

FREQUENTLY ASKED QUESTIONS  
REPORT OF AUXILIARY AND HANDICAPPED SERVICES  
2017-2018 SCHOOL YEAR

**Q. What is Chapter 192 state aid?**

- A. State funds provided to public school districts to provide auxiliary services to students attending nonpublic schools located within the boundaries of the public school district.

**Q. What is Chapter 193 state aid?**

- A. State funds provided to public school districts to provide approved handicapped services to students attending nonpublic schools located within the boundaries of the public school district.

**Q. What is Chapters 192 and 193 Transportation Aid?**

- A. State funds provided to public school districts to provide nonpublic school pupils with transportation to and from the instruction area and/or to maintain vehicular classrooms, if required, under the provisions of Chapters 192 and 193.

**Q. How do I obtain Chapter 192 and Chapter 193 funds for 2017-18?**

- A. To obtain Chapter 192 and Chapter 193 state funds for 2017-18, the public school district must submit the *Report of Nonpublic Auxiliary and Handicapped Services* to the Department of Education. This is the report of nonpublic school pupils estimated to be eligible to receive Auxiliary Services (Chapter 192, Laws of 1977, as amended) and Handicapped Services (Chapter 193, Laws of 1977, as amended), during the 2017-18 school year, and the anticipated costs of transportation and/or maintenance of vehicular classrooms required for nonpublic school pupils to receive services during the 2017-18 school year. These estimates are based on the number of pupils in the nonpublic school who were identified as eligible to receive services during the 2015-16 school year.

The *Report of Nonpublic Auxiliary and Handicapped Services* is available on-line on our secure site at <http://homeroom.state.nj.us/>. Instructions for establishing user accounts for on-line applications are available at [Homeroom Administrator Manual](#). This report must be submitted on-line.

**Q. Who must complete the *Report of Nonpublic Auxiliary and Handicapped Services*?**

- A. Those districts in which nonpublic school students, attending nonpublic schools located in the district were identified as eligible to receive Chapter 192 and Chapter 193 services in the school year prior to the year in which the *Report of Nonpublic Auxiliary and Handicapped Services* is due. The information needed to complete the report is obtained from the 407-1 forms sent to the district by the nonpublic schools.

**Q. If I provided Chapters 192 and/or Chapter 193 services in the prior year, but no longer have any nonpublic schools located within my district, do I have to complete this report?**

- A. No.

**Q. How do I obtain funding, if I was not required to complete the *Report of Nonpublic Auxiliary and Handicapped Services* in the previous school year, but now in the current school year, I do have to provide Chapter 192 and/or Chapter 193 services to nonpublic school pupils?**

- A. Districts that do not receive Chapters 192/193 entitlements in any school year and have to provide Chapters 192/193 services must apply for funds through the Request for Additional Funding process. Go to <http://homeroom.state.nj.us/> to access the on-line Chapters 192/193 Additional Funding system.

- Q. Can the contact person listed for my district be my service provider?**
- A. No. The district must identify *a person within the district* who has responsibility for the *Report of Nonpublic Auxiliary and Handicapped Services*. This is the contact person for your district.
- Q. Is there a limit on the amount of aid that can be used to cover administrative costs for providing Chapters 192-193 services?**
- A. Yes. Administrative costs are limited to **6%** of the Chapter 192 and Chapter 193 aid received by a district.
- Q. Is there a limit on the amount of aid that can be used to rent facilities to implement the provision of Chapter 192 and Chapter 193 services?**
- A. Yes. The cost of renting facilities is limited to **18%** of the total Chapter 192 aid received by a district.
- Q. What documentation must I maintain at the district for the *Report of Nonpublic Auxiliary and Handicapped Services*?**
- A. All documentation used to compile the information entered into this report must be maintained at the district.
- Q. What do I do if the on-line breakdown of transportation and/or vehicular maintenance costs does not cover a cost I want to request?**
- A. An effort was made to provide a broad, yet comprehensive on-line breakdown. The on-line items were developed from a review of the detailed requests submitted in the past by school districts and service providers. Every effort should be made to include your requests under one or more of the broader categories provided and to use the “Other” category as a last resort. If you list a cost under “Other,” you must provide a specific description of the cost request. Requests listed under “Other” will be carefully scrutinized and may or may not be approved. Supporting documentation for all requests must be maintained in the district.
- Q. Where do I report the home instruction services I provide to nonpublic school students?**
- A. Home instruction services to nonpublic school pupils are reported on the automated Chapters 192/193 Project Completion Report, filed for the year in which services were provided.
- Q. When will I be reimbursed for nonpublic home instruction services I provide?**
- A. Home instruction reimbursement is made in the year after the services are provided and reported on the Chapters 192-193 Nonpublic Project Completion Report. Payment is made after the project completion reports are reviewed and compared with district audits for the reporting year.