

New Jersey Department of Education
Determining At-Risk Status Based on NJ Household Information Survey
Quick Reference Guide for Schools Participating in CEP



These guidelines should be used for reporting Free and Reduced Rate Lunch Status in NJSMART and the Application for State School Aid (ASSA) for students in schools participating in the Community Eligibility Provision (CEP).

This is only applicable for schools participating in the Community Eligibility Provision.

Pursuant to N.J.S.A. 18A:7F-33 school districts are required to report the number of at-risk pupils on the last school day prior to October 16. At-risk pupils are defined as pupils from households with a household income at or below the most recent federal poverty guidelines available on October 15 of the pre-budget year multiplied by 1.85.

All students in the schools participating in CEP receive free lunch regardless of income. For State reporting purposes, the status of the student is based on household income and federal poverty level as determined by the NJDOE Household Information Survey, or direct certification.

Determining the Status:

- Collect the Household Information Survey form for each student in the school participating in the Community Eligibility Provision to determine total annual household income. This form is available online at <http://www.state.nj.us/education/finance>.
- Students identified through the direct certification process should be recorded as "F" regardless of their Household Information Survey completion.
- Assign the appropriate status based on the Benefits Received (Part B if applicable) or Household Size and Gross Income (Part C) of the form using the following criteria:

Criteria		Status
Range-1 / Direct Certified/ FDPIR/ TANF/ SNAP	If Total Annual Household Income is at or below 130% of federal poverty level, Direct Certification, or Part B completed with Case #.	F
Range-2	If Total Annual Household Income is above 130% of federal poverty level and at or below 185% of federal poverty level.	R
Range-3	If Total Annual Household Income is above 185% of federal poverty level.	N

For households having more than 8 members, use the following table to find the appropriate income range.

Household Size > 8	Range - 1	Range - 2	Range - 3
9	0 - 58,565	58,566 - 83,343	83,344 +
10	0 - 63,973	63,974 - 91,039	91,040 +
11	0 - 69,381	69,382 - 98,735	98,736 +
12	0 - 74,789	74,790 - 106,431	106,432 +
13	0 - 80,197	80,198 - 114,127	114,128 +
14	0 - 85,605	85,606 - 121,823	121,824 +
15	0 - 91,013	91,014 - 129,519	129,520 +
Ea. Additional Person	Add \$5,408	+5,408 for min / +7,696 for max	Add \$7,696