June 3, 2014

TO: Chief School Administrator  
Charter School Lead Person  

FROM: Karen L. Campbell, Director  
Office of Supplemental Educational Programs  

SUBJECT: 2013-2014 State Responsible Student Tuition Reimbursement Request  

Annually, the New Jersey Department of Education (NJDOE) reimburses districts for the cost of enrolling homeless children and youth who meet certain criteria as specified in N.J.S.A. 18A:7B-12(d). Under this statute, the State assumes fiscal responsibility for the tuition of a homeless student and pays tuition to the school district in which the youth or child is currently enrolled, for as long as the youth or child and his or her parent remain homeless, under the following circumstances:

- If the school district of origin cannot be determined for the homeless child;
- If the school district of origin is outside of the state; or
- If the child resides in a domestic violence shelter licensed by the Department of Community Affairs and, subsequently, in a transitional facility due to domestic violence for more than one year in total from the date residence began in the emergency shelter.

Districts may submit tuition reimbursement applications to the NJDOE when the student leaves the district, finds permanent housing, or at the end of the school year, whichever comes first. Reimbursements will be calculated following the close of the school year. The amount of the award is a weighted base per pupil amount calculated pursuant to N.J.S.A. 18A:7F-50 and the appropriate security and special education categorical aids per pupil pursuant to N.J.S.A. 18A:7F-50, 55, and 56.

Beginning with the 2013-2014 school year tuition reimbursement requests, districts must submit the necessary data through a new web application in NJDOE’s Homeroom using the link for State Responsible Homeless Tuition at http://homeroom.state.nj.us. Please see your district’s Homeroom Administrator to get access to this system.
To ensure the timely processing of tuition reimbursement requests, your district must have the following data pertaining to each student for whom the district is seeking reimbursement:

- The name, current address, date of birth, grade and any special education classification of the student;
- The name of the student’s parent or guardian;
- The school the student attended while in the district;
- The date the student first enrolled in your district;
- The number of school days the student appeared on the school register and the beginning and ending dates of his/her enrollment for the 2013-2014 School Year;
- Whether or not the student is classified as eligible for special education;
- For domestic violence placements, the facility where the student is/was housed while attending school in your district; and
- For out-of-state homeless, the last out-of-state district or residence, or information describing why a district of residence cannot be determined.

The completed tuition request must be submitted no later than **June 30, 2014**. The NJDOE will not process any requests received after this date; therefore, failure to submit requests in a timely manner will result in your district not receiving any reimbursement. Please ensure that your district submits complete and accurate data. The need for the department to request follow-up information may jeopardize your district’s receipt of its reimbursement. If you have general questions or require additional information on the tuition reimbursement or homeless programs, please contact Danielle Anderson Thomas at (609) 984-4974. If you have general or technical questions regarding the online application or the reimbursement amount, please address them to SRHT@doe.state.nj.us.

Thank you for your cooperation in this matter.

To: Members, State Board of Education
   David C. Hespe, Acting Commissioner
   Senior Staff
   Susan Martz
   Cindy Lee
   Diane Shoener
   Yut’sé Thomas
   Danielle Anderson-Thomas
   Guy Nanavanti
   Dennis Smeltzer
   Executive County Superintendents
   Executive County School Business Administrators
   Executive Directors of Regional Achievement Centers
   Garden State Coalition of Schools
   New Jersey LEE Group

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