



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: March 5, 2025

To: Local Educational Agency Leads, Administrators of Approved Private Schools for Students with Disabilities

Route To: Directors of Special Education, Child Study Team Members, Special Education Teachers, Principals, Transition Coordinators

From: Kathleen Ehling, Assistant Commissioner
Division of Educational Services

Using Individuals with Disabilities Education Act Funds for Community Based Instruction

This memorandum clarifies the expectations and requirements for providing Community-Based Instruction (CBI) to students with disabilities. Under the Individuals with Disabilities Education Act (IDEA) and New Jersey Administrative Code (N.J.A.C. 6A:14-1.1(d)1), all special education and related services outlined in a student's Individualized Education Program (IEP) must be provided at no cost to families. When CBI is included in a student's IEP, all associated costs – such as transportation, materials, entry fees, or other expenses – must also be covered at no cost to the family.

Local education agencies (LEAs) may use state, local, and federal IDEA funds to cover costs associated with providing CBI to students with disabilities. LEAs are encouraged to review their existing policies, procedures, and practices to ensure that families of students with disabilities are not asked to cover the costs of these services through fundraising or any other means.

Additional Information

More information about CBI including training opportunities for staff can be found on the [CBI website](#).

Contact Information

Please direct questions to the Office of Special Education at (609) 376-9060 or OSEinfo@doe.nj.gov.

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