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## State of New Jersey

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DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
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*Commissioner*

### Memorandum

**To:** Local Educational Agency Leads

**Routed To:** School Business Administrators/Board Secretaries

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

**Date:** June 21, 2023

**Subject:** Unemployment for School Employees  
Reasonable Assurance process

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The New Jersey Department of Labor and Workforce Development's Division of Unemployment Insurance is preparing to process the upcoming unemployment insurance claims being filed due to the end of the school year. In an attempt to make this more efficient for all parties, the Division is reaching out to all local educational agencies (LEAs) to encourage the use of the online spreadsheet which has been created to assist all schools in providing the required information.

Under [New Jersey unemployment insurance law](#), all educational institutions (PK to Grade 12, two-year and four-year colleges and universities) are required to give notification to the Department in a form listing all employees who do not have reasonable assurance of returning to employment and also those that are returning, including a statement of how each of those employees were notified that they would be returning. This form should be provided to the Department no less than 10 business days prior to the end of the academic year or term. If you haven't already submitted your form for this academic year, please complete it as soon as possible and it will be accepted when it is received. Note that instances where there is no response from the educational institution, a decision about claim eligibility will be made based on available information.

For details on the Department's school employee process, how to access the form and submit once completed, refer to our "[School employers: Employee eligibility for unemployment benefits](#)" website for further information.

If you have specific questions about school employees or need assistance with completing the form, please contact us at [school.form@dol.nj.gov](mailto:school.form@dol.nj.gov).



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KIM G. WALKER  
CHIEF OF STAFF

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