



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: July 10, 2024  
To: Local Educational Agency Leads, Directors of Approved Private Schools for Students with Disabilities  
Route To: School Business Administrators, School Principals  
From: Allen Dupree, Director  
Office of School Finance  
Division of Finance and Business Services

## Guidelines for Reporting Enrollment, Income Status

For the October 15, 2024, enrollment reporting, please use the following guidance when reporting income status for students in the Application for State School Aid (ASSA), Charter School Enrollment System (CHE) and NJSMART:

- A school district may choose to certify its ASSA low-income count supported by 2024-2025 school lunch applications received as of October 15, 2024, and carryover applications from 2023-2024; or
- A school district may update its low income counts through the date of the final ASSA certification. If the district updates its low-income counts using current year applications, then no carryover applications may be included.
- For schools and districts participating in the Community Eligibility Provision (CEP), low income counts on the ASSA must be supported by SY 2024-2025 School Meals and Summer EBT Application (For Both Standard & CEP Schools/Sites), or Direct Certification.
- There is no change for students who are eligible through the Direct Certification process; current year status must be used.

For NJSMART only, students who qualify under the New Jersey Expanded Income Eligibility Guidelines pursuant to the Working-Class Families' Anti-Hunger Act (families with an annual household income between 186 and 224 percent of the federal poverty level) will be categorized as Federal Paid but New Jersey Free. Please refer to the "FreeandReducedRateLunchStatus" data element in the 2024-2025 NJSMART SID Management Student Data Handbook for more information. On the ASSA and CHE, students with an annual household income between 186 and 224 percent of the federal poverty level are not included in the Free/Reduced counts.

### Contact Information

For questions concerning ASSA reporting, please email [assa@doe.nj.gov](mailto:assa@doe.nj.gov). For questions concerning reporting in the Charter School Enrollment System, email [school-funding@doe.nj.gov](mailto:school-funding@doe.nj.gov). For general questions, please contact the NJDOE's Office of School Finance through [staid@doe.nj.gov](mailto:staid@doe.nj.gov).

c: Members, State Board of Education  
NJDOE Staff  
Statewide Parent Advocacy Network  
Garden State Coalition of Schools  
NJ LEE Group