



Illinois State Board of Education

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James T. Meeks
Chairman

Tony Smith, Ph.D.
State Superintendent of Education

MEMORANDUM

Oct, 2017 (Updated)

TO: Regional Superintendents
District Superintendents
Directors of Special Education

FROM: Tim Imler
Division Administrator
Funding and Disbursement Services

SUBJECT: 2017 Summer School Approval and Reimbursement Processes
for Services Provided to Eligible Children with Disabilities

Summer School Approval Process for Children with Disabilities

The specific approval processes for special education summer school 2017 are described in the following sections of this memorandum. However, for pupil reporting purposes, please note that all additions of students for the 2016-17 regular school term and the 2017 summer term must be completed through the Funding and Child Tracking System (FACTS) in I-Star.

The instruction booklets and forms referenced in italics within this memorandum can be accessed by clicking on the appropriate underlined hyperlink.

Approval Processes and Funding Sources for Summer Term 2017

Section 14-7.02, Private Tuition

FACTS is the approval mechanism for students for Section 14-7.02 tuition funding for regular, summer and both terms. Only students listed on FACTS with a fund code of **B** and term codes indicating students enrolled in regular and summer terms **B** or summer term only **S** will be eligible for claiming summer funding under Section 14-7.02.

By entering a term code of **B** or **S**, the school district assures that the summer term program is a continuation of the regular term program or an initiation of the program that will continue into the next school year's regular term. For assistance please refer to [*Special Education Funding and Child Tracking System \(FACTS\) Instructions*](#).

Claims for tuition reimbursement for the 2016-17 school term and 2017 summer school are to be included on the Special Education Pupil Reimbursement Claim in I-STAR **on or before August 15, 2017**. Claim corrections will be due on or before September 15, 2017 in I-STAR. Reimbursement will be vouchered quarterly during FY 2018.

Section 14-7.02, Room and Board Reimbursement

[*Application for Approval of Private Residential Placement for Room and Board Reimbursement \(ISBE Form 34-37\)*](#), is used to apply for room and board reimbursement for private residential placements and can be initiated at any time during the regular or summer term by a school district. Approvals are processed by the Special Education Services Division. Additionally, approval on FACTS under Fund Code **B** or **J** is required for summer term room and board claims. Claims for room and board reimbursement are submitted through the ISBE IWAS system. Claims for the 2016-17 school year and the 2017 summer term must be submitted on or before September 22, 2017.

Section 14-7.03 (Individual/Public and Private), Orphanage

FACTS is the approval process for students for Section 14-7.03 (Fund Codes **D, E** or **F**) individual public (services are provided in the public school) and private (the public school is unable to serve the student and places the student in an approved private school program) funding for regular, summer and both terms. By entering a term code of **B** or **S**, the school district assures that the summer term program is a continuation of the regular term program or an initiation of the program that will continue into the next school year's regular term.

Students reported under Section 14-7.03 must clear eligibility checks to qualify for reimbursement.

The amount of reimbursement under Section 14-7.03 (individual-public) is determined by the actual cost of maintaining public school classes, using the per capita provisions stated in [Part 130 Determining Special Education Per Capita Tuition Charge](#) authorized under Section 14-7.01 for individual students. The rates under Section 14-7.03 (individual-private) are set by the Illinois Purchased Care Review Board. **The claim data collection in ISTAR is required for summer term and is due to ISBE on or before November 1, 2017.** Reimbursement on or before December 15 per statute.

Section 14-13.01(b), Transportation

To obtain approval for special transportation, **Code 25** must be listed as a related service on FACTS for each child that has special transportation indicated as a related service on his/her IEP for the regular and/or summer term.

Article 5/29-5 of the Illinois School Code requires all claims to be transmitted to ISBE on or before August 15 each year. All claims must be filed electronically through the Pupil Transportation Claim Reimbursement System located within the ISBE Web Application Security (IWAS) system.

In FY 2018, you should report expenditures and offsetting revenue for the period of July 1, 2016, through June 30, 2017. Special transportation is reimbursed at 80 percent of total costs and will be distributed quarterly per statute. If the amount appropriated is insufficient to fund total claims for any fiscal year, reimbursement will be prorated.

Claims/Reimbursement/Approval Contacts

If you have questions specific to a single reimbursement or approval process, contact one of the following staff members by phone at **217/782-5256** or by FAX at **217/782-3910**.

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| Jodi Whitlow | Special Education Pupil Reimbursement Claims |
| Larry Wilson | Special Education Personnel Approvals |
| Jodi Whitlow | Special Education Room and Board Reimbursement |
| Jamie Johnson | FACTS (Sections 14-7.02, 14-7.02b, 14-7.03—Individual/Public and Private and 14-13.01—Special Transportation) |
| Mark Morten | Annual Claim for Pupil Transportation Reimbursement |

Private Residential Placement for Room and Board Approval (ISBE Form 34-37)

If you have questions specific to this approval process, please contact V. Sue Taylor in the Division of Special Education, email vtaylor@isbe.net , phone **217/782-5589** or FAX at **217/782-0372**.

The [Application for Approval of Private Residential Placement for Room and Board Reimbursement \(ISBE Form 34-37\)](#) is available in an on-line format. As a result, private placement coordinators are able to complete the application on-line and print it for mailing.

Electronic Data Transmission Contact

If you have questions regarding the electronic transmission of personnel or pupil data, please contact Harrisburg Project Client Support at 1-800/635-5274. Questions regarding the electronic submission of summer school state aid or transportation claims should be directed to the person responsible listed above.