



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: January 24, 2024
To: Local Educational Agency Leads
Route To: ESEA Project Directors and School Business Administrators
From: Kathy Ehling, Assistant Commissioner
Division of Educational Services
Deadline: March 8, 2024

State Fiscal Year 2023 (SFY2023) ESSER Performance Report

To satisfy federal reporting requirements, all local educational agencies (LEAs) that received Coronavirus Aid, Relief, and Economic Security (CARES), Coronavirus Response and Relief Supplemental Appropriations (CRRSA), or American Rescue Plan (ARP) Act Elementary and Secondary School Emergency Relief (ESSER) fund allocations must submit an ESSER Performance Report for State Fiscal Year 2023 (SFY2023) (i.e., July 1, 2022, through June 30, 2023). LEAs must complete and submit the report through the Electronic Web-Enabled Grant (EWEG) system no later than March 8, 2024.

The SFY2023 ESSER Performance Report has been modified and enhanced to accommodate new requirements of the United States Department of Education (USED) and reflect user feedback. SFY2023 ESSER Performance Reports include:

- A reformatted “ARP 20 Percent Reserve” page that accommodates the new requirement to report the amount of ESSER funds spent on each listed activity and a series of questions to guide the narrative reporting requirement. For more information on the ARP 20 Percent Reserve please see the [March 29, 2023 broadcast](#), “Regarding the ARP ESSER Requirement to Reserve 20 Percent to Address Learning Loss”.
- A “Mandatory Expended Uses Part II” page to capture newly required ESSER mandatory grant fund expenditures by activity.
- Nine (9) previously optional pages of the report are now required. These include:
 - The “Staffing” page on the number of full-time equivalent (FTE) staff supported with ESSER funds;
 - The “Access to Select Staff” page on FTE by staff type assigned to schools within the LEA as of September 30, 2022; and,
 - The “Summer”, “Afterschool”, “Extended Time”, “Tutoring”, “Early Childhood”, “Community Schools” and “Technology” pages which now require participation information for all relevant activities that took place within the reporting period. USED provided additional guidance that participation information should be reported for all ESSER funded activities that occurred during the reporting period, regardless of when the ESSER expenditures associated with each activity took place. The pages have been updated to reflect this new guidance.

The SFY2023 ESSER Performance Report will be released in EWEG by February 1, 2024. To assist LEAs in planning and preparing to complete the report, the New Jersey Department of Education (NJDOE) has made an ESSER Performance Report planning document and individualized ESSER Allocation Overview Table available to LEAs through the [Federal Program Insights](#) application in Homeroom. The planning document provides all questions that appear in the EWEG version of the report, and the table that provides all allocation and SFY2023 expenditure information as documented in EWEG.

To assist LEAs further in accurately completing the SFY2023 ESSER Performance Report, the NJDOE is offering three, 60-minute Technical Assistance (TA) sessions on February 6 at 12:00 p.m., February 12 at 1:00 p.m., and

February 14, 2024, at 10:00 a.m. Please visit the [NJDOE's Events Registration](#) page to register for one of the three sessions. These sessions will provide a brief overview of the report and focus on the newly required sections.

In addition, NJDOE will provide office hours every Friday from 10:00 a.m. to 11:00 a.m. beginning February 9, 2024 through March 1, 2024. Office hours may be accessed through the NJDOE's Events [Registration](#) webpage.

Questions regarding the collection or submission of data for the SFY 2023 ESSER Performance Reports may be directed to ESSER.Report@doe.nj.gov.

c: Members, State Board of Education
 NJDOE Staff
 Statewide Parent Advocacy Network
 Garden State Coalition of Schools
 NJ LEE Group