



# STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: January 20, 2021  
To: Chief School Administrators  
Route To: District School Business Administrators  
From: Kevin Dehmer, Assistant Commissioner  
Division of Finance

## Initial Release of 2020 Chapter 44 Software Application

Pursuant to P.L. 2020, c.44, school districts must report information regarding the health care plans offered by the school district. The initial release of the Chapter 44 Software Application will be accessible to authorized school district personnel on or about January 20, 2021, through the New Jersey Department of Education's (NJDOE) [Homeroom web portal](#). The Chapter 44 software in Homeroom is named "Chapter 44." This release will include screens for the 2020 plan year actual amounts and the 2021 plan 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. Due to the timing of the release of the software, the data collection for 2020 plan years will be due 60 days after the release date of the software.

### 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 January 20, 2021. Authorized users of the Chapter 44 Software Application are encouraged to review the manual prior to preparing the data collection.

### 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](mailto: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