



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: November 18, 2020
To: Chief School Administrators, School Business Administrators, Charter School and Renaissance School Project Leads, Directors of Approved Private Schools for Students with Disabilities
Route To: School Principals
From: Allen Dupree, Director
Office of School Finance
Division of School Finance

Updated Guidelines for Reporting Enrollment, Income Status

For the FY 2020-2021 school year, charter schools and school districts may use prior year school lunch applications and CEP Household Survey forms to document a student's income for school funding purposes.

Please use the following updated guidance when reporting income status for students in the Application for State School Aid (ASSA) and the Charter School Enrollment System (CHE):

- Free/Reduced lunch counts on the ASSA *can* include eligible students that submitted Free/Reduced Lunch Applications in 2019-20 and have not submitted applications in 2020-21.
- For schools and districts participating in the Community Eligibility Provision (CEP), Free/Reduced lunch counts on the ASSA *can* include eligible students that submitted Household Information Surveys in 2019-20 and have not submitted surveys in 2020-21.
- Note: There is no change for documenting students who are eligible through the Direct Certification process; current status must be used.

Contact information

For questions concerning ASSA reporting, please email assa@doe.nj.gov. For questions concerning reporting in the Charter School Enrollment System, email <mailto:school-funding@doe.nj.gov>. For general questions, please contact the NJDOE's Office of School Finance through staid@doe.nj.gov.

c: Members, State Board of Education
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