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To: New Jersey School Superintendents, School Administrators, Administrators of Nonpublic Schools

From: Division of Unemployment Insurance
New Jersey Department of Labor & Workforce Development

Date: June 2, 2021

Subject: Mandatory Reporting of Reasonable Assurance Employees

New Jersey State law ([P.L. 2020, Chapter 12](#)) now **requires all school employers to report the reasonable assurance status of all employees** to the New Jersey Department of Labor & Workforce Development (NJDOL) no less than 10 days before the end of the school year or term.

The now-mandatory spreadsheet to be completed with information on each employee, as well as step-by-step instructions and a glossary of terms, can be found on the NJDOL's "[School employers: Employee eligibility for unemployment benefits](#)" webpage. The spreadsheet must be sent via email to school.form@dol.nj.gov.

School employers must report to NJDOL which school employees have reasonable assurance to return to their jobs after summer or winter break, and which employees are not expected to return to their jobs.

School employers subject to this requirement are educational institutions such as public school districts and nonprofit private schools, including all K–12 schools and two- and four-year institutions of higher education.

Previous to the pandemic, federal rules dictated that school employees with reasonable assurance could not be approved for unemployment insurance benefits. However, per the federal CARES Act, [non-professional staff remain exempt from the reasonable assurance status rule and can be granted unemployment benefits regardless of their reasonable assurance status](#). As before, [professional staff](#) who do not have reasonable assurance may be eligible for unemployment benefits.

State law requires school employers to report the reasonable assurance status of all employees, regardless of the CARES Act exemption. Failure to provide this information may result in an eligibility determination based on available information.

Thank you for your prompt attention to this new requirement.

For more information, including definitions, for school districts:

[School employers: Employee eligibility for unemployment benefits](https://www.myunemployment.nj.gov/labor/myunemployment/employers/school-districts/) webpage

(<https://www.myunemployment.nj.gov/labor/myunemployment/employers/school-districts/>)

[Information about unemployment benefits for school employees:](https://www.myunemployment.nj.gov/labor/myunemployment/before/about/who/schoolemployees.shtml)

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School districts and educational institutions with additional questions may email school.form@dol.nj.gov



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