

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION
DIVISION OF FIELD SERVICES
OFFICE OF SCHOOL FINANCE

INSTRUCTION MANUAL

CSSD Tuition System
For Sending School Districts

Fiscal Year
2016-2017

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Purpose

This web system collects information regarding the tuition charged for students attending the County Special Service Districts (CSSDs). **The CSSDs are responsible for adding, modifying, and deleting the students' information. The Department of Education (DOE) uses this information to deduct the tuition from a district's General Fund payment and credit it to the CSSD's General Fund payment.** This is a live system. A district can see which CSSD is charging it tuition and for which student the tuition is being charged. In addition, the system also collects a one time prior year tuition adjustment using the certified tuition rates issued by the DOE. This one time adjustment is included in the initial payment schedule. The bi-monthly General Fund payment reflects the most current charges on the date that the Office of School Funding runs the payment.

A sending school district can obtain its students' tuition information via this live system which is updated daily.

Getting Started

Begin by reviewing the documents found on the introduction page shown below.

CSSD Tuition System

District ID:

User ID:

Password:

Log in using your district ID and your user ID and password. The district ID is your District Code. You must contact your district's Web User Administrator (WUA) to create your User ID and Password.

The Web User Administrator must log in and create user accounts for individuals that need access to the CSSD Tuition System.

You can find detailed information regarding user accounts by clicking on the hyperlink called "[About User Account Administration](http://www.state.nj.us/njded/data/collections/)" at <http://www.state.nj.us/njded/data/collections/>.

The system automatically logs you off after a certain time if there is no activity on your account. Therefore, in the beginning, you may wish to create a desktop shortcut or web link for easy access to the login page. The following message appears if the system logs you off:

We did not process your request because of one of the following reasons:

* **Your user session may be expired because of long idle time, please [login](#) again.**

* **You have logged out.**

* **An invalid request.**

* **The authorization failed.**

If you see this message you must login again.

Main Menu

The sending school district can only see the following two subsystems between **08/12/2016** and **06/06/2017**:

- Prior Year Adjustments
- Look-Up Student Information

The system closes in June for preparing next fiscal year's data collection.

Example:

CSSD Tuition System

06/25/2015

County: 21-MERCER District: 3103-MERCER CO SPECIAL SERVICES SCHOOL DISTRICT



- [Program Tuition Rate - CSSD](#)
- [Prior Year Adjustments](#)
- [Student Information Menu - CSSD](#)
- [Look-Up Student Information](#)
- [Contact Person Information](#)
- [Exit System](#)

Prior Year Adjustment Subsystem

This subsystem shows the CSSD making annual dollar adjustments to the tuition amount charged to each resident school district for FY2014-15. The adjustment is based on the certified tuition rates issued by the DOE (usually, auditing the CSSD tuition rate goes back two years.) These prior year tuition adjustments are included in the FY2016-17 General Fund Payment System and are treated as deductions or as revenue to the school district. It is a one-time only adjustment.

Example:

CSSD Tuition System

County: 03-BERGEN		District: 0285-BERGEN CO SPECIAL SERVICE	
Prior Year Tuition Adjustments			
County	District	Due from District	Due to District
BERGEN	0440 - BOGOTA BORO	17,870	0
BERGEN	0745 - CARLSTADT-EAST RUTHERFORD	17,364	0
BERGEN	1345 - ELMWOOD PARK	31,785	0
BERGEN	1370 - ENGLEWOOD CITY	12,208	0
BERGEN	1890 - HACKENSACK CITY	35,347	0
BERGEN	2080 - HASBROUCK HEIGHTS BORO	17,593	0
BERGEN	2090 - HAWORTH BORO	3,500	0

Look-Up Student Information

This screen is only for looking up students' information. You can not add, delete, or update students' information here. The student enrollment information for the whole school district can be searched for by clicking "View All". A district can also search for a student by a county special school district, by a program, or by the last name of the student. You can combine some of them or all of them in your search.

Example:

CSSD Tuition System

County: 01-ATLANTIC District: 0010-ABSECON CITY 04/Aug/2005 04:18 PM

Student Enrollment Information Search Page

Search Engine: Select the combination fields then hit "Search" button; or click on "View All" button to list all students

County: <input type="text" value="-- Select County --"/>	Districts: <input type="text" value="-- Select District --"/>
Programs: <input type="text" value="-- Select Program --"/>	Last Names: <input type="text" value="-- Select Last Name --"/>

Search Message: <input type="text"/>	List all Students in Alphabetical Order <input type="button" value="View All"/>
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Total Selected Tuition: **Search Results** [Main Menu](#) | [Print Results](#)

Student	CSSD District	Program	Start Date	End Date	Per Diem Rate	Days Served	S/F	Tuition
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Clicking "View All":

CSSD Tuition System

County: 01-ATLANTIC

District: 0010-ABSECON CITY

Student Enrollment Information Search Page

Search Engine: Select the combination fields then hit "Search" button; or click on "View All" button to list all students

County:

Districts:

Programs:

Last Names:

Search Message:

List all Students in Alphabetical Order

Total Selected Tuition:

Search Results

[Main Menu](#) | [Print Results](#)

Student	CSSD District	Program	Start Date	End Date	Per Diem Rate	Days Served	S/F	Tuition
BROOK, CINDY	ATLANTIC - ATLANTIC CO SPECIAL SERV	Cognitive-Severe			146.0000	180	F	26,100
CHEN, ROSEMARY	ATLANTIC - ATLANTIC CO SPECIAL SERV	Multiple Disabilities			142.7778	180	F	25,700
MILLER, REBECCA	ATLANTIC - ATLANTIC CO SPECIAL SERV	Multiple Disabilities			142.7778	180	F	25,700
SMITH, JOHN	ATLANTIC - ATLANTIC CO SPECIAL SERV	Multiple Disabilities			142.7778	180	F	25,700
SMITH, DAVID	ATLANTIC - ATLANTIC CO SPECIAL SERV	Multiple Disabilities			142.7778	180	F	25,700

To search by a CSSD: Go to "Select County", click the scroll bar in that box, choose the county that you want, and click the "Search" button. All students from that particular CSSD display on the lower part of the screen:

CSSD Tuition System

County: 01-ATLANTIC

District: 0010-ABSECON CITY

Student Enrollment Information Search Page

Search Engine: Select the combination fields then hit "Search" button; or click on "View All" button to list all students

County: <input type="text" value="ATLANTIC"/>	Districts: <input type="text" value="ATLANTIC CO SPECIAL SERV"/>
Programs: <input type="text" value="-- Select Program --"/>	Last Names: <input type="text" value="-- Select Last Name --"/>
<input type="button" value="Search"/>	
Search Message: <input type="text"/>	
<input type="button" value="View All"/>	

Total Selected Tuition:

Search Results

[Main Menu](#) | [Print Results](#)

Student	CSSD District	Program	Start Date	End Date	Per Diem Rate	Days Served	S/F	Tuition
BROOK, CINDY	ATLANTIC - ATLANTIC CO SPECIAL SERV	Cognitive-Severe			146.0000	180	F	26,100
CHEN, ROSEMARY	ATLANTIC - ATLANTIC CO SPECIAL SERV	Multiple Disabilities			142.7778	180	F	25,700
MILLER, REBECCA	ATLANTIC - ATLANTIC CO SPECIAL SERV	Multiple Disabilities			142.7778	180	F	25,700
SMITH, JOHN	ATLANTIC - ATLANTIC CO SPECIAL SERV	Multiple Disabilities			142.7778	180	F	25,700
SMITH, DAVID	ATLANTIC - ATLANTIC CO SPECIAL SERV	Multiple Disabilities			142.7778	180	F	25,700

To search by a program: Go to "Select Program", select the program that you want, click the "Search" button, and all students in the selected program are listed:

CSSD Tuition System

County: 01-ATLANTIC

District: 0010-ABSECON CITY

Student Enrollment Information Search Page

Search Engine: Select the combination fields then hit "Search" button; or click on "View All" button to list all students

County: <input type="text" value="— Select County —"/>	Districts: <input type="text" value="— Select District —"/>
Programs: <input type="text" value="Cognitive-Severe"/>	Last Names: <input type="text" value="— Select Last Name —"/>
<input type="button" value="Search"/>	

Search Message: List all Students in Alphabetical Order

Total Selected Tuition:

Search Results

[Main Menu](#) | [Print Results](#)

Student	CSSD District	Program	Start Date	End Date	Per Diem Rate	Days Served	S/F	Tuition
BROOK, CINDY	ATLANTIC - ATLANTIC CO SPECIAL SERV	Cognitive-Severe			145.0000	180	F	26,100

To search by a last name: Type a last name in the “Select Last Name” box and click “Search”. The students with that last name are displayed:

CSSD Tuition System

County: 01-ATLANTIC

District: 0010-ABSECON CITY

Student Enrollment Information Search Page

Search Engine: Select the combination fields then hit "Search" button; or click on "View All" button to list all students

County: <input type="text" value="— Select County —"/>	Districts: <input type="text" value="— Select District —"/>
Programs: <input type="text" value="— Select Program —"/>	Last Names: <input type="text" value="BROOK"/>
<input type="button" value="Search"/>	

Search Message: List all Students in Alphabetical Order

Total Selected Tuition:

Search Results

[Main Menu](#) | [Print Results](#)

Student	CSSD District	Program	Start Date	End Date	Per Diem Rate	Days Served	S/F	Tuition
BROOK, CINDY	ATLANTIC - ATLANTIC CO SPECIAL SERV	Cognitive-Severe			145.0000	180	F	26,100

Combine some of them to search:

CSSD Tuition System

County: 01-ATLANTIC District: 0010-ABSECON CITY

Student Enrollment Information Search Page

Search Engine: Select the combination fields then hit "Search" button; or click on "View All" button to list all students

County: Districts:

Programs: Last Names:

Search Message: List all Students in Alphabetical Order

Total Selected Tuition: **Search Results** [Main Menu](#) | [Print Results](#)

Student	CSSD District	Program	Start Date	End Date	Per Diem Rate	Days Served	S/F	Tuition
BROOK, CINDY	ATLANTIC - ATLANTIC CO SPECIAL SERV	Cognitive-Severe			145.0000	180	F	26,100

Click "Print Results", if you want a report during your search.

Exit System

Click on "Exit System" to log out. You will see this message:

LOGOUT

You have successfully logged out!

Please close all of your open browser windows to completely log out of your login account.

Thanks for using CSSD!

Contact Information

Any question regarding the student's information, such as tuition amount, days attended, if the student drops out of the program, etc, please **contact the CSSD directly.**

For state aid payment related questions, please contact Yan Zhang, Office of School Finance:
yan.zhang@doe.state.nj.us

Fax Number: (609) 292 - 6794

Technical Computer Related Assistance: (609) 984 - 6794.

Email: CSSDPAY@DOE.STATE.NJ.US