



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: August 2, 2023
To: Local Educational Agency Leads, Directors of Approved Private Schools for Students with Disabilities
Route To: School Principals
From: Allen Dupree, Acting Executive Director
Division of School Finance and Business Services

Guidelines for Reporting Enrollment, Income Status

For the October 13, 2023 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 2023-2024 school lunch applications received as of October 13, 2023 and carryover applications from 2022-2023; 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 2023-2024 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.

For NJSMART only, students who qualify under the New Jersey Expanded Income Eligibility Guidelines pursuant to the Working Class Families' Anti-Hunger Act (families with an annual household income between 186 and 199 percent of the federal poverty level) will be categorized as Federal Paid but New Jersey Free. Please refer to the "FreeandReducedRateLunchStatus" data element in the 2023-2024 [NJSMART](#) SID Management Student Data Handbook for more information. On the ASSA and CHE, students with an annual household income between 186 and 199 percent of the federal poverty level are not included in the Free/Reduced counts.

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 New Jersey Department of Education's Office of School Finance through staid@doe.nj.gov.

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