



Sustain & Serve NJ Participating Restaurants Frequently Asked Questions

Last Updated March 1, 2022

Eligibility

1. Can restaurants apply directly for funding through Sustain & Serve NJ (SSNJ)?

*Restaurants or other entities classified under NAICS code 722 **may not** directly apply for this grant. Organizations classified under NAICS code 624210 fall under a special category of restaurants, detailed in question 5 below. Restaurants interested in providing meals for Sustain & Serve NJ grant recipients may opt to have their information posted publicly on the Sustain & Serve NJ page on the NJ COVID-19 Business Information Hub by filling out this [form](#). The information provided in this form will be publicly [posted](#) and accessible by all potential applicants. Potential grant applicants may choose to refer to this registry and contact you about participating in the Sustain & Serve NJ program. Inclusion in the registry does not mean that you are eligible to participate, or that you will be contacted.*

2. How can my restaurant participate in SSNJ?

Restaurants must be listed by a Sustain & Serve applicant/grantee organization during the application or restaurant addition period. Once listed by the organization, the restaurant will automatically receive an electronic form via email from SSNJ@njeda.com to complete and submit for review by the applicant organization. Restaurants must complete this form in order to be considered as a participating restaurant.

3. What are the eligibility requirements for my restaurant to participate in SSNJ?

In order to be eligible, participating restaurants must:

- (1) Be classified under NAICS code 722 'Food Services and Drinking Places' or 624210 'Community meals, social services';*
- (2) have a physical commercial location in New Jersey;*
- (3) have been in operation as of June 4, 2021;*
- (4) be in good standing with the Department of Labor, with all decisions of good standing at the discretion of the Commissioner of the Department of Labor*
- (5) have a tax clearance certificate from the New Jersey Division of Taxation or verification by the Authority from the Division of Taxation as to good standing*

- (6) for all restaurants regulated by the Division of Alcoholic Beverage Control (ABC), good standing with ABC, with all decisions of good standing at the discretion of the ABC;*
- (7) current and valid certification from municipal and/or county government inspection that the restaurant has received a rating of Satisfactory as per New Jersey Retail Food Establishment Rating system;*
- (8) not be barred from receiving federal funds; and*
- (9) not have more than 50 full-time equivalent (FTE) employees in total, at time of application, based on the company's most recently filed WR-30 with NJDOL at the time of application, or if a company does not file a WR-30 because they have less than one FTE employee, the businesses' most recent IRS Form 1040.*

4. My restaurant is currently participating in SSNJ Phase 2, do I need to re-submit my information for Phase 3?

Restaurants currently participating in SSNJ Phase 2 are not required to re-submit all information for Phase 3. NJEDA will recollect municipal health certificates (see question 8) directly from restaurants. Instructions on this process and additional information that will need to be re-submitted will be provided by April 1, 2022.

5. My organization is classified under NAICS code 624210. Should I apply as a grantee or a participating restaurant? Can I apply as both?

Community meal/social services entities classified under the NAICS code 624210 may apply directly for SSNJ and serve as grantee organizations. However, any grant applicant classified under NAICS code 624210 cannot also serve as a meal provider for their organization or for any other SSNJ applicant or grantee organization(s) (i.e., they cannot purchase meals from themselves and other grantees cannot purchase from them). Entities under NAICS code 624210 that choose to apply directly as a grantee organization must include in their application at least one other restaurant(s) from which they will purchase meals. Applicants classified under NAICS code 624210 may purchase meals from other entities under 624210, but they must not share an Employer Identification Number (EIN). Finally, entities under NAICS code 624210 that serve as meal providers (i.e., not a grantee) may work with one or more applicants. Organizations classified under NAICS code 624210 that are selected as a grantee may not serve as meal providers for any other SSNJ grantee.

Required Documents

6. During the application period, what am I required to submit to prove my restaurant is eligible?

All restaurants that did not participate in SSNJ Phase 2 will be required to submit a completed restaurant form with basic company information, as well as a copy of your municipal health certificate (also referred to as a 'Sanitary Inspection Report', see question 9). If your restaurant has fewer than 1 FTE and you do not file WR-30s with the NJ Department of Labor and Workforce Development, you may also submit a copy of your IRS 1040.

7. During the restaurant addition period (i.e. after applications have closed on April 1, 2022), what am I required to submit to prove my restaurant is eligible?

All restaurants submitted during the restaurant addition period (i.e., after April 1, 2022) will be required to complete the restaurant form with basic company information, as well as submit:

- *Tax Clearance Certificate (see question 8)*
- *Health Inspection Certificate (see question 9)*
- *Copy of WR-30 filing (see question 10) or IRS form 1040 (only for employers with less than 1 FTE)*

8. How does my restaurant obtain a Tax Clearance Certificate?

All Tax Clearance Certificates (TCC) are issued by the New Jersey Division of Taxation through the Premier Business Services portal. Please find instructions on how to obtain your TCC at <https://www.njeda.com/wp-content/uploads/2021/08/Securing-Your-Tax-Clearance-Certificate-Directions-Client.pdf>.

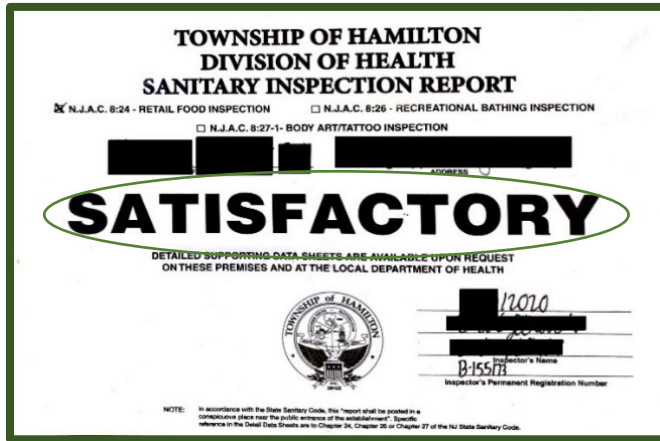
You can email businessassistancetc.taxation@treas.nj.gov any time for assistance.

9. What does a valid health inspection certification look like?

A valid health inspection certification must be:

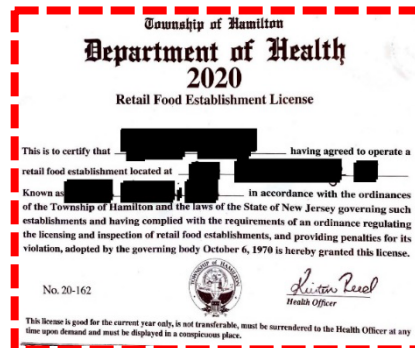
- *from a municipal or county health department;*
- *dated in 2020, 2021, or 2022; and*
- *indicate a rating of 'Satisfactory.'*

Examples of valid inspection certifications include:



SANITARY INSPECTION REPORT					
IDENTIFICATION					
OWNER INFORMATION			ESTABLISHMENT INFORMATION		
NAME OF OWNER			ESTABLISHMENT TRADING NAME		
NUMBER AND STREET			NUMBER AND STREET		
MUNICIPALITY		STATE	ZIP CODE	MUNICIPALITY	
COUNTY		TELEPHONE NO.	COUNTY	TELEPHONE NO.	
E-MAIL ADDRESS		COMMUN. CODE	LICENSE NO. (if Any)	COMMUN. CODE	
INSPECTION					
TYPE OF ESTABLISHMENT	ESTABLISHMENT CODE	ACTIVITY TYPE	INSPECTION DATE		
2		WALK IN REFRIG.	2/20/2020	SECRN	2ND
GOODS					
EVALUATION					
Satisfactory					
LOCAL BOARD OF HEALTH			INSPECTING OFFICIAL		
NAME AND ADDRESS (with)			NAME OF INSPECTOR		
WESTFIELD REGIONAL HEALTH DEPARTMENT 415 EAST BROAD STREET WESTFIELD, NJ 07090 FAX: (908) 188-4019			[Redacted]		
TELEPHONE NUMBER			TITLE		
[Redacted]			[Redacted]		
NAME OF HEALTH OFFICER			INSPECTOR'S PERM. RES. NO.		DATE
[Redacted]			D-15659		2/20/2020

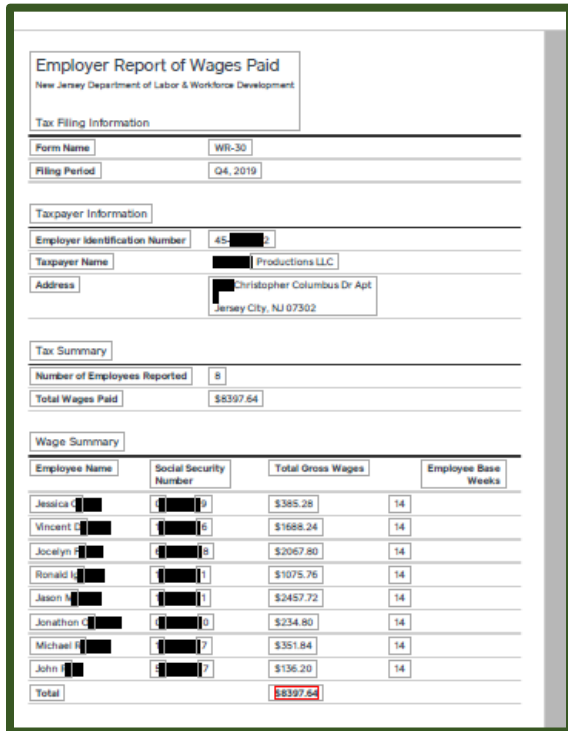
Examples of invalid documents include:



10. How does my restaurant submit a WR-30 (only required after April 1, 2022)?

A WR-30 (i.e., NJ state employer payroll tax record) is filed on a quarterly basis by every New Jersey firm with more than one employee. WR-30s will be on file with your payroll company, your accountant or your finance person. Please submit WR-30s from the fourth quarter of 2021 for review. WR-30 forms are not required during the application period; NJEDA will review WR-30 forms on file with the NJ Department of Labor and Workforce Development.

Examples of **valid** WR-30s include:



Employer Report of Wages Paid
New Jersey Department of Labor & Workforce Development

Tax Filing Information

Form Name: WR-30
Filing Period: Q4, 2019

Taxpayer Information

Employer Identification Number: 45-2222-2
Taxpayer Name: [REDACTED] Productions LLC
Address: Christopher Columbus Dr Apt, Jersey City, NJ 07302

Tax Summary

Number of Employees Reported: 8
Total Wages Paid: \$8397.64

Wage Summary

Employee Name	Social Security Number	Total Gross Wages	Employee Base Weeks
Jessica [REDACTED]	[REDACTED]	\$385.26	14
Vincent C [REDACTED]	[REDACTED]	\$1688.24	14
Jocelyn [REDACTED]	[REDACTED]	\$2067.80	14
Ronald M [REDACTED]	[REDACTED]	\$1075.76	14
Jason M [REDACTED]	[REDACTED]	\$2457.72	14
Jonathon C [REDACTED]	[REDACTED]	\$234.80	14
Michael [REDACTED]	[REDACTED]	\$351.84	14
John [REDACTED]	[REDACTED]	\$136.20	14
Total		\$8397.64	



New Jersey Division of Revenue
On-Line WR30 Filing Service

Revenue NJBGS

Employee Listing

VIEW ONLY. WR30 was submitted on Friday January 24, 2020, Confirmation #: 132-2222-2

DO NOT FILE AS PAPER

Quarter: 4/2019 Taxpayer ID: 46-2222-2 Name: [REDACTED] HOLDING LLC

Social Security #	Name	Delete	Salary	Base Weeks
[REDACTED]	NINA	N	\$6,500.00	13
[REDACTED]	HEMANG	N	\$6,500.00	13
Totals	02		\$13,000.00	26

Self-Filed Receipt from NJ Division of Revenue

Employer Report of Wages Paid—available from most large payroll service providers or your accounting professional

Information for Participating Restaurants

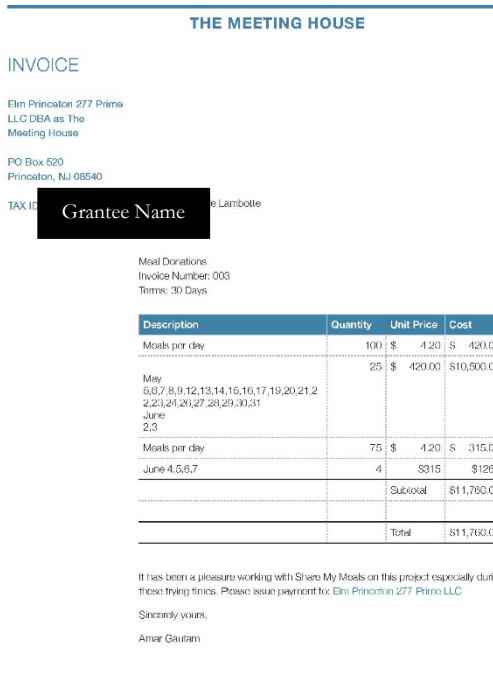
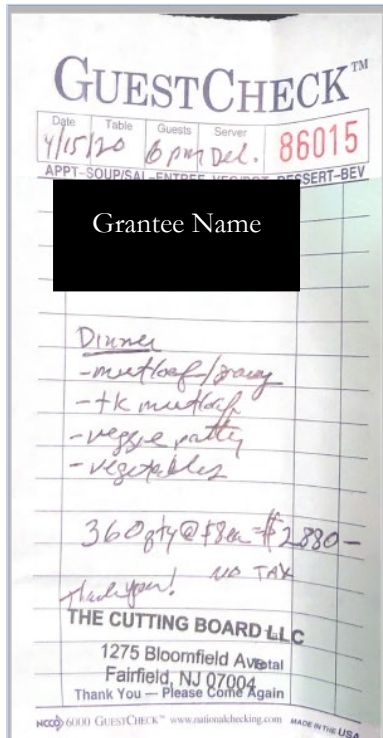
11. What information needs to be on the invoice in order to be reimbursed?

Restaurants are required to provide invoices documenting grantee meal purchases. At minimum, invoices must include the following:

- Restaurant name;
- Date(s) of purchase;
- Unique invoice/receipt number;
- Description of purchase(s);
- Quantity purchased;
- Unit price;
- Delivery fee (if applicable);
- Total amount paid



Examples of **valid** invoices include:



12. My restaurant was determined as ineligible in Phase 3, what do I need to do to become eligible?

If your restaurant is initially ineligible, you may potentially be able to remedy the specific issue by emailing SSNJrestaurants@njeda.com with the cure for the issue, outlined in the table below, which details some common reasons for ineligibility

Reason for Ineligibility	Cure
No health certificate from 2020 or sooner with satisfactory rating	Re-submit municipal health certificate from 2020 or later (see question 8)
Taxation not clear	Submit a Tax Clearance Certificate dated within last six months with NJEDA as listed agency (see question 7)
Unknown to Division of Taxation	Submit a Tax Clearance Certificate dated within last six months with NJEDA as listed agency (see question 7)

<p>More than 50 full-time equivalent (FTE) workers at time of application based on WR-30 filing</p>	<p>If a restaurant has more than 50 FTE based on their Q4 2021 filing, they are ineligible for participation in Sustain & Serve NJ. If the restaurant believes this determination was made in error, you may submit a WR-30 form from Q4 2021 for review.</p>
<p>Could not determine FTE count from WR-30 data</p>	<p>If restaurant has 1 or more FTE, submit WR-30 form from Q4 2021.</p> <p>If restaurant has less than 1 FTE, submit IRS form 1040.</p>
<p>Issue with DOL status (UI)</p>	<p>No documentation to be submitted, NJEDA will recheck with DOL at the request of the restaurant if they feel this is an error.</p>
<p>Possibly not an active employer, according to DOL.</p>	<p>If restaurant has 1 or more FTE, submit WR-30 form from Q4 2021.</p> <p>If restaurant has less than 1 FTE, submit IRS form 1040.</p>