

Instructions for Submitting IDEA Entitlement & Recovery Fund Claims

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 to them by the district's Director of Special Education. For instructions on adding a district user, see http://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 Local Performance Plan Main Menu. Both the IDEA entitlement budgets and the IDEA recovery fund budgets are hyperlinked off the table on the LPP Main Menu page. Claims need to be submitted separately for both sets of funding.

Help	Application
	IDEA Flow-through and Preschool Entitlement Budgets
	IDEA Flow-through and Preschool Entitlement Budgets - Recovery Funds

4. Click on the link to either budget 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:

[1295-Darlington Community School District](#)
2009-2010

User Info

User Name: Linda Thompson
 Login ID: lthompson
 Role: District User

IDEA Budget Menu

Preschool Options: Enter Budget / View Budget Detail Report
Flow-through Options: View Budget / View Budget Detail Report
Coordinated Early Intervening Services (CEIS) Options: View Budget / Enter Narrative / View Budget Detail Report
Modify List of Participating Agencies
Maintain Budget Funding Amounts
Adjust Indirect Cost Rate
Assurances (Print, Complete and Mail-In)
IDEA Budget Contact Information / Update District Budget Contact Information
Report Menu

Request IDEA Funds (2009-2010 Budget and Beyond)

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

6. 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.

7. If there is an approved budget for the district, the following table will appear:

IDEA Budget Claims History						
Budget Type: Flow-through						
Current Status	Status Date	Report Type	Report	Reporting Date	Funds Received to Date	Action
New						Edit

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

"New" status means that a new claim can be created.

To create the claim, click on the "Edit" hyperlink.

8. 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 "Final Claim" 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="\$0.00"/>
<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 print 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.

13. 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.

14. 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 DPI’s aids and audits budgeting rules, including the 10% rule for requiring amendments.

Claims will need to be submitted quarterly. A district has the option of submitting claims on a more frequent basis than quarterly.

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.

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

At this point, click on the button “View PI-1086,” print the claim form and get it signed. The signed claim can either be postal mailed or faxed to DPI. A signed pdf copy of the claim e-mailed to DPI is also acceptable.

For information on amending claims, please review <http://dpi.wi.gov/sped/pdf/amended-claims-instructions.pdf>