

GENERAL STATE AID CLAIM REIMBURSEMENT PROCEDURES

--- 2016-17 School Year ---
Payable in Fiscal Year 2018

This is a compilation of procedures and instructions,
supported by statute, rules and regulations to assist local education agencies
in claiming reimbursement for General State Aid.

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GENERAL STATE AID CLAIM INSTRUCTIONS 2016-17 School Year Payable in 2017-18

Authorizing Statute and Purpose

The General State Aid (GSA) program is authorized per Section 18-8.05 of the School Code and provides funding to school districts, regional offices of education as well as two university laboratory schools for general education operations. Information and data regarding the GSA program can be found at <http://www.isbe.net/funding/html/gsa.htm>.

Claim Deadlines

(105 ILCS 5/18-12) Dates for filing State aid claims

Claims shall be certified and filed with the regional superintendent by June 21 for districts with an official school calendar end date before June 15 or within 2 weeks following the official school calendar end date for districts with a school year end date of June 15 or later.

The regional superintendent shall certify claims and file with the Illinois State Board of Education (ISBE) by July 1 for districts with an official school calendar end date before June 15 or no later than July 15 for districts with an official school calendar end date of June 15 or later.

Failure to so file by these deadlines constitutes a forfeiture of the right to receive payment by the State until such claim is filed and vouchered for payment.

General Instructions

The GSA claim **must be** completed electronically using the General State Aid Claim system contained within the ISBE Web Application Security (IWAS) system.

All GSA claim form calculations are performed automatically when the user clicks on the “**Calculate and Save**” button located at the bottom of the electronic GSA claim form. Users need to scroll to the bottom of that page in order to view the Calculate and Save button.

All GSA claim “calendar data” is automatically populated from the approved Final Public School Calendar on file with ISBE. Calendar data cannot be changed directly on the GSA claim form. GSA claims cannot be submitted until the approved **Final** Public School Calendar is on file. However; all other data may be entered, calculated and saved until the final calendar is on file.

There are two parts to the GSA claim to be completed:

1. Total Days of Claimable Attendance for special education prekindergarten pupils as well as pupils in kindergarten through grade 12. This data is entered on Page 1, Columns 3, 4 and 5, Lines 1-9.
2. Total Days of Non-claimable attendance for the same population. This data is entered on Page 2, Column 4, Lines 1-9.

CALENDAR

COLUMN 1 (Begin Mo.-Day)

Line 1 - The regular school year begin date is *automatically* populated from the approved final Public School Calendar.

The regular school begin date is the first day of any school activity including an institute day, an in-service day, or a pupil attendance day.

COLUMN 2 (End Mo.-Day)

Line 9 - The regular school year end date is *automatically* populated from the approved final Public School Calendar.

The actual days of pupil attendance for a district's resident pupils who attend a recognized school in another district or cooperative are claimable, only if tuition is paid by the resident district **and** the resident district receives monthly attendance reports from the schools or facilities providing the service.

TOTAL DAYS OF CLAIMABLE ATTENDANCE

Claimable Days of Attendance

Entered in Columns 3, 4 and 5, Lines 1-9 must be carried out to **one decimal** place only. Please truncate after one decimal and do not round.

Recorded by regular calendar months with the exception that any pupil attendance days in August are added to the month of September and those in June are added to the month of May.

Full pupil attendance days require at least five clock hours of instruction per day under the direct supervision of teachers.

Half day pupil attendance days require at least three clock hours of instruction per day under the direct supervision of teachers.

Instructional time does not include time spent passing between classes, lunch period, or recess.

Homebound or Hospitalized Pupils – An instructional session of one clock hour but less than four clock hours per day may be counted as 1/2 day of attendance. To be counted for a full day of attendance, the student must receive four or more hours of instruction.

Before entering claimable attendance days please note the following pupils who are **non-claimable** for GSA purposes and should not be listed among claimable students.

NON-CLAIMABLE PUPILS

- General education pupils who live in group homes that admit pupils from the State and attend grades K-12 of the district in which the group home is located or any pupil educated in a county juvenile detention center. Full reimbursement for these pupils is provided under Section 18-3 of the School Code. **NOTE: General education pupils who reside in foster family homes placed by the court system or a State agency are claimable.**
- General education prekindergarten pupils or pupils in Head Start;
- Nonresident pupils or pupils who have graduated and received a diploma;
- Parentally placed students in private facilities;
- Pupils enrolled in either the Illinois State University or University of Illinois lab schools;
- Pupils enrolled in either the Regional Safe or Alternative programs, these students are claimed by the Regional Office Education;
- Pupils attending school in a district which is not their resident district for whom the per capita tuition is paid by the resident district;
- Pupils whose educational costs are being fully covered by a State or Federal grant;
- Pupils enrolled in an education program which does not meet the requirements of the Illinois School Code:
 - Lacks certified teachers
 - 300 minutes of instruction is not being offered
 - Environment does not meet proper health/life safety codes

PUPIL ATTENDANCE CONVERSIONS

Prekindergarten and kindergarten pupils who attend school on the basis of half days must have their attendance converted into equivalent whole days. For example, if a pupil attends 23 half-days in a calendar month of 23 days, the district records 11.5 days for this particular pupil.

School districts with differing calendars between attendance centers must accumulate each month's actual attendance days and the differing attendance days must be converted to the approved Public School Calendar henceforth referred to as the "official calendar". The conversion is necessary to report accurate monthly attendance on the GSA claim.

The conversion is accomplished by performing the following calculations:

1. Determine the average daily attendance for each school that does not use the official calendar by totaling the daily attendance for the month and dividing by the days in session for that school.
2. Multiply that figure by the days in attendance on the official calendar for the month being

converted. This represents the converted attendance.

3. Add the converted attendance to the total attendance for the schools using the official calendar. This combined attendance is entered on the GSA claim.

The final Public School Calendar should reflect the pupil attendance days used at the majority of attendance centers.

Charter school attendance should be accumulated in the same manner as out-of-district/private placement attendance. Attendance will be limited to the total days used in reporting the public school attendance.

Part-Time Enrolled Pupils [Section 18-8.05(F) (2)(a)]

Pupils regularly enrolled in a public school for only a part of the school day may be counted on the basis of 1/6 day for every class hour of instruction of 40 minutes or more attended pursuant to such enrollment, unless a pupil is enrolled in a block-schedule format of 80 minutes or more of instruction, in which case the pupil may be counted on the basis of the proportion of minutes of school work completed each day to the minimum number of minutes that school work is required to be held that day.

COLUMN 3

(Sp Ed PreK and K-6), Lines 1-9 – Enter all claimable days of pupil attendance for special education pre-kindergarten through sixth grade.

COLUMN 4

(Grades 7-8), Lines 1-9 - Enter all claimable days of pupil attendance for grades seven and eight.

COLUMN 5

(Grades 9-12), Lines 1-9 - Enter all claimable days of pupil attendance for grades nine through twelve.

COLUMN 6

(Totals), Lines 1-9 – *Automatically* calculated when the “**Calculate & Save**” button is clicked at the bottom of the electronic GSA claim form. Users will need to scroll to the bottom of the web page in order to locate the Calculate & Save button.

COLUMNS 3-6

(Totals), Line 10 – *Automatically* calculated when the “**Calculate & Save**” button is clicked at the bottom of the electronic GSA claim form.

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COLUMN 1 (Begin Mo. -Day)

Line 1 – Calendar data automatically carried over from Page 1 when the “**Calculate and Save**” button is clicked at the bottom of the electronic GSA claim form.

COLUMN 2 (End Mo. –Day)

Line 9 - Automatically carried over from Page 1 when the “**Calculate and Save**” button is clicked at the bottom of the electronic GSA claim form.

COLUMN 3 (Total Days of Claimable Attendance)

Lines 1-9 - The totals (from Page 1, Column 6, Lines 1-10) are *automatically* carried over placed when the “**Calculate and Save**” button is clicked at the bottom of the electronic GSA claim form.

COLUMN 4 (Total Days of Nonclaimable Attendance)

Lines 1-9 – Enter the total days of pupil attendance for the regular school year for the non-claimable pupils in the same manner as for claimable pupils.

NOTE: Refer to Pages 2-3 of these instructions regarding a non-claimable pupil.

COLUMN 5 (Days School was in Session)

Lines 1-9 - Pupil attendance days are *automatically* uploaded from the final approved public school calendar on file.

COLUMN 6 (Claimable ADA Col. 3/Col. 5)

Lines 1-9 – The calculated average daily attendance (ADA), for **CLAIMABLE PUPILS ONLY**. The result of Column 3 divided by Column 5 is *automatically* calculated when the “**Calculate and Save**” button is clicked at the bottom of the electronic GSA claim form.

COLUMN 7 (Nonclaimable ADA Col. 4/Col. 5)

Lines 1-9 – The calculated average daily attendance (ADA), for **NONCLAIMABLE PUPILS ONLY**. The result of Column 4 divided by Column 5 is *automatically* calculated when the “**Calculate and Save**” button is clicked at the bottom of the electronic GSA claim form.

NOTE: All ADA computations will be extended to the second decimal place and recorded as such. The third decimal place will be truncated, not rounded (e.g., record 75.837 as 75.83).

LINE 10 (TOTALS)

COLUMNS 3–7 – Automatically calculated when the “**Calculate and Save**” button is clicked at the bottom of the electronic GSA claim form.

LINE 11 (ADA of resident pupils for which tuition is paid to another LEA)

Calculate the total attendance of all claimable students for which tuition is paid to another LEA. Accumulate the attendance of these students and divide by Column 5, Line 10.

Tuition pupils are defined as resident pupils that attend educational facilities and/or receive their education from a source other than the school district of residence. This source may be, but is not limited to, one of the following:

1. Another school district;
2. A special education joint-agreement or cooperative, even though the special education pupil in the cooperative is attending class(es) operated by the joint agreement in the pupil's own district;
3. An area vocational center;
4. An approved special education private facility.

ATTENDANCE DATA

LINE 12 (Nine Months ADA)

Automatically calculated when the “**Calculate & Save**” button is clicked at the bottom of the electronic GSA claim form.

LINE 13 (District Best Three Months ADA)

Automatically calculated when the “**Calculate & Save**” button is clicked at the bottom of the electronic GSA claim form.

APPROVED SCHOOL CALENDAR DATA

LINE 14 (Days School was in Session)

Automatically calculated when the “**Calculate & Save**” button is clicked at the bottom of the electronic GSA claim form.

LINE 15 (Approved Institute Days)

The **approved** number of Teacher Institute days is *automatically* uploaded from the final approved public school calendar on file with ISBE.

LINE 16 (Approved Parent-Teacher Conference days)

The number of **approved** Full Day Parent-Teacher conference days is *automatically* uploaded from the final approved public school calendar on file with ISBE.

LINE 17 (Approved Act of God Days)

The number of **approved** Act of God days is *automatically* uploaded from the final approved public school calendar on file with ISBE.

LINE 18 (Approved Waiver Days)

The number of **approved** waiver days for Full Day Teacher In-service (WFI), Full Day Parent Teacher Conference (WFPT) and Full Day School Improvement (WFS) are *automatically* uploaded from the final approved public school calendar on file with ISBE.

LINE 19 (Total Days)

Automatically calculated when the “**Calculate & Save**” button is clicked at the bottom of the electronic GSA claim form.

Penalty

For each day that Line 19 is less than 180 days as specified in Section 10-19 of the School Code, Section 18-12 of the School Code requires the ISBE to reduce the GSA Claim by 1/176 or .56818%.

Finalizing Claim

Once the claim is complete and accurate, review the claim by clicking the “**Review Claim**” button at the bottom of the claim form. After review the claim must be electronically submitted to the next level for approval or submission to ISBE. Depending on the user’s access level a “**Submit to District**”, “**Submit to ROE**”, “**Submit to ISC**”, “**Submit to ISBE**”, and “**Approve**” or “**Disapprove**” button will appear at the bottom of your claim form.

Certification

Anytime a claim moves to the next approval, a “**Certification**” message window appears that requires confirmation that an authorized individual certifies the accuracy of the claim.

PROCEDURE FOR DETERMINING BI-MONTHLY STATE AID PAYMENTS TO DISTRICTS

The Illinois State Board of Education will compute each district's claim once all claims are received and Equalized Assessed Valuation tax data has been collected for all the school districts in the State. All local education agencies will be notified as to the amount of the computed claim during the month of August.

CONTACT INFORMATION

General State Aid Claim Form Completion

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IWAS Technical Assistance

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