



New Jersey Department of Education  
 Nonpublic School State and Federally Funded Programs  
 Recommended Timeline for Timely Delivery of Services and Products

| Task/Activity   | Timeframe   |
|---|---|
| 1. The school district determines how services/products will be provided for the upcoming school year – either by the district or by a third-party provider.  | No later than mid-March   |
| 2. The school district <a href="#">consults with the nonpublic schools</a> to understand the needs of eligible students and determine the services/products to be provided in the upcoming school year. For planning purposes, the school district can use the previous year’s entitlement amounts for cost estimates of the services/products to be provided.<br><br>If a new provider for 192/193 or nursing service is sought, “timely and meaningful consultation” with the nonpublic school and parents should take place prior to any change, and typically <i>no later than the end of March</i> . | By the end of March if there will be a change in the service provider<br><br>By the end of May if there will be no change in the service provider |
| 3. If a new provider/vendor is sought, the school district initiates the contracting process.   | April   |
| 4. For <i>ESEA</i> grants: the district uploads the <a href="#">ESEA Affirmation of Consultation form</a> in <a href="#">NJ Homeroom</a> prior to the submission of the <i>ESEA</i> application in EWEG, due <i>before July 1</i> . If the nonpublic school elects not to participate in an <i>ESEA</i> program, a completed and signed <a href="#">Refusal of Funds form</a> must be uploaded in the NJDOE’s <a href="#">Homeroom</a> online portal.   | May – end of June or when spring consultation is complete   |
| 5. The school district obtains necessary board approvals for contracts and purchase orders for nonpublic services and products that are needed at the start of the school year <sup>1</sup> , whereupon contracts are finalized and purchase orders are placed (allow time for bidding process, if applicable).<br><br>Once a decision to change providers has been made, and prior to the effective date of the change in service, the nonpublic school must be notified.  | June - August Board Meeting   |
| 6. NJDOE provides entitlement figures to school districts. <ul style="list-style-type: none"> <li>• Federal programs (<i>IDEA</i> and <i>ESEA</i>)</li> <li>• Nursing, security, textbooks and technology</li> <li>• Chapter 192/193</li> </ul>   | <ul style="list-style-type: none"> <li>• May - June</li> <li>• Mid-July</li> <li>• Mid-August</li> </ul>  |

<sup>1</sup> Purchase orders for goods and services may be processed throughout the school year in which the funds are allocated.

| Task/Activity   | Timeframe  |
|---|--|
| <p>7. The school district informs nonpublic schools within one week of receipt of final State entitlement figures and adjusts purchase orders/contracts accordingly after additional consultation, as needed.</p> <ul style="list-style-type: none"> <li>• Nursing, security, textbooks and technology</li> <li>• Chapter 192/193</li> </ul>  | <ul style="list-style-type: none"> <li>• Mid-July</li> <li>• Mid-August</li> </ul>             |
| <p>8. The school district or service provider begins services for eligible students and purchased products are delivered to nonpublic schools.</p> <ul style="list-style-type: none"> <li>• Federal programs</li> <li>• State-funded programs</li> </ul>  | <ul style="list-style-type: none"> <li>• July 1</li> <li>• Start of the school year</li> </ul> |
| <p>9. Publicschool district submits the following documentation to the Executive County Superintendent for State-funded nonpublic <i>Nursing Program</i>:</p> <ul style="list-style-type: none"> <li>• Written verification that the required consultation was held with each nonpublicschool (<a href="#">consultation form</a>)</li> <li>• A copy of the contract with an independent contractor or agency to provide services, if applicable, and approved minutes of the board of education meeting approving the contract that describes the methods by which the health services will be provided to nonpublicschool students for the ensuing year, including a <a href="#">rationale for the distribution of funds</a></li> <li>• <a href="#">Annual Nonpublic School Nursing Report Form</a></li> </ul> | <p>Oct. 1</p>  |
| <p>10. For <i>ESEA</i> programs, the district will inform the nonpublic schools of the amount of carryover they will receive once the final report is approved (typically approved by the beginning of November), and will consult with nonpublicschools within three weeks of the notification to plan for the expenditure of the additional funds.</p>  | <p>Mid-October to mid-November</p>   |