

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

**Instruction Manual
2015-16 School Year**

Nonpublic Project Completion Report - NPCR

Available: August 15, 2016 through October 14, 2016

August 2015

PURPOSE

This system is used to file the Project Completion Report for Nonpublic Student Services under Chapters 192 and 193, Public Laws of 1977 (as amended). The automated Chapters 192 and 193 Project Completion Report is a component of the Nonpublic Project Completion Reporting System (NPCR). Districts must report number of student services provided and expenditures for services provided in the reporting year.

18A:46A-3. Each board of education in a district in which a nonpublic school is located shall provide for the receipt of auxiliary services by children between the ages of five and 20 residing in the State and enrolled full-time in a nonpublic school located within the district. For the purpose of this act, a child who boards at a school in a district in which his parents do not maintain a residence shall not be considered a resident of the district.

AVAILABILITY

This online system is available on our secure site at <http://homeroom.state.nj.us/>. You may use your district's Nonpublic Project Completion Reporting System (NPCR) user account to access this application. If you have not established a user account for NPCR, instructions for establishing one are available at <http://www.state.nj.us/njded/data/collections/>. **You will be denied access to this online application if you are not required to file a project completion.**

It is imperative that districts file this report as soon as possible after the system opens. The Department's ability to begin approving requests for additional Chapters 192 and 193 funding in the current school year is dependent upon the data it will collect from the Chapters 192 and 193 Project Completion Report.

All supporting documentation and materials pertaining to 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 Chapters 192 and 193 state aid entitlements. Supporting documentation includes, but is not limited to, the following forms found on the Welcome Page for this application: 1) Chapters 192/193 Expenditures for Services Provided; 2) Revenues/Services Provided and Students Served; and, if a district contracts with a third party to provide Chapters 192 and 193 services, 3) Tuition/Contracted Services Expenditures, which must be signed by both the contracting district and the contracting agency.

REFUNDS DUE THE STATE

After a district completes and finalizes the Nonpublic Project Completion Reporting System (NPCR), any refund due to the state will be deducted from the current year's electronic General Fund State Aid payment to the district in November. Once the audits are received and the data is compared to the NPCR, any adjustment that is needed will be done in April 2017 **If a district fails to file the NPCR or the Audit Summary, the entire entitlement amount will be withheld through the state aid payment deduction.** Only after the Office of School Finance receives the Audit Summary data submission from the district, will the refund, which was withheld through state aid deduction, be adjusted. Please do not send in any paper checks for Nonpublic School Aid refunds, they will be returned to the district.

HOW TO USE THIS ON-LINE SYSTEM

IMPORTANT NOTES BEFORE STARTING

Do not send the worksheets or the contracted services signature page, found on the introductory screen for this application, to the department of education. These documents are provided for your internal use and retention only.

ALL reports must be **FINALIZED**. Once a report is finalized, any changes to the report will require that you FINALIZE your submission again.

Continue to forward copies of Board of Education resolutions and district contracts related to Chapters 192 and 193 program services to the Office of the County Superintendent. Filing of these documents in the County Office is not impacted by this automated process.

Districts that do not have to file a Chapters 192 and 193 Project Completion Report, according to the Department's records, will be unable to access this application. If you believe that your district has been denied access incorrectly, or if the preloaded entitlement amount for your district is incorrect, contact Toni Lynn Schmidt, Office of School Funding, at NPCR@doe.state.nj.us.

Your entitlement amount may be incorrect if you sent funds to, or received funds from; another district due to nonpublic school relocation and the reallocated funding at the district level is not reflected in the preloaded entitlement.

When contacting the department please include your county district code on the correspondence.

Send program services questions to nonpublicschoolservices@doe.state.nj.us. For fiscal questions, contact Toni Lynn Schmidt, Office of School Funding, at NPCR@doe.state.nj.us. Do not send program services questions to the NPCR email account.

GETTING STARTED

Begin By Reviewing The Documents Available On The Introduction Screen Shown Below.

Enter 4-Digit District Id, User Id, and Password on the Login Screen Shown Below.
Click 'Login' To Continue.

Login

District ID:	<input type="text"/>
User ID:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/> <input type="button" value="Close"/>	

NO REFUND CHECKS TO DOE WILL BE ACCEPTED.
Balance due will be deducted from the November State Aid payment.

Related Documents

- ▶ [User Manual](#)
- ▶ [Worksheet - Revenues/Services Provided & Students Served](#)
(for district internal use; do not forward to Department of Education)
- ▶ [Tuition/Contracted Services Expenditures, including Signatures/Certification](#)
(for district records; do not forward to the Department of Education)
- ▶ [Worksheet - Expenditures for Services Provided](#)
(for district internal use; do not forward to the Department of Education)
- ▶ [Frequently Asked Questions](#)

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MAIN MENU SCREEN (First time entering system)

Contact Information

You must enter **contact information** to be able to get to the project completion report details.

New Jersey
Department of Education

FY2015-16 Nonpublic Project Completion Reports

August 1, 2016

[Main Menu](#) [Print](#) [Logout](#) 01 ATLANTIC 9999 DISTRICT NAME LOGIN USER: OSF User

Main Menu

- ▶ [Contact Information](#)
- ▶ Project Completion Reports Enrollment and Expenditure Details
- ▶ Review/Certify Nonpublic Project Completion Reports

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Main Menu

Print

Logout

01 ATLANTIC

9999 DISTRICT NAME

LOGIN USER: OSF User

Status: Uncertified

Chief School Administrator: Last Name:* [] First Name:* []

Contact Information for Nonpublic Project Completion Reports

Title: []

Last Name:* [] First Name:* []

Email Address:* []

Phone Number: (nnn-xxx-nxxx)* []

* IDENTIFIES REQUIRED FIELDS

Update

Cancel

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BUTTON DESCRIPTIONS:

Update – Saves the contact information and/or updates revisions

Cancel – Returns to previous screen



Main Menu

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Logout

01 ATLANTIC

9999 DISTNAME

LOGIN USER: OSF User

Status: Uncertified

Chief School Administrator: Last Name:* FGADSF First Name:* ADFA

Contact Information for Nonpublic Project Completion Reports

Title: ADFA

Last Name:* ADFA

Email Address:* adf@aol.com

Phone Number: (nnn-xxx-nxxx)* []

Message from webpage

Are you ready to submit?

OK Cancel

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Once contact information entered and updated(see below) the rest of the report is available

New Jersey Department of Education
FY2015-16 Nonpublic Project Completion Reports
August 1, 2016

Main Menu Print Logout 01 ATLANTIC 9999 DISTNAME LOGIN USER: OSF User

Your contact information has been updated. Status: **Uncertified**

Chief School Administrator: Last Name:* FGADSF First Name: * ADFA

Contact Information for Nonpublic Project Completion Reports

Title: ADFA

Last Name:* ADFA First Name:* ASDFA

Email Address:* adf@aol.com

Phone Number: (nnn-xxx-xxxx xxxx) * 609-555-1212

* IDENTIFIES REQUIRED FIELDS

Update Cancel

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Then select Main Menu

New Jersey Department of Education
FY2015-16 Nonpublic Project Completion Reports
August 1, 2016

Main Menu Print Logout 01 ATLANTIC 9999 DISTNAME LOGIN USER: OSF User

Reports are not complete until they are certified.


Main Menu

- ▶ [Contact Information](#)
- ▶ [Project Completion Reports Enrollment and Expenditure Details](#)
- ▶ [Review/Certify Nonpublic Project Completion Reports](#)

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FY201X-XX Project Completion Reports Enrollment and Expenditure Details

This screen will be populated with any entitlement and/or refund amounts.



New Jersey Department of Education

FY2015-16 Nonpublic Project Completion Reports

August 1, 2016

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99 COUNTY
9999 DISTNAME
LOGIN USER: OSF User

Status: Uncertified

Part A - Calculation of Refund Due to State of New Jersey for Nursing, Textbook, Technology & Security

Program	Entitlement	-	Expenditures	-	Check/Refund Rec'd by DOE	=	Net Refund Due
Nursing	\$ 36,990		\$ <input type="text" value="0"/>		\$ 0		\$ 36990
Textbook	\$ 23,488		\$ <input type="text" value="0"/>		\$ 0		\$ 23488
Technology	\$ 10,688		\$ <input type="text" value="0"/>		\$ 0		\$ 10688
Security	\$ 10,275		\$ <input type="text" value="0"/>		\$ 0		\$ 10275

Part B - Students Served/Services Provided for Chapters 192/193

Ch192 Number of Services Provided - Compensatory Education	<input type="text" value="0"/>
Ch192 Number of Students Served - ESL	<input type="text" value="0"/>
Ch193 Number of Students Served - Initial Examination & Classification	<input type="text" value="0"/>
Ch193 Number of Students Served - Annual Examination & Classification	<input type="text" value="0"/>
Ch193 Number of Students Served - Corrective Speech	<input type="text" value="0"/>
Ch193 Number of Students Served - Supplementary Instruction	<input type="text" value="0"/>

Part C - Calculation of Refund Due to State of New Jersey for Chapters 192/193

Program	Entitlement	-	Expenditures	-	Check/Refund Rec'd by DOE	=	Refund Due	Net Refund Due
Ch192 Compensatory Education	\$ 40,609		\$ <input type="text" value="0"/>		\$ 0		\$ 40609	
Ch192 ESL	\$ 0		\$ <input type="text" value="0"/>		\$ 0		\$ 0	
Ch192 Comp Ed/ESL Subtotal	\$ 40,609		\$ <input type="text" value="0"/>		\$ 0		\$ 40609	\$ 40609
Ch192 Transportation	\$ 0		\$ <input type="text" value="0"/>		\$ 0		\$ 0	\$ 0
Ch193 Examination & Classification	\$ 19,263		\$ <input type="text" value="0"/>		\$ 0		\$ 19263	
Ch193 Corrective Speech	\$ 0		\$ <input type="text" value="0"/>		\$ 0		\$ 0	
Ch193 Supplementary Instruction	\$ 14,703		\$ <input type="text" value="0"/>		\$ 0		\$ 14703	
Ch193 Subtotal	\$ 33,966		\$ <input type="text" value="0"/>		\$ 0		\$ 33966	\$ 33966
Total Ch192/193 Due State of New Jersey	\$ 74,575		\$ <input type="text" value="0"/>		\$ 0		\$ 74575	\$ 74575

Part D - Nonpublic Home Instruction for Chapters 192/193

Number of Nonpublic Students Provided Home Instruction	<input type="text" value="0"/>
Number of Hours of Home Instruction Provided to Nonpublic Students (report to the nearest tenth of an hour)	<input type="text" value="0"/>
Total Expended by the District for Nonpublic Home Instruction	\$ <input type="text" value="0"/>

Update
Continue to certify
Cancel

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Part A - Enter the corresponding expenditures for Nursing, Textbook, Technology and Security

Part B - Enter the actual **number** of students served/services provided for Chapters 192/193

Part C - Enter the corresponding **expenditures** for the year for which the report is being filed.

Part D- Complete this section if you provided nonpublic Home Instruction services for the year for which the report is being filed. **This is the only place that Home Instruction is reported.** The expenditures reported in this report must agree with the corresponding expenditures shown in the district’s electronic audit summary Schedule of State Financial Assistance. **If this amount is not reported in the audit summary Schedule of State Financial Assistance, reimbursement will not be made.** A decimal figure may be entered in the “Number of Hours of Home Instruction Provided to Nonpublic Students” field. All other entries must be in whole numbers.

Click the “Update” button to save the data.

Status: Uncertified

Part A - Calculation of Refund Due to State of New Jersey for Nursing, Textbook, Technology & Security

Program	Entitlement	-	Expenditures	-	CheckRefund Rec'd by DOE	=	Net Refund Due
Nursing	\$ 36,990		\$ 36000		\$ 0		\$ 990
Textbook	\$ 23,468		\$ 15000		\$ 0		\$ 8468
Technology	\$ 10,688		\$ 10000		\$ 0		\$ 688
Security	\$10,275		\$ 10275		\$ 0		\$ 0

Part B - Students Served/Services Provided for Chapters 192/193

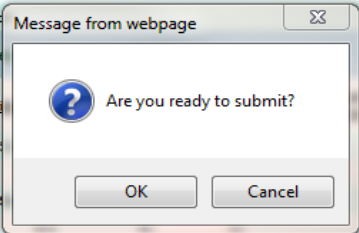
Ch192 Number of Services Provided - Compensatory Education	5
Ch192 Number of Students Served - ESL	0
Ch193 Number of Students Served - Initial Examination & Classification	3
Ch193 Number of Students Served - Annual Examination & Classification	5
Ch193 Number of Students Served - Corrective Speech	0
Ch193 Number of Students Served - Supplementary Instruction	5

Part C - Calculation of Refund Due to State of New Jersey

Program	Entitlement	-	Expenditures	-	Refund by DOE	=	Refund Due	Net Refund Due
Ch192 Compensatory Education					\$ 609			
Ch192 ESL					\$ 0			
Ch192 Comp Ed/ESL Subtotal					\$ 0			\$ 609
Ch192 Transportation					\$ 0			\$ 0
Ch193 Examination & Classification	\$ 19,283		\$ 19260		\$ 3			
Ch193 Corrective Speech	\$ 0		\$ 0		\$ 0			
Ch193 Supplementary Instruction	\$ 14,703		\$ 14702		\$ 1			
Ch193 Subtotal	\$ 33,986		\$ 33962		\$ 0			\$ 4
Total Ch192/193 Due State of New Jersey	\$ 74,675		\$ 73962		\$ 0			\$ 613

Part D - Nonpublic Home Instruction for Chapters 192/193

Number of Nonpublic Students Provided Home Instruction	0
Number of Hours of Home Instruction Provided to Nonpublic Students (report to the nearest tenth of an hour)	0
Total Expended by the District for Nonpublic Home Instruction	\$ 0



Once you click on Okay, you will receive the message below stating you have updated your data.



Main Menu

Print

Logout

01 ATLANTIC

9999 DISTNAME

LOGIN USER: OSF User

Your data information has been updated.

Status: Uncertified

Part A - Calculation of Refund Due to State of New Jersey for Nursing, Textbook, Technology & Security

Program	Entitlement	Expenditures	CheckRefund Rec'd by DOE	Net Refund Due
Nursing	\$ 36,990	\$ 36000	\$ 0	\$ 990
Textbook	\$ 23,468	\$ 15000	\$ 0	\$ 8468
Technology	\$ 10,886	\$ 10000	\$ 0	\$ 886
Security	\$ 10,275	\$ 10275	\$ 0	\$ 0

Part B - Students Served/Services Provided for Chapters 192/193

Ch192 Number of Services Provided - Compensatory Education	5
Ch192 Number of Students Served - ESL	0
Ch193 Number of Students Served - Initial Examination & Classification	3
Ch193 Number of Students Served - Annual Examination & Classification	5
Ch193 Number of Students Served - Corrective Speech	0
Ch193 Number of Students Served - Supplementary Instruction	5

Part C - Calculation of Refund Due to State of New Jersey for Chapters 192/193

Program	Entitlement	Expenditures	CheckRefund Rec'd by DOE	Refund Due	Net Refund Due
Ch192 Compensatory Education	\$ 40,609	\$ 40000		\$ 609	
Ch192 ESL	\$ 0	\$ 0		\$ 0	
Ch192 Comp Ed/ESL Subtotal	\$ 40,609	\$ 40000	\$ 0		\$ 609
Ch192 Transportation	\$ 0	\$ 0	\$ 0		\$ 0
Ch193 Examination & Classification	\$ 19,283	\$ 19280		\$ 3	
Ch193 Corrective Speech	\$ 0	\$ 0		\$ 0	
Ch193 Supplementary Instruction	\$ 14,703	\$ 14702		\$ 1	
Ch193 Subtotal	\$ 33,966	\$ 33982	\$ 0		\$ 4
Total Ch192/193 Due State of New Jersey	\$ 74,575	\$ 73982	\$ 0		\$ 613

Part D - Nonpublic Home Instruction for Chapters 192/193

Number of Nonpublic Students Provided Home Instruction	0
Number of Hours of Home Instruction Provided to Nonpublic Students (report to the nearest tenth of an hour)	0
Total Expended by the District for Nonpublic Home Instruction	\$ 0

Update

Continue to certify

Cancel

After you enter and review all detail information about enrollment and expenditures, click the **“Continue to Certify”** button and you will receive another message asking if you are ready to submit?

Your data information has been updated.

Status: Uncertified

Part A - Calculation of Refund Due to State of New Jersey for Nursing, Textbook, Technology & Security

Program	Entitlement	Expenditures	CheckRefund Rec'd by DOE	Net Refund Due
Nursing	\$ 36,990	\$ 36000	\$ 0	\$ 990
Textbook	\$ 23,468	\$ 15000	\$ 0	\$ 8468
Technology	\$ 10,686	\$ 10000	\$ 0	\$ 686
Security	\$10,275	\$ 10275	\$ 0	\$ 0

Part B - Students Served/Services Provided for Chapters 192/193

Ch192 Number of Services Provided - Compensatory Education	5
Ch192 Number of Students Served - ESL	0
Ch193 Number of Students Served - Initial Examination & Classification	3
Ch193 Number of Students Served - Annual Examination & Classification	5
Ch193 Number of Students Served - Corrective Speech	0
Ch193 Number of Students Served - Supplementary Instruction	5

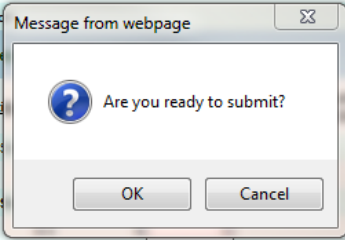
Part C - Calculation of Refund Due to State of New Jersey

Program	Entitlement	Expenditures	Refund by DOE	Refund Due	Net Refund Due
Ch192 Compensatory Education			\$ 609		
Ch192 ESL			\$ 0		
Ch192 Comp Ed/ESL Subtotal			\$ 0		\$ 609
Ch192 Transportation			\$ 0		\$ 0
Ch193 Examination & Classification	\$ 19,263	\$ 19260		\$ 3	
Ch193 Corrective Speech	\$ 0	\$ 0		\$ 0	
Ch193 Supplementary Instruction	\$ 14,703	\$ 14702		\$ 1	
Ch193 Subtotal	\$ 33,966	\$ 33962	\$ 0	\$ 4	\$ 4
Total Ch192/193 Due State of New Jersey	\$ 74,575	\$ 73962	\$ 0		\$ 613

Part D - Nonpublic Home Instruction for Chapters 192/193

Number of Nonpublic Students Provided Home Instruction	0
Number of Hours of Home Instruction Provided to Nonpublic Students (report to the nearest tenth of an hour)	0
Total Expended by the District for Nonpublic Home Instruction	\$ 0

Update Continue to certify Cancel



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When you have clicked on OK and you will receive certification Summary as shown below:

Finalize

ONCE YOU CLICK ON THE TWO BOXES UNDER THE SUMMARY OF REFUND, THE CERTIFIED BY: WILL BE POPULATED



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Logout

01 ATLANTIC

9999 DISTNAME

LOGIN USER: OSF User

Status: Uncertified

Grand Total Due State of New Jersey : \$10,757

FY2015-16 Summary of Refund Due to State of New Jersey					
Program	Entitlement	- Expenditures	- CheckRefund Rec'd by DOE	=	Refund Due
Nursing	\$ 36,990	\$ 36,000	\$ 0		\$ 990
Textbook	\$ 23,468	\$ 15,000	\$ 0		\$ 8,468
Technology	\$ 10,686	\$ 10,000	\$ 0		\$ 686
Security	\$ 10,275	\$ 10,275	\$ 0		\$ 0
Chapters 192	\$ 40,609	\$ 40,000	\$ 0		\$ 609
Chapter 192 Transportation	\$ 0	\$ 0	\$ 0		\$ 0
Chapters 193	\$ 33,966	\$ 33,962	\$ 0		\$ 4
Total Due:	\$ 155,994	\$ 145,237	\$ 0		\$ 10,757

FY2015-16 Home Instruction Reimbursement Requested: \$ 0

In accordance with the provisions of N.J.S.A. 18A:46A-8,9,10,11,12,13,14,15, N.J.S.A 18A:46-19.8 and N.J.A.C. 6A:14-6.3 and 6.4, I have certified the above data submission has been reviewed for completeness and accuracy. I understand the Grand Total due shown above will be deducted from the 2016-17 State Aid payment in November, 2016. No refund check should be sent to DOE. If the Audit Summary submission shows a different amount due to grantor, further State payment adjustments will be made in April, 2017 accordingly. Final reimbursement for Home Instruction will be verified through the FY2015-16 Audit Summary Submission and payment will be made in April 2017.

Please check here if Contact person and Certification person are the same; if not, please enter the information below.

Certified by:

Title:

Last Name:* First Name:*

Finalize

Back

Review your report , click in the TWO BOXES and then click the Finalize button to submit. Please note the Status has changed to **CERTIFIED (see below)**. All requested information on this screen must be provided. If you modify a previously finalized report, you will be required to finalize again, i.e. the reports must be recertified and you must click on the Finalize to Certify button to re-certify your report.



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01 ATLANTIC

9999 DISTNAME


LOGIN USER: OSF User

Status: Certified

Grand Total Due State of New Jersey : \$10,757

FY2015-16 Summary of Refund Due to State of New Jersey					
Program	Entitlement	- Expenditures	- CheckRefund Rec'd by DOE	=	Refund Due
Nursing	\$ 36,990	\$ 36,000	\$ 0		\$ 990
Textbook	\$ 23,468	\$ 15,000	\$ 0		\$ 8,468
Technology	\$ 10,686	\$ 10,000	\$ 0		\$ 686
Security					\$ 0
Chapters 192					\$ 609
Chapter 192 Tran					\$ 0
Chapters 193					\$ 4
Total Due:					10,757
FY2015-16 Home In					\$ 0

Message from webpage



You have successfully submitted your report. Please print this page for your record.

OK

In accordance with the provisions of N.J.S.A. 18A:46A-8,9,10,11,12,13,14,15, N.J.S.A 18A:46-19.8 and N.J.A.C. 6A:14-6.3 and 6.4, I have certified the above data submission has been reviewed for completeness and accuracy. I understand the Grand Total due shown above will be deducted from the 2016-17 State Aid payment in November, 2016. No refund check should be sent to DOE. If the Audit Summary submission shows a different amount due to grantor, further State payment adjustments will be made in April, 2017 accordingly. Final reimbursement for Home Instruction will be verified through the FY2015-16 Audit Summary Submission and payment will be made in April 2017.

Certified by:			
Title:	ADFA	First Name:	ASDFA
Last Name:	ADFA		

If you return to the Enter/Modify Data screen after you certify your report, you need to click the UPDATE or Continue to certify buttons to save your modifications. If you are only viewing data on this screen, click the CANCEL button to exit the screen.

QUESTIONS:

Refer To Frequently Asked Questions On The Welcome Page.

Send written correspondence to:

New Jersey Department of Education

Attn: Toni Lynn Schmidt, Administrative Analyst

100 Riverview Plaza P.O. Box 500

Trenton, NJ 08625-0500

E-MAIL QUESTIONS REGARDING THIS REPORT TO: NPCR@doe.state.nj.us