May 20, 2014

TO: Chief School Administrators
    District School Business Administrators

FROM: Jessani Gordon, Director
       Office of Interdistrict Choice and Nonpublic Schools

SUBJECT: Nonpublic School Consultations

All school districts in which a nonpublic school is located are responsible for ensuring delivery of the state funded programs to eligible students enrolled in participating nonpublic schools and for program oversight. Consultations with your nonpublic schools are the critical first step to ensuring that the programs meet the needs of the nonpublic schools. Please review the information below so you are aware of district responsibilities in implementing these state funded nonpublic school programs:

- Auxiliary and Handicapped Services (Chapters 192 and 193)
- Nursing Services
- Technology aid
- Textbooks aid

Nonpublic Auxiliary and Handicapped Services (Chapters 192 and 193)
The Nonpublic Auxiliary Program (Chapter 192) provides nonpublic school students with services such as compensatory education, English as a second language and home instruction. The Handicapped Program (Chapter 193) provides nonpublic school students with remedial services such as evaluation and determination of eligibility for special education and related services, supplementary instruction and speech-language services.

It is the responsibility of the school district to consult with the nonpublic school representatives on the provision of 192/193 services to their students annually and prior to any change in the provision of these services. The consultations should begin as soon as possible (before June 30) so that services can begin when school starts. Since the Chapters 192 & 193 funding statements will not be released until late July, the previous year’s per pupil rates should be used to approximate the amount of funds available for services. Upon release of the 2014-15 per pupil rates, the school district, in consultation with the nonpublic school, should adjust the plan for services to account for the actual funding amount available. It may be necessary to continue the consultation process throughout the school year if new students are deemed eligible.
For detailed information on Chapters 192/193, refer to the NJDOE’s guidance:

- Chapter 192 & 193 Programs for Nonpublic School Students Guidance Manual
- Chapter 192 & 193 - Timely and Meaningful Consultation - NEW

**Nursing Services**

School districts must consult with the nonpublic schools located in their district annually to advise them of the amount of funds allocated by the NJDOE for health services and to agree on the basic nursing services to be provided. As with 192/193, the consultation should occur as soon as possible (before June 30) so that services may start at the beginning of the school year. Since nursing services funding statements will not be released until **mid-July**, the per pupil rates for the previous year should be used to approximate the amount of funding available for services. Upon release of the 2014-15 funding notices, the school district, in consultation with the nonpublic school, should adjust the nursing services plan to account for the actual amount of funding available.

The following forms are required for the consultation:

- Nonpublic School Nursing Services Consultation Form
- Distribution of Nonpublic Nursing Funds Form
- Annual Nonpublic School Nursing Report Form

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

- Nursing Program for Nonpublic School Students Guidance Manual
- Nonpublic School Nursing Services Fact Sheet - NEW

**Technology**

The New Jersey Nonpublic School Technology Initiative Program authorizes payments to school districts to be allocated to nonpublic school students in accordance with the federal and state constitution. **Public school districts must consult with their nonpublic schools before making purchases.**

The goal of the Nonpublic Technology Initiative Program is to provide nonpublic school students with computers, educational software, distance learning equipment and other technologies that meet their specific educational needs and to give nonpublic school teachers the skills, resources and incentives to use educational technologies effectively to improve teaching and learning in the classroom. Please refer to the New Jersey Nonpublic School Technology Initiative Program for detailed information.

**Textbooks**

The New Jersey Nonpublic School Textbook Law requires school districts to purchase and loan textbooks, upon request, to the nonpublic schools located within their district boundaries. **To ensure that nonpublic schools receive their textbooks by the first day of school, consultation should occur as soon as possible (by June 30).** Since textbook funding statements will not be released until **mid-July**, school districts should use 85 percent of the previous year’s per pupil rate to approximate the amount of funds available to begin preparation of the textbook orders. **Upon release of the 2014-15 per pupil rates in July, the district, in consultation with the nonpublic schools, should adjust the textbook orders to account for the actual amount of funding available. Textbook orders should be placed immediately**
upon adjustment so they arrive by the start of the school year. Please see the Nonpublic School Textbook Law for detailed information.

**Entitlement Notices**
The nonpublic school nursing, textbook and technology entitlement notices (released in mid-July) and Chapters 192/193 initial funding statements (released in late July) will be located in the School Aid section of the NJDOE Homeroom (see “School Aid Payments and Notices”). The Office of School Finance will provide notification of the specific release dates. *Once received, please send these funding statements out to the nonpublic schools located in your district.*

**Federal Entitlement Program Requirements**
Note that this memo is limited to districts’ responsibilities regarding state funded nonpublic school programs. For federal entitlement program requirements for nonpublics, contact the appropriate program offices and see the links below.

- **IDEA Part B**: NJDOE Office of Special Education
  [http://www.state.nj.us/education/specialed/](http://www.state.nj.us/education/specialed/)

- **Title I**: NJDOE Office of Title I
  [http://www.state.nj.us/education/title1/leg/policy/equitable.shtml](http://www.state.nj.us/education/title1/leg/policy/equitable.shtml)

- **Title III**: NJDOE Office of Title I
  [http://www.state.nj.us/education/bilingual/title3/nonpublic.htm](http://www.state.nj.us/education/bilingual/title3/nonpublic.htm)

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