



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: September 11, 2019
To: Chief School Administrators, Charter School and Renaissance School Project Leads,
Nonpublic School Directors
Route To: School Business Administrators, NJ SMART Contacts, School Nurses
From: AbdulSaleem Hasan, Assistant Commissioner
Field Services Coordination
Deadline: October 31, 2019

NJ FamilyCare Electronic Transmission of Student Information

On June 11, 2013, Local Education Agencies received a memo from the New Jersey Department of Education (NJDOE) regarding the revision of the school emergency card to include the health insurance question and signature as it pertains to the health insurance status of students. That [memo](#) and [emergency card](#) are posted on the NJDOE Broadcast website.

This memo explains how information regarding students who are *uninsured* or who have *unknown health insurance status* needs to be electronically transmitted to NJ FamilyCare. In order for NJ FamilyCare staff to contact families and enroll eligible students, they need to know which students have been identified as *uninsured* and/or *unknown health insurance* status, as well as which students are eligible for free or reduced lunch. If a child did not return a completed emergency card or did not answer the insurance question, that child should be identified as *unknown health insurance* status.

The NJDOE is requesting that each school district compile each school's information into *one districtwide* Excel spreadsheet. The format is shown in the template, which is linked below. The electronic format and transfer of this information has been designed to minimize the disruption to school districts. Please note that the file format now matches the NJ SMART file layout, where possible. *The fields in the spreadsheet should only include the data elements in the exact file layout attached to this transmittal.* Only students who are *not insured* or have an *unknown health insurance* status need to be included on this [spreadsheet template](#).

Families that identified their child as being uninsured need to sign the authorization line on the emergency card in order to share the *insurance* information with NJ FamilyCare. Families that did not opt out can have their child's free or reduced lunch information shared and their lunch status indicator should be included on the spreadsheet. Please mark an "F" for students receiving free lunch, "R" for those who pay a reduced price for lunch, and "N" for students who do not participate in the lunch program.

The completed district spreadsheet should be emailed to NJFamilyCare.DoeMemo@dhs.state.nj.us no earlier than September 28 but no later than October 31.

It is important to note that your identification of your uninsured students and timely submission of this data in the correct file layout has been vital for the ongoing and efficient enrollment efforts in this state.

Thank you in advance for your cooperation in this important effort. Through our collective efforts, we can ensure that children who lack health insurance have access to quality healthcare.

If you have questions concerning this matter, please contact Charlene South, Manager, NJ FamilyCare Outreach, New Jersey Department of Human Services, at (609) 588-3526.

c: Members, State Board of Education
Lamont O. Repollet, Ed.D., Commissioner
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group