


IDEA Entitlement Claim Submission

The web-based claim process is accessed through the IDEA budget software contained within the Special Education Application Web Portal. The Special Education Application Web Portal's online address is: <https://www2.dpi.state.wi.us/seportal/>

Individuals who wish to access the Special Education Application Web Portal must have a user name and password assigned by the district's Director of Special Education. For instructions on adding a district user, see www.dpi.wi.gov/sped/pdf/district_user.pdf.

1. Once a district user name and password have been assigned, the individual wishing to submit the claim can access the IDEA budget software.
2. Log in with your assigned user name and password at <https://www2.dpi.state.wi.us/seportal/>. The first time you log in, your password will be "password." You will be asked to change your password.
3. After logging in, you will be sent to the Special Education Web Portal Main Menu. The IDEA entitlement budgets are hyperlinked in the "Application" table.

Help	Application
	IDEA Flow-through and Preschool Entitlement Budgets

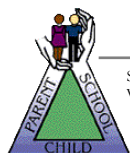
4. Click on the "IDEA Flow-through and Preschool Entitlement Budgets" link to access the claim submission system. Clicking on the budget hyperlink will direct you to the budget's main menu page.
5. The table at the top of the budget main menu page contains links to entering the budget information into the system. The second table below is the claims submission system:

IDEA Budget Menu

Preschool Options: Enter Budget / View Budget Detail Report
Flow-through Options: Enter Budget / View Budget Detail Report
Coordinated Early Intervening Services (CEIS) Options: Enter Budget / Enter Narrative / View Budget Detail Report
Modify List of Participating Agencies
Maintain Budget Funding Amounts
Adjust Indirect Cost Rate
Assurances (Print, Complete, Scan and Email to: dpiidea@dpi.wi.gov)
IDEA Budget Contact Information / Update District Budget Contact Information
Report Menu

Request IDEA Funds

Preschool Budget Items: Enter Claims View Claims Detail Report
Flow-through Budget Items: Enter Claims
Coordinated Early Intervening Services (CEIS) Budget Items: Enter Claims



- To submit a claim, click on the “Enter Claims” hyperlink. This will direct you to the claim for that specific IDEA budget. Claims are based on the last approved budget. If there is nothing listed under the “Current Status” column, then either no budget has been submitted or a budget has not received an initial approval.
- If there is an approved budget for the LEA, the following table will appear:

IDEA Budget Claims History						
Budget Type: Flow-through Preschool Flow-through CEIS						
Current Status	Status Date	Report Type	Rep	g Date	Funds Received to Date	Action
New						Edit

Once in the claim system, the user can move between the three budgets by utilizing the

“New” status means that a new claim can be created.

To create the claim, click on the “Edit” hyperlink.

- The following page will appear for whichever budget type was selected to edit:

IDEA Flow-through Budget Claim			
Type of Report: <input checked="" type="radio"/> Partial Claim <input type="radio"/> Final Claim <input type="radio"/> Revised Final Claim			
Report Period Ending Date: <input type="text"/>			
Total Funds Claimed to Date:	\$369,152.55	Total Funds Received to Date:	<input type="text"/>
<input type="button" value="Back"/>		<input type="button" value="Save"/>	
		<input type="button" value="Next Step"/>	

- The ‘Type of Report’ defaults to a partial claim.
- Enter the “Report Period Ending Date.” This is a required field and you will not be able to continue to the next step if a date is not entered.
- The “Total Funds Claimed to Date” is pre-populated with the last amount claimed through the web-based system. This may not be the amount of cash the LEA has received to date.
- Enter the “Total Funds Received to Date.” This is the amount the LEA has received in cash from DPI.

When the required fields are entered, click on “Save” to save your data. Or, alternately, you can just click on “Next Step” to save your data and move on to the next step in the claim submission process.

INDIRECT: Indirect is claimed on the “Final Claim.” If the “Final Claim” radio button is selected from the Type of Report, then the approved budgeted indirect amount appears along with a field to enter in the amount of requested indirect:

IDEA Flow-through Budget Claim			
Type of Report: <input type="radio"/> Partial Claim <input checked="" type="radio"/> Final Claim <input type="radio"/> Revised Final Claim			
Report Period Ending Date: <input type="text"/>			
Total Funds Claimed to Date:	\$352,908.19	Total Funds Received to Date:	<input type="text"/>
Approved Indirect Cost Amount:	\$13,549	Indirect Cost:	<input type="text" value="50.00"/>
<input type="button" value="Back"/>		<input type="button" value="Save"/>	
		<input type="button" value="Next Step"/>	

Indirect amount pulled in from the last approved budget

Amount of indirect the LEA wishes to claim is entered here and then will appear in the expenditure report



9. When “Next Step” is selected from the previous screen, the “expenditure report” information is displayed:

IDEA Flow-through Budget Claim						
Please Note: The budget items displayed are from the last approved budget. Any modifications made since then will not be displayed.						
Sort By: <input checked="" type="radio"/> Object <input type="radio"/> Function						
Account Code	Account Name	Approved Budget	Unliquidated Encumbrances (Payables)	Previously Disbursed	Total Disbursements	Unencumbered Balance
27-100-158000-813	Combined Cost Reporting - Special Ed	40,000.00	0.00	0.00	21,725.60	18,274.40
27-100-215000-813	Psychological Services	22,000.00	0.00	21,725.60	0.00	22,000.00
27-200-158000-813	Combined Cost Reporting - Special Ed	30,000.00	0.00	0.00	16,676.08	13,323.92
27-200-215000-813	Psychological Services	16,700.00	0.00	16,676.08	0.00	16,700.00
	Indirect Cost	0.00	0.00	0.00	0.00	0.00
	Total	108,700.00	0.00	38,401.68	38,401.68	70,298.32
Back		Save Changes			Next Step	

- The “**Approved Budget**” column pulls the amounts from the last approved IDEA budget. If the amounts are not what you expected to see, a budget amendment will need to be submitted and approved before the amounts will change.
 - The budget line items may be sorted either by “Object” or “Function” by selecting the radio button in the upper left-hand corner.
- The “**Unliquidated Encumbrances**” column is available for LEA use. DPI does not use any of the information entered into these fields, and they are not required.
- The “**Previously Disbursed**” column displays the amount that was entered in the last submitted claim. This is only for reference and does not appear on the printed 1086 claim form.
- The “**Total Disbursements**” column is pre-populated with the amounts that were in the last submitted claim. Total disbursements are cumulative. Enter in the disbursement amounts for the time period you wish to claim.
- At any time during this process, you can select the “Save Changes” button and leave the software.

10. Click on “Next Step” to complete the claim submission process.

11. The final screen includes the amounts entered from the previous screen. Select “Submit Claim” if you are satisfied with the information displayed.



Note: At any point during the preceding process you wish to go back and make changes to the figures that were entered into the claim form, simply click on the back button and make the necessary changes.

12. At the bottom of the screen, there is a button to view the PI-1086. This will pull up a printable version of the form with your data entered. You do not need to e-mail or fax this form; it is for your use only.



- Once the claim has been submitted, the status of the claim changes from “New” to “Submitted.” No additional claims for this funding source can be submitted until this claim has been processed and approved by DPI. As long as the status says “Submitted” rather than “In Process,” the district user has the ability to go in and make changes to this claim (by clicking the “Edit” button) and re-submitting the claim by clicking on the “Re-Submit Claim” budget.



Note: If the current status has not changed to “Submitted,” then your claim has not been submitted to DPI.

- The claim is processed and approved or denied at DPI. When the claim has gone through this process, the status will change to “Approved” or “Returned.” If the claim has been approved, an additional row will appear with the status of “New.” This means that a new claim may now be submitted for this funding source. If the status is “Returned,” DPI has requested that changes be made to the submitted claim.

IDEA Budget Claims History					
Budget Type: <input type="text" value="Flow-through"/>					
Current Status	Status Date	Report Type	Report Period Ending Date	Funds Received to Date	Action
Approved	06/25/2009	Partial Claim	06/25/2009	\$0.00	View
New					Edit



Notes: The budget software is designed in accordance with the Education Department’s General Administrative Regulations (EDGAR) fiscal rules, including the 10% rule for requiring amendments.

At a minimum, claims for expenditures need to be submitted quarterly. An LEA has the option of submitting claims on a more frequent basis.

- Final claims require a signature of the LEA administrator. When the “Final Claim” radio button is selected as the Report Type and the claim is submitted, the following message appears:

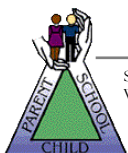
Final Budget Claim Notice

Please Note: The District Administrator must sign and Fax or Mail the PI-1086 to the Department of Public Instruction. Failure to do so will delay payment of the final claim.

When an LEA is submitting a final claim, click on the “View PI-1086” button, print the claim form and get it signed. A signed pdf copy of the claim e-mailed to DPI is preferable, but the LEA may also send a signed claim through postal mail or by fax.

- ERROR messages and what they mean:

- A new claim cannot be created because the LEA's last approved budget amount is greater than the current amount of funds available. A budget amendment is required.***
 - There are different times during the year when an LEA may have an approved budget greater than the amount available. This may occur when final indirect rates and carry over amounts are added into the software. A budget amendment must be submitted and approved before the LEA may submit a claim.



- ***A new claim cannot be created until current submitted budget amendment has been reviewed by DPI.***
 - This message appears when the LEA has a budget amendment submitted to DPI for review. Because the claim is based on the last approved amount, a submitted budget amendment may be vastly different than the claim amounts the LEA is viewing. As soon as the budget amendment is reviewed and approved, the claim will be updated with the approved budget amounts.

Last Updated: 3/21/2012

Document Location: www.dpi.wi.gov/sped/pdf/idea-claim-process.pdf

