



# STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

## NONPUBLIC NURSING SERVICES PROGRAM

### DISTRICT MONITORING AND RECORDKEEPING REQUIREMENTS AND DISTRIBUTION OF NONPUBLIC NURSING FUNDS FORM

The New Jersey Department of Education code requires the submission of a number of documents for monitoring and recordkeeping, including a Distribution of Nonpublic Nursing Funds Form. These forms are due to the county superintendent of education by October 1. The code citation follows.

#### **N.J.A.C. 6A:16-2.5 School health services to nonpublic schools**

- (k) For the purposes of monitoring and recordkeeping, the district board of education providing health services to nonpublic schools shall submit to the executive county superintendent on or before October 1 annually the following information and shall provide a copy to the chief school administrator of each nonpublic school within school district boundaries:
1. A written statement verifying that the required conference was held with the nonpublic school;
  2. A copy of the contract with an independent contractor or agency to provide the services, if applicable, and approved minutes of the district board of education meeting approving the contract that describes the methods by which the health services will be provided to nonpublic school students for the ensuing year, including a rationale for the *distribution of funds*; and
  3. A description of the type and number of services that were provided during the previous school year on a Commissioner-approved form.

For detailed information on nonpublic school nursing services, refer to the NJDOE's guidance:

- [Nursing Program for Nonpublic School Students Guidance Manual](#)



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## DISTRIBUTION OF NONPUBLIC NURSING FUNDS FORM

This information is intended to provide nonpublic schools and districts with an accounting of the budgeted nursing services and the actual nursing services delivered. Use these two worksheets to enter in the *budgeted* amounts (as per the contract) at the start of the year and then enter the *actual* amounts provided after the completion of the school year to identify any differences. This improves the district's ability to monitor the program and increases transparency for the nonpublic schools.

NOTE: If you would like to input data directly into this Excel worksheet, please use the word version of this document.

### Instructions

*The first worksheet is for the current year and the second worksheet is for the prior year.*

The *Budget* column should be filled in before the start of services (by the first day of the school year).

The *Actual* column should be filled in at the end of the school year, reflecting the actual delivery of services.

FOR CURRENT YEAR			
<b>Service provider name:</b>			
<b>Start date for nursing services:</b>			
<b>State reimbursement rate (per student)*:</b>			
<b>Number of students served:</b>			
<b>State funding provided (reimbursement rate x # students):</b>			
	<b>Budget</b>	<b>Actual</b>	<b>Difference</b>
1. Number of annual service hours provided:			
2. Nursing service hourly rate:			
<b>3. Total nursing service costs (# of hours x hourly rate):</b>			
4. Weeks served:			
5. Hrs. per week served:			
<b>Nursing Budget</b>			
6. Total nursing service costs			
7. Supplies/equipment			
8. Administrative costs (funds expended by the district board, not to exceed 6% of nursing allocation)			
9. Other			
10 Total program costs expended by the district			

\*State allocations for nursing services for nonpublic schools are available in July.



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<b>FOR PRIOR YEAR</b>			
<b>Service provider name:</b>			
<b>Start date for nursing services:</b>			
<b>State reimbursement rate (per student)*:</b>			
<b>Number of students served:</b>			
<b>State funding provided (reimbursement rate x # students):</b>			
	<b>Budget</b>	<b>Actual</b>	<b>Difference</b>
1. Number of annual service hours provided:			
2. Nursing service hourly rate:			
<b>3. Total nursing service costs (# of hours x hourly rate):</b>			
4. Weeks served:			
5. Hrs. per week served:			
<b>Nursing Budget</b>			
6. Total nursing service costs			
7. Supplies/equipment			
8. Administrative costs (funds expended by the district board, not to exceed 6% of nursing allocation)			
9. Other			
10 Total program costs expended by the district			

\*State allocations for nursing services for nonpublic schools are available in July.