**Section 254.410 Applications for Reimbursement of Vocational Education Programs, Services, and Activities**

a) Eligible recipients desiring to receive reimbursement for the conduct of vocational education programs, services, and activities supported by the State Board of Education through a general distribution of funds by formula reimbursement shall make application for such reimbursement to the State Board of Education through the designated transmittal officer. Applications for such reimbursement shall be completed and submitted on or before the dates established by the State Board of Education.

b) Such applications shall be completed on forms prescribed by the State Board of Education and shall include required enrollment data for each program and/or course for which reimbursement is requested.

1) Claims for supplemental funding to offset added costs will be honored only for those particular courses in which students from two or more public school districts are enrolled for the term being claimed. Requests for exception to this requirement when students from only one such district are enrolled should be made in writing at the time of submission of the claim stating justification for the exception. Exceptions will cover only the particular claim period and will be allowed only for unusual circumstances which justify the exception.

2) Local educational agencies claiming funding for special services to handicapped or disadvantaged students or students with limited English proficiency shall document the criteria utilized in the identification of such students, the special services provided, and the costs attributable to the provision of such special services.

3) Courses at the secondary level approved for reimbursement as a course in the occupation of homemaking program sequence and designated as a course in Resource Management, or any other such or similar course which is equivalent to or which satisfies the state mandated course in consumer education for all students in the public schools, will be reimbursed solely to the extent that students enrolled in such courses are enrolled in an approved program for the occupation of homemaking, as determined by the average student enrollment in all other courses of the occupation of homemaking program offered by the institution.

c) Each application for reimbursement shall include a certification that the vocational education programs summarized in the application have been operated in accordance with the requirements of this Part and with applicable state and federal law and regulations.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)