**Section 140.30 Requirements for Submission of Claims**

*Each school district shall certify to the State Superintendent of Education*, using a format specified by the State Superintendent, *its report of claims for tuition payments no later than July 15.* (Section 18-3 of the School Code) Claims shall reflect the costs incurred by the school district for the regular school term.

a) When a district files a claim for excess costs relative to individual students who are served in an off-site program, the claim must include:

1) a description of the regular program for which the district also claims reimbursement under Section 18-3 of the School Code that includes:

A) The name and address of the off-site program;

B) The total number of students who received any services in the regular program;

C) The total days of attendance of all the students claimed;

D) The total number of days for which the program was in session;

E) The amount of instruction time offered daily;

F) The name, educator license number, and assignment of each professional staff member who served the students being claimed; and

G) A brief description of the curriculum and support services that are offered in the regular program;

2) a report of the expenditures incurred by the district for the regular off-site program described pursuant to subsection (a)(1) of this Section, on forms supplied by the State Superintendent of Education;

3) the number of students in average daily attendance in the regular off-site program described in subsection (a)(1) of this Section during the term to which the claim applies;

4) a record for each student with respect to whom excess cost is being claimed, indicating:

A) the student's name and date of birth;

B) the services provided to the student that are not included in or that exceed the level provided in the regular off-site program;

C) the amount, intensity, and/or frequency of the services;

D) the total hours of service provision; and

E) the total cost of the services.

b) When a district files a claim for excess costs relative to students who are served in the district's on-site programs, the claim must include:

1) a description of the services provided that exceed those otherwise provided to students served in the regular program within the attendance center in question, e.g., services not provided to the other students in that attendance center or services provided for more time than to other students within that attendance center; and

2) a record for each student containing the information specified in subsection (a)(4) of this Section.

c) Each district shall submit any additional information the State Superintendent of Education may require for the purposes of clarifying the basis for its claim.

(Source: Amended at 37 Ill. Reg. 15948, effective September 27, 2013)