



STATE OF NEW JERSEY  
**DEPARTMENT OF EDUCATION**

A Memo from the New Jersey Department of Education

Date: November 29, 2023  
To: Chief School Administrators  
Route To: District School Business Administrators  
From: Allen Dupree, Director  
Office of School Finance  
Division of Finance and Business Services

### **Release of 2023-2024 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 Chapter 44 Software Application for 2023 actual and 2024 projected costs will be accessible to authorized school district personnel on or about November 29, 2023, through the New Jersey Department of Education's (NJDOE) [Homeroom portal](#). The Chapter 44 software in the Homeroom portal is named "Chapter 44." This release will include screens for the 2022-2023 fiscal year actual amounts and the 2023-2024 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 2024 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 2024 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 the School Employees' Health Benefit Program (SEHBP) 2024 calendar plan year is October 1, 2023, through 31, 2024. The software release date is November 29, 2023. This would make the latest date for submission of the Chapter 44 data 60 days after the software release date or Monday, **January 29, 2024**.

#### **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 Chapter 44 software on or about November 29, 2023. Authorized users of the Chapter 44 Software Application are encouraged to review the manual prior to preparing the data collection.

#### **Contact Information**

Questions related to the Chapter 44 Software Application should be directed to the NJDOE Office of Fiscal Policy and Planning at [chapter44@doe.nj.gov](mailto:chapter44@doe.nj.gov).

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