



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: November 13, 2024
To: Chief School Administrators
Route To: District School Business Administrators
From: Thomas McMahon, Director
Office of Fiscal Policy and Planning
Division of Finance and Business Services

Release of 2024-2025 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 2024 actual and 2025 projected costs will be accessible to authorized school district personnel on or about November 13, 2024, through the New Jersey Department of Education's (NJDOE's) [Homeroom portal](#). The Chapter 44 software in the Homeroom portal is named "Chapter 44." This release will include screens for the 2023-2024 fiscal year actual amounts and the 2024-2025 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 2025 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 2025 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 SEHBP 2025 calendar plan year is October 1 through 31, 2024. The software release date is November 13, 2024. This would make the latest date for submission of the Chapter 44 data 60 days after the software release date or Monday, **January 13, 2025**.

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 13, 2024. 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 Office of Fiscal Policy and Planning at chapter44@doe.nj.gov.

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