



WISCONSIN DEPARTMENT OF
Public Instruction



**Multilingual
Learners**

Updated Claiming Process for Bilingual-Bicultural Aid

Beginning with the 2024-25 school year, the claiming process for Bilingual-Bicultural (BLBC) program reimbursement will be completed via the BLBC application in [WISEhome](#). The claiming process will follow the steps outlined below.

1. The BLBC application in WISEhome will pull BLBC-related expenses from the district ledger information reported to WISEdata Finance.
2. The expenses pulled from WISEdata Finance will be used to populate the “Actual Amount” column in the program fiscal report section of the BLBC End-of-Year (EoY) Report.
3. District staff will review the “Actual Amount” column in the program fiscal report section of the BLBC EoY Report to ensure the amounts listed are accurate.
4. If the numbers in the “Actual Amount” column of the program fiscal report are not correct, districts will make edits in the district ledger. The updated information will be pushed automatically to the BLBC application and the numbers in the “Actual Amount” column of the program fiscal report will be updated.
5. Once the district has confirmed the “Actual Amount” column of the program fiscal report is accurate, the person who is authorized to approve and submit the report will check the box in the “End of Year Program Fiscal Report Authorization” section.
6. DPI staff will review the EoY student count, staff report, and program fiscal report to confirm that statutory requirements have been met and the expenses included in the program fiscal report are approvable.
7. When DPI staff have reviewed and approved all district EoY reports, including the program fiscal reports, payments will be calculated. An email will be sent to districts informing them of their reimbursement amount.
8. Payments will be disbursed electronically to each school district in December. Districts can check the Aids Register to confirm when funds have been deposited into the district ACH account on file with DPI.

Please note, districts will decide who they want to have the authority to authorize and submit the BLBC program fiscal report. That person should be given access to the BLBC application in WISEhome so that they can review, authorize and submit the program fiscal report. The system

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will record and display the name of the person who clicks the checkbox authorizing the submission of the fiscal report. Learn more about requesting access to a WISEhome application here:

[WISEhome and WISEsecure Login Information | Wisconsin Department of Public Instruction](#)