



# Illinois State Board of Education

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## MEMORANDUM

**TO:** Special Education Directors  
District Superintendents

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

**SUBJECT:** Special Education Personnel Employed in Excess of 1.0 FTE

Please be advised of the policy that districts and special education cooperatives must follow when employing and claiming individuals who are working in excess of 1.0 Full-Time Equivalency (FTE). The maximum number of FTE Days claimed and reimbursable, regardless of the number of districts claiming an approved individual, is 180 for regular term and 55 for summer term. Reimbursement may be denied or delayed to districts or cooperatives claiming individuals employed in excess of 1.0 Full-Time Equivalency (FTE) if the policy is not followed.

### **POLICY**

**No individual may be claimed for more than 1.0 FTE across all work assignments unless a written request is received detailing the reasons for the assignments. Generally, these requests will only be considered when different employing entities are involved. Such requests will not be granted as a means of circumventing local contractual issues or the requirement to employ sufficient, appropriately certified staff. Requests for approval should be directed to Judy Conboy, contact person for Special Education Personnel Claims.**

Letters of request should be submitted in a timely manner to the Division of Funding and Disbursement Services at the Illinois State Board of Education prior to the August 15 personnel claim deadline. The letter of request must include the approved individual's name, social security number, the employing district name(s), the work assignment and the reason for the assignment.

These common errors may cause excess days to be claimed:

- 1) Districts claim 180 days when the actual days worked were much less or the districts claim 1.0 FTE when the FTE should be a percentage of 1.0 FTE.
- 2) Districts must report individuals employed under Orphanage (14-7.03) funds as ID Code '7'. Check that the days being claimed under ID Code '7' are not also being claimed under ID Code '1'. Accurate FTE must be reported for both ID Codes for reimbursement purposes.

A report entitled *Personnel – Duplicate Social Security Numbers with Greater than 1.0 FTE* will be transmitted via Harrisburg Project in the fall. Please verify that the Policy has been followed, the FTE and days employed are correct for all staff listed. If necessary, please contact the other local education agencies involved. If the claim entries are incorrect, you may use the Data Correction Service when you are notified that it is available to correct these errors. If a letter of request has not been sent for these staff members, send a letter to Judy Conboy immediately.

If you have questions regarding the information in this memorandum, please contact Judy Conboy, [jconboy@isbe.net](mailto:jconboy@isbe.net) or via phone at 217-782-5256.