



State of New Jersey  
Department of Human Services  
Division of Medical Assistance and Health Services

September 2022

To: District Superintendents  
Chief School Administrators  
Charter School Lead Persons  
Nonpublic School Directors  
School Business Administrators  
NJ SMART Contacts  
School Nurses

From: Assistant Commissioner  
Field Services Coordination

Subject: **Electronic Transmission of Uninsured Student Information to  
NJ FamilyCare School Portal and NJ FamilyCare Outreach Efforts**

NJ FamilyCare is continuing its partnership with the NJ Department of Education (NJDOE) to help identify uninsured children who may be eligible for quality healthcare coverage. For this cooperative effort, every school district is required to compile a list of students who are either uninsured or have an unknown insurance status from each of their schools into **one district-wide** MS Excel spreadsheet. Please use the following template: [NJ FamilyCare Template](#). Your district must submit this information **no later than November 15, 2022**.

If you receive new students with uninsured or unknown insurance status after you have already submitted your data, you should submit a second list with **only those new students**, so NJ FamilyCare can outreach those families.

#### **Data Entry Instructions**

- Follow the NJ FamilyCare template exactly. Do not include extra fields. Do not put information on multiple tabs.
- Only include students who are **not insured** or have an **unknown health insurance** status. Please do *not* send a list of the entire student body.
- Mark an **"N"** for students who are not insured and **" "** (blank space) for students with unknown health insurance status.

- If a child did not return a completed emergency card or did not answer the insurance question, that child should be identified as having an **unknown health insurance** status.
- Note that free or reduced lunch information is no longer needed and is not included on the template.

Once the spreadsheet is completed, upload the file into the [NJ FamilyCare School Portal](#). Choose your County and enter your District Code, which is the same used for NJ SMART.

If you have no students documented as uninsured, check the box on the School Portal Homepage.

### **NJ FamilyCare Outreach Efforts**

As in previous years, NJ FamilyCare will outreach the families listed in your electronic submission. NJ FamilyCare will send each family a letter with a unique invitation code they can use to apply for coverage online. Please educate your families about this process, so they are aware the letter is legitimate and will be more responsive. On the [School Portal Help page](#), we have posted an NJ FamilyCare Back-to-School Flyer that you can display on your school bulletin board, include in your back-to-school folders, and/or post on your website.

NJ FamilyCare thanks you for your effort in keeping New Jersey's students healthy and ready to learn. If you have any questions or want some NJ FamilyCare staff to attend a school event, please email NJ FamilyCare Outreach at [MAHS.NJFamilyCareDOEMemo@dhs.nj.gov](mailto:MAHS.NJFamilyCareDOEMemo@dhs.nj.gov) or call 609-588-3526.