



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: November 16, 2022
To: Chief School Administrators
Route To: District School Business Administrators
From: Scott Henry, Acting Assistant Commissioner
Division of Finance

Release of 2022-2023 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 release of the 2022-2023 Chapter 44 Software Application will be accessible to authorized school district personnel on or about November 16, 2022, through the New Jersey Department of Education's (NJDOE's) [Homeroom portal](#). The Chapter 44 software in the Homeroom portal is named "Chapter 44." This release will include screens for the 2021-2022 fiscal year actual amounts and the 2022-2023 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 2023 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 2023 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 2023 calendar plan year is October 1 through 31, 2022. This would make the latest date for submission of the Chapter 44 data 60 days after October 31, 2022 or **December 30, 2022**.

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. Important message to Homeroom Administrators: 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 Chapter44 software on or about November 16, 2022. Authorized users of the Chapter 44 Software Application are encouraged to review the manual prior to preparing the data collection.

Updates in the 2022-2023 data collection system are:

- Added to the "Archive and Printing" section is the ability to print and save both prior years;
- In the data entry coverage-level screen column for number of active enrollees, the FTE now allows two decimal places. This allows the entry of active FTE to be more accurate.
- Added to the data entry coverage-level screens are user-input columns for entry of amounts for any premium holiday offered by the insurer, and columns for the number of employees covered on June 30.

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
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group