



# Illinois State Board of Education

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**James T. Meeks**  
Chairman

**Tony Smith, Ph.D.**  
State Superintendent of Education

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## MEMORANDUM

**TO:** Directors of Special Education  
Site Administrators

**FROM:** Tim Imler, Division Administrator  
Funding and Disbursement Services Division

**DATE:** May 2017

**SUBJECT:** Special Education Personnel Reimbursement Electronic Data  
Submission for Summer 2016 and 2016-2017 School Year are  
Due on or before August 15, 2017

Primary Contact: Beth Adams

Special Education Personnel Reimbursement electronic claim data submissions are due to the Illinois State Board of Education (ISBE) on or before the statutory date of August 15 each year. Claims received by the due date may be amended electronically until September 15, 2017.

Please review the [Special Education Reimbursement Instructions](#). In order to claim reimbursement, after receiving approval, districts and special education cooperatives must file Special Education Personnel Reimbursement through electronic submission. The [Home/Hospital Work Sheet](#) is utilized by each district or cooperative to record data necessary for claiming reimbursement for home or hospital instruction for pupils.

Special Education Personnel Approval data is managed in the IEP Special Education Tracking and Reporting (I-Star) web application. For questions regarding I-Star, please contact Harrisburg Client Support at 1-800-635-5274. Access to I-Star is governed by your IWAS account.

Only records without errors will be accepted. The claim data can be edited any time before August 15 in order to ensure that up-to-date claim data is being reported.

It is highly recommended that planning and data entry occur in advance of the submission deadline so that timelines are met and reimbursement can be paid for eligible, approved staff.

The claim data may be amended electronically until **September 15**. You will be allowed to correct claim data errors which are limited to the Salary, FTE and Days fields. You may also add any claim data for preapproved personnel not submitted on the August 15 claim.

The Special Education Personnel Reimbursement Calculation Sheets will be transmitted electronically to Site Administrators and to the Directors of Special Education during January or after the final reimbursement level is determined. Please note that Site Administrators are responsible for forwarding a copy to the individual districts as applicable.

All special education personnel providing services in accordance with an individualized education program (IEP) are submitted for approval through [Special Education Personnel Approval Procedures](#).

Questions regarding the approval status of personnel should be directed to Larry Wilson at [lwilson@isbe.net](mailto:lwilson@isbe.net).

Questions regarding the claiming process should be directed to Beth Adams at [eadams@isbe.net](mailto:eadams@isbe.net).

The telephone number for both staff is 217/782-5256; the FAX number is 217/782.3910.