



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: September 20, 2023  
To: Local Educational Agency Leads  
Route To: LEA staff responsible for completing ARP-ESSER III Safe Return Plans  
From: Martin Egan, Director  
Office of Grants Management  
Deadline: December 22, 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), districts 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 post the updated plans on their websites as required by [ARP Act section 2001\(j\)\(1\)](#). Since these plans serve as local guidelines for all instructional and non-instructional school activities throughout the entire ARP-ESSER project period, local educational agencies (LEAs) must update them periodically, but no less frequently than every six (6) months through September 20, 2024. Plans are also to be updated whenever there are significant changes to Center for Disease Control recommendations for LEAs. All revisions must be informed by community input and approved by an LEAs Board of Education or Board of Trustees prior to posting it on the LEAs website.

### Actions Required

LEAs will submit an updated Safe Return Plan encompassing all the schools in their district. Safe Return Plans can be amended by logging into the Electronic Web Enabled Grant system through [NJDOE Homeroom](#), 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 New Jersey Department of Education (NJDOE).

### Contact Information

If you have questions concerning the completion and submission of the ARP-ESSER Safe Return Plan, please contact the Office of Grants Management at (609) 376-9089 or the ESSER Help Desk at [ESSER@doe.nj.gov](mailto:ESSER@doe.nj.gov).

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