

Chapters 192-193 Reimbursement System

Guidance and User Manual for 2026-27



New Jersey Department of Education

Division of Finance and Business Services

Office of School Finance

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Introduction

This resource conveys legislation, policies, and guidelines that assist public school districts in the State of New Jersey in using the Chapters Reimbursement System for costs incurred during the school year July 1 to June 30 in providing Auxiliary and Remedial Services (Chapters 192 and 193 services) to nonpublic school students who have been identified as needing these services.

The purpose of this user manual is to provide a single point of reference to public school districts in understanding the Chapters Reimbursement process, using the system to request reimbursement for Chapters 192 and 193 services they provided to nonpublic school students, and correctly accounting for the awarded State aid.

The Chapters Reimbursement is available in the Department of Education's [Homeroom](#) for public school districts to submit requests for reimbursement.

Districts may direct any questions or comments to: chapters@doe.nj.gov

Districts may additionally reach out to:

Attn: Chapters Reimbursement
New Jersey Department of Education
Office of School Finance
100 Riverview Plaza, P.O. Box 500
Trenton, NJ 08625-0500

Legislation & Policy

The State provides funding for local school districts to provide Auxiliary (Chapter 192) and Remedial (Chapter 193) Services to eligible students enrolled full-time in nonpublic elementary and secondary schools in New Jersey located in the districts' boundaries.

Pursuant to NJSA 18A:46A-1, et seq. and NJAC 6A:14-6.1, et seq., Chapter 192 programs provide nonpublic school students with auxiliary services such as compensatory education, English as a second language, and home instruction.

Pursuant to NJSA 18A:46-19.1, et seq. and NJAC 6A:14-6.1, et seq., Chapter 193 programs provide nonpublic school students with remedial services such as evaluation and determination of eligibility for special education and with limited related services that include supplementary instruction and speech-language services.

P.L.2025, c.252, approved January 12, 2026, modified the method of allocating State aid for providing auxiliary and remedial services to nonpublic school students, starting in the 2026-2027 school year.

Pursuant to the legislation, please note the following:

- The Department of Education notifies schools districts of the approved per pupil rates by July 15, after the approval of the Appropriations Act.
- School districts will be reimbursed for actual expenditures on a quarterly basis. Although the reimbursement requests will be submitted on a quarterly basis, the number of actual services provided and actual expenditures for each month must be reported. The requests must be supported by monthly invoices.
- The reimbursement system will open in September, and the first payment for certified reimbursement requests will be made in October. Reimbursement requests must be only for services already provided. The requests are not for future funding for the remainder of the year.
- The first reimbursement submission will be due mid-October and will be for services provided and actual expenditures through September 30, including any services provided in July and August.
- Districts' monthly actual expenditure reimbursement requests cannot exceed the number of services provided in that month times a monthly maximum per pupil rate.

This user manual provides guidance on the distribution of state aid pursuant to the legislation. The annual schedule for requesting submissions and reimbursements is available on the Department's webpage here:

[Auxiliary and Remedial Services for Nonpublic Schools \(Chapters 192 and 193\)](#)

Maximum Per Service Amounts

The 2026-2027 approved maximum annual and monthly reimbursement rates for Chapter 192 and Chapter 193 services for students in nonpublic schools and reimbursement guidance are under the Funding Guidance section on the webpage:

[2026-27 Chapters 192 and 193 Annual and Monthly Maximum Rates.](#)

Pursuant to the legislation, the Department has established the maximum per service amounts where a service is defined as one student receiving one of the listed services in the month, whether the student receives the service five times a week or once a month.

Auxiliary services (Chapter 192) program provides:

- Compensatory education: has a monthly and an annual maximum rate
- English language learning: has a monthly and an annual maximum rate
- Home instruction: has an hourly rate

Remedial services (Chapter 193) program provides:

- Initial Exam and Evaluation: has an annual maximum rate
- Annual Exam and Evaluation: has an annual maximum rate
- Supplemental instruction: has a monthly and an annual maximum rate
- Speech-language services: has a monthly and an annual maximum rate

Districts' monthly actual expenditure reimbursement requests cannot exceed the number of services provided in that month times a monthly maximum per pupil rate.

Quarterly Reimbursement

The Department will reimburse school districts for actual expenditures on a quarterly basis using the new Chapters Reimbursement system available on the Department's Homeroom webpage. It is critical that expenditures for the fiscal year are submitted in the system as per the guidance and timelines described. Certified reimbursement requests will be paid at the end of the quarter in which they are certified.

Accounting Guidance

The new statute requires that school districts initially provide services and subsequently, on a quarterly basis, request reimbursement from the State. Districts will report their expenses in the month the services are delivered. In order for the accounts to balance before the district receives its quarterly reimbursement, districts will record a receivable and deferred revenue in an amount equal to the expenditures. Upon receipt of the reimbursement from the State, districts will record the funding as revenue and adjust the receivable and deferred revenue amounts accordingly. If any expenditures are not reimbursable by the State, the expenses must be transferred from the fund 20 expense accounts to the general fund expense accounts and paid by the general fund, and the special revenue fund receivable and deferred revenue also must be reversed out of the special revenue accounts.

The Fund 20 revenue accounts are in New Jersey's Uniform Chart of Accounts and remain unchanged from previous years. School districts that submit reimbursement requests in the Chapters Reimbursement System will receive a system-generated report of the quarterly amounts to be reimbursed by the Department. This report is a record of the reimbursements received for the four quarters during the fiscal year. The actual payments included in these reports must be recorded by the LEA as revenue in the current fiscal year under Fund 20.

Chapters 192-193 Application Process & Reimbursements

The Chapters Reimbursement system is available in the Department's [Homeroom](#) webpage and opens in September to allow districts to request reimbursement for the Chapters 192 and 193 services district has provided to nonpublic school students in the district. It is critical that the final reimbursement requests for the fiscal year are submitted no later than July 15. The system accepts current year's reimbursement requests only. No prior year expenditures may be submitted or reimbursed.

Accessing the Chapters Reimbursement Application

Your district's Homeroom Administrator must establish district-level user accounts for staff that require access. Instructions for establishing user accounts for the application are available in the Homeroom Administrator Manual. All users of the Chapters Reimbursement application must have a district-level Homeroom User Account to log into the Chapters Reimbursement system. Any users who had access to the discontinued Additional Funding system ADDL will automatically have access to Chapters Reimbursement system. Users of the Chapters 192-193 Report for Auxiliary and Remedial Services will *not* have access to the Chapters Reimbursement system unless they also had access to ADDL. For all requests for user access and for any login issues please contact your district Homeroom Administrator. Once your account is established, log in using your four-digit district ID, user ID, and password.



Chapters 192-193 Reimbursements

New Jersey Department of Education

Login

User Type:

☒ District ☐ DOE

District ID:

Username:

Password:

Sign In

Report Summary

On logging in, you will land on the district's report summary screen for the current fiscal year. This screen is a snapshot of your district's actual annual expenditure in providing Chapters 192-193 services to nonpublic students in your district.

Chapters 192/193 - Report Summary

Quarter	Month	Compensatory Education - Communications	Compensatory Education - Computation	English as a Second Language	Home Instruction	CH192 Total	Initial Exam & Classification	Annual Exam & Classification	Corrective Speech	Supplemental Instruction	CH193 Total	Transportation Expenditures	Total	Invoices Uploaded	Certification
Q1	July 2026	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No	● Not Started
	August 2026	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No	
	September 2026	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No	
	Q1 Total					\$0					\$0	\$0	\$0		Certify
Q2	October 2026	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No	● Not Started
	November 2026	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No	
	December 2026	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No	
	Q2 Total					\$0					\$0	\$0	\$0		Certify
Q3	January 2027	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No	● Not Started
	February 2027	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No	
	March 2027	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No	
	Q3 Total					\$0					\$0	\$0	\$0		Certify
Q4	April 2027	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No	● Not Started
	May 2027	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No	
	June 2027	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No	
	Q4 Total					\$0					\$0	\$0	\$0		Certify
Total		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		

The Report Summary screen is set at zero dollars at the beginning of the fiscal year and will update to the district's certified expended amounts with each quarterly submission period. The first two columns of the screen show the four Quarters and the included three-months. Districts must submit requests for each month of the current open Quarter, displayed by the highlighted and available Quarter for payment. The above screen shows that Quarter 1 is 'open' for submitting requests. Clicking each of the July, August, and September month brings up the screens to enter requests for the month for Chapter 192, Chapter 193 and Transportation/Vehicular classroom maintenance expenditures, and the screen for submitting Invoices. These four screens are described in the subsequent sections.

Data Entry for Chapters services

The data entry screens allow districts to submit the number of services and expended amounts for their Chapter 192, Chapter 193 and Transportation/Vehicular classroom maintenance expenditures. These data entry screens are available from the Report Summary screen, when you click on the displayed months. The screen allows cost data request submission for the three highlighted months of the current quarter only. Districts must enter the required information for the month shown in the Tables for Chapter 192, Chapter 193 and Transportation Cost Expenditure screens.

On Chapters 192 and 193 screens, school districts are required to enter the data for Number of Services (columns B) and Actual Expenditures (column C) for the month as depicted in Tables 1 and 2 below. On each screen if services are reported then actual expenditure must be reported, and if actual expenditures are reported then services must be reported.

Chapters service defined

For both Chapters 192 and 193, service is defined as one student receiving one of the listed services in the month. Whether the student receives the service five times a week or once a month, it is reported as one service in this report and the monthly maximum rate applies to that service. Unlike services, Home Instruction is reported as the number of hours. When entering data in the Tables, please enter number of services as defined here.

Administrative Expenses defined

Administrative expenses must not exceed six percent of the actual expenditure, and expenses for renting facilities must not exceed 18 percent of the actual expenditure.

Reimbursement Calculation for Chapters services

Per Service rates are provided in the system. As noted previously, these are monthly maximum rates for each service, except for Initial and Annual Examination and Classification services, which are one-time services and Home Instruction, which is an hourly rate. Districts' monthly actual expenditure reimbursement requests cannot exceed the number of services provided in that month times a monthly maximum per pupil rate, as described below:

District's Calculated Costs = Per Pupil Rates (column A) times Number of Services (columns B)

District's Actual Expenditure = As included in the Invoices uploaded by the district.

Reimbursement = Lesser of Calculated Costs and Actual Expenditures

In Tables 1 and 2 below, school districts will be able to submit reimbursement requests in the system only for services which have already been provided for the reporting months. The requests are not for future funding for the remainder of the year.

Table 1: Chapter 192 Services

Chapters 192
Chapters 193
Transportation Cost Expenditure
Invoices

Save
Reset
Back

Service Category	A. Per Pupil Rates	B. Nonpublic School Number of Services	C. Nonpublic School Expenditures - calculated as (A x B)	D. Nonpublic School Actual Expenditures (\$)	E. Nonpublic School Reimbursement - calculated as Lesser of C. or D.
Compensatory Education - Communications	\$107.27	0.00	\$0.00	\$ 0.00	\$0.00
Compensatory Education - Computation	\$107.27	0.00	\$0.00	\$ 0.00	\$0.00
English as a Second Language	\$109.25	0.00	\$0.00	\$ 0.00	\$0.00
Home Instruction (Rate is Hourly, and Report Number of Hours in B.)	\$41.46	0.00	\$0.00	\$ 0.00	\$0.00
Total					\$0.00

**If services are reported then actual expenditures must be reported. If actual expenditures are reported then services must be reported.*

Table 2: Chapter 193 Services

Chapters 192
Chapters 193
Transportation Cost Expenditure
Invoices

Save
Reset
Back

Service Category	A. Per Pupil Rates	B. Nonpublic School Number of Services	C. Nonpublic School Expenditures - calculated as (A x B)	D. Nonpublic School Actual Expenditures (\$)	E. Nonpublic School Reimbursement - calculated as Lesser of C. or D.
Initial Exam & Classification (Rate is Annual, and Service is provided one time Annually)	\$1,364.31	0	\$0.00	\$ 0.00	\$0.00
Annual Exam & Classification (Rate is Annual, and Service is provided one time Annually)	\$390.93	0	\$0.00	\$ 0.00	\$0.00
Corrective Speech	\$119.59	0.00	\$0.00	\$ 0.00	\$0.00
Supplemental Instruction	\$106.22	0.00	\$0.00	\$ 0.00	\$0.00
Total					\$0.00

**If services are reported then actual expenditures must be reported. If actual expenditures are reported then services must be reported.*

Table 3: Transportation/Vehicular Classroom Maintenance Costs

Requests for Transportation and/or vehicular classroom maintenance costs must be included under the broader categories provided in this table. If a cost does not fit under the listed categories for transportation, district must reach out to the chapters support for guidance.

Chapters 192Chapters 193Transportation Cost ExpenditureInvoices

Save

ResetBack

Transportation/Vehicular Classroom Maintenance Costs	Amount (\$)
1 - Salaries for maintenance and repairs	\$ 0.00
2 - Parts and supplies for maintenance and repairs	\$ 0.00
3 - Contracted services/purchased technical services for maintenance and repairs	\$ 0.00
4 - Purchase/replacement of trailers and mobile units or vans	\$ 0.00
5 - Leases for trailers and mobile units or vans	\$ 0.00
6 - Installation expenses for non-instructional equipment (e.g., HVAC systems, alarm systems, fire protection systems)	\$ 0.00
7 - Insurance	\$ 0.00
8 - Trailer or mobile unit renovations	\$ 0.00
9 - Transportation costs (drivers, walking escorts, contracted transportation services)	\$ 0.00
Total	\$0.00

**Costs for providing students with transportation to and from the Auxiliary (Ch192) and Remedial (Ch193) services instruction area and/or to provide for the maintenance of the vehicular classrooms, as needed. These are exclusive of costs for nonpublic school transportation from home to the nonpublic school.*

Support Invoices

School districts are required to upload copies of the invoices showing the number of services for each category and the actual expenditure for the month. Reimbursement requests will not be approved without the supporting invoice uploads. If school district staff are providing the services, payroll reports must be uploaded to substantiate the expenditure.

The data entered on the Tables 1, 2 and 3 must be supported by invoices and district must submit these invoices on the “Invoice” screen shown below. Once the invoices are uploaded, these will display with a ‘Yes’ on the Report Summary screen.

Chapters 192
Chapters 193
Transportation Cost Expenditure
Invoices

Back

Reimbursement Invoices
Allowed file types: PDF, Word, Excel.

Reimbursement Invoice

Reimbursement Invoices Uploaded

#	File Name	Last Updated	Action
No invoices found.			

Contact Information

Districts must complete the contact details to be able to certify their submissions. The contact information screen may be reached by clicking the top left dropdown menu.

Contact Information
 Chief School Administrator
 District contact person Information

First Name *

Last Name *

Email *

Phone *

Service Provider

Phone number (with extension) XXX-XXX-XXXX xXXXXX

Certification

Only certified submissions will be reimbursed. After completing the data entry tables with the services they have provided in the quarter, districts must click the Back button to come back to the Report Summary screen and must click on the Certify button to proceed to submit the requests.

Chapters 192/193 - Report Summary

Quarter	Month	Compensator: Education - Communicati	Compensator: Education - Computation	English as a Second Language	Home Instruction	CH192 Total	Initial Exam & Classification	Annual Exam & Classification	Corrective Speech	Supplemental Instruction	CH193 Total	Transportatio Expenditures	Total	Invoices Uploaded	Certification
Q1	Jul-2026	\$7,100.00	\$0.00	\$0.00	\$0.00	\$7,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,100.00	Yes	In Progress
	Aug-2026	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No	
	Sep-2026	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No	
	Q1 Total					\$7,100.00					\$0.00	\$0.00	\$7,100.00		Certify

On clicking the certify button, the users will reach the Certification screen. On this screen, users must review the descriptions under **Acknowledgements**, and either check the box in agreement or correct the entries as needed. These boxes must be checked to be able to certify.

Next, district user must confirm the contact information by checking the box if certifying as the Chief School Administrator or enter contact details in the below section before clicking on Submit. If there are errors in completing the submission process, or if the invoices are not uploaded, the submissions will fail at this stage and ask the user to correct the errors. If there are no errors in process completion, the screen will display ‘reimbursement successfully submitted’. User may click Back to go to the Report Summary to view the certified submissions.

Certification

Reporting Year: 2026-2027

Quarter: Q1

Back

Quarterly Summary

Quarter	Month	Compensatory Education - Communicative	Compensatory Education - Computation	English as a Second Language	Home Instruction	CH192 Total	Initial Exam & Classification	Annual Exam & Classification	Corrective Speech	Supplemental Instruction	CH193 Total	Transportation Expenditures	Total	Invoices Uploaded
Q1	Jul-2026	\$7,100.00	\$0.00	\$0.00	\$0.00	\$7,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,100.00	Yes
	Aug-2026	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No
	Sep-2026	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No
	Q1 Total					\$7,100.00					\$0.00	\$0.00	\$7,100.00	

Acknowledgements

☐ Chapter 192: I confirm there are no expenses in the listed month(s).

You have no expenses in August 2026 and September 2026.

☐ Chapter 193: I confirm there are no expenses in the listed month(s).

You have no expenses in July 2026, August 2026, and September 2026.

☐ Transportation: I confirm there are no expenses in the listed month(s).

You have no expenses in July 2026, August 2026, and September 2026.

Contact Information

Chief School Administrator : Daniel Dooley

☐ By selecting this checkbox, Chief School Administrator is certifying the accuracy of this report.

District contact person Information

☐ Use saved contact information

Type in contact information manually.

No saved contact information found. Please type in contact information.

First Name *

Last Name *

Email *

example@domain.com

Phone *

XXX-XXX-XXXX XXXXXX

Service Provider

Phone number (with extension) XXX-XXX-XXXX XXXXXX

Submit

Contact must be saved before certification can be submitted.