



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

To: Local Educational Agency Leads, Directors of Nonpublic Schools
Route to: Principals, School Nurses, Staff Involved with Community Outreach, Students, Guardians and Parents
From: Sanford Starr, Assistant Commissioner
New Jersey Department of Children and Families
Date: September 6, 2023
Re: **Action Needed by September 13, 2023.** Registration of Superintendent and school representatives to access NJ4S Information System

Dear colleague,

Good news! The [NJ4S portal](#) is operational, and the schools that have already provided contact information through the survey are receiving instructions via email on how to access the portal and training modules.

Please note that many of the regional Hubs will begin offering 'Back to School' Tier 1 programming in community-based settings to support students' (and parents') transition back into the classroom. If you haven't already, please outreach your district's/school's Hub to learn more about their locally based services. You can also view the public offerings of Tier 1 services on the NJ4S portal -- nj4s.nj.gov. Hubs are only just gaining access to the portal as well and may still be working on an initial population of publicly available offerings.

In addition, Hubs are processing criminal background checks for any staff that will perform in-school visits for requested Tier 2 and 3 services. This is a requirement of the New Jersey Department of Education.

One last reminder:

Principals of public high schools, middle schools and the upper grades of K-8 schools (6-8 grades), must identify and submit a school representative's contact details [to the NJ4S Information System](#) in order to apply for evidence-based prevention programs and brief counseling interventions through the portal. District superintendents must register themselves or a delegate in order to access the dashboard that shows the districts' applications/services.

You must complete [the survey](#), which will ask whether you are a principal or superintendent. It will then take you to a school list (if principal) or district list (if superintendent) based on the county your district is in. You will need to find your school in the list and provide first name, last name, job title, and email address of your primary and secondary representative. Charter Schools will need to complete survey information both in the school (Principal) list as well as the district (superintendent) list.

Security for the NJ4S portal requires a unique representative's email address for each school building. The DCF team has been reaching out to individuals who have registered for multiple schools or a combination of schools and districts to work with them to ensure that they, the schools and the district have appropriate access to the dashboard or the information system in order to apply for services.

If you have questions about the survey, please contact DCF at NJ4Sfeedback@dcf.nj.gov.

DCF will continue to share NJ4S updates through upcoming DOE broadcast memos. If you missed last week's memo, you can [access it here](#).