STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: November 10, 2026

To: Chief School Administrators, School Business Administrators

From: Allen Dupree, Director
Office of School Finance
Division of Finance and Business Services

Deadline: December 11, 2026

Application for State School Aid

The Application for State School Aid (ASSA) is available on the New Jersey Department of Education (NJDOE) Homeroom webpage. Carefully read the information below before logging in.

The manual and other reporting instructions can also be accessed through the Homeroom webpage. Please certify the ASSA **by December 11, 2026**.

NJDOE would like to emphasize the following points as districts begin this process:

- **Prioritize approval and certification of your district's charter school enrollments** in the Charter Enrollment System. School districts with charter school enrollments must log in to the Homeroom's Charter School Enrollment System (CHE). If there are students in CHE for your district, the District Approve link will be enabled. Click on the Student List button to see the list of students. Certify CHE after reviewing the list. Please refer to the CHE schedule and instructions for detailed information about certifying charter school enrollments on the NJDOE's Homeroom.
- **The district's certified ASSA submission must be supported by work papers.** The enrollments reported as Onroll, Sent, Received, Choice, Charter, Low Income, Special Education, LIEP, Speech Only should match student listings on the work papers. The district should also have all the supporting documentation such as lunch applications, direct certification, IEP's, etc. Independent school auditors will report variances between the work papers and the certified ASSA submission in the Auditor's Management Report. Variances could result in a Department of Education audit and repayment of state aid.
- 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 New Jersey

Statewide Longitudinal Education Data System (NJSLEDS) data submission and make corrections as needed.

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