Claims in I-Star Plus

DIRECTORS CONFERENCE 2026

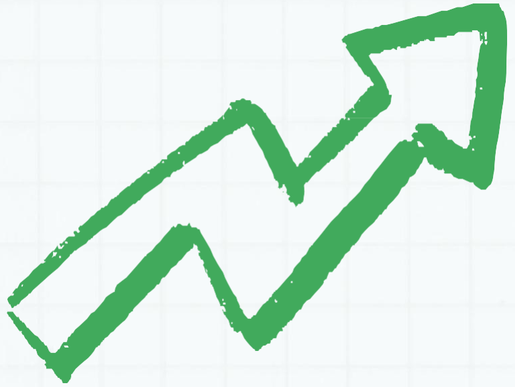
PRESENTED BY HARRISBURG PROJECT

TOPICS

Introduction
Types of Claims
How to Identify Youth in Care
Due Dates
Key Components of Claims
Reimbursement Calculations
How to Cost Out Orphans
ISBE Voucher Schedule
Support







Introduction

- ISBE partnered with Harrisburg Project over 40 years ago to provide training and support to the Special Education community.
- We offer both toll-free phone and email support as well as on-demand interactive video training, short feature demos, classroom training, and a recorded video library with closed captioning.

Types of Claims

Orphanage

Students who are placed in a residence by an Illinois public agency or court in this state.

Excess Cost

Students who are placed in public school programs whose educational costs exceed four times the district per capita tuition charge.

Separate School

Students that are placed in an approved separate public school that does not provide regular education services.

Private Day

Students that are placed in an approved non-public therapeutic day school.

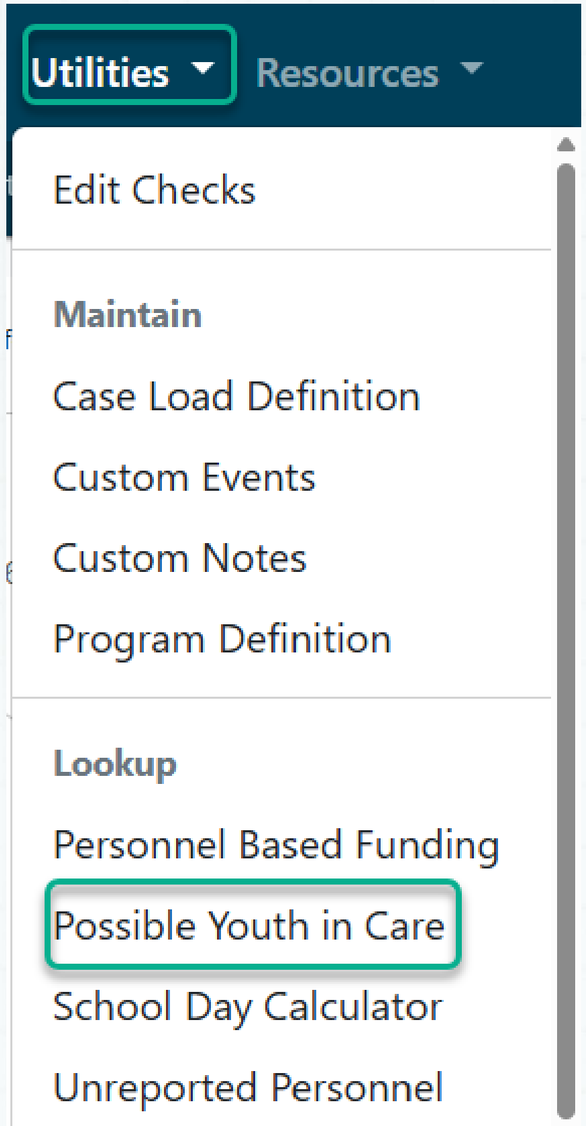
Residential Approvals & Claims

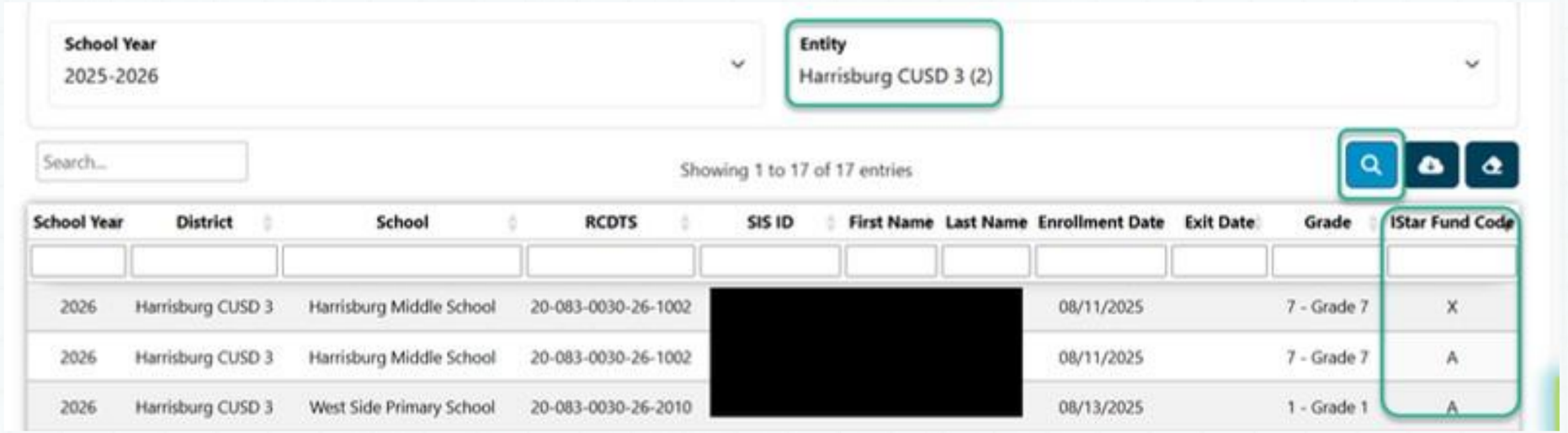
- Students that are placed in an approved residential facility.

- When residential placement is necessary and no other agency has agreed to pay room and board, approval should be sought via ISBE Form 34-37 or 34-43 non-approved/emergency placements.

Possible Youth in Care







- If Fund Code is A, S, or X, change to Fund Code E.
- If Fund Code is B, change to Fund Code F.
- If Fund Code is blank, student has no I-Star Plus record.
  - If the student is special ed, create an approval record with proper orphanage code.
  - If the student is regular ed nothing needs to be entered in I-Star Plus.

Due Dates

Excess Cost

APPROVALS & CLAIMS
DUE JULY 15TH

APPROVALS & CLAIMS CORECTIONS
DUE JULY 31ST

Private Day

APPROVALS & CLAIMS
DUE AUGUST 14TH

APPROVALS CORRECTIONS
DUE SEPTEMBER 15TH

CLAIMS CORRECTIONS
DUE SEPTEMBER 30TH

Regular Orphanage

APPROVALS & CLAIMS
DUE JUNE 15TH

APPROVALS CORRECTIONS
DUE JUNE 30TH

CLAIMS CORRECTIONS
DUE JULY 31ST

Separate School

APPROVALS & CLAIMS
DUE AUGUST 14TH

APPROVALS CORRECTIONS
DUE SEPTEMBER 15TH

CLAIMS CORRECTIONS
DUE SEPTEMBER 30TH

Residential

CLAIMS
DUE NOVEMBER 2ND

Summer Orphanage

APPROVALS & CLAIMS
DUE NOVEMBER 2ND

APPROVALS & CLAIMS CORRECTIONS
DUE NOVEMBER 15TH

Key Components of Claims

Orphanage/ Excess Cost

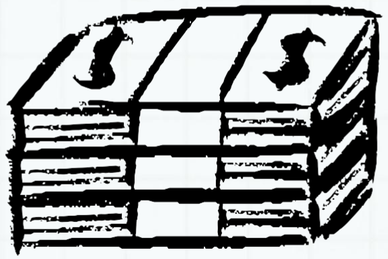
Invoice

OR

S/P 50-66B

50-66A

50-66C



Private Day / Residential

Invoice

Days enrolled

x

Per diem $



Separate School

Invoice

Days enrolled

x

Per diem $



Reimbursement Calculations

Orphanage

Tuition
Individual Costs
Special Transportation (100%)
100% Reimbursement

Excess Cost

Tuition
Individual Costs
Special Transportation (20%)
Pro-ration after 4 times per cap spent
No appropriated funds

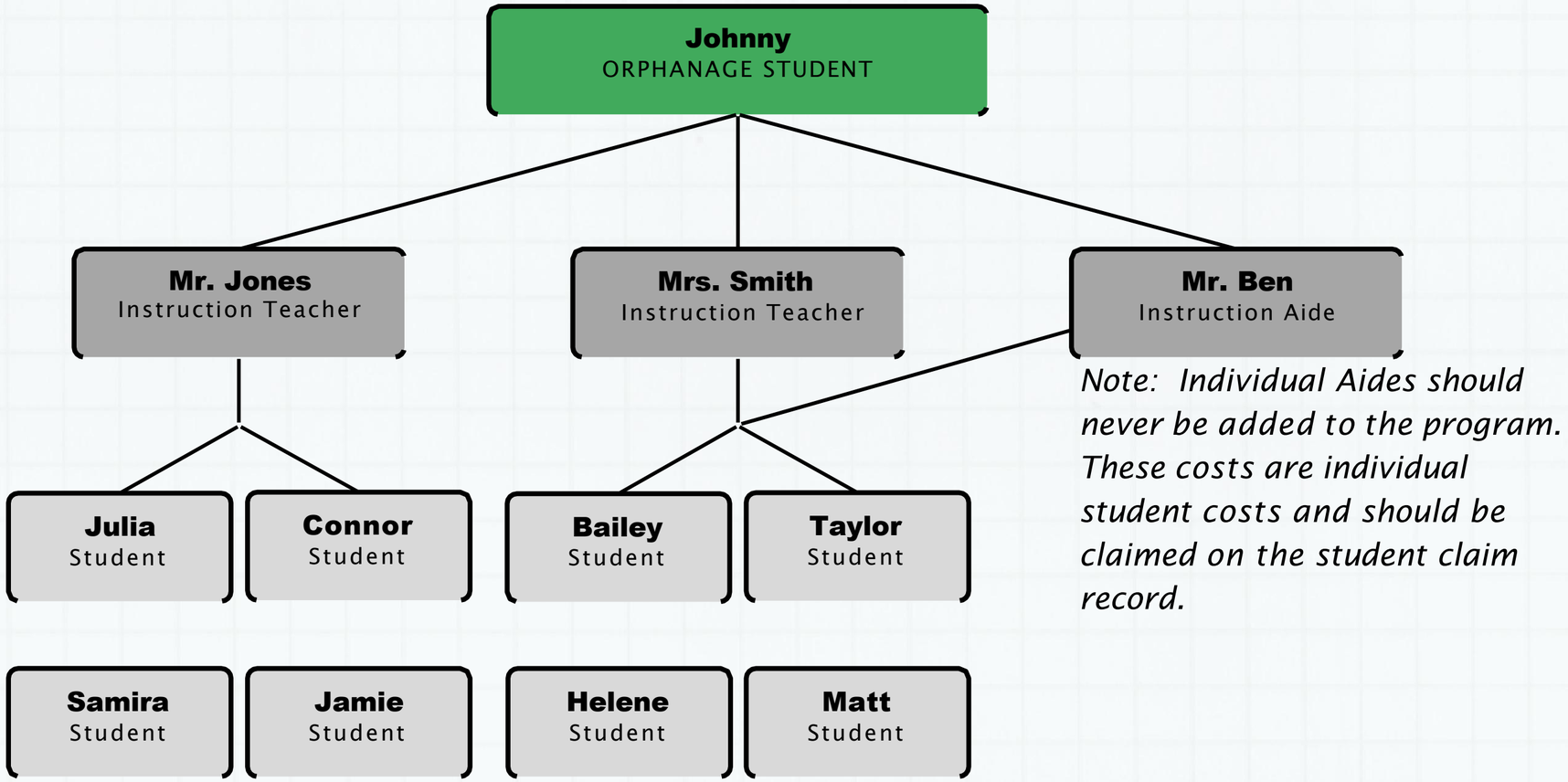
Separate School

Tuition
Pro-ration after 2 times per cap spent
Pro-ration SY24-25 - 62.51%

Private Day

Tuition
Pro-ration after 2 times per cap spent
Pro-ration SY24-25 - 62.51%

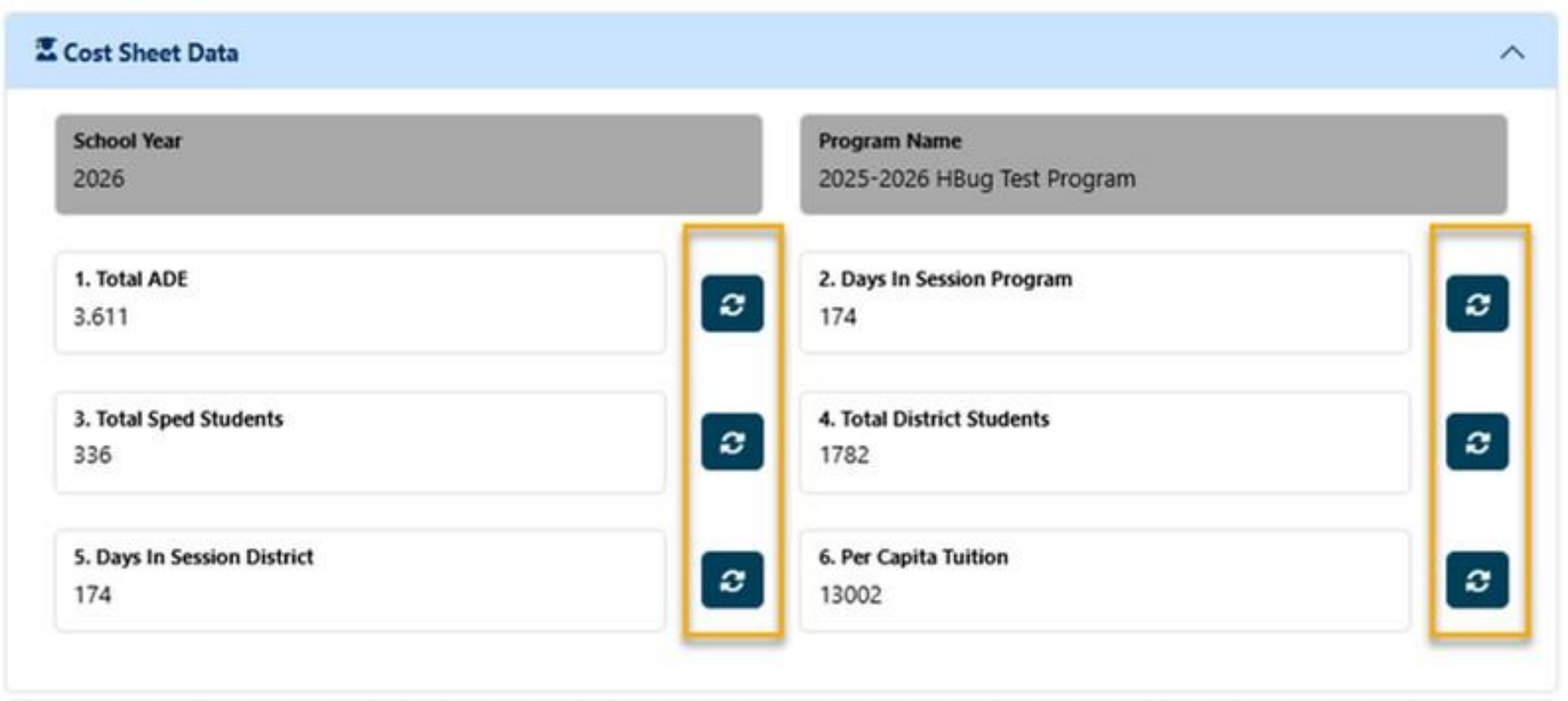
How to create a program



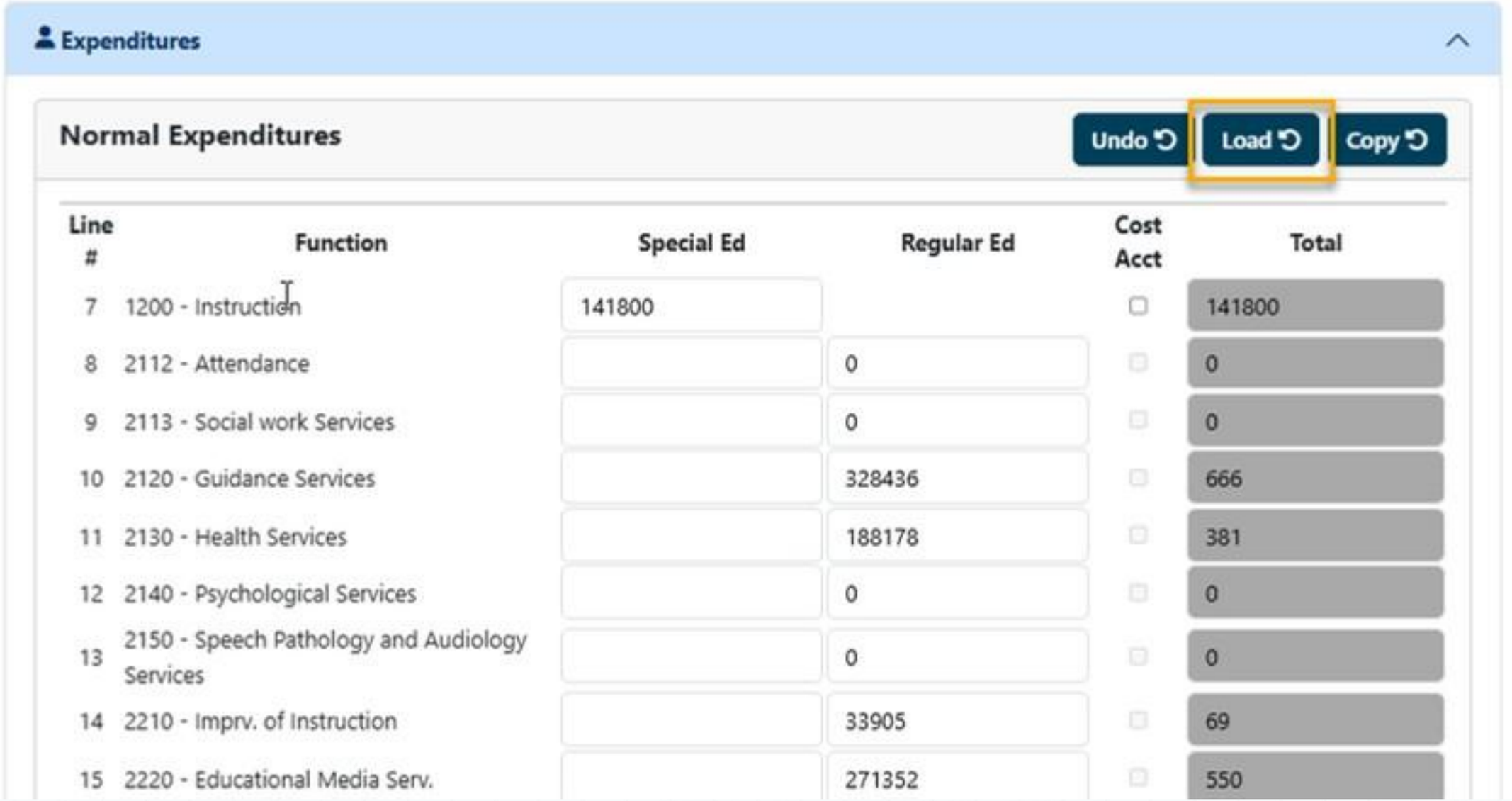
Note: Individual Aides should never be added to the program. These costs are individual student costs and should be claimed on the student claim record.

Collect Salary + Benefits for Mr. Jones, Mrs. Smith, and Mr. Ben
(Specify Local, Federal, or Other sources)

50-66A


Cost Sheet Data
School Year
2026
Program Name
2025-2026 HBug Test Program
1. Total ADE
3.611
2. Days In Session Program
174
3. Total Sped Students
336
4. Total District Students
1782
5. Days In Session District
174
6. Per Capita Tuition
13002

50-66A Continued



50-66A Example Continued

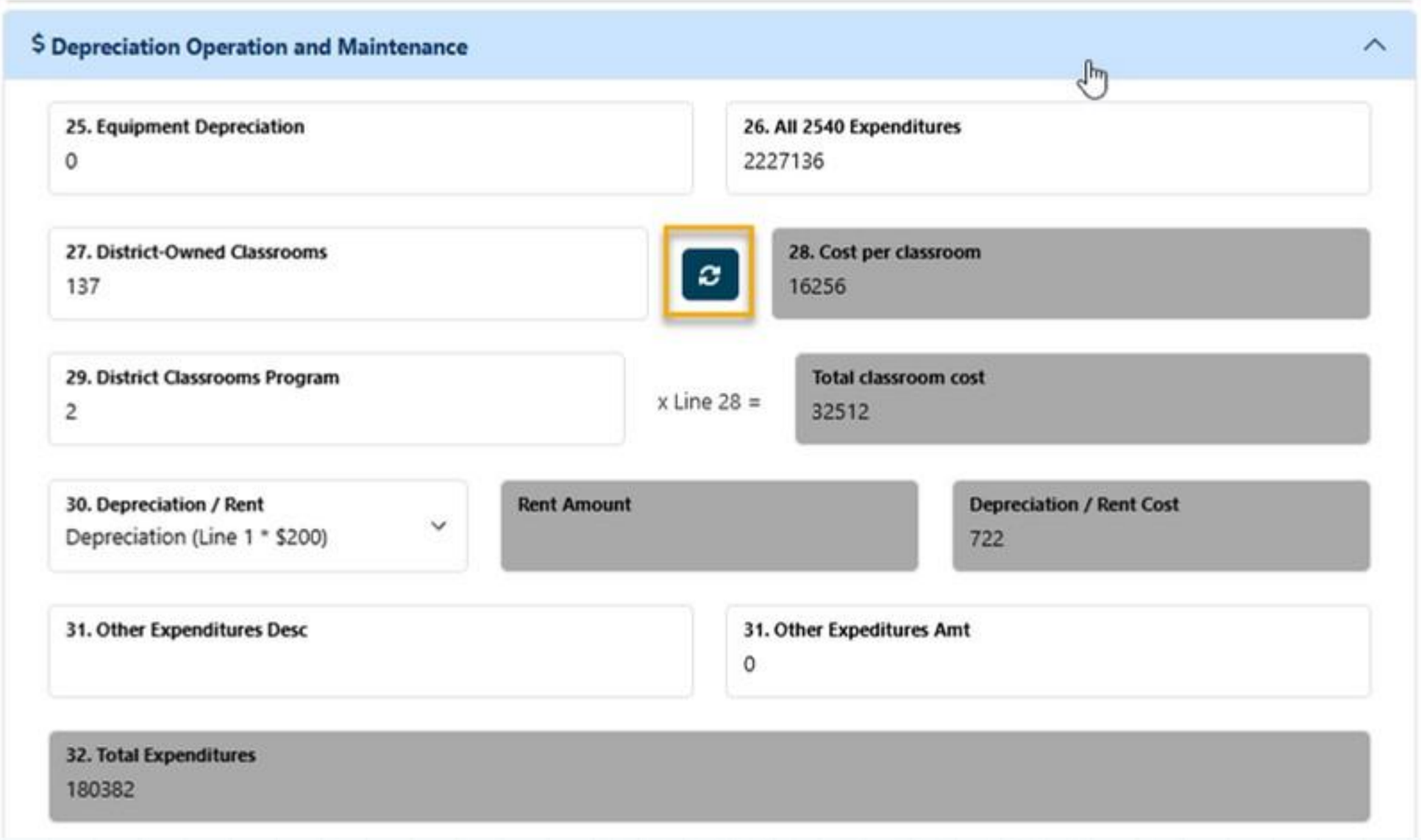
16	2310 - Board of Education Serv.		11688	☐	24
17	2320 - Executive Administration		2480	☐	5
18	2330 - Special Area Admin.		0	☐	0
19	2410 - Office of Principal		1574169	☐	3190
20	2510 - Direction of Business		182604	☐	370
21	2520 - Fiscal Services		0	☐	0
22	2570 - Internal Services		0	☐	0
23	2600 - Support Serv. - Central		0	☐	0

Other Expenditures

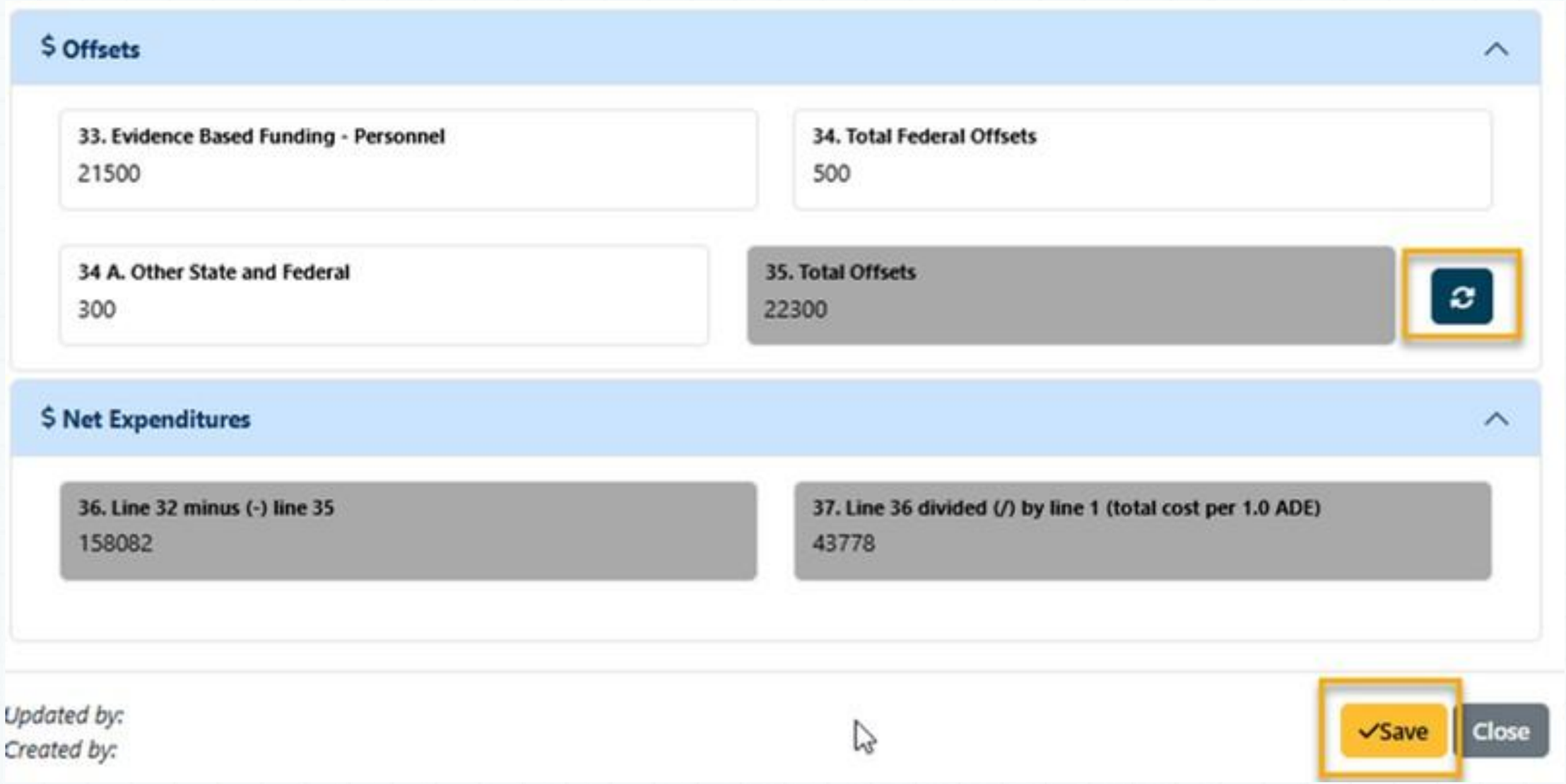
Line #	Function	Special Ed	Regular Ed	Cost Acct	Total
24	2110		46050	☐	93

24. ☐ Enter other function

50-66A Description Operation Example



50-66A Offsets



ISBE Voucher Schedule



SEPTEMBER

Current School Year

- 1st quarter payment Private Facility vouchered
- 1st quarter payment Orphanage vouchered
- Excess cost vouchered (no funds appropriated)

DECEMBER

Current School Year

- 2nd quarter payment Private Facility vouchered
- 2nd quarter payment Orphanage vouchered

MARCH

Current School Year

- 3rd quarter payment Private Facility vouchered
- 3rd quarter payment Orphanage vouchered

JUNE

Current School Year

- Final Private Facility payment vouchered

AUGUST

Previous School Year

- Final Orphanage payment vouchered

ISBE Voucher Schedule



ROOM & BOARD

Vouchered Monthly

- Room & Board school year is September 1st - August 31st
- Vouchering begins in late February/early March
- Reimbursement is vouchered at a pro-ration each month
  - Currently 45%
- IN December, ISBE will true-up with the last payment based on the final pro-ration
- SY24-25 pro-ration was 69.58%

Support

SUPPORT@HBUGK12.US

(800) 635-5274

