

**State of New Jersey
Department of Education
Office of School Finance**

Instruction Manual

**Requests for Additional Funding
Under The Provisions of
Chapters 192/193**

August 2016

(No system changes from previous year)

Please Include County District Codes on all Correspondance

PURPOSE

This system must be used when the public school district responsible for Chapter 192 and Chapter 193 services needs to request additional state funds to provide services for additional pupils identified under the provisions of Chapters 192 and 193. It is to be used **only** when the present funding level is insufficient to provide services for the additional students identified. **If requests for additional funding are approved and funds are available from refunds of the prior year, payment will be made in the current school year.**

The Chapters 192 and 193 Additional Funding System is available on our secure site at ADDL - <http://homerom.state.nj.us/>. Instructions for establishing user accounts for on-line applications are available at <http://www.state.nj.us/njded/data/collections/>. You must establish a user account specifically for this application.

This automated process requires that districts complete additional funding requests on-line and that the Chief School Administrator **certify** all requests on-line.

All supporting documentation and materials for Requests for Additional Funding under the Provisions of Chapters 192/193 must be kept on file in the district. These documents will be required by the Department of Education during any future audits of the district's Chapter 192 and Chapter 193 state aid entitlements.

For fiscal questions, contact Toni Lynn Schmidt at CH192-193ADDL@doe.state.nj.us. **Please supply county district code when contacting the department.** Send fiscal questions only to the e-mail account. Program services questions sent to this account will go unanswered.

HOW TO USE THIS ON-LINE PROCESS

IMPORTANT NOTES BEFORE STARTING

- Review the information at <http://homerom.state.nj.us> and on the Welcome Page to this application. The application is **ADDL**.
- This system is available according to the monthly availability schedule posted on the introduction screen. The system will be closed for several days each month while requests are reviewed and payments are processed by the Department of Education. When the system reopens the following month, you will be able to review but not revise previous months' entries. Rates will be prorated depending on the date that a request is submitted.
- Requests for additional Chapters 192-193 funding must be certified on line by the Chief School Administrator. The certification process is required each month that additional funding is requested. Once requests are certified, any changes (new requests and modifications or deletions of existing requests) will require

recertification. Requests cannot be certified after the month is closed. **Payment will not be made for requests that are not certified.**

- Districts receive Unofficial Funding Statement reports on-line in the ADDL system. Official Monthly Funding Statements will be available through the School Aid - School Aid Payments and Notices web site on the Homeroom: <http://homeroom.state.nj.us/>.
- If a district does not give its service provider access to its additional funding system account, it will be that district's responsibility to provide the service provider with all printed reports. Hard copies of reports related to additional funding are no longer available from the Department of Education.
- Date of entry will constitute the request date for certified requests.

GETTING STARTED

Begin by reviewing the documents on the Welcome Screen shown below:

Click 'ENTER' on the Welcome Screen shown below :

New Jersey Department of Education

Office of School Finance

Welcome to

20xx-20xx CH192/193 Funding Statement and Additional Funding Request

Enter

Documentation	
User Manual	(PDF)
201X1XPer Pupil Rates and Monthly Availability/Proration's Schedule	(PDF)
Frequently Asked Questions	(PDF)
System Requirements	(PDF)

[E-Mail:ch192-193addl@doe.state.nj.us](mailto:ch192-193addl@doe.state.nj.us)

Designed by the Application Development Unit
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Enter 4-Digit District Id, User Id, and password on the login screen shown below.
Click 'Login' To Continue.

New Jersey Department of Education

Office of School Finance

CH192/193 Funding Statement and Additional Funding Request

District ID: 1345
User ID: ADDL
Password:

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COMPLETING REQUESTS FOR ADDITIONAL FUNDING UNDER THE PROVISIONS OF CHAPTERS 192/193

Select 'Continue to Main Menu' as shown below:

CH192/193 Funding Statement and Additional Funding Request

County: XX-XXXXXX District: XXXX-XXXXXX

Please note that the Chief School Administrator must certify all requests and all deletions or modifications of previously certified requests.

Payment will not be made for requests that are not certified.

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MAIN MENU

CH192/193 Funding Statement and Additional Funding Request

County: XX-XXXXXX	District: XXXX-XXXXXX
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Chief School Administrator must certify all new requests and all revisions or deletions. Go back to FINALIZE screen and complete certification.



[Enter/Review Requests](#)

[Report Menu](#)

[Finalize](#)

[Exit System](#)

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BUTTON DESCRIPTIONS:

ENTER/REVIEW REQUESTS

This button is used to access the screen for entering requests for additional Chapters 192/193 funding or to review, revise, or delete previously entered requests.

REPORT MENU

This button is used to access the cumulative Request for Additional Funding under the Provisions of Chapters 192/193 report and the updated funding statement. **They are not to be used as the OFFICIAL Funding Statements!**

FINALIZE

This is a required step or no payment will be made for the request. The screen that appears when this button is used asks for the name of the Chief School Administrator, acknowledgement of certification, and a contact person's name, telephone number, and e-mail address, all of which are required fields. All required information must be provided. The screen also contains a field for the name of the service provider. Although this is not a required field, it should be filled in if you use a service provider.

The contact person must be an employee of the district, not the service provider.

Chief School Administrator certification is required for additional funding requests. Recertification is required for changes to previously certified requests (new requests, modifications, deletions).

EXIT SYSTEM

This button is used to exit the system.

ENTER/REVIEW REQUESTS

If no previous request has been entered and saved, this button will bring up the NEW REQUEST screen. Insert in the appropriate fields the number of additional pupils identified for this request and/or click on the ADDL TRANS/VEH MAINT COST button to bring up the ADDL TRANS/VEH MAINT COST screen.

CH192/193 Funding Statement and Additional Funding Request

County: XX-XXXXXX District: XXXX-XXXXXX

New Request

Request Date: XXXXXXXX

Compensatory Education Enrollment (Communication and Computation):

English as a Second Languag Enrollment:

Supplemental Instruction Enrollment:

Examination and Classification Enrollment

Initial:

Annual:

Corrective Speech Enrollment:

Save Cancel Addl Trans/Veh Clsrn Main Cost Print

Note: Whenever you click on the ADDL TRANS/VEH MAINT COST button, you will be prompted to continue by clicking OK or to click Cancel. You must click OK to bring up the ADDL TRANS/VEH MAINT COST screen.

BUTTON DESCRIPTIONS:

SAVE – Saves this request and brings up the REQUEST LIST screen

CANCEL – Cancels without saving request

ADDL TRANS/VEH CLSRM MAINT COST – Goes to the Addl Trans/Veh Clsrn Maint Cost screen

PRINT – Prints copy of this screen

NOTE: If you exit from the New Request Screen by clicking on the Addl Trans/Veh Clsrn Maint Cost button, the system will automatically save any data entered on the New Request Screen.

Enter the detailed breakdown of the additional costs for transportation and/or vehicular classroom maintenance. Make every effort to include your requests under one or more of the broader categories provided and to use the “Other” category as a last resort. Requests listed under “Other” must be specific. “Other” costs requests will be carefully scrutinized and may or may not be approved.

CH192/193 Funding Statement and Additional Funding Request	
County: XX-XXXXXX	District: XXXX-XXXXXX
Addl Trans/Veh Clsrn Maint Cost	
Request Date: XXXXXXXX	
1 - Salaries for maintenance and repairs	\$ <input type="text"/>
2 - Parts and supplies for maintenance and repairs	\$ <input type="text"/>
3 - Contracted services/purchased technical services for maintenance and repairs	\$ <input type="text"/>
4 - Purchase/replacement of trailers and mobile units or vans	\$ <input type="text"/>
5 - Leases for trailers and mobile units or vans	\$ <input type="text"/>
6 - Installation expenses for non-instructional equipment (e.g., HVAC systems, alarm systems, fire protection systems)	\$ <input type="text"/>
7 - Insurance	\$ <input type="text"/>
8 - Trailer or mobile unit renovations	\$ <input type="text"/>
9 - Transportation costs (drivers, walking escorts, contracted transportation services)	\$ <input type="text"/>
Other:	
10 - <input type="text"/>	\$ <input type="text"/>
11 - <input type="text"/>	\$ <input type="text"/>
12 - <input type="text"/>	\$ <input type="text"/>
<input type="button" value="Update"/> <input type="button" value="Cancel"/> <input type="button" value="Print"/> <input type="button" value="Delete"/>	

An entry to the “Other” category requires both a description in the text field and a number greater than zero in the associated cost field. If both conditions are not met, the program will prompt you to fill in the blank field. If you continue without entering the requested data, your entry will be lost.

BUTTON DESCRIPTIONS:

UPDATE – Saves original entries and updates revisions

CANCEL – Cancels without saving entries

PRINT – Prints this screen

DELETE – Deletes saved request

If a previous request has been saved, the REQUEST LIST screen will come up. To enter an additional request, click on NEW REQUEST.

CH192/193 Funding Statement and Additional Funding Request

County: XX-XXXXXX District: XXXX-XXXXXX

Request List

Request Date	Compensatory Education	ESL	Supplemental Inst	Examination and Classification Initial	Examination and Classification Annual	Corrective Speech	Addl Trans/Veh Clsrn Maint Cost
XXXXX	0	0	0	0	0	0	\$0
XXXXX	0	0	0	0	0	0	\$0

* Click Request Date to review/revise additional pupils
 * Click Trans/Veh Maint Cost to review/revise additional trans/veh clsrn maint cost

BUTTON DESCRIPTIONS:

BACK TO MENU – Goes to the Main Menu

NEW REQUEST – Brings up the NEW REQUEST screen

PRINT – Prints copy of this screen

To revise or delete an existing request while the month is open, click on the request date for that request in order to bring up the REVIEW/REVISE REQUEST screen or click on Trans/Veh Clsrn Maint Cost field of the request to go to the Addl Trans/Veh Clsrn Maint Cost screen.

CH192/193 Funding Statement and Additional Funding Request

County: XX-XXXXXX District: XXXX-XXXXXX

Review/Revise Request

Request Date: XXXXX

Compensatory Education Enrollment (Communication and Computation): 0

English as a Second Language Enrollment: 0

Supplemental Instruction Enrollment: 0

Examination and Classification Enrollment

Initial: 0

Annual: 0

Corrective Speech Enrollment: 0

Addl Trans/Veh Clsrn Maint Cost: 0

BUTTON DESCRIPTIONS:

UPDATE – Saves changes

CANCEL – Cancels without saving any changes

PRINT – Prints this screen

DELETE – Deletes the displayed request.

Note: You will receive a prompt when you attempt to delete a saved request. If you click OK, the entire request, including additional transportation/vehicular maintenance costs, if any, will be deleted. If the request you want to delete contains additional pupils and additional transportation/vehicular maintenance costs, and you want to delete only the additional pupils, click OK, zero out the additional pupils, and click UPDATE. If you want to delete only the additional transportation/vehicular maintenance costs, click CANCEL to return to the REQUEST LIST screen, click on the additional transportation/vehicular maintenance cost for that request to bring up the Addl Trans/Veh Clsrn Maint Cost screen, and click DELETE.

To review a request from a previous month, click on the request date or the Trans/Veh Clsrn Maint Cost field for that request. This action will bring up the REVIEW/REVISE REQUEST screen or the Addl Trans/Veh Clsrn Maint Cost screen, depending on which action is taken. Since you are viewing a previous month's request, these two screens will now contain only two buttons – CANCEL and PRINT. No changes can be made to these screens. Click on the CANCEL button to exit these screens. Click the PRINT button to print these screens.

REPORT MENU

This screen is used to obtain the cumulative report of your additional funding requests and an updated funding statement. These reports should be printed in landscape view.

CH192/193 Funding Statement and Additional Funding Request

County: XX-XXXXXX District: XXXX-XXXXXX

Report Menu

[Cumulative Summary](#)

[Funding Statement](#)

[Main Menu](#)

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Click the PRINT button to print. Click the BACK TO MENU button to return to the Report Menu.

BUTTON DESCRIPTIONS:

CUMULATIVE SUMMARY – Brings up cumulative report of additional funding requests

FUNDING STATEMENT – Brings up updated funding statement

MAIN MENU – Returns to the Main Menu

FINALIZE

Finalization is a required step. All requested information related to the Chief School Administrator and the district contact person must be provided annually and must be entered the first time in the school year that you request additional funding. The contact person must be an employee of the district, not the service provider. The information on this screen may be changed at any time during the year while the system is available. It is important that the information provided is accurate and current.

The Chief School Administrator must certify the month's request(s) before the system closes for the month. Once requests are certified, any changes (new requests and modifications or deletions of existing requests) require recertification, also before the system closes for the month. Changes will void a previous certification. If recertification does not take place after changes are made, no requests entered that month will have been certified since the earlier certification would have been voided. **No payment will be made for requests that have not been certified.**

[Print this page](#)

CH192/193 Funding Statement and Additional Funding Request

The **XXXX - XXXXXXXXXX** submits this request in accordance with legislation enacted in 1984 affecting Chapters 192/193 that permits districts to request additional funding for the current year.
I hereby certify that the present funding level is insufficient to provide services for the additional Requests identified.

Certification Information

Chief School Administrator Last Name: First Name:

Chief School Administrator certification check box.

Contact Person Information

Last Name: First Name:

Email Address:

Phone Number (000-000-0000): Ext:

ServiceProvider:

If you see this message, then you have NOT CERTIFIED your request

↓ CH192/193 Funding Statement and Additional Funding Request

County: XX-XXXXXX District: XXXX-XXXXXX

Chief School Administrator must certify all new requests and all revisions or deletions. Go back to FINALIZE screen and complete certification.



- [Enter/Review Requests](#)
- [Report Menu](#)
- [Finalize](#)
- [Exit System](#)

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BUTTON DESCRIPTIONS:

SUBMIT – Saves the original information and updates revisions

MAIN MENU – Returns to the Main Menu

QUESTIONS

Send Written Correspondence To:

New Jersey Department of Education
Attn: Toni Lynn Schmidt, Office of School Finance
100 Riverview Plaza
P.O. Box 500
Trenton, NJ 08625-0500

PLEASE INCLUDE COUNTY DISTRICT CODES ON ALL CORRESPONDENCE

E-MAIL QUESTIONS TO: CH192-193ADDL@doe.state.nj.us