



# Illinois State Board of Education

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Jesse H. Ruiz  
Chairman

Christopher A. Koch, Ed.D.  
State Superintendent of Education

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## MEMORANDUM

TO: Directors of Special Education  
Site Administrators

FROM: Tim Imler, Division Administrator  
Funding and Disbursement Services Division

DATE: May 2011

SUBJECT: Special Education Personnel Reimbursement Electronic Data  
Transmission for Summer 2010 & 2010-2011 School Year are due  
on or before August 15, 2011

Primary Contact: Judy Conboy

Special Education Personnel Reimbursement electronic claim data transmissions are due to the Illinois state Board of Education (ISBE) on or before the statutory date of August 15 each year. Claims received by the due date may be amended electronically until early November.

Please review the [Special Education Personnel Reimbursement Instructions](#). In order to claim reimbursement, after receiving approval, districts and special education cooperatives must file Special Education Personnel Reimbursement through electronic transmission. The [Home/Hospital Work Sheet](#) is utilized by each district or cooperative to record data necessary for claiming reimbursement for home or hospital instruction for pupils.

Special Education Personnel Approval data on file in the ISBE SEARS (Special Education Approval and Reimbursement System) database is available through the Harrisburg Project website for viewing or printing purposes at any time by going to [www.hbug.k12.il.us](http://www.hbug.k12.il.us), select Internet Applications, and then Master File. For confidentiality purposes, access to this data is controlled by a login name and password, and the data is encrypted for transmission. Harrisburg Project will provide any necessary instructions for transmitting data electronically. For questions regarding electronic transmission, please contact Client Support at 1-800-635-5274 or email the Harrisburg Project at [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us).

Only **error free** data transmissions will be accepted. The claim data can be transmitted multiple times before August 15 in order to ensure that up-to-date claim data is being filed.

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It is highly recommend that planning and data entry occur in advance of the transmission deadline so that timelines are met and reimbursement can be paid for eligible, approved staff.

The claim file may be amended electronically from mid-October through early November using Data Corrections Service (DCS) at Harrisburg Project's website. DCS is a web application that allows you to correct claim data errors which are limited to the Salary, FTE and Days fields. You may also add any claim data for preapproved personnel not transmitted on the August 15 claim. Errors discovered after early November may be submitted in writing to ISBE through November 30, 2011. Corrections will not be accepted after November 30, 2011.

The *Special Education Personnel Reimbursement Calculations Sheets* will be transmitted electronically to Site Administrators and to the Directors of Special Education during January or after the final reimbursement level is determined. Please note that Site Administrators are responsible for forwarding a copy to the individual districts as applicable.

All special education personnel providing services in accordance with an individual education program (IEP) are transmitted for approval through [Special Education Personnel Approval Procedures](#).

For questions concerning the approval status of personnel, contact Sharon Conrath at [sconrath@isbe.net](mailto:sconrath@isbe.net). For questions regarding the claiming process, contact Judy Conboy at [jconboy@isbe.net](mailto:jconboy@isbe.net). The telephone number for both is 217/782-5256; the FAX number is 217/782-3910.