



# Illinois State Board of Education

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**Jesse H. Ruiz**  
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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 2009

**SUBJECT:** Special Education Personnel Reimbursement Electronic Data  
Transmission for Summer 2008 & 2008-2009 School Year due on or  
before August 17, 2009

Primary Contact: Judy Conboy

Special Education Personnel Reimbursement electronic claim data transmissions are due to the Illinois State Board of Education (ISBE) on or before the statutory date of August 15 each year. Since August 15 falls on a weekend this year, the due date for transmitting the 2008-09 Special Education Personnel claim is Monday, August 17, 2009. Claims received by the due date may be amended electronically until early November.

All special education personnel providing services in accordance with a student's individualized education program (IEP) must be transmitted for approval following the [Special Education Personnel Approval Procedures](#). Personnel that are preapproved may be claimed for reimbursement by districts and special education cooperatives via electronic transmission following the [Special Education Personnel Reimbursement Instructions](#). The [Home/Hospital Work Sheet](#) should be utilized by each district or cooperative to record data necessary for claiming reimbursement of home or hospital instruction.

Special Education Personnel approval data on file at ISBE is available through the Harrisburg Project website for viewing or printing purposes at any time by going to [www.hbug.k12.il.us](http://www.hbug.k12.il.us), hover over the "Tools and Services" tab which will bring down a list of options. Select the MasterFiles option. For confidentiality purposes, access to this data is controlled by a login name and password, and the data is encrypted for transmission. Harrisburg Project staff will provide assistance in transmitting data electronically by contacting Client Support at 1-800-635-5274 or [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us).

Only **error free** data transmissions will be accepted. The claim data can be transmitted multiple times before August 15 in order to ensure that up-to-date claim data is being filed. It is highly recommend that planning and data entry occur in advance of the transmission deadline so that timelines are met and reimbursement can be paid for eligible, approved staff.

The claim file may be amended electronically beginning in mid-October until early November, using Data Corrections Service (DCS) at Harrisburg Project's website. DCS is a web application that allows you 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 transmitted on the August 15 claim. Errors discovered after early November may be corrected in writing to ISBE through November 30, 2009. Corrections will not be accepted after November 30, 2009.

The *Special Education Personnel Reimbursement Calculations 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.

Questions regarding special education personnel approval can be directed to Sharon Conrath at [sconrath@isbe.net](mailto:sconrath@isbe.net). Questions regarding the special education personnel claim process can be directed to Judy Conboy at [jconboy@isbe.net](mailto:jconboy@isbe.net). The telephone number for both staff members in the Division of Funding and Disbursement Services is 217/782-5256; the FAX number is 217/782-3910.

