

New Jersey Department of Education
Determining At-Risk Status Based on NJ Household Information Survey
Quick Reference Guide for Schools Participating in CEP

Applicable only for schools participating in the Community Eligibility Provision



These guidelines should be used for reporting "Free" and "Reduced" income status in NJSMART, the Application for State School Aid (ASSA), and the Charter Enrollment System (CHE) for schools participating in the Community Eligibility Provision (CEP).

Pursuant to *N.J.S.A. 18A:7F-33* school districts are required to report the number of at-risk pupils on the last school day prior to October 16. At-risk pupils are defined as pupils from households with a household income at or below the most recent federal poverty guidelines available on October 15 of the prebudget year multiplied by 1.85.

All students in participating CEP schools are eligible for free lunch regardless of income, but schools are not permitted to report all students as low-income for State reporting purposes without documentation. For state reporting purposes, the income status of the student is based on household income relative to federal poverty level as determined by the NJDOE Household Information Survey, or through a direct certification match.

Determining the Status

- Collect the Household Information Survey form for each student in the school participating in the Community Eligibility Provision to determine total annual household income. This form is available on the [School Finance webpage for CEP: www.state.nj.us/education/finance/cep/](http://www.state.nj.us/education/finance/cep/).
- Students identified through the direct certification process should be recorded as "F" regardless of their Survey completion.
- Applications with Part B completed (with case number for FDPIR/TANF/SNAP) should be recorded as "F" regardless of income.
- Assign the appropriate status based on the Household Size (# people listed in Part A) and Income Range (Part C) of the NJ Household Information Survey using the following criteria:

For households having **8 or fewer members**, use the following table to find the appropriate income range
Using Part C of Household Survey, find the Income Range (numbered 1-17 in Part C) that corresponds with the number of household members in the first column

# Household Members listed in Part A	F = Income equivalent to "Free" ≤ 130% Poverty	R = Income equivalent to "Reduced" 130 - 185% Poverty	N = Not "low-income" Above 185% Poverty
1	1	2 - 3	4 - 17
2	1 - 2	3 - 5	6 - 17
3	1 - 4	5 - 8	9 - 17
4	1 - 6	7 - 10	11 - 17
5	1 - 7	8 - 12	13 - 17
6	1 - 9	10 - 14	15 - 17
7	1 - 11	12 - 15	16 - 17
8	1 - 13	14 - 16	17 +

For households having **more than 8 members**, use the following table to find the appropriate income range

Household Size > 8	F	R	N
9	\$0 - \$60,710	\$60,711 - \$86,395	\$86,396+
10	\$0 - \$66,326	\$66,327 - \$94,387	\$94,388+
11	\$0 - \$71,942	\$71,943 - \$102,379	\$102,380+
12	\$0 - \$77,558	\$77,559 - \$110,371	\$110,372+
13	\$0 - \$83,174	\$83,175 - \$118,363	\$118,364+
14	\$0 - \$88,790	\$88,791 - \$126,355	\$126,356+
15	\$0 - \$94,406	\$94,407 - \$134,347	\$134,348+
Ea. Additional Person	Add \$5,616	+5,616 for min / +7,992 for max	Add \$7,992