



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: November 6, 2024
To: Chief School Administrators, School Business Administrators
From: Allen Dupree, Director
Office of School Finance
Division of Finance and Business Services
Deadline: December 6, 2024

Application for State School Aid

The Application for State School Aid (ASSA) is available on the New Jersey Department of Education's [Homeroom webpage](#).

Students who qualify for free lunch under the New Jersey Expanded Income Eligibility Guidelines pursuant to the Working Class Families' Anti-Hunger Act (families with an annual household income between 186 and 224 percent of the federal poverty level) are not low income (i.e. free/reduced lunch) on the ASSA. For state aid purposes, pursuant to N.J.S.A. 18A:7F-45, only students from households at or below 185 percent of the federal poverty level may be reported as low income. Please keep this in mind when reconciling the district's ASSA submission with the information provided during the NJSMART data submission and make corrections as needed.

The manual and other reporting instructions can also be accessed through the Homeroom webpage. Please certify the ASSA **by December 6, 2024**.

School districts with charter school enrollments must log in to the Homeroom's Charter School Enrollment System (CHE) link to review and verify their enrollments from October 28, 2024 until November 21, 2024 and must certify enrollment **by November 29, 2024**. Please refer to the [CHE schedule and instructions](#) for information about certifying charter school enrollments on the NJDOE's [Homeroom webpage](#).

For any questions, please email assa@doe.nj.gov.

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