



CLAIMS FOR REIMBURSEMENT  
Division of Personnel Standards and Education  
4/17/08

The reimbursement program is limited to organized Illinois departments who have ordinances on file with the office agreeing to follow our Rules for training. (See 50 ILCS 740/9 from CH. 85, par. 539, Sec. 9.) A sample of the ordinance is located on our website at [www.state.il.us/osfm](http://www.state.il.us/osfm).

Once an ordinance has been approved by the governing board of the department, i.e. Trustees, City Council, etc., the original must be sent to the office for approval. Only training conducted after the approval date by OSFM may be submitted.

In the fall of every year, a funding document is forwarded to participating departments that have ordinances on file with OSFM.

The grant amount is determined by annual legislative appropriation. Calendar year 2007 (training for year 2006), approximately 23 cents on the training dollar was reimbursed.

Important facts when submitting the claims for reimbursement form to OSFM:

- Claims must be received by 5:00 p.m. on deadline date published in funding document.
- A claim form, utilizing the exact same format as included with the document, may be produced by the claiming department, but should be sent to the office for approval before completion and submission. A computerized form is available in Excel format by requesting from the office.
- Original signatures of fire chief and department financial officer are mandatory.
- Remember to include appropriate tuition and lodging receipts with claim form.
- The office prefers the individuals listed on the form are in alphabetical order.
- Class fees from the Fire Service Institute are not reimbursable.

Common reasons claims are denied:

- No course completion on file
- Prerequisite certifications are not met prior to training
- Maximum amount of hours previously claimed
- Lack of appropriate receipts

If you need further information, please do not hesitate to contact the office at 217-782-4542 or via e-mail at [Mitzi.Woodson@illinois.gov](mailto:Mitzi.Woodson@illinois.gov).

