Date: October 7, 2020

To: Chief School Administrators, Charter School and Renaissance School Leads, Nonpublic School Administrators

Route to: School Business Administrators, NJSMART Contacts, School Nurses

From: Daryl Minus-Vincent, Acting Assistant Commissioner
             Field Services Coordination

Deadline: November 30, 2020

Update: New Procedure on Electronic Transmission of Uninsured Student Information to NJ FamilyCare School Portal

NJ FamilyCare is continuing its partnership with the New Jersey Department of Education (NJDOE) to help identify uninsured students who may be eligible for free or low-cost healthcare coverage. In order to connect those students and their families to healthcare services, all New Jersey school districts are being asked to provide information on students who are **uninsured or have an unknown health insurance** status. This information is collected per the guidance of the June 11, 2013 memo sent to all schools, found in the NJDOE Broadcast archive.

Every school district is asked to compile a list of affected students from each of their schools into *one districtwide* Microsoft Excel spreadsheet. Please use the **NJ FamilyCare Template** in place of any others that may have been used in the past.

The fields in the spreadsheet should only include the data elements in the exact file layout of the template. Please do *not* send a list of the entire student body. Only those students who are uninsured or have an unknown health insurance status need to be included. Mark an **"N"** for students who are uninsured and a **blank space** for students with unknown health insurance status. If a family did not return a completed emergency card or did not answer the insurance question, that student should be identified as having an **unknown health insurance** status.

If a student is uninsured or has an unknown health insurance status, and the family did not opt out of having their student's free or reduced lunch information shared with NJ FamilyCare, the student's lunch status should be included on the spreadsheet. Mark an **"F"** for students receiving free lunch, an **"R"** for those who pay a reduced price for lunch, and **"N"** for students who do not participate in the lunch program.

Once the spreadsheet has been completed, please upload the file onto the NJ FamilyCare School Portal. Choose your County and enter your District Code, which is the same code used for NJ SMART. Your district must submit this file **no later than November 30, 2020.** If you have no students documented as uninsured, please check the box on the School Portal Homepage.

Due to the current COVID health crisis, it is imperative that uninsured students and their families are connected to affordable healthcare coverage. NJ FamilyCare thanks you for your effort in keeping New Jersey's students healthy and ready to learn. If you have questions, please contact Richard Johnson, NJ FamilyCare Outreach, New Jersey Department of Human Services at (609) 947-8413 or MAHS.NJFamilyCareDOEMemo@dhs.state.nj.us.

c: Members, State Board of Education   Statewide Parent Advocacy Network
Kevin Dehmer, Interim Commissioner of Education   Garden State Coalition of Schools
NJDOE Staff   NJ LEE Group