



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: October 5, 2022
To: Local Educational Agency (LEA) Leads
Route To: LEA Staff Responsible for Completing CARES (ESSER I) and Non-Title I CARES Final Expenditure Reports
From: Martin Egan, Director
Office of Grants Management
Deadline: October 17, 2022

Coronavirus Aid, Relief, and Economic Security (CARES) and Non-Title I CARES Final Expenditure Reports

The Fiscal Year (FY) 2020-2022 *Coronavirus Aid, Relief, and Economic Security (CARES) and Non-Title I CARES* Final Expenditure Reports (FERs) are available for Local Education Agency (LEA) input in the Electronic Web-Enabled Grant (EWEG) system. The due date for submission of all FY 2020-2022 CARES FERs is **October 17, 2022**.

The FY 2020-2022 CARES and Non-Title I CARES obligation period ended on September 30, 2022 and all funds were to be obligated by that date. The liquidation period for the FY 2020-2022 CARES and Non-Title I CARES grant year is fifteen (15) days. Therefore, all funds encumbered by September 30, 2022 must be paid by October 15, 2022. The FER for the CARES Emergency Relief Grant and Non-Title I CARES are pre-populated with the funds previously requested and paid to the LEA. Any difference between the funds previously paid and the actual expenditures reported in the FER will be calculated automatically. Any funds due to an LEA will be automatically paid upon approval of the FER. Because FERs serve as final reimbursement requests, amendments to approved FERs are not permitted. It is critical that all FERs be completed accurately and submitted by the deadline.

Actions Required

LEAs will submit a FER for all expenditures that are included in the CARES and Non-Title I CARES application or the subsequent amendment(s). A final expenditure report is required even if all payments were previously requested. FERs may be created by logging into the EWEG system [through NJDOE Homeroom](#), selecting the GMS Access/Select link found on the main menu screen, and completing the following steps:

- At the top left side of the page, Select Fiscal Year **2020** from the drop-down list.
- On the *CARES Emergency Relief Grant* or *Non-Title I CARES* line, click the 'Payments' button.
- Click the 'View Reimbursement Requests/Expenditure Reports' button.
- Select a CARES title from the drop-down list.
- In the lower section of the page click 'Create Expense Report;'
- Enter the requested information in each tab.
- Run the Consistency Check to identify any errors or omissions; and
- Submit the report to the New Jersey Department of Education (NJDOE).

Carryover

Carryover does not apply to the *CARES Emergency Relief Grant* or the *Non-Title I CARES* and therefore any monies not liquidated by October 15, 2022 will be released back to the NJDOE.

Contact Information

If you have questions concerning the completion and submission of the FY 2020-2022 CARES or Non-Title I CARES FERs, please contact the Office of Grants Management at (609) 376-9089 or the ESSER Help Desk at ESSER@doe.nj.gov.

c: Members, State Board of Education
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group