



How to apply for the NJEA Hardship Relief Fund

Hardshiprelief.njea.org

Step 1: Gather & scan your documents

You will need a letter from your local association president attesting to the unforeseen event with an original signature. Once you have that, scan it either on your printer or on your phone.

You will need a copy of public officials' order to vacate the home OR a letter or statement from the utility company documenting the event and showing the dates you have been displaced. Once you have that, scan it either on your printer or on your phone.

Step 2: Download, print out, complete, sign and upload a W-9 form

The W-9 form can be downloaded from the Hardship Relief website. Print out the form and fill it out OR fill it out online, print it, and sign it. Once you have that, scan it either on your printer or on your phone.

Step 3: Fill out the online application

Follow the prompts to complete the online application.

The start date is when the unforeseen event occurred. The end date is when you are expected to return to your home. You can provide an estimate if you are still displaced.

If this is a permanent displacement, loss of classroom supplies, or loss of wage resulting in food insecurity you will only be asked for the date of the unforeseen event.

Step 4: Upload your documents

In the spaces provided, upload the letter from the local association president, the completed and signed W-9, and the copy of public officials' order to vacate the home OR a letter or statement from the utility company documenting the event and showing the dates you have been displaced.

Step 5: Complete the address information

This is where you would like your check to be sent. Please note that it can take up to four weeks for the check to be delivered after final approval from NJEA. The check will come from Principal Custody Solutions and will not have NJEA's name on the envelope.

Step 6: Click "Submit."

For additional questions, contact NJEA Member Benefits at 609-599-4561 ext. 2222.