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.

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.