November 12, 2014

TO: Chief School Administrators

FROM: Yut’sé O. Thomas, Director
       Office of School Finance

SUBJECT: Charter School Payment Schedule for the 2014-2015 School Year

This memorandum serves as official notification of revised payment action to be taken by your district on behalf of the charter school. The October 15, 2014 enrollment count resulted in one of the outcomes listed below which explains what action is necessary. If your district experienced:

1. First time enrollment on October 15, 2014: this is the first enrollment count for your district. You are to initiate payments to the charter school in accordance with the attached 2014-2015 payment schedule reflecting the October 15, 2015 enrollment count, based on Charter School Enrollment System submission.

2. Changes in enrollment on October 15, 2014: the enrollment count has changed since the June 2014 payment schedule, which was based on projected enrollment. Attached is the new 2014-2015 payment schedule.

Pursuant to N.J.S.A. 18A:36A-12(d), first year charter school students who attended non-public schools last year are not included in the district’s payment schedule. These students are funded by the state with direct payments to the charter school.

Pursuant to N.J.S.A. 18A:36A-11(b), the fiscal responsibility for any charter school student currently enrolled in a private day or residential school remains with the district of residence. These students are funded by the district of residence with direct payments to the private school.

Charter school students enrolled in schools serving grades 9 through 12 may attend approved half-day vocational programs. Since these students are enrolled in the charter school half-time, the district of residence is only required to remit half of all requisite per pupil amounts for them.

Pursuant to N.J.A.C. 6A:23A-15.3, any adjustment is spread evenly over the remaining pay periods in the school year. The next revision to this payment schedule will be sent in July 2015, based on actual enrollment as of the last day of school.
For your records and auditing purposes, please print the following:

- A detailed listing of students enrolled in the charter school. This information is accessed through the Charter School Enrollment System (CHE) application at http://homeroom.state.nj.us/.
- Charter school payment schedules. This information is accessed through the School Aid application in the NJ Homeroom at http://homeroom.state.nj.us/.

If you have any questions, you may send an email to school-funding@doe.state.nj.us.