



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: July 13, 2022
To: Local Educational Agency Leads, Chief School Administrators, Directors of Approved Private Schools for Students with Disabilities
Route To: School Business Administrators, School Principals
From: Allen Dupree, Director
Office of School Finance
Division of School Finance and Business Services

Guidelines for Reporting Enrollment, Income Status

For the October 14, 2022 enrollment reporting, please use the following guidance when reporting income status for students in the Application for State School Aid (ASSA), Charter School Enrollment System (CHE) and NJSMART:

- A school district may choose to certify its ASSA low income count supported by 2022-2023 school lunch applications received as of October 14, 2022 and carryover applications from 2019-2020, 2020-2021 or 2021-2022. A prior year application may only be used if a more recent application was not received by the district; or
- A school district may update its low income counts through the date of the final ASSA certification. If the district updates its low-income counts using current year applications, then no carryover applications may be included.
- For schools and districts participating in the Community Eligibility Provision (CEP), low income counts on the ASSA must be supported by 2022-2023 Household Information Surveys or Direct Certification.
- There is no change for students who are eligible through the Direct Certification process; current year 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 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
Angelica Allen-McMillan, Ed.D., Acting Commissioner of Education
NJDOE Staff
Statewide Parent Advocacy Network
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