



State of New Jersey  
DEPARTMENT OF EDUCATION  
PO Box 500  
TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

DAVID C. HESPE  
*Acting Commissioner*

September 23, 2014

TO: Chief School Administrators  
Charter School Lead Persons  
Nonpublic School Directors  
School Business Administrators  
NJ SMART Contacts

FROM: Robert L Bumpus, Acting Assistant Commissioner  
Division of Field Services

SUBJECT: **NJ FamilyCare-Electronic Transmission of Student Information**  
Submission Deadline: October 31, 2014

This memorandum explains how information regarding students who are **uninsured** or who have **unknown health insurance status** must be collected and transmitted electronically in an Excel file to NJ FamilyCare. In order for NJ FamilyCare staff to contact families and enroll eligible students, they need to know the following information which is found on the emergency card:

- Students that have been identified as **uninsured** and/or **unknown health insurance status**; and
- Students who are eligible for free or reduced lunch.

If a child did not return a completed emergency card or did not answer the insurance question, that student should be identified as **unknown health insurance status**.

Putting this information into a district-wide Excel spreadsheet and transferring the document via email should pose the least amount of disruption to school districts as possible. Please note that the file format now matches NJ SMART file layout where possible. Therefore, we are once again asking that each school district collect each school's information and compile the information into one district-wide MS Excel Spreadsheet. **A template of this spreadsheet is included as an attachment with this broadcast.** The fields in the spreadsheet should only include the data elements in the exact file layout included in this transmittal. Only students who are **not insured** or have an **unknown health insurance status** should be included on this spreadsheet. **Do not include children who answered "Yes" to having health insurance.**

Families that identified their children as being uninsured need to sign the authorization line on the emergency card in order to share the information with NJ FamilyCare. Families who did not opt-out can have their child's free or reduced lunch information shared with NJ FamilyCare and their lunch status indicator should be included on the spreadsheet. Please indicate an **"F"** for students receiving free lunch,

“**R**” for those who pay a reduced price for lunch and “**N**” for students who do not participate in the lunch program in the column titled “Free Reduced Rate Lunch Status.\*”

It is important to note that the identification of your uninsured students and timely submission of this data in the correct file layout is vital for the ongoing and efficient enrollment efforts in this State.

**The completed district spreadsheet should be forwarded via email to [NJFamilyCare.DoeMemo@dhs.state.nj.us](mailto:NJFamilyCare.DoeMemo@dhs.state.nj.us) no earlier than September 28 but no later than October 31. Please indicate the name of your District in the “Subject Line” of the email.**

Thank you in advance for your cooperation in this important effort. Through our collective efforts, we can ensure that children who lack health insurance have access to quality healthcare. If you have any questions concerning this matter, please contact Heidi J. Smith, Director, NJ FamilyCare Outreach, New Jersey Department of Human Services, at (609) 588-3526.

RLB/pb

Attachment

cc: Members, State Board of Education  
Senior Staff  
Executive County Superintendents  
Executive Directors for Regional Achievement Centers  
Executive County Business Officials  
Heidi J. Smith  
NJLEE Group  
Garden State Coalition of Schools