

# Refunding IDEA Funds to the Department of Public Instruction

---

When an LEA refunds IDEA funds to the Department, LEA personnel should follow the following procedures.

1. Prior to refunding any IDEA funds, contact either Rachel Zellmer at (608) 266-1787 or e-mail at [rachel.zellmer@dpi.wi.gov](mailto:rachel.zellmer@dpi.wi.gov) or Lori Ames at (608) 267-3749 or email at [lori.ames@dpi.wi.gov](mailto:lori.ames@dpi.wi.gov) to discuss the reason for returning funds.
2. Prepare a check (no electronic transfers) made out to the Wisconsin Department of Public Instruction for the amount of the refund.
3. Send the check and a written explanation of why the money is being refunded to:

Debra Anklam, Business Office  
Wisconsin Department of Public Instruction  
125 South Webster Street  
P.O. Box 7841  
Madison, Wisconsin 53707-7841

4. The LEA's business official will receive an e-mail confirming the check was received by the Department.
5. Check the DPI Aids Register to confirm the refund has been posted. It will appear as a negative payment.
6. The LEA's web-based claim must be adjusted by DPI in order to lower the "Expenditures to Date" amount. Once the funds have been returned, Rachel Zellmer or Lori Ames will contact you regarding amending the electronic IDEA claim to document the return of funds.

Last Updated: 07/12/11

Document Location: <http://www.dpi.wi.gov/sped/pdf/idea-refund-instructions.pdf>

