The codes used are “1” to indicate approval, “2” to indicate time-specific approval, “3” to indicate disapproval and “4” to indicate that the work assignment is disapproved but because there is more than one work assignment listed on the personnel approval file, partial reimbursement will be paid for the work

assignments that are approved. If a “3” is in this field, but each work assignment contains a “1,” check the edit errors sent with the transmission information to determine the error.

## **OTHER PERSONNEL APPROVAL INFORMATION**

Items include:

- Registration of License/Approvals
- Employee Files
- Director of Special Education
- Supervision
- Early Childhood Special Education
- Internships
- Short Term Emergency Approval
- Contractual Employees
- Positions Requiring Only Documentation at the Local Level
- Employment in Excess of 1.0 FTE
- Substitute Teachers
- Summer School
- Transportation Personnel
- Documents and Forms
- Educator Licensure Information System (ELIS)

### **Registration of Licenses/Approvals**

Illinois educators are required to hold registered licenses to be legally employed. Registration and renewal may be completed by accessing their personal ELIS account and registering in the region where they are employed– and meeting any required professional development.

### **Employee Files**

Employee files must be maintained that document the requirements applicable for the work assignment along with the current job description. The employee’s responsibilities must reflect those activities which are appropriate for the indicated work assignment(s) and must hold the credentials required for the position as described.

### **Director of Special Education**

Each recognized special education district/cooperative must employ a full-time State Approved Director of Special Education. Who holds the DIR approval to serve in that position. As of July 1, 2005 the Director and Assistant Director must be properly credentialed licensed and must hold the Director of Special Education Endorsement to qualify for the positions either position.

Prior to offering or hiring a candidate for the position of Director or Assistant Director of Special Education the district/cooperative must verify through the Educator Licensure Information System (ELIS) that the candidate possess a director of special education endorsement per 23 Ill Admin Code Section 25.365. Additionally, a copy of the board meeting minutes in which the hiring is finalized and/or other proof of employment is required to be submitted to ISBE.

The State-Approved Director of Special Education is responsible for the overall administration of comprehensive special education programs and services for the special education cooperative or standalone district. The position is listed as work assignment **DIR** for personnel approval.

If local education agencies (member district) within a special education cooperative employ a full-time administrator for special education programs, that individual must also hold the Director of Special Education Endorsement. He/she would be considered an assistant to the state-approved director of special education and listed as work assignment **PAD** for personnel approval.

## **Supervision**

Two types of supervision are required to be provided to special education staff, i.e., line supervision and technical assistance supervision.

### **• Line Supervision**

Refers to the on-site, day-to-day supervision and evaluation of teaching and support services staff as they perform general functions of the classroom or support service. This role (line supervision) is generally performed by a building principal. An individual doing line supervision would most likely be an administrator of a special school reported under work assignment code **A**. Line supervision requires a license endorsed or approved in the primary disability area(s) served by the school **in addition to** an Administrative endorsement in one of the following areas:

1. General Supervisory
2. General Administrative
3. Director of Special Education
4. Principal, or
5. Superintendent

Please refer to [23 Illinois Administrative Code, Section 1.705](#) and [23 Illinois Administrative Code, Section 226.800](#).

### **• Technical Assistance Supervision**

Refers to, assistance and programmatic advice given to Special Education staff, administrators, and line supervisors. This type of supervision requires specialized knowledge and experience in the particular area(s) being supervised. A technical assistance supervisor is reported under work assignment **SUP**. The individual may be assigned to one building, but is more often assigned to an area, as daily assistance is not required. In all cases for the provision of technical assistance supervision, endorsements or approvals are required for each area in which technical assistance supervision is being provided.

Additionally and as appropriate for the position, the individual must hold a Supervisor of Special Education Approval, or an appropriate license endorsed for supervising in an area of disability, or an Administrative endorsement in one of the following areas:

1. General Supervisory
2. General Administrative
3. Director of Special Education
4. Principal
5. Superintendent, or
6. School Support Personnel endorsement for supervision of the pupil personnel service area for which the person holds the license.

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### **Early Childhood Special Education**

The term “early childhood” refers to non-categorical programming for students, generally ages three through five. Individuals teaching in such a non-categorical/cross-categorical early childhood special education program must hold a license endorsed for early childhood self-contained General Education Age 0-Grade 3 or self-contained General Education Age 0-6, excluding Kindergarten) with an Early Childhood Special Education endorsement or approval, or a full LBS1 endorsement for Pre-school through Age 21 with an Early Childhood Special Education Approval. This would be reported under work assignment ECT. Refer to [23 Illinois Administrative Code, Section 226.810](#) and the [“Final Transition Rules”](#) in effect as amendments to these rules for specific instructions.

### **Internships**

Proof of the approvals for internships and internship program plans must be maintained in district files or in ELIS for school psychologist, school social worker, school nurse, speech language pathologist and school counselor interns. A district may not claim reimbursement in excess of the amount paid for the intern’s services.

### **Short Term Emergency Approval**

Individuals desiring to be approved for LBS1 (cross-categorical special education) positions for which they are not licensed may seek approval through submission of an application and fee through ELIS. Individuals should be entered on the data base with the work assignment requested. Upon issuance of the Short Term Emergency Approval, please verify the work assignment and make any necessary changes to the data. For additional information regarding work assignments and documentation to be maintained, see Appendices A through C or the [“Final Transition Rules”](#) in effect as amendments to these rules.

### **Contractual Employees**

If there is a contractual agreement for services with an agency other than the employing/reporting school district/cooperative, those contractual employees are considered employees of the district/cooperative for reporting and monitoring purposes. Those individuals must be entered on the Personnel Approval file and are required to meet the state licensure and/or approval standards or the requirements listed in these instructions for certain work assignments. Contractual personnel must be provided public school technical assistance and line supervision. A copy of the contractual agreement must be maintained in the employee file in the district/cooperative. Please note some district/joint agreement specific approvals cannot be issued for contractual employment.

### **Positions Requiring Only Documentation at the Local Level**

Individuals employed as art therapists, audiologists, contractual consultants (federal funds only), daily living skills specialists, medical services personnel, music therapists, occupational therapists, orientation and mobility specialists, physical therapists, recreational therapists, rehabilitation counselors and vocational transition specialists will be approved through the submission of personnel data with no further documentation required at ISBE. Please refer to Appendix A for the documentation required to be maintained at the local level.

### **Employment in Excess of 1.0 Full-Time Equivalency (FTE)**

No individual may be claimed for more than 1.0 FTE across all work assignments unless a written request is received detailing the reasons for the assignments. Generally, these requests will only be considered when different employing entities are involved. Such requests will not be granted as a means of circumventing the requirement to employ sufficient, appropriately certified staff or local contractual issues. Requests for approval should be directed to Sharon Hopson, contact person for Special Education Personnel Reimbursement Claims.

### **Substitute Teachers**

Substitute teachers who hold only a Substitute (K-12) Teaching License may teach only when a certificated person is currently under contract for the position and a teacher endorsed or approved for the area to be served is not available per the requirements of Section 21-9 of the School Code. However, such a substitute teacher is not eligible for personnel reimbursement. The following table indicates the availability of reimbursement for substitute teachers dependent upon the need and the license. However, the combined total of days served by a substitute and the contracted teacher must not exceed one full-time equivalent employee.

<b>Substitute Position</b>	<b>License/Approval Required</b>	<b>Report on Personnel Data</b>
Works no more than 90 days in place of a contracted special education teacher on paid leave	Appropriate license for position or a Substitute (K-12) License - (May work up to 90 days	Not required to be reported; not eligible for personnel reimbursement
Works no more than 90 days in place of a contracted special education teacher on unpaid leave	Appropriate credentials for the special education position	Required to be reported; eligible for personnel reimbursement
Works more than 90 days in place of a contracted special education teacher on leave, paid or unpaid	Appropriate credentials for the special education position	Required to be reported; eligible for personnel reimbursement

## **Summer School**

Special education personnel reimbursement is only available during the summer term for those persons working **directly** with students in an instructional or diagnostic capacity and for those persons necessary to support these instructional and diagnostic personnel. Section 14-13.01 of the School Code states, “*When any school district eligible for reimbursement under this Section operates a school or program approved by the State Superintendent of Education for a number of days in excess of the adopted school calendar but not to exceed 235 school days, such reimbursement shall be increased by 1/180 of the amount or rate paid hereunder for each day such school is operated in excess of 180 days per calendar year*”. If no students are present, there is no summer term school or program; hence, no reimbursement is available.

Personnel employed for the summer term are to be reported on the first transmission of personnel data submitted early in the fall each year. All entities reporting personnel employed for the summer term must record and retain on file for audit purposes, the summer term beginning and ending dates. A maximum of 55 summer days will be reimbursed.

In the event that no instructional program is needed or offered during the summer, but a related service is required on an IEP, such service must be provided using local or federal funds. Personnel reimbursement may not be claimed for providing a related service during the summer unless the related service is being provided in conjunction with an instructional program offered during the summer school term.

## **Transportation Personnel**

Transportation aides and other transportation personnel are not reported on personnel data. State reimbursement for the services provided by transportation personnel are to be claimed on the *Annual Claim for Pupil Transportation Reimbursement*.

## **Educator Licensure Information System (ELIS)**

The Illinois State Board of Education’s Educator Licensure Information System (ELIS) may be accessed at <http://www.isbe.net/ELIS/default.htm>. ELIS is a web-based system which allows educators and district administrators access to licensure data on file at ISBE. District administrators can view licensure data regarding educators issued and pending credentials. Educators can create private accounts and have access to all of their data, apply for licenses, endorsements, and approvals, as well as register and renew their teaching, administrative, and school support licenses. ELIS has an option for the general public to check credentials of individuals employed in Illinois Public Schools.



## APPENDIX A

### SPECIAL EDUCATION PROFESSIONAL PERSONNEL

The following table lists the work assignments and codes for Special Education Professional Personnel. All requirements necessary for proper licensure in these work assignments are found in [\*23 Illinois Administrative Code Part 226\*](#).

Additional information can be found in ELIS at <http://www.isbe.net/ELIS/default.htm>

**\* Indicates IEIN requirement**

<b>Work Assignment</b>	<b>Code</b>	<b>Requirements</b>	<b>Forms/Links</b>
*Adapted Physical Education Teacher	<b>PPE</b>	An appropriate license endorsed for Physical Education and an Adapted Physical Education approval encompassing the grade/age range of students served.	
*Administrator of a Special School	<b>A</b>	Please refer to 23 Illinois Administrative Code, Section 1.705. Refer to 23 Illinois Administrative Code, Section 226.800	
Art Therapist	<b>PAT</b>	Registration from American Therapy Association <b>or</b> a master's degree in art therapy.	
*Assistant Director	<b>PAD</b>	The Assistant Director must be properly credentialed and must hold the license with Director of Special Education endorsement.	
Audiologist	<b>PAU</b>	Certificate/registration issued by the Illinois Department of Financial and Professional Regulation <b>or</b> Certificate of Clinical Competence in Audiology from the American Speech and Hearing Association.	<a href="http://www.idfpr.com">www.idfpr.com</a> <a href="http://www.asha.org">www.asha.org</a>
*Autism Teacher	<b>AUT</b>	License with a LBSI limited or LBSI endorsement/approval encompassing the grade/age range of students served.	
Behavior Analyst	<b>BA</b>	Each Behavior Analyst shall be a Board Certified Behavior Analyst (BCBA) as evidenced by a current valid certificate awarded by the Behavior Analyst Certification Board, Inc.	<a href="http://www.bacb.com">www.bacb.com</a>
*Consultant Contractual	<b>PCS</b>	Evidence of funding approval from the Grants Approval Section <b>or</b> RFP award. This work assignment has been added for the consultant position providing in-service or other types of services on a short-term basis. This consultant may not provide direct services to students. No other work assignment code may be used for these contractual consultants. Use ID code <b>7</b> only for this non-reimbursable position.	
Daily Living Skills Specialist	<b>PDL</b>	Certificate from the American Association of Workers for the Blind.	

**\* Indicates IEIN requirement**

<b>Work Assignment</b>	<b>Code</b>	<b>Requirements</b>	<b>Forms/Links</b>
*Diagnostic Teacher	<b>PDG</b>	An appropriate license endorsed as a Learning Behavior Specialist I <b>or</b> license with an LBSI endorsement or approval for all areas of exceptionalities to be served.	
*Early Childhood Teacher	<b>ECT</b>	License with an Early Childhood endorsement with either an early Childhood Special Education endorsement or Early Childhood Special Education approval <b>OR A</b> full Pre-K through Age 21 – LBSI endorsement with an early childhood special education approval.	
*Emotional Disturbance/Behavior Disorder	<b>SED</b>	License with LBSI endorsement/approval or limited LBSL-SED endorsement/approval encompassing the grade/age range of students served.	
*School Counselor/Guidance Counselor	<b>SCOU</b>	License endorsed for School Support Personnel- School Counselor or Guidance Counselor.	
*Deaf & Hard of Hearing	<b>DHH</b>	License endorsed for teacher of students with deafness/hard of hearing	
*Infant/Toddler/ Family Specialist	<b>PFS</b>	Use ID code <b>7</b> only--for federally funded programs serving infants and toddlers, birth through two years of age. Requires completion of a degree program with evidence of specific training in birth-to-five-year-old child development and family development	
*In-service Coordinator	<b>PIC</b>	A license with an LBSI endorsement or approval or the LBSL limited endorsement or approval <b>or</b> another appropriate endorsement for an area of exceptionality <b>or</b> a School Support Personnel Endorsement	
*Learning Behavior Specialist 1 -	<b>LBS</b>	License with an LBSI endorsement/approval encompassing the grade/age range of students served	
Medical Services Personnel (Diagnostics and Evaluation)	<b>PMD</b>	Registration from the Illinois Department of Financial and Professional Regulation	<a href="http://www.idfpr.com">www.idfpr.com</a>
*Mental Retardation	<b>MR</b>	License with the LBSI endorsement/approval or LBSL MR endorsement/approval encompassing the grade/age range of students served	
Music Therapist	<b>PMT</b>	Registration from the National Association of Music Therapy <b>or</b> Master's degree in music therapy	

**\* Indicates IEIN requirement**

<b>Work Assignment</b>	<b>Code</b>	<b>Requirements</b>	<b>Forms/Links</b>
Occupational Therapist	<b>POT</b>	Certificate/Registration issued by the Illinois Department of Financial and Professional Regulation	<a href="http://www.idfpr.com">www.idfpr.com</a>
Orientation and Mobility Specialist	<b>POM</b>	Certificate from the American Association of Workers for the Blind <b>or</b> from the Association for the Education and Rehabilitation of the Blind and Visually Impaired	
*Physically Handicapped	<b>PH</b>	License with an LBS1 endorsement/approval or LBSL PH endorsement/approval encompassing the grade/age range of students served	
Physical Therapist	<b>PPT</b>	Certificate/registration issued by the Illinois Department of Financial and Professional Regulation	<a href="http://www.idfpr.com">www.idfpr.com</a>
Recreational Therapist	<b>PRT</b>	License from National Therapeutic Recreation Society	
Rehabilitation Counselor	<b>PRC</b>	Certificate from Commission on Rehabilitation Counselor Certification (CRCC) <b>or</b> a master's degree from a recognized institution in rehabilitation counseling	
*School Counselor Intern	<b>SCOI</b>	School Counselor Intern approval	
*School Nurse	<b>SN</b>	License endorsed for School Nurse	
*School Nurse Intern (4 months)	<b>PNA</b>	School Nurse Intern approval	
*School Nurse (Grandfathered)	<b>PNG</b>	Employed as a registered school nurse prior to July 1, 1976, and continuing in same position in same district/joint agreement	
*School Psychologist	<b>SP</b>	License endorsed for School Psychologist	
*School Psychologist Intern	<b>PSP</b>	School Psychologist Intern approval	
*School Social Worker	<b>SSW</b>	License endorsed for School Social Worker	
*School Social Work Intern	<b>PSW</b>	School Social Worker Intern approval	
*Specific Learning Disability	<b>SLD</b>	License endorsed with LBSI endorsement/approval or the LBSL – LD endorsement/approval encompassing the grade/age range of students served	
*Speech/Language	<b>SL</b>	License endorsed for Speech and Language Pathology teaching or non-teaching	
*Speech Language Pathologist Intern	<b>PSI</b>	Interim Speech-Language Pathologist Intern Approval. A three-year, nonrenewable approval is issued based on a master's/doctoral degree in Speech Pathology/Communication Disorders and a valid IDFPR Speech Pathology license	

**\* Indicates IEIN requirement**

<b>Work Assignment</b>	<b>Code</b>	<b>Requirements</b>	<b>Forms/Links</b>
*State-Approved Director of Special Education	<b>DIR</b>	The Director must hold the license endorsed for Director of Special Education and the DIR approval.	
*Supervisor (Technical Assistance)	<b>SUP</b>	<p>One of the following:  License endorsed in General Supervisory, General Administration, Superintendent, Principal or Director of Special Education AND a teaching endorsement for each area to be supervised.</p> <p>License endorsed in the area of supervision AND a supervisory endorsement in the area of supervision.</p> <p>License endorsed in the area of supervision AND a supervisory approval in the area of supervision.</p> <p><i>Supervisory approvals are no longer issued.</i></p>	
*Support Teacher	<b>REI</b>	Illinois license with an endorsement or approval of Learning Behavior Specialist (LBSI)	
*Teacher Coordinator of Vocational Education	<b>TEC</b>	Teacher Coordinator approval.	
*Transition Consultant	<b>PTC</b>	One approval from either Vocational Coordinator approval, Teacher Coordinator approval.	
*Blind & Partially Sighted	<b>BPS</b>	License endorsed for teacher of students with visual impairments.	
*Vocational Coordinator	<b>VC</b>	Vocational Coordinator Approval.	
Vocational Transition Specialist	<b>PVA</b>	Must have STEP contract with the Illinois Department of Rehabilitation Services (Paid 20% through state and 80% by LEA)	

## APPENDIX B

### NONLICENSED/NONCERTIFIED POSITIONS

The following is a list of positions for noncertified supervised personnel employed in special education programs. If licensure/training is required, evidence of this must be maintained at the district level. For all noncertified positions, a job description indicating the specific duties and including the percent of time spent in special education must be maintained in the employee's file.

**\* Indicates IEIN requirement**

Work Assignment	Code	Information/Links
*Cued Speech	<b>CUE</b>	Approval of Educational Interpreter-Cued Speech granted by ISBE through ELIS
Hearing/Vision Screener	<b>NHV</b>	Certificate of training issued by the Illinois Department of Public Health
*Interpreter for the Deaf	<b>SGN</b>	Approval of Educational Interpreter-Sign Language granted by ISBE through ELIS.
*Individual Instruction Aide	<b>TA</b>	Individual Instruction Aide who assist special education students under the direct supervision of a teacher and hold the TAS approval or Educator License with Stipulations – Para Professional through ELIS. per: the School Code 5/10-22.34
Noncertified Health Aide	<b>NHA</b>	License issued by the Illinois Department of Financial and Professional Regulation designated as either Licensed Practical Nurse <b>or</b> Registered Professional Nurse <a href="http://www.idfpr.com">www.idfpr.com</a>
Occupational Therapy Assistant	<b>NOT</b>	Certificate/Registration issued by the Illinois Department of Financial and Professional Regulation <a href="http://www.idfpr.com">www.idfpr.com</a>
Physical Therapy Assistant	<b>NPT</b>	Certificate/Registration issued by the Illinois Department of Financial and Professional Regulation <a href="http://www.idfpr.com">www.idfpr.com</a>
Program Aide	<b>PA</b>	Program aide who assist special education students <i>outside of instructional</i> purposes under the direct supervision of a teacher
<del>*Speech/Language Paraprofessional (No longer issued or valid.)</del>	<del><b>PSL</b></del>	<del>-PSL approvals are no longer issued or valid as of June 30, 2014.</del>
Speech/Language Assistant	<b>NSL</b>	Certificate/Registration issued by the Illinois Department of Financial and Professional Regulation <a href="http://www.idfpr.com">www.idfpr.com</a>

## APPENDIX C BILINGUAL SPECIAL EDUCATION APPROVAL

The following is a list of bilingual special education work assignments based on either a 1) Educator License with Stipulations for Transitional Bilingual Educator; **or** 2) Bilingual Education Endorsement; **or** 3) ESL Endorsement. See [23 Illinois Administrative Code, Part 226](#) for further details. These work assignments require an approval from the ISBE through ELIS. The following codes would be listed in work assignment 1.

Work Assignment	Code	Work Assignment	Code
Behavior Disorder	<b>*BBD</b>	Orthopedic Impairment	<b>*BPH</b>
Cognitive Disability/Mental Handicap	<b>*BEM</b>	Speech/Language Impairment	<b>*BSL</b>
Deaf & Hard of Hearing	<b>*BDH</b>	Cognitive Disability/Mental Handicap	<b>*BTM</b>
Learning Behavior Specialist	<b>*BLB</b>	Blind & Visual Sighted	<b>*BBV</b>
Specific Learning Disability	<b>*BLD</b>	ESL Special Ed.	<b>BES</b>

The following language codes are to be used in work assignment “2” when a bilingual special education approval code from the above list is used in work assignment 1.

### **\*Language Codes for Work Assignments in Bilingual Special Education**

Language	Code	Language	Code	Language	Code
Arabic	AR	Hebrew	HE	Portuguese	PR
Assyrian	AS	Hindi	HI	Romanian	RO
Bengali	BE	Hmong	HM	Russian	RU
Bulgarian	BU	Hungarian	HU	Serbo-Croatian-Bosnian	SE
Burmese	BR	Italian	IA	Slovak	SO
Cantonese	CA	Japanese	JA	Spanish	SA
Creole	CR	Khmer	KH	Tagalog	TG
Danish	DA	Korean	KO	Telugu	TE
Filipino	FI	Lao	LA	Ukrainian	UK
French	FR	Lithuanian	LI	Urdu	UR
German	GE	Malayalam	ML	Vietnamese	VE
Greek	GR	Mandarin	MA	Winnebago	WI
Gujarati	GU	Nepali	NE		
Haitian	HA	Panjabi	PN		
		Philipino	PH		
		Polish	PO		

## APPENDIX C - CONTINUED

### BILINGUAL SPECIAL EDUCATION APPROVAL

The following is a list of language work assignment codes based on either a 1) License endorsed in special education; **or** 2) License endorsed for Elementary, Early Childhood, or Secondary, Special K-12, or Special PK-21 Teaching with an endorsement in special education; **or** 3) School Support Personnel endorsed in School Counselor, School Social Worker, or School Psychologist for personnel employed in bilingual special education. Approval is obtained from the Educator Licensure Division through ELIS (see [23 Illinois Administrative Code, Part 226](#)). These codes would be used in work assignment ~~1. When using these codes, the special education work assignment code for the position (See Appendix A) must be inserted in work assignment 2. "1".~~

#### **\*Language Approval Codes for Personnel Employed in Bilingual Special Education**

Language	Code	Language	Code	Language	Code
Arabic	BAR	Hebrew	BHE	Portuguese	BPR
Assyrian	BAS	Hindi	BHI	Romanian	BRO
Bengali	BBE	Hmong	BHM	Russian	BRU
Bulgarian	BBU	Hungarian	BHU	Serbo-Croatian-Bosnian	BSE
Burmese	BBR	Italian	BIA	Slovak	BSO
Cantonese	BCA	Japanese	BJA	Spanish	BSA
Creole	BCR	Khmer	BKH	Tagalog	BTG
Danish	BDA	Korean	BKO	Telugu	BTE
Filipino	BFI	Lao	BLA	Ukrainian	BUK
French	BFR	Lithuanian	BLI	Urdu	BUR
German	BGE	Malayalam	BML	Vietnamese	BVE
Greek	BGR	Mandarin	BMA	Winnebago	BWI
Gujarati	BGU	Nepali	BNE		
Haitian	BHA	Panjabi	BPN		
		Philipino	BPI		
		Polish	BPO		

## Personnel Combined Approval/Claim ~~2014-2015 (May 2015)-~~ 2016

Positions	Description	Size	Comments
1-11	RCDT Code (Region County District Type)	11	R=2, C=3, D=4, T=2 Must match Approval
<del>12-20</del>	<del>Social Security Number</del>	<del>9</del>	<del>Must match Approval</del>
12-18	IEIN Number	7	If less than 7, left pad with 0
19	Special Ed. ID Code	1	1,3,4,5,6,7 or 9 Must match Approval
20	Term Indicator	1	"R", "S", or "B" Must match Approval
21-26	Record Id	6	<i>NetCheck</i> users – fill with spaces
27-32	Site Id	6	Obtain from Harrisburg Project
33-48	Name	16	(Last First Initial)
49	Cross-Categorical Indicator	1	X or space
50-53	Work 1 Assignment	4	
54-57	Work Assignment 1 Paraprofessional FTE- regular term ages 3-5	4	Example: 1000 means 1.000 Do not include decimal point Left pad with 0
58-61	Work Assignment 1 Paraprofessional FTE- regular term ages 6-21	4	Example: 1000 means 1.000 Do not include decimal point Left pad with 0
62-65	Work Assignment 1 Paraprofessional FTE-summer term ages 3-5	4	Example: 1000 means 1.000 Do not include decimal point Left pad with 0
66-69	Work Assignment 1 Paraprofessional FTE-summer term ages 6-21	4	Example: 1000 means 1.000 Do not include decimal point Left pad with 0
70	<i>Work 1 Assignment status</i>	1	<i>ISBE use only – fill with spaces</i>
71-74	Work 2 Assignment	4	
75-78	Work Assignment 2 Paraprofessional FTE- regular term ages 3-5	4	Example: 1000 means 1.000 Do not include decimal point Left pad with 0
79-82	Work Assignment 2 Paraprofessional FTE- regular term ages 6-21	4	Example: 1000 means 1.000 Do not include decimal point Left pad with 0
83-86	Work Assignment 2 Paraprofessional FTE-summer term ages 3-5	4	Example: 1000 means 1.000 Do not include decimal point Left pad with 0
87-90	Work Assignment 2 Paraprofessional FTE-summer term ages 6-21	4	Example: 1000 means 1.000 Do not include decimal point



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			<b>Left pad with 0</b>
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**Personnel Combined Approval/Claim 2015-~~(May 2015)~~-2016**  
(Continued)

<b>91</b>	<i>Work 2 Assignment status</i>	<i>1</i>	<i>ISBE use only – fill with spaces</i>
<b>92-95</b>	<b>Work 3 Assignment</b>	<b>4</b>	
<b>96-99</b>	<b>Work Assignment 3 Paraprofessional FTE- regular term ages 3-5</b>	<b>4</b>	<b>Example: 1000 means 1.000 Do not include decimal point Left pad with 0</b>
<b>100-103</b>	<b>Work Assignment 3 Paraprofessional FTE- regular term ages 6-21</b>	<b>4</b>	<b>Example: 1000 means 1.000 Do not include decimal point Left pad with 0</b>
<b>104-107</b>	<b>Work Assignment 3 Paraprofessional FTE-summer term ages 3-5</b>	<b>4</b>	<b>Example: 1000 means 1.000 Do not include decimal point Left pad with 0</b>
<b>108-111</b>	<b>Work Assignment 3 Paraprofessional FTE-summer term ages 6-21</b>	<b>4</b>	<b>Example: 1000 means 1.000 Do not include decimal point Left pad with 0</b>
<b>112</b>	<i>Work 3 Assignment status</i>	<i>1</i>	<i>ISBE use only – fill with spaces</i>
<b>113</b>	<i>Overall status Code</i>	<i>1</i>	<i>ISBE use only – fill with spaces</i>
<b>114-118</b>	<i>Distribution Code</i>	<i>5</i>	<i>ISBE use only – fill with spaces</i>
<b>119</b>	<i>Edit Error Code</i>	<i>1</i>	<i>ISBE use only – fill with spaces</i>
<b>120-127</b>	<i>Work Assignment 1 Approval Date</i>	<i>8</i>	<i>ISBE use only – fill with spaces</i>
<b>128-135</b>	<i>Work Assignment 2 Approval Date</i>	<i>8</i>	<i>ISBE use only – fill with spaces</i>
<b>136-143</b>	<i>Work Assignment 3 Approval Date</i>	<i>8</i>	<i>ISBE use only – fill with spaces</i>
<b>144</b>	<i>Terms Approved 1</i>	<i>1</i>	<i>ISBE use only – fill with spaces</i>
<b>145</b>	<i>Terms Approved 2</i>	<i>1</i>	<i>ISBE use only – fill with spaces</i>
<b>146</b>	<i>Terms Approved 3</i>	<i>1</i>	<i>ISBE use only – fill with spaces</i>
<b>147-149</b>	<i>Filler</i>	<i>3</i>	<i>ISBE use only – fill with spaces</i>
<b>150-151</b>	<b>Summer School Days Claimed</b>	<b>2</b>	<b><i>Required for Claim Only</i> Cannot exceed 50 – Left pad with 0</b>
<b>152-154</b>	<b>Regular Term Days Claimed</b>	<b>3</b>	<b><i>Required for Claim Only</i> Cannot exceed 185 – Left pad with 0</b>
<b>155-158</b>	<b>F.T.E.</b>	<b>4</b>	<b><i>Required for Claim Only</i> Example: 1000 means 1.000 Do not include decimal point Left pad with 0</b>
<b>159-165</b>	<b>Local Salary</b>	<b>7</b>	<b><i>Required for Claim Only</i> Left pad with 0</b>
<b>166-171</b>	<b>Orphanage Salary</b>	<b>6</b>	<b><i>Required for Claim Only</i> Left pad with 0</b>
<b>172-177</b>	<b>I.D.E.A. Discretionary / Flow Through Salary</b>	<b>6</b>	<b><i>Required for Claim Only</i> Left pad with 0</b>

**Personnel Combined Approval/Claim ~~2014-2015 (May 2015)-~~  
2016**  
(Continued)

Positions	Description	Size	Comments
<del>192-197</del>	<del>Summer Term Orphanage Salary</del>	<del>6</del>	<del>Required for Claim Only Left pad with 0</del>
<del>198-203</del>	<del>Regular Term I.D.E.A. Discretionary / Flow Through Salary</del>	<del>6</del>	<del>Required for Claim Only Left pad with 0</del>
<del>204-209</del>	<del>Summer Term I.D.E.A. Discretionary / Flow Through Salary</del>	<del>6</del>	<del>Required for Claim Only Left pad with 0</del>
<del>210- 215178- 183</del>	<del>I.D.E.A. Preschool Salary</del>	<del>6</del>	<del>Required for Claim Only Left pad with 0</del>
<del>216-221</del>	<del>Summer Term I.D.E.A. Preschool Salary</del>	<del>6</del>	<del>Required for Claim Only Left pad with 0</del>
<del>222- 227184- 189</del>	<del>Other Salary</del>	<del>6</del>	<del>Required for Claim Only Left pad with 0</del>
<del>228-233</del>	<del>Summer Term Other Salary</del>	<del>6</del>	<del>Required for Claim Only Left pad with 0</del>
<del>234- 239190- 195</del>	<del>Home/Hospital Salary</del>	<del>6</del>	<del>Required for Claim Only Left pad with 0</del>
<del>240-245</del>	<del>Summer Term Home/Hospital Salary</del>	<del>6</del>	<del>Required for Claim Only Left pad with 0</del>
<del>246- 251196- 201</del>	<del>Home/Hospital Pupils</del>	<del>6</del>	<del>Required for Claim Only Example: 150500 means 150.5 Do not include decimal point Left pad with 0</del>
<del>252-257</del>	<del>Summer Term Home/Hospital Pupils</del>	<del>6</del>	<del>Required for Claim Only Example: 150500 means 150.5 Do not include decimal point Left pad with 0</del>
<del>258-263</del>	<del>Regular Term Estimated Reimbursement</del>	<del>6</del>	<del>Required for Claim Only ISBE use only — fill with spaces</del>
<del>264-269</del>	<del>Summer Term Estimated Reimbursement</del>	<del>6</del>	<del>Required for Claim Only ISBE use only — fill with spaces</del>
<del>270- 317202- 249</del>	<del>Filler</del>	<del>48</del>	<del>Required for Claim Only ISBE use only — fill with spaces</del>