



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: July 9, 2019  
To: Chief School Administrators  
Route To: School Business Administrators  
From: Lamont O. Repollet, Ed.D., Commissioner of Education

## Fiscal Year 2019-20 State Budget Notification

On June 30, 2019, Governor Phil Murphy signed the Fiscal Year 2020 state budget. Pursuant to language included in the FY 2020 Appropriations Act, a district experiencing fiscal distress in FY 2020 may apply for emergency aid.

Districts experiencing fiscal distress will use the Emergency Aid Application system in the [NJDOE Homeroom](#) online portal to apply for Emergency Aid. To access the Emergency Aid Application system, the district's Homeroom Administrator must assign district users.

The application page consists of four sections:

1. *Print Receipt*. This section allows the district to print a receipt of document files that were successfully submitted. The receipt lists the file names with the date and time each was submitted.
2. *Guidance*. This section contains three files for the district to download. One file explains the application process. The second file contains a list of the required submission files that must be uploaded in the emergency aid application system. The third file contains instructions for completion of the required submission for salary data.
3. *Required submission templates*. This section contains submission files that must be uploaded in the Department-established format. Note that there are other files that must also be submitted in a district-determined format, as detailed in the Required Submission list in the guidance section. This section contains only those files with a required format.
4. *Uploads*. This section is where the district will upload the required emergency aid application files. The names of the uploaded files must match the titles listed on the Required Submissions document found in the guidance section of the system, or the file will not be accepted by the system.

Districts should refer to the "Guidance on Application for 2019-20 Emergency Aid" document in the guidance section of the Emergency Aid Application system for detailed instructions on the application process.

Thank you for your attention to this matter.

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