



State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

CHRISTOPHER D. CERF
Acting Commissioner

June 17, 2011

TO: Chief School Administrator
Charter School Lead Person

FROM: Suzanne Ochse, Director
Office of Student Achievement and Accountability

SUBJECT: State Responsible Student Tuition Reimbursement Request

As provided in N.J.S.A. 18A:7B-12, when a homeless student's district of residence is out of state or cannot be determined, the New Jersey Department of Education (NJDOE) will assume fiscal responsibility for the student's tuition. The procedure for requesting reimbursement for tuition costs from the department is as follows:

- The department should be billed only when the student leaves the district, finds permanent housing, or at the end of the school year, whichever comes first.
- End of school year reimbursement requests must be sent to the NJDOE at the end of the fiscal year (June 30). Blank tuition reimbursement form can be found at the following: <http://www.state.nj.us/education/students/homeless/>. All requests for tuition reimbursement should be e-mailed to srhcy@doe.state.nj.us. It is recommended that your district maintain a copy of the request for your records. Failure to submit requests in a timely manner may jeopardize reimbursement to your district.
- District billing forms should not be included when requesting reimbursement.
- The rate of reimbursement will be calculated by the department using the state base amount plus the appropriate special education aid, if any. The rate for special education students may also include an amount for up to four related services such as PT, OT and Speech Therapy.
- Requests for tuition reimbursement must include the following:
 1. The name, current address, age or date of birth, grade and any special education classification of the student;
 2. The school the student attended while in the district;

3. The last out-of-state district or residence, or information describing why a district of residence cannot be determined;
4. The number of school days the student appeared on the school register and the beginning and ending dates of his/her enrollment;
5. Whether or not the student classified as eligible for special education; and
6. Whether the student, if not classified as eligible for special education, received speech only services.

Please ensure that every effort is made to provide all required information accurately in your first submission as delays and the need for follow-up may jeopardize your district's timely reimbursement.

If you have questions or require additional information, please contact Danielle Anderson Thomas at (609) 984-4974.

In closing, please assure that both your school business administrator and district homeless liaison are provided with a copy of this letter. Thank you for your cooperation in this matter.

SO/DAT/s:Danielle/HEP SR Tuition Reimbursement 11

c: Members, State Board of Education
Acting Commissioner Christopher Cerf
Rochelle Hendricks
Andrew Smarick
Barbara Gantwerk
Diane Shoener
Karen Campbell
Danielle Anderson Thomas
Guy Nanavanti
Garry Everson
Executive County Superintendents
Garden State Coalition of Schools
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