



INFORMATIONAL SHEET
FOR INITIAL RESIDENTIAL ONLY APPLICATIONS
(Revised September 2021)

Initial Residential Only Application Process

1. Intent to Apply

Providers seeking approval for their program to contract with Illinois public school districts to serve students with disabilities under Section 14-7.02 of the School Code will begin the initial application process by submitting a completed Intent to Apply form at <https://apps.isbe.net/SEPF/IntentToApply>.

2. Application

- a. Following submission of a completed Intent to Apply form, an Illinois State Board of Education (ISBE) Special Education Department principal consultant will contact the applicant regarding next steps, including scheduling an initial phone screening, which will provide a chance to ask questions and receive information about the initial application process.
- b. An initial applicant program must complete a scheduled nonpublic special education orientation by accessing and viewing the Nonpublic Special Education Orientation Webinar at <https://register.gotowebinar.com/recording/7046583510775492865> to fulfill the required component of application for eligibility outlined in 23 Illinois Administrative Code (IAC) 401.10(b).
- c. Submit all information and materials delineated in the Initial Application Checklist on page 2 for the residential program for which you are applying (indicated on the Initial Application Checklist by an "X").
- d. Once an ISBE Special Education Department principal consultant reviews and approves the application, a private facility code will be assigned to your program. Your assigned private facility code is placed on each Nonpublic Facility Placement Contract (19-83) with public school districts and should be listed on monthly billing to each placing district.

3. Funding

- a. Principal consultants in the ISBE Funding and Disbursements Department will work with your program to compute a room-and-board per diem rate.
- b. The rate will then be taken to the Illinois Purchased Care Review Board (IPCRB) for approval. The IPCRB meets monthly, generally on the first Tuesday of the month. A limited number of programs are considered by the board at each meeting.

4. District Referrals

- a. Once your program is approved and your rate has been set, your program will appear in the Private Facility Search public database (Harrisburg Project).
- b. You may not accept district referrals for students until your program has been approved **and** your rate has been set. You may only serve students within your approved age range and eligibility categories.

Initial Residential Only Application Checklist

***Please note that the preparer of this information is signing an assurance that the residential program will be accountable for all items enumerated below.*

	Residential Program	Preparer's Initials
23 IAC Part 401 Rules have been read and will be adhered to.	X	
Program has completed a nonpublic special education orientation pursuant to 23 IAC 401.10(b), which is accessible at https://register.gotowebinar.com/recording/7046583510775492865 .	X	
Application document, provided to your program following an initial phone screening by an ISBE principal consultant, is completed. Note: Residential-only programs need only complete pages 1-2 of the application.	X	
Building has been inspected by the Illinois State Fire Marshal or a local governmental entity (comparable agencies for out-of-state facilities) and report is attached.	X	
Licensure to operate a residential child care facility is attached.	X	

Print Name

Email

Phone

Date

Preparer Signature: _____

Contact Information

<u>Application:</u>	Antonios Atsaves (217) 782-5589 aatsaves@isbe.net	Sherry Bochenek (217) 782-5589 sbochene@isbe.net	Helen Kossler (217) 782-5589 hkossler@isbe.net	Christine Wietasch (217) 782-5589 cwietasc@isbe.net
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Illinois State Board of Education
 Special Education Department
 555 West Monroe Street, Suite 900
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Funding/Rate/IPCRB:

Larry Smith (217) 782-5256 ismith@isbe.net	Rebecca Bailey (217) 782-5256 rebailey@isbe.net
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Illinois State Board of Education
 Funding and Disbursements Department
 100 North First Street
 Springfield, Illinois 61761

Private Facility Search (Harrisburg Project-approved program database)	https://apps.isbe.net/pfsearch/
Nonpublic Special Education Programs Website	https://www.isbe.net/Pages/Nonpublic-Special-Education-Programs.aspx
23 Illinois Administrative Code Part 401 Regulations	https://www.isbe.net/Documents/401ARK.pdf
23 Illinois Administrative Code Part 226 Regulations	https://www.isbe.net/Documents/226ark.pdf
Illinois Purchased Care Review Board (IPCRB)	https://www.isbe.net/Pages/Illinois-Purchased-Care-Review-Board.aspx
Illinois State Board of Education Funding and Disbursements Department	https://www.isbe.net/Pages/Funding-and-Disbursements.aspx
Part 401 Nonpublic Special Education Facilities Under Section 14-7.02 of the School Code Non-Regulatory Guidance Document	https://www.isbe.net/Documents/August-2021-Part-401-Nonpublic-Spec-Ed-Private-Facilities-Under-Sec-14.pdf