



**INFORMATIONAL SHEET FOR
INITIAL APPLICATIONS WITH AN EDUCATIONAL COMPONENT**
(Revised September 2021)

Initial 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. Indicate the type of approval you are applying for on the Initial Application Checklist on page 2 -- Educational Program (educational services) or Combination Program (educational and residential services).
- d. Submit all information and materials delineated in the Initial Application Checklist for the type of approval for which you are applying, either Educational Program or Combination Program (indicated on the Initial Application Checklist by an "X").
- e. Once an ISBE Special Education Department principal consultant reviews and approves the application, a private facility code will be assigned to your program(s). 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 tuition per diem rate (Educational Program), or tuition and room-and-board per diem rates (Combination Program).
- 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 Application Checklist for Programs with an Educational Component

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

	Educational Program	Combination Program	Preparer's Initials or N/A
Please indicate which approval you are applying for:			
23 IAC Part 401 Rules have been read and will be adhered to.	X	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	X	
A written program description is attached to the application inclusive of all items outlined in the <i>Instructions for Completing the Nonpublic Special Education Written Program Description</i> document provided following an initial phone screening by an ISBE principal consultant.	X	X	
Application document, provided to your program following an initial phone screening by an ISBE principal consultant, is completed.	X	X	
Building has been inspected by the Illinois State Fire Marshal or local governmental entity (comparable agencies for out-of-state facilities) and report is attached.	X	X	
Licensure to operate a residential child care facility is attached.		X	
Approval or licensure from the responsible state agency to operate a nonpublic special education program is attached (non-Illinois programs only).	X	X	
Written behavior intervention policies and procedures are attached (including statement that no aversives are used and information related to physical management and time out procedures employed) and staff have been or will be trained pursuant to 23 IAC 401.140(a).	X	X	
Medication administration policy is attached stating facility will adhere to the requirements in 105 ILCS 5/22-30 and 23 Illinois Administrative Code 1.540, and staff have been or will be trained.	X	X	
Privacy/dignity policy is attached, and staff have been or will be trained.	X	X	
Nonsmoking guidelines are attached.	X	X	
Visitation guidelines are attached.	X	X	
Statement of assurance indicating the date the program's policy on bullying was submitted to bullyingpolicy@isbe.net pursuant to 105 ILCS 5/27-23.7(d) is included.	X	X	
Space allocation plan is attached (labeled floor plan).	X	X	
An organizational chart of the program is attached.	X	X	
Completed calendar template, provided following an initial phone screening by an ISBE principal consultant, is attached.	X	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
Chicago, Illinois 60661

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

Calendar:

Submit a completed calendar template, which is provided following initial phone screening by an ISBE principal consultant, with initial application.

Following assignment of a private facility code, your program will submit a calendar to the electronic Special Education Private Facility (SEPF) system listing in the ISBE Web Application Security (IWAS) system.

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	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
IWAS Login	https://sec.isbe.net/iwas/asp/login.asp?js=true