



# STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: February 25, 2021  
To: Chief School Administrators  
Route To: School Business Officials  
From: Kevin Dehmer, Assistant Commissioner  
Division of Finance

## State Aid Notices and Updates to the 2021-2022 Budget Application Now Available

State aid notices for the 2021-2022 school year can now be found under "School Aid" in the New Jersey Department of Education's (NJDOE) [Homeroom](#) portal.

The NJDOE's 2021-2022 school district online budget software will be updated today to reflect each district's state school aid amount. Additionally, software screens and functions that were previously blocked from access will be available for use.

There has been no change to the process for gaining access to the Budget Application through the NJDOE's Homeroom portal. The district Homeroom Administrator must create the user accounts for individuals who need access to the budget software. Please refer to the [Homeroom Administrator Manual](#) on the NJDOE Homeroom portal for the instructions regarding the Homeroom Administrator login. The budget software is named "Budget Statement" in the Homeroom Administrator system.

Among the screens and functions that are to be available on February 25, 2021 are:

- State school aid revenue is loaded into the revenue screen;
- Amounts for tuition to state facilities, the Schools Development Authority (SDA) assessment, and transfer to charter schools are loaded into the appropriations screen;
- Updates to enable full functionality of the edit report tab;
- School Funding Reform Act (SFRA) calculations, report of district status;
- SFRA calculations, minimum tax levy;
- County Special Services School District (CSSSD) maximum permitted net budget;
- Tax levy certification tab, including the A4F report and the estimated tax rate information report;
- County review and approval tab;
- User-friendly budget report and advertised budget for newspapers report; and
- Printable PDF report.

A complete listing of the edits can be found at Appendix B of the [2021-2022 Budget Guidelines and Electronic Data Collection Manual](#).

### Districts with November Elections

School districts holding school elections in November are required to submit the proposed budget to the Executive County Superintendent by March 22, 2021 as listed in the [2021 Election Calendar](#). The budget must be advertised at least four days prior to the public hearing on the budget, and the public hearing must be held between April 24 and May 7, 2021. School districts holding school elections in November must certify the tax levy to the county board of taxation by May 19, 2021.

School districts with November elections that are submitting separate proposals asking voters to increase the tax levy beyond base budget will be required to revise and re-transmit the budget, incorporating the levy for separate proposals passed by the voters in November. Separate proposals that are to be presented to the voters must be included on the SFRA screen for separate proposals in the original budget.

### **Districts with April Elections**

School districts with a board of school estimate and those holding school elections in April are required to submit the proposed budget to the Executive County Superintendent by March 4, 2021. The budget must be advertised at least four days prior to the public hearing on the budget, and the public hearing must be held between March 22 and March 29, 2021. Please refer to the [2021 Election Calendar](#) for the deadline to certify the tax levy to the county board of taxation based on the election type.

### **County Review**

Following the public hearings, school districts need to return to the budget software and access the “County Review and Approval” tab. Under the header “Results of Public Hearing,” select either Statement A or Statement B. Statement A should be completed if the budget approved by the Executive County Superintendent was adopted as approved at the public hearing. Statement B should be completed, along with all changes to the budget and/or separate proposal(s), if the budget and/or separate proposal(s) were revised as a result of the public hearing.

Directions for completing the “County Review and Approval” tab are found beginning on page 214 of the [2021-2022 Budget Guidelines and Electronic Data Collection Manual](#). School districts are required by N.J.S.A. 18A:7F-5(e)(4) to submit the budget to the NJDOE within 15 days of the authorization of the tax levy by one of the following: the voters; municipal governing body(ies); board of school estimate; or, in the case of a district in which the school election has been moved to November, the board of education.

For information and resources regarding the 2021-2022 budget process, refer to the NJDOE’s [Districtwide Budget](#) webpage. Contact your [County Office of Education](#) with questions.

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