



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: September 14, 2023  
To: Local Educational Agency Leads, Administrators of Nonpublic Schools  
Route To: Administrators of High Schools, Administrators of Middle Schools, Counseling Office, Special Education Services, Health Services  
From: Kathy Ehling, Assistant Commissioner  
Division of Educational Services

## Updated Guidance on Working Papers

Please be advised, the New Jersey Department of Labor (NJDOLE) process for the application and approval of working papers was made digital effective June 1, 2023, and is available online at the [New Jersey Department of Labor](#) website. The new process gives the NJDOLE the opportunity to reach minors and their caregivers about career services, apprenticeship opportunities and their work rights. The NJDOLE has developed a suite of online information and services for young workers. It contains information about how to write a resume, develop interviewing skills, and find a job. The site also contains a section on vocational rehabilitation employment and the protections and rights minors are entitled to under child labor laws. The NJDOLE provides online [resources and posters](#) to assist LEAs in providing information to students and families.

### Key steps/actions

Local educational agencies (LEAs) will no longer administer working paper applications, and physician sign-off and approval is no longer required. LEAs are requested to update handbooks and websites to reflect new procedures.

### Contact Information

Questions should be directed to the NJDOLE at [wage.hour@dol.nj.gov](mailto:wage.hour@dol.nj.gov).

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