



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: May 24, 2023
To: Local Educational Agency Leads
Route To: Staff Responsible for Completing ARP-ESSER III Safe Return Plans
From: Martin Egan, Director
Office of Grants Management
Deadline: June 30, 2023

American Rescue Plan (ARP) Safe Return Plans

In accordance with the American Rescue Plan Elementary and Secondary School Emergency Relief Fund ([ARP-ESSER III](#)), Local Educational Agencies (LEAs) accepting ARP-ESSER funding are required to update the Safe Return Plan for the continued safe return to in-person instruction and continuity of services for all schools; as well as, the requisite to post the updated plans on LEA websites as required by [ARP Act section 2001\(i\)\(1\)](#). As these plans serve as local guidelines for instructional and non-instructional school activities throughout the entire ARP-ESSER project period, LEAs are required to update plans periodically, but no less than every six (6) months through September 20, 2024. Plans also are to be updated whenever there are significant changes to Center for Disease Control recommendations for K-12 schools. As with the initial plan, all revisions must be informed by community input and approved by a district's Board of Education prior to posting it on the district's website.

Actions Required

Local Educational Agencies (LEAs) will submit an updated Safe Return Plan encompassing all schools in the LEA. Safe Return Plans can be amended by logging into the New Jersey Department of Education's (NJDOE) Electronic Web-Enabled Grant (EWEG) system through the [NJDOE Homeroom](#) webpage, 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 **2022** from the drop-down list;
- On the "ARP Safe Return Plan" line, click the "Amend" button;
- Enter the required information in each tab;
- Run the Consistency Check to identify any errors or omissions; and,
- Submit the report to the NJDOE.

Contact Information

If you have questions concerning the completion and submission of the ARP-ESSER Safe Return Plan, please contact the NJDOE 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