

## **REGULAR ORPHANAGE TUITION SECTION 18-3 EXCESS COST CLAIM INSTRUCTIONS**

### **GENERAL INFORMATION**

Section 18-3 of the School Code [105 ILCS 5/18-3] provides for the reimbursement to school districts of the cost of the regular program provided to the students described in that Section during both the regular and summer terms. It also provides for the reimbursement of excess costs incurred by a district that provides to such students services beyond those encompassed by the district's regular term program.

Excess cost claims may be submitted with respect to costs incurred in the provision of equipment, diagnostic and other services, or materials that are not part of or that exceed the regular program provided to other students who are served in the district's schools.

These instructions must be followed to complete an excess cost claim for students who are served in a program that is provided solely on the premises of the facility where they reside or is otherwise physically separate (i.e. detention or correctional center) or for students who receive services not provided to other students in a regular school attendance center.

### **SPECIFIC INSTRUCTIONS – OFFSITE PROGRAMS**

#### **PROGRAM DESCRIPTION (ISBE Form 54-37)**

1. Enter the name and address of the off-site program.
2. Enter the total number of eligible students who are served in the program regardless of the amount of time they were educated in the program. Note: this number cannot be greater than the number reported in Section I of the Regular Orphanage claim.
3. Enter the total days of attendance for students who were served in the program.
4. Enter the total days the program was in session for the regular term.
5. Compute the average daily attendance by dividing the total days of attendance for students served in the program by the total days the program was in session (e.g.  $3,475 / 174 = 19.97$ ).
6. Enter the normal daily instruction time for the program offered (e.g. 8:30 – 3:00).
7. All staff must be properly credentialed to teach regular education classes for which they have been employed. Please provide the name, certificate number and assignment (e.g. certified teacher, social worker, psychologist etc.) for each staff person providing services in the regular program.
8. Enter a brief description of the standard regular education program provided at the offsite location. Please indicate any services that are different from those provided in the district's regular attendance centers.

**TOTAL PROGRAM COST REPORT (ISBE Form 54-37A)**

9. Enter the total expenditures applicable for all students served in the offsite program. These costs must be based and supported by the Illinois Program Accounting Manual and be auditable for the site served.

**IMPORTANT:**

DO NOT include expenditures applicable to individual students.

DO NOT enter expenditures applicable to excess costs only as this will jeopardize reimbursement. The regular formula (i.e. ADA multiplied by 1.2 of the district per capita tuition charge) will be deducted from the total expenditures reported in order to compute the excess costs.

**SPECIFIC INSTRUCTIONS – EXCESS COST EXPENDITURES**

These instructions must be followed to report expenditures for individual students who incur costs for equipment, diagnostic and other services, or materials that are not part of or that exceed the regular program provided to other students who are served at an offsite program OR in the district’s regular attendance centers.

**INDIVIDUAL STUDENT COSTS (ISBE 54-37B)**

1. Enter site location for the student.
2. Enter the name and birth date for the student.
3. Enter a brief description of the individual services received by the student that are unique and not included as part of the regular program and intensity amount.
4. Enter the total number of hours the service was provided and total cost for the student.

Example:

Site Location	Student Name	Birth Date	Description	Amount Intensity	Total Hours	Total Cost
Pitt Juvenile Cntr	Lynn Swann	5-5-98	One on one social work services	1:1	15	\$1,500

## EXCESS COST REIMBURSEMENT CALCULATION

The cost per student in average daily attendance (“ADA”) in the regular program will be calculated by dividing the total expenditures of the off-site program (Item #9 above) by the number of students in average daily attendance in the program (Item #5 above). The district per capita tuition charge will be used for students who receive instruction on-site in one of the district’s regular schools.

Reimbursable excess cost exist with respect to a student only if the total costs attributable to that student exceed 120 percent of the district’s per capita tuition charge. The total costs attributable to a student who is served in an off-site program consist of the cost per student in ADA in the program the student attends plus any individual cost for that student. The total costs attributable to a student who is served in an on-site program consist of the district’s per capita tuition charge plus any individual cost for that student. In other words:

	Cost per student in ADA in the regular program or district’s per capita tuition charge as applicable
+	Individual cost for Student X
=	Subtotal
	Subtotal from above
-	120% of district’s per capita charge
=	Excess Cost for Student X

If the remainder resulting from the calculation set forth above is a positive number, that number represents excess cost and shall be reimbursed. If the remainder is a negative number, the district’s cost has been captured by the reimbursement at 120 percent of the per capita tuition charge provided under Section 18-3 of the School Code, and no reimbursable excess cost exists.