

**State Of New Jersey  
Department of Education  
Division of Field Services  
Office of School Finance**

**Report Of  
Nonpublic Auxiliary  
And  
Handicapped Services  
2017-2018 School Year**

**Instruction Manual**

September 2016

## **PURPOSE**

This is the report of the number of nonpublic school pupils identified as eligible to receive Auxiliary Services under NJSA 18A:46A-1 et seq. (Chapter 192, Laws of 1977, as amended) and Handicapped Services under NJSA 18A:46-6,8,19.1 et seq. (Chapter 193, Laws of 1977, as amended). The report includes the estimated costs of transportation and/or vehicular classroom maintenance required for nonpublic school pupils to receive services under Chapter 192 and Chapter 193. Information contained in this report will be the basis on which the Department will request 2017-18 state aid. The public school district must submit the Report of Nonpublic Auxiliary and Handicapped Services to the Department of Education by November 4 of each year to obtain Chapter 192 and Chapter 193 funding for the following school year.

## **AVAILABILITY**

The Report of Nonpublic Auxiliary and Handicapped Services is available on our secure site at <http://homerom.state.nj.us/> the system is Ch192-193. Instructions for establishing user accounts for on-line applications are available at Homeroom Administrator Manual. You must establish a user account specifically for this application.

Districts must complete the report on-line, and the Chief School Administrator must certify all reports on-line. All supporting documentation and materials for this report 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.

**This reporting system will be available beginning September 15, 2016. Reports must be submitted by November 4, 2016. This automated process requires that districts receive reports on-line. Reports will be available through the School Aid Payments and Notices web site on the Homeroom: <http://homerom.state.nj.us/>.**

**If a district does not give its service provider access to its nonpublic auxiliary and handicapped services system, 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.**

## **CONTACTS**

For any questions regarding this system and Chapters 192-193 fiscal please send email to [CH192-193@doe.state.nj.us](mailto:CH192-193@doe.state.nj.us). For Chapters 192-193 program services questions send an email to [nonpublicschoolservices@doe.state.nj.us](mailto:nonpublicschoolservices@doe.state.nj.us).

## Completing the Report of Nonpublic Auxiliary and Handicapped Services

- From the Homeroom click on [Ch192-193](#)
- Select “Enter” On the Introduction Screen shown below.

New Jersey  
Department of Education

### Welcome to the

Report of Nonpublic Auxiliary and Handicapped Services for 20XX-20XX State Aid

[Enter](#)

<a href="#">User Manual</a>	(PDF)
<a href="#">FAQs</a>	(PDF)
<a href="#">Worksheet (for district internal use only; do not forward to the Department of Education)</a>	(PDF)
<a href="#">System Requirements</a>	(HTML)

[E-Mail: CH192-193@doe.state.nj.us](mailto:CH192-193@doe.state.nj.us)  
Designed by the Application Development Unit  
© NJ Department of Education

- Enter 4-Digit District Id, User Id, and Password On The Login Screen Shown Below. Click ‘Login’ To Continue.

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Department of Education

### Chapters 192/193 - Report of Nonpublic Auxiliary and Handicapped Services

## Login

District ID:

User ID:

Password:

[Login](#) [Cancel](#)

- Click on ‘Go to Menu Page’ To Continue.

New Jersey  
Department of Education

### Chapters 192/193 - Report of Nonpublic Auxiliary and Handicapped Services

## Welcome!

District Name: XXXXXXXXXXXXX County ID: XX District ID: XXXX

The current date is XXXXXXXXXXXXX [Print this page](#)

[Go to Menu Page](#)

New Jersey  
Department of Education

Chapters 192/193 - Report of Nonpublic Auxiliary and Handicapped Services

WELCOME! Pallavi Chiramana **Menu** [Log Off](#)

County ID: xxxx      County Name: xxxxxxxxxxxx

District ID: xx      District Name: xxxxxxxxxxxxxxxxxxxx

The current date is xxxxxxxxxxxxxxxxxxxx

Contact Information

Enter/Review Nonpublic Sch Data

Trans/Veh Classroom Maint Costs

Finalize

Summary

### **Button Descriptions:**

#### Contact Information

This is required information. The screen asks for the name of the Chief School Administrator and a contact person's name, e-mail address, and telephone number.

#### Enter/Review Nonpublic School Data

This button is used to enter nonpublic schools and nonpublic school pupil data or to review, revise, or delete previously entered data.

#### Transportation/Vehicular Classroom Maintenance Costs

This button is used to complete the detailed breakdown of estimated costs of transportation and/or vehicular classroom maintenance.

#### Finalize

Select this button only after completing ALL nonpublic school pupil data and ALL estimated transportation and/or maintenance of vehicular classrooms costs, which may be entered in multiple sessions. This screen is where the Chief School Administrator certifies the accuracy of the data and where you finalize and submit your completed data. **If you add, delete, or modify previously finalized data, the Chief School Administrator must RE-CERTIFY the report and you must FINALIZE your report again.**

#### Summary

This button will bring you to the screen that summarizes the district's nonpublic school pupil data and estimated transportation/vehicular classroom maintenance cost entries.

## Contact Information Screen

The Contact Information screen must be completed before finalizing your report. The contact person must be an employee of the district, not the service provider.

- Enter the Contact Information and click on the Save button

<h3>Contact Information</h3>			
District Name:	XXXXXXXXXXXXXX	County ID:	XX
		District ID:	XXXX
The current date is XXXXXXXXXXXXX			<a href="#">Print this page</a>
<i>The public school district submits this report in accordance with the provisions of N.J.S.A. 18A:46A-8,9,10,11,12,13, and N.J.S.A. 18A:46-19.8 and N.J.A.C. 6A:14-6.3.</i>			
Chief School Administrator:	Last Name:	<input type="text" value="Smith"/>	First Name:
			<input type="text" value="James"/>
District Contact Person Information			
Contact Last Name:	<input type="text" value="Smith"/>		
Contact First Name:	<input type="text" value="Barney"/>		
Contact E-mail Address:	<input type="text" value="Test@gmail.com"/>		
Contact Phone:	<input type="text" value="666-666-6666"/> (nnn-nnn-nnnn xnnn)		
Service Provider:	<input type="text"/>		
Save Cancel			

## Enter/Review Nonpublic School Data Screens (see below)

- Click on the New Entry button

New Jersey  
Department of Education

Chapters 192/193 - Report of Nonpublic Auxiliary and Handicapped Services

### Review Nonpublic School Pupil Data

District Name: xxxxxxxxxxxx County ID: xx District ID: xxxx

The current date is [Print this page](#)

NP School Name	Comp. Ed. Communication	Comp. Ed. Computation	ESL	Suppl. Instruction	Initial Examination	Annual Examination	Corrective Speech	School Closed	Total Services

\* Click on School Name to revise or to delete an entry.

[New Entry](#)  
[Back to Menu Page](#)

### Nonpublic School Pupil Data

District Name: xxxxxxxxxxxx County ID: xx District ID: xxxx

The current date is xxxxxxxxxxxx [Print this page](#)

\* **School Name:**

**Compensatory Education - Communications:** 0

**Compensatory Education - Computation:** 0

**English as a Second Language:** 0

**Supplemental Instruction:** 0

**Initial Examination and Classification:** 0

**Annual Examination and Classification:** 0

**Corrective Speech:** 0

\* Asterisk indicates required data.

[Save](#)  
[Cancel](#)

- If No Previous Data Has Been Entered And Saved, This Button Will Bring Up The Nonpublic School Pupil Data Screen.
- Insert in the appropriate fields the name of the nonpublic school located in your district and the number of pupils in the nonpublic school who were identified as eligible to receive services during the 2015-16 school year. Take the information from the 2015-16 407-1 forms sent to you by the nonpublic school.
- Required data for this screen are the name of the nonpublic school and at least one numeric field greater than zero. ***All numeric entries to this report must be in positive, whole numbers.***
- If a previous entry has been saved, the review nonpublic school pupil data screen will come up when you click on the Enter/Review nonpublic school data button on the menu screen.
- To enter another school, click on NEW ENTRY.

**Revise or Delete a Previously Saved Entry: (see below)**

- To **revise** or delete an existing entry, click on the NP School Name for that entry.

**Review Nonpublic School Pupil Data**

District Name: xxxxxxxxxxxxxxxx County ID: xx District ID: xxxx

The current date is xxxxxxxxxxxxxxxx [Print this page](#)

NP School Name	Comp. Ed. Communication	Comp. Ed. Computation	ESL	Suppl. Instruction	Initial Examination	Annual Examination	Corrective Speech	School Closed	Total Services
<a href="#">TestSchool</a>	10	10	10	10	10	10	10		70
	10	10	10	10	10	10	10		70

\* Click on School Name to revise or to delete an entry.

- This action brings up the Revise Nonpublic School Pupil Data Screen.

**Revise Nonpublic School Pupil Data**

District Name: xxxxxxxxxxxxxxxx County ID: xx District ID: xxxx

The current date is xxxxxxxxxxxxxxxx [Print this page](#)

* <b>School Name:</b>	Test School
<b>Compensatory Education - Communications:</b>	5 <input type="text"/>
<b>Compensatory Education - Computation:</b>	5 <input type="text"/>
<b>English as a Second Language:</b>	5 <input type="text"/>
<b>Supplemental Instruction:</b>	5 <input type="text"/>
<b>Initial Examination and Classification:</b>	5 <input type="text"/>
<b>Annual Examination and Classification:</b>	5 <input type="text"/>
<b>Corrective Speech:</b>	5 <input type="text"/>

\* Asterisk indicates required data.

## Transportation/Vehicular Classroom Maintenance Costs Screen (see below)

This button brings up the screen to enter or revise the detailed breakdown of the 2017-18 estimated costs of transportation and 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.
- 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 complete the entry. If you continue without entering the requested data, your entry will be lost.

Transportation/Vehicular Classroom Maintenance Costs			
District Name:	XXXXXXXXXXXX	County ID:	XX
		District ID:	XXXX
The current date is XXXXXXXXXXXX			<a href="#">Print this page</a>
<b>1-Salaries for maintenance and repairs</b>			1
<b>2-Parts and supplies for maintenance and repairs</b>			1
<b>3-Contracted services/purchased technical services for maintenance and repairs</b>			1
<b>4-Purchase/replacement of trailers and mobile units or vans</b>			1
<b>5-Leases for trailers and mobile units or vans</b>			1
<b>6-Installation expenses for non-instructional equipment (e.g., HVAC systems, alarm systems, fire protection systems)</b>			1
<b>7-Insurance</b>			11
<b>8-Trailer or mobile unit renovations</b>			1
<b>9-Transportation costs (drivers, walking escorts, contracted transportation services)</b>			1
<b>Other:</b>			
<b>10-</b>	test1		1
<b>11-</b>	test2		1
<b>12-</b>	test3		0
<input type="button" value="Save"/>			
<input type="button" value="Cancel"/>			



## Summary (See below)

This screen summarizes the Nonpublic School Pupil Data and the estimated Transportation/Vehicular Classroom Maintenance costs into two tables, Table A and Table B respectively.

<h1 style="margin: 0;">Summary</h1>			
District Name: <input style="width: 90%;" type="text" value="XXXXXXXXXXXXXX"/>	County ID: <input style="width: 90%;" type="text" value="XX"/>	District ID: <input style="width: 90%;" type="text" value="XXXX"/>	
The current date is <input style="width: 100%;" type="text" value="XXXXXXXXXXXXXX"/>			<a href="#">Print this page</a>
<b>Your Chapters 192/193 data has been Finalized.</b>			
<b>Funding Data for 20xx-20xx</b>			
<b>Table A: Number of students identified as eligible to receive services.</b>			
<b>Chapter 192 - Number of services as of the last school day in October (18A:46A-10)</b>			
Compensatory Education - Communications: <input style="width: 50px;" type="text" value="5"/>			
Compensatory Education - Computation: <input style="width: 50px;" type="text" value="5"/>			
<b>Chapter 193 - Number of services provided during preceding school year (18A:46-19.8)</b>			
English as a Second Language: <input style="width: 50px;" type="text" value="5"/>			
Supplemental Instruction: <input style="width: 50px;" type="text" value="5"/>			
Initial Examination and Classification: <input style="width: 50px;" type="text" value="5"/>			
Annual Examination and Classification: <input style="width: 50px;" type="text" value="5"/>			
Corrective Speech: <input style="width: 50px;" type="text" value="5"/>			
<b>Table B: Estimated cost for Transportation/Vehicular Classroom.</b>			
Maintenance Costs: <input style="width: 150px;" type="text" value="\$21"/>			
<b>Note: Compare the numbers entered above to your latest NPCR report or final Chapter 192/193 funding statement to ensure any differences are valid.</b>			
<input type="button" value="Back to Menu Page"/>			

Note:

- If a school is noted as closed in the review then that school pupil data will be excluded from the Totals and Summary.

## Certify And Finalize

When all data entry is complete (not necessarily in one session), the report must be

1). **Certified** by the Chief School Administrator and 2) **Finalized** by selecting the **Finalize button** on the **Menu page** and providing the requested information.

- This button will bring up the **SUBMIT SCREEN** where you may review the information you entered on the Contact Information Screen.
- The Chief School Administrator must certify the accuracy of the report. You will not be able to submit your report until the certification and all other information requested on this screen are complete.

Submit		
Please review and/or complete the following assurance statement and contact information.		
District Name: XXXXXXXXXXXXX	County ID: XX	District ID: XXXX
The current date is XXXXXXXXXXXXX		<a href="#">Print this page</a>
<i>The public school district submits this report in accordance with the provisions of N.J.S.A. 18A:46A-8,9,10,11,12,13, and N.J.S.A. 18A:46-19.8 and N.J.A.C. 6A:14-6.3.</i>		
Chief School Administrator: Last Name:	Smith	First Name: James
<input type="checkbox"/> <b>By selecting this check box, the Chief School Administrator is certifying the accuracy of this report.</b>		
District Contact Person Information (If you want to change Contact Information, go to the Contact Information Page.)		
Contact Last Name:	Smith	
Contact First Name:	Barney	
Contact E-mail Address:	Test@gmail.com	
Contact Phone:	666-666-6666 (nnn-nnn-nnnn xnnn)	
Service Provider:		
<input type="button" value="Finalize"/> <input type="button" value="Cancel"/>		

### Check Box

The box next to the line in red reading “By selecting this check box, the Chief School Administrator is certifying the accuracy of this report” must be checked by the Chief School Administrator before the data is finalized and submitted. Failure to check the box may result in the delay or reduction of aid payments.

- If you add, delete, or modify entries after your report is finalized, you will be required to certify and finalize again. The Chief School Administrator must re-certify the report, and you must click on the **FINALIZE** button to re-submit your report.

NOTES:

- You cannot enter contact information on the SUBMIT SCREEN. Contact information must be entered and saved in the CONTACT SCREEN. The system automatically fills in the SUBMIT SCREEN with saved information from the CONTACT SCREEN. If you attempt to finalize your report and are redirected by the system to first complete the CONTACT SCREEN, remember to go back to the SUBMIT SCREEN to finalize your report.
- When you finalize or re-finalize your report, you will receive a statement confirming that your data has been submitted to the Department of Education. This statement may be printed for your records.

<b>Confirmation</b>					
District Name:	XXXXXXXXXXXXXX	County ID:	XX	District ID:	XXXX
The current date is			XXXXXXXXXXXXXX	<a href="#">Print this page</a>	
<b>You have successfully finalized your Nonpublic Auxiliary and Handicapped Services Report!</b>					
<b>If you add, delete, or modify existing data, you must finalize your report again.</b>					
<input type="button" value="Back to Menu Page"/>					

**QUESTIONS**

To retract a report for any reason after November 4, 2016, send an email notification to [CH192-193@doe.state.nj.us](mailto:CH192-193@doe.state.nj.us)