New Jersey Department of Education

Determining At-Risk Status Based on NJDOE Household Information Survey
FY2024 Quick Reference Guide for Schools Participating in CEP

Applicable only for schools participating in the Community Eligibility Provision

These guidelines should be used by all public school districts, charter schools, and APSSDs that offer free lunch to all students through the Community Eligibility Provision (CEP) for reporting student income status in NJSMART, the Application for State School Aid (ASSA), and the Charter Enrollment System.

Pursuant to *N.J.S.A.* 18A:7F-33 school districts are required to report the number of at-risk pupils on the last school day prior to October 16. At-risk pupils are defined as pupils from households with a household income at or below the most recent federal poverty guidelines available on October 15 of the prebudget year multiplied by 1.85. While all students in participating CEP schools are eligible for free lunch regardless of income, participating districts and schools must determine income status according to actual household income as documented by the NJDOE Household Information Survey or according to a direct certification match. Survey forms are available in English and Spanish on the NJDOE CEP website: https://www.state.nj.us/education/finance/cep/.

How to Report Student Enrollment Using Survey Responses:

- Collect the Household Information Survey for all students, or for those without a direct certification match.
- Students in the same household should be listed on the same survey (only one survey is required per household).
- Students identified through direct certification should be recorded as "F" regardless of Survey completion.
- Households with Part B completed with a case number should be recorded as "F" regardless of income range.
- Use the tables below to determine the appropriate income status for each student according to the Household Size (number of people listed in Part A) and Income Range (Part C) reported in the NJDOE Household Information Survey.

For households having **8 or fewer members**, use the following table to find the appropriate income range.
Using Part C of the Household Survey, find the Income Range (numbered 1 to 17 in Part C) that corresponds with the number of household members in the first column in this table.

No. Household Members Listed in Part A	F = equivalent to "Free" where income < or = 130% × Poverty	R = equivalent to "Reduced" where income is > 130 to 185% × Poverty	N = Not low-income if income is over 185% × Poverty
1	1	2 to 3	4 to 17
2	1 to 2	3 to 5	6 to 17
3	1 to 4	5 to 8	9 to 17
4	1 to 6	7 to 10	11 to 17
5	1 to 7	8 to 12	13 to 17
6	1 to 9	10 to 14	15 to 17
7	1 to 11	12 to 15	16 to 17
8	1 to 13	14 to 16	17 +

For households having **more than 8 members**, use the following table to find the appropriate income range:

Household Size > 8	F	R	N
9	$0 – $72,410	$72,411 – $103,045	$103,046+
10	$0 – $79,092	$79,093 – $112,554	$112,555+
11	$0 – $85,774	$85,775 – $122,063	$122,064+
12	$0 – $92,456	$92,457 – $131,572	$131,573+
13	$0 – $99,138	$99,139 – $141,081	$141,082+
14	$0 – $105,820	$105,821 – $150,590	$150,591+
15	$0 –$112,502	$112,503 – $160,099	$160,100+
Each Additional Person	**Add $6,682**	**+6,682 for min/+9,509 for max**	**Add $9,509**