



# New Jersey Department of Education

## Title I Schoolwide Program Eligibility Waiver Request for Schools Below 40% Poverty

### Instructions

#### Introduction

This guide provides information specific to the completion and submission of the Title I Schoolwide Program Eligibility Waiver Request Application. For more detailed information, please email the Title I schoolwide account at [schoolwide@doe.nj.gov](mailto:schoolwide@doe.nj.gov).

In accordance with *ESEA* Section 1114(a)(1)(B), "a school that serves an eligible school attendance area in which less than 40 percent of the children are from low-income families, or a school for which less than 40 percent of the children enrolled in the school are from such families, may operate a schoolwide program if the school receives a waiver from the State educational agency to do so, after taking into account how a schoolwide program will best serve the needs of the students in the school in improving academic achievement and other factors."

#### Eligibility Waiver Request – Sections for Completion:

##### District Information:

The information contained in this section relates to district-specific data.

- **District Name:** Enter the school district's name.
- **County and District Code:** Each county in New Jersey has been assigned a unique two-digit number for identification purposes. Each school district in New Jersey has been assigned a unique four-digit number for identification purposes. Enter the two-digit county and four-digit district numbers assigned to the school district. County and district codes may be accessed by clicking the Public Schools link located on the [New Jersey School Directory](#).
- **Chief School Administrator (CSA):** Enter the name of the chief school administrator as of the date of submission of the waiver request application.
- **CSA Phone Number:** Enter the telephone number (including area code) for the chief school administrator as of the date of submission of the waiver request application.
- **CSA Email Address:** Enter the email address for the chief school administrator as of the date of submission of the waiver request application.
- **Business Administrator (BA):** Enter the name of the school business administrator as of the date of submission of the waiver request application.
- **BA Phone Number:** Enter the telephone number (including area code) for the school business administrator as of the date of submission of the waiver request application.
- **BA Email Address:** Enter the email address for the school business administrator as of the date of submission of the waiver request application.
- **ESEA Project Director (ESEA PD):** Enter the name of the district staff person who serves as the district's ESEA Project Director as of the date of submission of the waiver request application.

- **ESEA PD Phone Number:** Enter the telephone number (including area code) of the district staff person who serves as the ESEA Project Director as of the date of submission of the waiver request application.
- **ESEA PD Email Address:** Enter the email address of the district staff person who serves as the ESEA Project Director as of the date of submission of the waiver request application.
- **Board President:** Enter the name of the president of the district’s Board of Education as of the date of submission of the waiver request application.
- **Board President Email Address:** Enter the email address of the president of the district’s Board of Education as of the date of submission of the waiver request application.

**School Information:**

The information contained in this section relates to school-specific data.

- **School Name:** Enter the name of the district school submitting the waiver request application.
- **School Type:** Place a checkmark in the box that designates the school type for the school submitting the waiver request application.
  - **Elementary:** Elementary means kindergarten, grades one through six and grades seven and eight without departmental instruction. [N.J.A.C 6A:32-2.1]
  - **Middle:** Middle means a school that does not meet the definition for elementary or secondary.
  - **Secondary:** Secondary means grades nine through 12 in all high schools; grades seven and eight in junior high schools; grades seven, eight, and nine in middle schools; and grades seven and eight in elementary schools having departmental instruction. [N.J.A.C. 6A:32-2.1]
- **Grade Span:** Enter the grade levels being served by the school submitting the waiver request application.
- **Poverty Percentage:** Enter the poverty percentage of the school submitting the waiver request application.
- **Poverty Percentage Source:** Place a checkmark in each applicable box to designate the method(s) used by the district to determine the poverty percentage for the school submitting the waiver request application.
  - **Free and/or Reduced Lunch:** A student from a household with an income at or below 130 percent of the poverty income threshold is eligible for free lunch. A student from a household with an income between 130 percent and up to 185 percent of the U.S. federal poverty threshold is eligible for reduced price lunch.
  - **Medicaid:** Medicaid is the nation’s public health insurance program for people with low-incomes.
  - **Census:** Poverty data from the most recent decennial Census.
  - **Community Eligibility Provision (CEP):** Section 104(a) of the *Healthy, Hunger-Free Kids Act of 2010* amended Section 11(a)(1) of the *Richard B. Russell National School Lunch Act* to provide an alternative that eliminates the need for household applications for free and reduced price meals in high-poverty LEAs and schools. This alternative, which is now part of the National School Lunch Program and School Breakfast Program, is referred to as the Community Eligibility Provision (CEP).

- **Temporary Assistance to Needy Families (TANF):** A U.S. federal assistance program that provides temporary financial assistance and related support services to indigent families while aiming to get families off the assistance, primarily through employment.
- **School Telephone Number:** Enter the telephone number (including area code) of the school submitting the waiver request application.
- **Principal:** Enter the name of the school principal as of the date of submission of the waiver request application.
- **Principal Telephone Number:** Enter the telephone number (including area code) for the school principal as of the date of submission of the waiver request application.
- **Principal Email Address:** Enter the email address for the school principal as of the date of submission of the waiver request application.

**Certifications:**

This section contains two attestation statements and signature lines.

- **Chief School Administrator’s Signature and Date:** Upon reading the Certification statements, the chief school administrator enters his/her signature with date.
- **Business Administrator’s Signature and Date:** Upon reading the Certification statements, the business administrator enters his/her signature with date.
- **ESEA Project Director’s Signature and Date:** Upon reading the Certification statements, the ESEA Project Director enters his/her signature with date.
- **Principal’s Signature and Date:** Upon reading the Certification statements, the principal of the school submitting the waiver request application enters his/her signature with date.

For questions on completion of the Title I Schoolwide Program Eligibility Waiver Request Application, please email the Title I team at [schoolwide@doe.nj.gov](mailto:schoolwide@doe.nj.gov).