



New Jersey
DEPARTMENT OF EDUCATION

Completing the 2015-2016 Title I, Part A Performance Report

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New Jersey Department of Education



Title I, Part A Performance Report

Purpose

- The *Elementary and Secondary Education Act (ESEA)* **requires** the annual collection of data from school districts that receive Title I, Part A funds.
- Contributes to the larger comprehensive Consolidated State Performance Report that the New Jersey Department of Education (NJDOE) must submit to the United States Department of Education for a national perspective.
- Summative analysis of the impact of Title I, Part A funds what Title I, Part A services were provided utilizing these funds for the project period July 1, 2015 - June 30, 2016.
- The Title I, Part A Performance Report is one of two required Title I reports. The Comparability report is the other report. The two reports have different purposes and data elements. Please ensure your districts submit both reports to the NJDOE.



Title I, Part A Performance Report

What Districts Need to Complete the Report?

- All districts that received Title I, Part A funds in the 2015-2016 school year (project period July 1, 2015 – June 30, 2016).
- Districts that were allocated Title I, Part A funds, submitted an *ESEA-NCLB* Consolidated Subgrant Application but refused Title I, Part A funds or did not submit an *ESEA-NCLB* Consolidated Subgrant Application **do not** need to complete this report.
- Submission Due Date: **Friday, December 2, 2016.**



Title I, Part A Performance Report

How Do You Login to EWEG?

- The report is accessed via the Electronic Web-Enabled Grant (EWEG) system at: <https://njdoe.mtwgms.org/NJDOEGMSWeb/logon.aspx>.
- On the EWEG LOGON Page, enter your EWEG user ID, password, and county district code and hit the “LOGON” button.



The screenshot shows the EWEG login interface. At the top, it features the State of New Jersey Department of Education logo on the left and the EWEG Electronic Web-Enabled Grant System logo on the right. Below the logos, the text "LOGON Page" is centered. The main heading is "Welcome to the New EWEG Login Screen" with the instruction "Please enter your user ID and Password" below it. There are three input fields: "User ID:", "Password:", and "County District:". Below these fields are two buttons: "LOGON" and "Public Access". At the bottom, there is a section for "EWEG Notes" containing several paragraphs of text.

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

EWEG
Electronic Web-Enabled Grant System

LOGON Page

Welcome to the New EWEG Login Screen

Please enter your user ID and Password

User ID:

Password:

County District:

LOGON

Public Access

For forgotten or unknown user ids/passwords, send your questions to eweghelp@doe.state.nj.us. Please provide your name, school district name, and county-district code with your request.
***If you store your password information through the Internet Explorer autocomplete feature** (which is discouraged for security reasons), remember that when you log back in with your new password, you will receive a dialog box asking if you want to change your stored password. You will need to select "Yes," or you will receive a "Password not found" error.

Note: EWEG only Supports Internet Explorer browser (Version 5.01 is minimum and 7.0 is maximum).

EWEG Notes:

The EWEG password is case sensitive. Many passwords have come into the system with all upper case letters. Please try uppercase letters if your password does not work initially.

User IDs for the EWEG system have a limit of 8 characters. Any User ID longer than 8 characters established on the Homeroom system has been truncated to 8 characters. EWEG requires the entry of a six digit code comprised of the two digit county code and the four digit LEA code.

Please note that there will be some delay between the time User IDs and Passwords are set up on the Homeroom system and the activation of those User IDs and Passwords on the EWEG system.



Title I, Part A Performance Report

How Do You Access the Performance Report?

- On the GMS Access/Select Screen, click “GMS Access/Select” to proceed to the screen where the “Title I, Part A - Performance Report is listed.”

STATE OF NEW JERSEY
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EWEG
Electronic Web-Enabled Grant System

Sign Out

You have been granted access to the forms below by your Security Administrator

Administrative
**LEA Central Contact-REQUIRED Reports
GMS Access / Select
Funded Applications
Non-Funded Data Collections

If the form you need is not listed, contact your Security Coordinator :



Title I, Part A Performance Report

How Do You Create the 2015-2016 Performance Report?

- On the GMS Access Select Screen, you will need to select 2016 from the drop-down box labeled “Select Fiscal Year.”
- This screen will list the “Title I – Performance Report” and you will need to select the report and create it by clicking the button labeled “Create.”

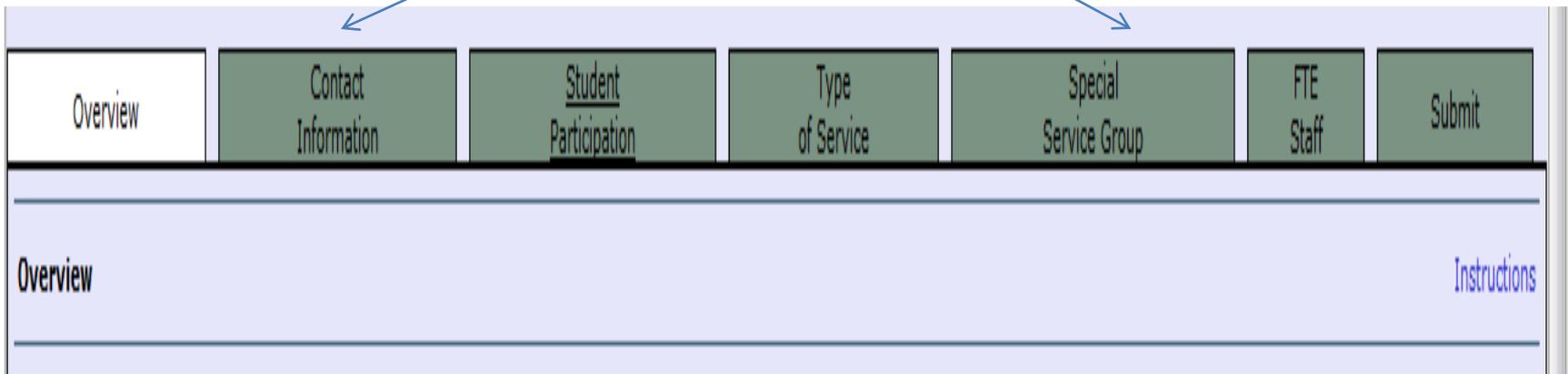
The screenshot displays the 'Available' section of the GMS Access Select Screen. At the top, the 'Select Fiscal Year' dropdown is set to 2016. Below this, the 'Created' section lists three Formula Grant applications: IDEA, NCLB, and Title I Comparability. Each application has a revision dropdown, status (Final Approved), date, and buttons for 'Open', 'Amend', 'Payments', 'Review Summary', and 'Delete Application'. The 'Discretionary Grant' section states that no applications have been created. The 'Competitive Grant' section lists one application, 'Blended Early Learning Comp', with a status of 'Not Submitted' and buttons for 'Open', 'Amend', 'Payments', 'Review Summary', 'Delete Application', and 'Print All'. The 'Performance Reports' section states that no applications have been created. The 'Available' section lists four applications: Perkins Secondary Consolidated (Submissions due by 8/25/2015), Discretionary Grant (no applications available), Competitive Grant (no applications available), and Title I - Performance Report (Submissions due by 12/2/2016). The 'Title I - Performance Report' application is highlighted, and a 'Create' button is visible. The 'Final Reports' section lists one application, 'IDEA Final Report', with a submission due date of 12/31/2999 and a 'Create' button.



Title I, Part A Performance Report

Selecting & Navigating the 2015-2016 Report in EWEG

- Once the 2016 report is created, select the Title I – Performance Report and hit the “Open” button for data input.
- The EWEG system has a tabbed interface available for navigating throughout the system. A link for the corresponding instructions is located in the upper right hand corner of each screen.





Title I, Part A Performance Report

Helpful Hints for Navigating EWEG

- **Do not use the browser Back button when you are working in the EWEG system.** This will cause errors and may log you out the system. All necessary navigation within the system can be accomplished by clicking on the different tabs.
- White cells are available for entering data, light blue or gray cells displaying a number are calculated cells or information pulled from another part of the report and are not available for data entry.
- The “Save Page” button must be clicked before you leave each tab or you will lose the data entered.
- The EWEG system has built-in edits that interact to verify column totals and cross-reference tables, if appropriate. If totals do not correlate, you may receive an error message.



Title I, Part A Performance Report

Overview Tab

- This screen provides the purpose and other useful information for the completion and submission of the Title I, Part A Performance Report. No data input is required.

[Click to Return to Menu List / Sign Out](#)

Overview	Contact Information	Student Participation	Type of Service	Special Service Group	FTE Staff	Submit
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Overview [Instructions](#)

Due Date: December 2, 2016

Program: Title I, Part A - Improving the Academic Achievement of the Disadvantaged

Project Period: The project period for this Title I Performance Report is July 1, 2015 - June 30, 2016.

Funding: CFDA - 84.010

Purpose:
The purpose of the Title I Performance Report is to determine the impact of Title I funds on student performance and to report how Title I funds were used. The New Jersey Department of Education provides the assessment data for those schools and students that received Title I services. However, the school district must provide the demographic and service data. This information contributes to the national perspective of the impact of Title I.

The Elementary and Secondary Education Act reauthorized as the No Child Left Behind Act. (ESEA-NCLB) requires the collection of data from school districts receiving Title I funds. This information contributes to the State Performance Report that the department must submit to the U.S. Department of Education.

All Title I districts must complete the following screens:
* Student Participation
* Type of Service
* Special Service Group
* FTE Staff

Legislation: Public Law 107-110: Title I, Part A

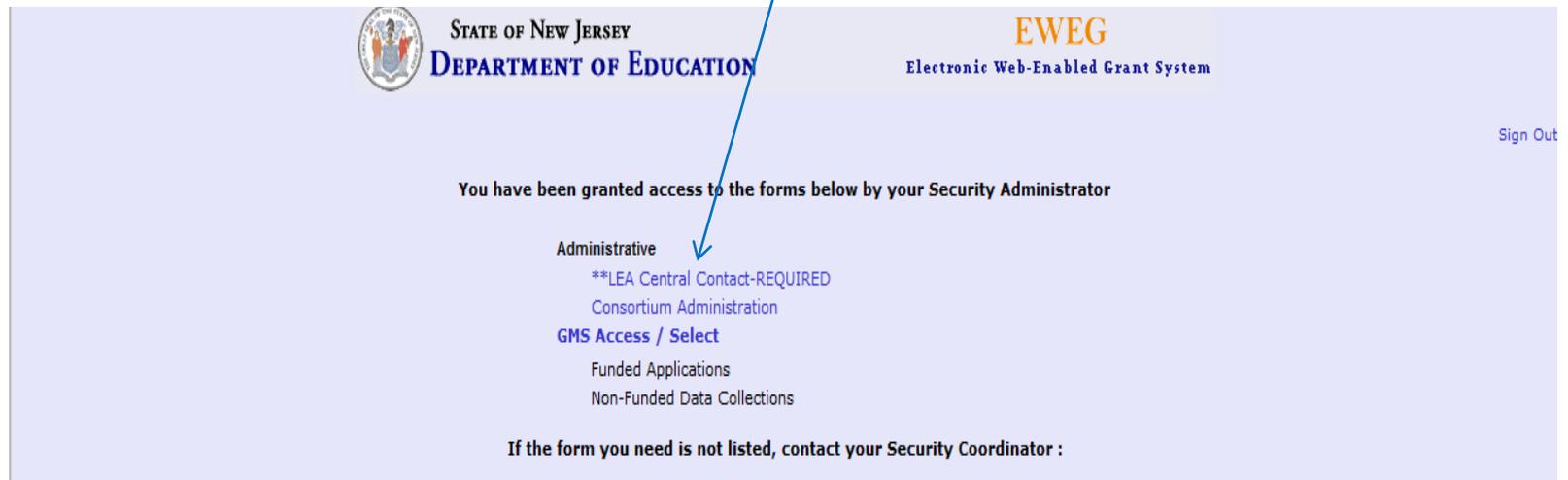
Guidance: Title I Laws, Regulations and Guidance
NJDOE Title I Resources - Instruction Manual
EWEG General Instructions



Title I, Part A Performance Report

Contact Information Tab

- The Contact Information tab does not require any data input in the Title I Performance Report, because the data are maintained within the LEA Central Contact system. The information displayed on this tab is the same as the 2016-2017 *ESEA-NCLB* Consolidated Subgrant Application.
- Be sure you have updated the Central Contact system to reflect district staff currently responsible for the various programs and functions. Any changes to the LEA Contact information should be made in the LEA Central Contact system. NJDOE staff use this information to contact district personnel.



STATE OF NEW JERSEY
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EWEG
Electronic Web-Enabled Grant System

Sign Out

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Administrative
**LEA Central Contact-REQUIRED
Consortium Administration
GMS Access / Select
Funded Applications
Non-Funded Data Collections

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Title I, Part A Performance Report

Student Participation Tab

- The Student Participation tab contains two tables:

Table 1a. Student Participation by Racial/Ethnic Group
(Unduplicated)

Collects data for public school students by type of program—targeted assistance (TAS) or schoolwide (SWP). Student data must be disaggregated according to racial/ethnic group.

Table 1b. Public, Nonpublic & Local Neglected Students by
Grade Level

Collects data by age/grade level for all students served with Title I, Part A funds.



Title I, Part A Performance Report

Student Participation Tab – Table 1a.

Overview	Contact Information	Student Participation	Type of Service	Special Service Group	FTE Staff	Submit
Student Participation						Instructions
1a.) Student Participants by Racial/Ethnic Group (Unduplicated)						
			Part A			
			TAS	SWP	Total	
American Indian/Alaskan Native			<input type="text"/>	<input type="text"/>	<input type="text"/>	
Asian			<input type="text"/>	<input type="text"/>	<input type="text"/>	
Pacific Islander			<input type="text"/>	<input type="text"/>	<input type="text"/>	
Hispanic			<input type="text"/>	<input type="text"/>	<input type="text"/>	
Black (Not Hispanic)			<input type="text"/>	<input type="text"/>	<input type="text"/>	
White (Not Hispanic)			<input type="text"/>	<input type="text"/>	<input type="text"/>	
Two or More Races			<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total			<input type="text"/>	<input type="text"/>	<input type="text"/>	
<small>** Note: Do not include Nonpublic and Local Neglected Students ** Note: Total Student Participants on Table 1a.) must equal the Total Public TAS + SWP Participants on Table 1b.)**Note: Any racial/ethnic combination that includes Hispanic must be counted as Hispanic.</small>						



Title I, Part A Performance Report

Student Participation Tab – Table 1a.

- Enter *unduplicated counts*, by ethnicity, for students who participated in a Title I program at anytime during July 1, 2015-June 30, 2016. Count each student only once in each category even if the student participated during more than one term or in more than one school during the reporting period.
- Include students in pre-K through Grade 12. Do not include Local Neglected Students (those served with Title I, Part A Neglected funds), nonpublic students, or participants in adult literacy programs funded by Title I in this table.
- Title I students who participated in a school that operated a Targeted Assistance Program need to be reflected in the first column labeled “TAS.”
- All students who participated in a school that operated an approved Schoolwide Program need to be reflected in the second column labeled “SWP.”
- Any racial/ethnic combination that includes Hispanic must be counted as Hispanic only and students of multiple races/ethnicities must be counted as two or more races.



Title I, Part A Performance Report

Student Participation Tab – Table 1b.

1b.) Public, Nonpublic & Local Neglected Students by Grade Level

Grade (Unduplicated)	Title I, Part A				Total
	Public TAS	Public SWP	N	Nonpublic	
Ages 0-2	<input type="text"/>				
Ages 3-5 (pre-K)	<input type="text"/>				
K	<input type="text"/>				
1	<input type="text"/>				
2	<input type="text"/>				
3	<input type="text"/>				
4	<input type="text"/>				
5	<input type="text"/>				
6	<input type="text"/>				
7	<input type="text"/>				
8	<input type="text"/>				
9	<input type="text"/>				
10	<input type="text"/>				
11	<input type="text"/>				
12	<input type="text"/>				
Ungraded	<input type="text"/>				
Total *	<input type="text"/>				
Total Public TAS + Public SWP					<input type="text"/>

** Note: Total Public TAS and SWP Participants on Table 1b.) must equal Total Student Participants on Table 1a.).

Calculate Totals

Save Page



Title I, Part A Performance Report

Student Participation Tab – Table 1b.

- Enter *unduplicated counts*, by age/grade level, for students who participated in a Title I program at anytime during July 1, 2015-June 30, 2016. Count each student only once in each category even if the student participated during more than one term or in more than one school during the reporting period.
- Include students in ages 0-2, 3-5 (pre-K), grade K-12, and ungraded students.
- Title I students who participated in a school that operated a Targeted Assistance Program need to be reflected in the first column labeled “Public TAS.”
- All students who participated in a school that operated an approved Schoolwide Program need to be reflected in the second column labeled “SWP.”
- Students served with Title I, Part A Neglected funds need to be reflected by age/grade in the third column labeled “N.”
- Students served with Title I, Part A that attend nonpublic schools need to be reflected by age/grade in the fourth column labeled “Nonpublic.”



Title I, Part A Performance Report

Student Participation Tab

- The system calculates the total for each row and column for both tables when the “Calculate Totals” button at the bottom of the screen is clicked.
- To save the information entered, you must click the “Save Page” button, also, located at the bottom of the screen.
- The Public TAS column total in Table 1b. must equal the TAS column total reflected in Table 1a.
- The Public SWP column total in Table 1b. must equal the SWP column total reflected in Table 1a.
- The Total Public TAS and Public SWP row in Table 1b must be greater than zero and equal to the student totals for Table 1a. If totals do not equal, you will receive an error message.



Title I, Part A Performance Report

Type of Service Tab

Overview	Contact Information	Student Participation	Type of Service	Special Service Group	FTE Staff	Submit
Student Participation by Type of Service Instructions						
2.) Student Participation by Type of Service (Duplicate Count)						
SERVICE AREAS				Title IA		
				Public TAS	Nonpublic	Total
INSTRUCTIONAL						
Reading/Lang. Arts				<input type="text"/>	<input type="text"/>	<input type="text"/>
Mathematics				<input type="text"/>	<input type="text"/>	<input type="text"/>
Science				<input type="text"/>	<input type="text"/>	<input type="text"/>
Social Studies				<input type="text"/>	<input type="text"/>	<input type="text"/>
Vocational/Career				<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Instructional Other: List				<input type="text"/>	<input type="text"/>	<input type="text"/>
Instructional Totals				<input type="text"/>	<input type="text"/>	<input type="text"/>
SUPPORTING						
Supporting Guidance/Advocacy				<input type="text"/>	<input type="text"/>	<input type="text"/>
Health/Dental/Eye Care				<input type="text"/>	<input type="text"/>	<input type="text"/>
Supporting Other: <input type="checkbox"/> Necessary Nutrition <input type="checkbox"/> Necessary Eyeglasses <input type="checkbox"/> Necessary Hearing Aid <input type="checkbox"/> Other Necessary Medical Equipment <input type="checkbox"/> Supporting Other: List				<input type="text"/>	<input type="text"/>	<input type="text"/>
Supporting Totals				<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Participation by Student Type				<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Calculate Totals"/>						
<input type="button" value="Save Page"/>						



Title I, Part A Performance Report

Type of Service Tab

- **Purpose:** To determine the number of students in Title I Targeted Assistance Programs (TAS) and nonpublic students who received Title I instructional services in content areas and/or support services during the 2015-2016 school year.
- This screen is divided into two services areas:

Instructional

The first column reflects the number of Title I, Part A students, disaggregated by instructional subject and support services, for TAS only. Nonpublic school students also are counted.

Supporting

The second column represents the number of Title I, Part A students, disaggregated by instructional subject and support services for nonpublic students that received Title I services.



Title I, Part A Performance Report

Special Service Group Tab

Overview	Contact Information	Student Participation	Type of Service	Special Service Group	FTE Staff	Submit
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Student Participation by Special Service Group [Instructions](#)

3.) Student Participation by Special Service Group	
	Public TAS and SWP
# of Students with Disabilities (IDEA)	22
Counts for this category reflect only disabled students (IDEA) who also received Title I service: Yes <input checked="" type="radio"/> No <input type="radio"/>	
ELL Students	3
Homeless	
Migrant	

Save Page



Title I, Part A Performance Report

Special Service Group Tab

- **Purpose:** To provide the total unduplicated count of Title I students who were also categorized as a student with a disability, English Language Learners (ELL), homeless, and migrant at anytime during the 2015-2016 school year.
- Each row reflects the students who received Title I services in both TAS and SWP programs and the identified services (i.e., *IDEA*, ELL, homeless, migrant).
- If a count is entered for the “# of Students with Disabilities (*IDEA*)” row and in the “Public TAS and SWP” column, a verification that the count represents students with disabilities meeting the definition of *IDEA*, who also received Title I funded services is required.



Title I, Part A Performance Report

FTE Staff Tab

Overview	Contact Information	Student Participation	Type of Service	Special Service Group	FTE Staff	Submit
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[Instructions](#)

4.) Staff Information for Title I Targeted Assistance Programs and Schoolwide Programs (Unduplicated).

FTEs for TAS STAFF				
	# of People	Total Title I Hrs Worked Per Yr. (All Staff)	Length of Full-Time Work Year in Hours	# of FTEs
FTEs: Administrators (Nonclerical)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FTEs: Clerical Support Staff	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FTEs: Teachers	<input type="text" value="10"/>	<input type="text" value="4000"/>	<input type="text" value="1080"/>	<input type="text" value="3.7"/>
FTEs: Instructional Paraprofessionals	<input type="text" value="14"/>	<input type="text" value="5600"/>	<input type="text" value="1080"/>	<input type="text" value="5.2"/>
FTEs: Other Paraprofessionals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FTEs for SWP STAFF				
FTEs: Instructional Paraprofessionals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Paraprofessionals				
	TAS	SWP		
# Total Title I Instructional Paraprofessionals	<input type="text" value="14"/>	<input type="text" value="0"/>		
A. # Completed Para Pro Assessment	<input type="text" value="7"/>	<input type="text"/>		
B. # Completed Portfolio Assessment	<input type="text" value="2"/>	<input type="text"/>		
C. # Completed 2 Years of College	<input type="text" value="3"/>	<input type="text"/>		
D. # Completed Associate's or Higher Degree	<input type="text" value="1"/>	<input type="text"/>		
E. # Unqualified Instructional Paraprofessionals	<input type="text" value="1"/>	<input type="text" value="0"/>		

Counts in Row E reflect an accurate number of unqualified instructional paraprofessionals? Yes No

Cost(s) Associated with the Unqualified Paraprofessional(s)

(Salaries, benefits and other related costs)

[Calculate Totals](#) [Save Page](#)



Title I, Part A Performance Report

FTE Staff Tab

- **Purpose:** To provide the number of Title I, Part A funded full-time equivalent (FTE) staff, by job category, and a breakdown of qualifications for Title I, Part A funded Instructional Paraprofessionals for the 2015-2016 school year.
- This tab is broken down into three sections: FTEs for TAS Staff, FTEs for SWP Staff, and Paraprofessionals.
- Enter the number of staff (unduplicated) paid with Title I, Part A funds for administrators (non-clerical), clerical support staff, teachers, instructional paraprofessionals, and other paraprofessionals in targeted assistance programs. This figure must be entered in the field as a whole number.
- Enter the number of instructional paraprofessionals in schoolwide programs as a whole number as well.
- Enter the total number of Title I hours worked by all Title I paid staff for school year 2015-2016 in each category for which a count was entered in the “# of People” in both the “FTEs for TAS Staff” and “FTEs for SWP Staff” sections.
- Enter the length of the full-time work year in hours for one person during 2015-2016 in each category for which a count was entered in the “# of People” in both the “FTEs for TAS Staff” and “FTEs for SWP Staff” sections.
- The EWEG system will calculate the “# of FTEs” based on the information provided for each job category with data.



Title I, Part A Performance Report

FTE Staff Tab

- In the Paraprofessionals section located at the bottom of the tab, the total numbers of instructional paraprofessionals entered at the top in the “FTEs for TAS Staff” and “FTEs for SWP Staff” sections will be displayed in the first row.
- In rows A-D, enter the number of instructional paraprofessionals who met the highly qualified requirements via the criteria listed. The system will calculate the number of **unqualified** Title I instructional paraprofessionals (row E) when the “Calculate Totals” button is clicked. If the calculated count is less than zero, the tab will not save and an error message will appear.
- A verification is required when a count greater than zero appears in row E in TAS and/or SWP. The verification asserts that the count(s) represent **unqualified** Title I instructional paraprofessionals.
- If there are unqualified Title I paid instructional paraprofessionals, you will need to indicate all the associated Title I costs in the box at the bottom of the tab.



Title I, Part A Performance Report

FTE Staff Tab - Example

- The district has 7 teachers paid with Title I, Part A funds and the teacher contract is based on a 35 hour work week for 42 weeks a year.
 - Three teachers only work the normal contracted teacher hours (35 x 42 = 1470 hours).
 - One teacher works the normal contracted hours (1470 hours) plus 5 hours of extended day per week for 42 weeks (210) totaling 1680 hours.
 - One teacher works the normal contracted hours (1470 hours) plus 10 hours of extended year per week for 20 weeks (200) totaling 1670 hours.
 - Two teachers work the normal contracted hours (1470 hours) plus 5 hours of extended day per week for 42 weeks (210) plus 10 hours of extended year per week for 20 weeks (200) totaling 1880 hours.



Title I, Part A Performance Report

FTE Staff Tab - Example

- The Total Title I Hours Worked Per Year equals 11,520 hours which is the summation of the following:
 - $3 \times 35 \times 42 = 4410$ hours (3 teachers)
 - $1 \times 1680 = 1680$ hours (1 teacher)
 - $1 \times 1670 = 1670$ hours (1 teacher)
 - $2 \times 1880 = 3760$ hours (2 teachers).
- The Length of Full-Time Work Year in hours equals 1,646 hours (11,520 hours/7 teachers).
- The EWEG system will calculate the # of FTEs (1.97).



Title I, Part A Performance Report

Submit Tab

Overview	Contact Information	Student Participation	Type of Service	Special Service Group	FTE Staff	Submit
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Submit [Instructions](#)

The application has been locked by the consistency check process.

Consistency check is completed but the application has not been submitted. Submission of the application requires an authorized user to select the SUBMIT to NJDOE button.

If after running a successful consistency check a submit button does not appear, you are not authorized to submit the application. Please check with your technology administrator for users who are authorized to submit the application.

[Lock Application](#) [Unlock Application](#)

Consistency Check was run on: 10/5/2016

Authorized Representative [Submit to NJDOE](#)

Final Application Review



Title I, Part A Performance Report

Submit Tab

- Prior to submission, a consistency check must be performed by clicking the “Consistency Check” button.
 - * Validates the data entered into the EWEG system based on programmed edits.
 - * If any errors are detected, corresponding error messages will appear on the tab in red.
 - * All errors must be corrected on the applicable tabs.
 - * To ensure all errors have been rectified prior to submission, a consistency check must be conducted again.
 - * The EWEG system will not allow the submission of the report with any remaining unresolved errors.
- Once the consistency check is successful, the report is locked but not submitted to the Department.
- If revisions need to be made, the report can be unlocked by selecting the “Unlock Application” button. After unlocking the report and revising any data, a consistency check will need to be re-run to verify that the data passes the programmed edits.
- If the consistency check is successful, the “Submit to NJDOE” button should appear on the tab and needs to be clicked for the reported to be considered submitted to the Department.



Title I, Part A Performance Report *Amendments*

- If you realize data was incorrectly entered and your report has been submitted to the Department, you will need to create an amendment.
- After the report is submitted, you will need to create an amendment by clicking the “Create Amendment” button.
- Once the data has been entered, a consistency check must be re-run and any errors corrected prior to submission.



Title I, Part A Performance Report

Contact Information

- For Title I, Part A Performance Report program and data questions, please contact the Office of Supplemental Educational Programs:

Michelle Dohrenwend

Michelle.Dohrenwend@doe.state.nj.us

(609) 633-1744

or

John Ingersoll

John.Ingersoll@doe.state.nj.us

(609) 984-5946

or

Titleone@doe.state.nj.us

- For EWEG or authorization questions, please contact the EWEG Help Desk at:
eweghelp@doe.state.nj.us