



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: August 4, 2021
To: Chief School Administrators
Route To: District School Business Administrators
From: Glenn Forney, Deputy Assistant Commissioner
Division of Finance

Release of 2021 Chapter 44 Software Application

Pursuant to P.L. 2020, c.44, school districts must report information to the Department of Education regarding the health care plans offered by the school district. The release of the 2020-2021 Chapter 44 Software Application will be accessible to authorized school district personnel on or about August 4, 2021, through the New Jersey Department of Education's (NJDOE) [Homeroom portal](#). The Chapter 44 software in the Homeroom portal is named "Chapter 44." This release will include screens for the 2020-2021 fiscal year actual amounts and the 2021-2022 fiscal year estimated amounts.

Key Steps/Actions

The Chapter 44 data collection is due annually no later than 60 days following each enrollment period. The information must be submitted in the web-based application. If the open enrollment period that covers through June 2022 has passed, then the Chapter 44 data collection is due 60 days after the software release date. If the open enrollment period for the period that covers through June 2022 has not yet ended, then the due date of the Chapter 44 data collection is 60 days after the open enrollment period ends. *Example:* The Open Enrollment period for SEHBP 2022 calendar plan year is October 1 through 31, 2021. This would make the latest date for submission of the Chapter 44 data 60 days after October 31, 2021 or December 30, 2021.

Accessing the Chapter 44 Application

Access to the Chapter 44 Software Application is restricted to those school district employees for whom the school district's Homeroom Administrator has created a user account granting access to the Chapter 44 system. First-time users authorized by the school district must work through the school district's Homeroom Administrator to create a unique User Identification and Password. Instructions for establishing a Homeroom Administrator and for establishing authorized users are documented in the "Homeroom Administrator Manual" available through the Homeroom portal. Homeroom Administrators should note that in the Homeroom Administration system, the Chapter 44 Software Application is named "Chapter 44."

Guidance Documents

The NJDOE has prepared guidance for completing the Chapter 44 data collection. The manual will be accessible through a link in the Chapter 44 software on or about August 4, 2021. Authorized users of the Chapter 44 Software Application are encouraged to review the manual prior to preparing the data collection.

Updates in the 2021-2022 data collection system are:

- Addition to the main menu: an "Archive and Printing" section for printing and saving the data entry, and a "Documentation" section containing the user manual and a Q&A reference document;
- The plan information screen has been updated to include two lines for each of the SEHBP plans. Since the plans are effective on a calendar year, and the data collection is on a June 30 fiscal year end, this allows users to enter in this system the change in the rates effective January 1; and

- Addition to the data entry total screens: user-input columns for users to enter the actual total amounts for each coverage level from the district accounting records. This allows the amounts entered in the coverage-level detail screens to include the rates and rounded FTE, and the new columns to collect the total costs and employee contributions from the district accounting records.

Contact Information

Questions related to the Chapter 44 Software Application should be directed to the Office of Fiscal Policy and Planning at chapter44@doe.nj.gov.

c: Members, State Board of Education
Angelica Allen-McMillan, Ed.D., Acting Commissioner of Education
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group