

October, 2011

**ILLINOIS STATE BOARD OF EDUCATION
DIVISION OF FUNDING AND DISBURSEMENT SERVICES**

**ELIGIBILITY VERIFICATION INSTRUCTIONS
SECTION 14-7.03 STUDENTS (ISBE FORM 34-75)**

2011-2012 School Year

General Instructions

All students for whom funding is requested under Section 14-7.03 of the School Code are required to be reported on the "Special Education Funding and Child Tracking System FACTS" State Reimbursement File, using Fund Code D, E or F. For students who receive preapproval via the Funding and Child Tracking System (FACTS), a subsequent eligibility check is conducted to complete preapproval for reimbursement.

ISBE Form 34-75, *Section 14-7.03 Student Eligibility Verification* has been developed to conduct the verification of eligibility for funding. ISBE Form 34-75 will be preprinted from information submitted on FACTS.

FACTS, continues to be the primary data collection instrument for the generation of 14-7.03 funding. ANY NECESSARY CHANGES AND DELETIONS MUST BE MADE ON FACTS AND INDICATED ON ISBE FORM 34-75. NO ADDITIONS OF STUDENTS WILL BE ACCEPTED ON ISBE FORM 34-75.

Signatures and Return of Forms

After the forms have been completed, correct signatures must be included on the first page of each district's set of information. Proper signatures certify compliance with Article 14 of the School Code and 23 Illinois Administrative Code Part 226. The superintendent of the claiming (resident) district should sign first and the State-approved director of special education's signature should follow to verify that the appropriate people have been involved in the process. A signature stamp is permissible with proper authorization and the stamped signature is initialed. The completed, signed sheets should be returned to the Division of Funding and Disbursement Services. Copies should be retained as appropriate.

Questions

Questions pertaining to the completion of ISBE Form 34-75 should be addressed to:

Illinois State Board of Education
Division of Funding and Disbursement Services
100 North First Street, E-320
Springfield, IL 62777
or call 217/782-5256
FAX 217/782-3910

Any questions should be directed to the person listed in the cover letter with the most recent submission.

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ISBE Form 34-75, *Section 14-7.03 Student Eligibility Verification*
Specific Instructions

Please note: Items 1 through 14 of Form 34-75 are preprinted from FACTS. The instructions below for Items 1 - 14 duplicate as much as possible the instructions found in FACTS which can be found at http://www.isbe.net/funding/pdf/34-30_spd_facts.pdf. New or different instructions are denoted by an asterisk (*).

Deletions

If a preprinted student is not in an eligible program and no reimbursement will be claimed by the district under Section 14-7.03 of the School Code, the student's entry should be removed by drawing a red line through the record starting with Item 7. **Any removal of student entries must also be made on FACTS.**

If a student discontinues a program during the 2011-2012 school year but will be claimed for part of the year, an ending date should be entered. Please refer to the instructions for Item 13. End dates and Reason for Exit must also be entered on FACTS.

Changes

*If there is an error or a change needed in any preprinted data, **do not draw a line through any items**. To correct preprinted data, simply enter the correct data above the incorrect entry using red ink. **Any changes must also be made on FACTS.**

Items 1, 2 and 3: Region-County-District-Type-Code of Claiming District (Resident District), District Name and Distribution Code

If a student's name is listed on ISBE Form 34-75 and the student is not enrolled in the district for any portion of the 2011-2012 school year, delete the student's entry by drawing a red line through the information appearing in Items 7 through 18. **Remove the student's record from FACTS.**

Item 4: Fund

Only the following fund codes will be listed in Item 4:

- D Section 14-7.03 (Orphanage Act) --** Provides full tuition reimbursement for eligible students who attend public school educational programs and are placed in a residence by an Illinois public agency or court in this State with authority over and responsibility for the student(s). Please note that, in order to be eligible for reimbursement under Section 14-7.03, the student's residence must be located in a district other than the district of residence of a parent or court-appointed individual guardian per the requirements of 23 Illinois Administrative Code Part 226.770(e). Funding is paid quarterly during the school year in which service is provided. **This fund code may only be used with written authorization from the Illinois State Board of Education.**

- E Section 14-7.03 (Orphanage Act--Individual Programs) --** Provides full tuition reimbursement for eligible students who attend public school educational programs and who are placed in a residence by an Illinois public agency or court in this State. P.A. 95-0844 passed August 15, 2008 and P.A. 95-0938 passed

August 29, 2008 modified eligibility requirements for students claimed under Section 14-7.03.

Eligibility for reimbursement is driven by a determination of residency under Sections 14-1.11 or 14-1.11a depending on the status of the rights of the parents/guardian with regards to the student. If the parents have not been subject to a termination of parental rights order then the residency of the student is determined by Section 14-1.11 and the district of residence is the district in which the parents reside. That district is responsible for educational service costs and can apply for reimbursement under the appropriate Sections of the School Code but the student is NOT eligible for reimbursement under Section 14-7.03.

If the student's parents have been subject to a termination of parental rights order or DCFS has legal guardianship of a student who has been identified as eligible for special education services under Article 14 of the School Code and is considered a ward of an Illinois public agency, residency is determined under Section 14-1.11a and the district of residence is the district in which the student resides. That district is responsible for educational service costs and can apply for reimbursement under Section 14-7.03.

The student's residence must be located in a district other than the district of residence of a parent or court-appointed individual guardian per the requirements of 23 Illinois Administrative Code 226.770(e). Funding is paid quarterly during the school year in which service is provided.

F Section 14-7.03 (Private Facilities/Orphanage Act) -- Provides full tuition reimbursement for eligible students who attend special education private facilities approved by ISBE with per diem rates approved by the Illinois Purchased Care Review Board.

Eligibility for reimbursement is driven by a determination of residency under Sections 14-1.11 or 14-1.11a depending on the status of the rights of the parents/guardian with regards to the student. If the parents have not been subject to a termination of parental rights order then the residency of the student is determined by Section 14-1.11 and the district of residence is the district in which the parents reside. That district is responsible for educational service costs and can apply for reimbursement under the appropriate Sections of the School Code but the student is NOT eligible.

If the student's parents have been subject to a termination of parental rights order or DCFS has legal guardianship of a student who has been identified as eligible for special education services under Article 14 of the School Code and is considered a ward of an Illinois public agency, residency is determined under Section 14-1.11a and the district of residence is the district in which the student resides. That district is responsible for educational service costs and can apply for reimbursement under Section 14-7.03.

The student's residence must be located in a district other than the district of residence of a parent or court-appointed individual guardian per the requirements of 23 Illinois Administrative Code 226.770(e). Funding is paid quarterly during the school year in which service is provided. Funding is paid quarterly during the school year in which service is provided.

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*If the fund code listed is incorrect, do not delete the student entry. Insert the correct fund code in Item 20.

If a student has changed fund codes but will be claimed for a portion of the school year under a separate fund code, add an ending date in Item 13 on the line on which the student's name appears with the fund code. Do not add the new fund code/student entry on this form. The end date and the new fund code entry should be added to FACTS, following the FACTS instructions.

Item 5: Private Facility Code

If funding is requested under Fund Code F in Item 4, the three digit number (code) assigned for the private facility and program of attendance will be indicated in Item 5.

*If a student's name is listed on the form with an incorrect private facility code, i.e., the student was not enrolled for any portion of the 2011-2012 school year in the private facility, then enter the correct private facility code in red ink above the incorrect code. Correct the entry on FACTS following the FACTS instructions.

If a student changes placement but will be claimed for a portion of the school year under the listed private facility code, add an ending date in Item 13 on the line on which the student's name appears. Do not add a new student entry with the new private facility code on this form. The end date and the new student entry should be added to FACTS following the FACTS instructions.

Item 6: Birth Date/ISBE Student ID Code

*If a student's birth date is incorrectly listed on the form, enter only the correct birth date in red in Item 6 above the incorrect entry. Correct the entry on FACTS following the FACTS instructions.

Items 7 and 8: Last Name/First Name

Space for 30 letters is provided for the last name. Space for 30 letters is provided for the first name. Do not use nicknames.

*If a student's name is spelled incorrectly on the form, write the correct spelling in red ink above the incorrect entry. Correct the entry on FACTS following the FACTS instructions.

Item 9: Section 14-7.03 Eligibility, Type of Residence

This code identifies the type of residence in which the student lives. The codes are as follows:

- A - Department of Human Services or Department of Children and Family Services -- State-owned institution or facility
- B - City or county jail
- C - City or county detention center
- D - Foster family home licensed by the Department of Children and Family Services
- E - Group home operated by a public or private agency
- F - Private facility
- G - County-operated facility

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If the code entered is incorrect, enter the correct code above the incorrect entry using red ink. Correct the entry on FACTS following the FACTS instructions.

Item 10: Section 14-7.03 Eligibility, Placing Agent

This code identifies the agency or person that placed the student in the residence indicated in Item 9. The codes are as follows:

- A - Department of Children and Family Services
- B - Department of Human Services
- C - Other state agency
- G - Court or probation department
- I - Department of Juvenile Justice

If the code entered is incorrect, enter the correct code above the incorrect entry using red ink. Correct the entry on FACTS following the FACTS instructions.

Item 11: Section 14-7.03 Eligibility, Guardianship

This code identifies who has guardianship of the student. The codes are as follows:

- A - Parent (can only be used when students are in State residential units or county-operated detention centers.)
- B - Court-appointed individual guardian (only be used when students are in State residential units or county-operated detention centers.)
- C - Department of Children and Family Services
- D - Office of State Guardian
- E - Court or probation department
- F - Student is 18 or older with no guardian appointed or is an emancipated minor (can only be used when students are in State residential units or county-operated detention centers.)

If the code entered is incorrect, enter the correct code above the incorrect entry using red ink. Correct the entry on FACTS following the FACTS instructions.

Items 12 and 13: Beginning and Ending Dates

Enter the month/day/year (example: XX/XX/XX) for beginning and end dates. The beginning date should reflect this current school year. For reporting purposes, the school year is defined as beginning no earlier than August 1 and ending no later than July 31. Do not enter a beginning date prior to August 1. Any student listed must be at least 3 and no more than 22 years of age on the student's beginning date.

Students who change claiming district (resident district), fund code, and/or private facility code during the school year, but who will be claimed for reimbursement for a portion of the 2011-2012 school year in that program, should not be deleted from the form. If the student's record is deleted, the student will not be eligible for state reimbursement or for the federal child count. Instead, an ending date should be entered in Item 13 for the student's record.

If the beginning or ending date listed on the form is incorrect, enter the correct date(s) above the incorrect entry using red ink. Correct the entry on FACTS following the FACTS instructions.

Item 14: District Student ID

This item is only completed if the district uses an ID code which is carried on the ISBE file. This is preprinted on ISBE Form 34-75 for your own reference. Space for a maximum of 8 characters (alphabetical or numerical or a combination) has been provided. If the district student ID code as entered is incorrect or the column should be blank, enter the correct code above it or leave blank. Correct the entry on FACTS following the FACTS instructions.

Item 15: Please leave blank.

Items 16, 17 and 18: Discrepancies with DCFS: Last Name, First Name, Birth date

*Items 16, 17, and/or 18 will be preprinted if:

- 1) the student has been reported to be a ward of DCFS (Code C in Item 11);
- 2) no exact match has been found in the name or birth date; and
- 3) a name or birth date similar to that reported has been found on the DCFS file.

If a discrepancy is found in the last name but the first name and birth date are exact matches, only Item 16 will be preprinted. Similarly, discrepancies may be reported in Item 17 or Item 18 or in any combination of Items 16, 17 and 18.

*If any of these items are preprinted, the claiming district (resident district) must verify the last name, first name and/or birth date as reported/preprinted in Items 6, 7 and/or 8. If no error has been made in Items 6, 7 and/or 8, no changes are to be made on the line for the student. Simply place a check mark in Item 19 to indicate that the information has been verified.

*If errors are found in Items 6, 7, and/or 8, corrections are to be made following the instructions for these items as stated under items 6, 7 and 8. Do not make any changes in Items 16, 17 or 18.

Item 19: Data Verified

*If information is preprinted in Items 16, 17, or 18 and the data entered in Items 6, 7, and 8, is correct, place a check mark in Item 19 to indicate that the district information as shown in Items 6, 7, and 8 has been verified.

Item 20: New Fund Code

*If the fund code reported in Item 4 is incorrect, enter the correct fund code in Item 20. Fund codes are listed in the FACTS instructions. Correct the entry on FACTS following the FACTS instructions.

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Item 21: Status

This will be completed by State Board of Education staff to indicate approval status for each student. Status code of "D" indicates that the student is not yet approved for reimbursement. Please do not mark in this section.