



## **Sustain and Serve NJ Restaurant Addition Guidelines**

This document provides guidance to Sustain and Serve NJ (SSNJ) grantees seeking to add additional restaurants for SSNJ eligible purchases. Grantees will be able to submit additional restaurants for consideration during two designated periods:

**March 1<sup>st</sup> - March 8<sup>th</sup>, 2021**

**April 5<sup>th</sup> - April 12<sup>th</sup>, 2021**

SSNJ restaurant addition requests are completed in three parts, similar to the initial application process:

1. Grantees are required to submit a short [form](#) listing proposed additional restaurants for meal purchases;
2. Listed restaurants will then receive a customized short form directly from NJEDA ([SSNJ@njeda.com](mailto:SSNJ@njeda.com)) they must complete if they wish to be eligible for meal purchases through Sustain and Serve NJ; and
3. Grantees are automatically sent each individual restaurant submission to review and confirm before it is sent to NJEDA. Applicants are expected to review information in the form and the attachments before confirming materials. Confirmations must be completed by the final day of the submission period listed above for consideration for SSNJ purchases.

Restaurants are also required to submit the following materials as attachments to their form:

- Valid **Business Registration Certificate** (BRC);
- **Current and valid certification from municipal and/or county government inspection of Satisfactory rating** as per New Jersey Retail Food Establishment Rating system (e.g., risk-based assessment report, door placard copy, municipal or county health department report); and
- **NEW Employer Report of Wages Paid (WR-30) form** for the fourth quarter of 2020.

**PLEASE REVIEW THE FREQUENTLY ASKED QUESTIONS IN THIS DOCUMENT  
BEFORE SUBMITTING ADDITIONAL RESTAURANTS.**



## Restaurant Additions Frequently Asked Questions

### 1. When do restaurant additions have to be submitted by?

Grantees will have two windows to submit additional restaurants: March 1<sup>st</sup> - March 8<sup>th</sup>, 2021 and April 5<sup>th</sup> - April 12<sup>th</sup>, 2021. All restaurant materials must be submitted by the restaurant and confirmed by the grantee by the last day of the submission window (i.e., March 8<sup>th</sup> or April 12<sup>th</sup>) by 11:59 PM.

### 2. Can I submit a restaurant addition for a restaurant not originally listed in my application?

Yes. Grantees may submit restaurants that were not included in the original application for consideration.

### 3. My restaurant says they didn't receive their form, how can they receive another?

Before submitting the restaurant's name and contact information, please ensure you have the correct email address and it is typed correctly into the form. Once the form has been submitted, if the restaurant has not received an email please ask them to first check their spam filters/folders for emails from [SSNJ@njeda.com](mailto:SSNJ@njeda.com). If they still cannot find their form, please email Ross Dakin ([Ross@innovation.nj.gov](mailto:Ross@innovation.nj.gov)) with the following information to request a new form:

- Grantee organization name
- Restaurant name
- Restaurant email

### 4. What do I have to do if a restaurant was deemed ineligible in my SSNJ approval letter?

SSNJ grantees may re-submit restaurants for consideration after addressing the reason(s) for ineligibility documented in your approval letter.

Reason for Ineligibility	Remedy
No Business Registration Certificate (BRC) provided	Re-submit restaurant with BRC ( <b>see question 5</b> ).
No Municipal Health Certificate demonstrating rating of 'Satisfactory' provided	Re-submit restaurant with municipal health certificate ( <b>see question 6</b> ).
Not cleared by Division of Taxation	Restaurant should reach out to the Division of Taxation directly to remedy the issue by contacting <a href="mailto:BusinessAssistanceTC.Taxation@treas.nj.gov">BusinessAssistanceTC.Taxation@treas.nj.gov</a> .
Unknown to Division of Taxation	Restaurants should consult the form they initially submitted and ensure that the EIN was entered correctly. If it was not, the restaurant may submit the restaurant addition form with their correct EIN.  If the EIN was entered correctly, the restaurant should reach out to the Division of Taxation directly to remedy the issue by contacting <a href="mailto:BusinessAssistanceTC.Taxation@treas.nj.gov">BusinessAssistanceTC.Taxation@treas.nj.gov</a> .
More than 50 full-time equivalent (FTE) workers at time of application based on WR-30 filing	This determination is based on a restaurant's Q3 2020 filing. If a restaurant has 50 or fewer FTE employees in Q4 2020, they may

Reason for Ineligibility	Remedy
	submit their Q4 2020 WR-30 filing with the restaurant addition form <b>(see question 7)</b> .
Could not determine FTE count from WR-30 data	If a restaurant does not have a recent WR-30 on file with the NJ Department of Labor and Workforce Development (DOL), they may submit a WR-30 directly through the restaurant addition form <b>(see question 7)</b> .
Not in good standing with NJ DOL	Restaurant should reach out to DOL Division of Employer Accounts directly to remedy the issue: <a href="https://www.nj.gov/labor/ea/employer-services/register-update/index.shtml">https://www.nj.gov/labor/ea/employer-services/register-update/index.shtml</a> .

Restaurants can also reach out to the [New Jersey Business Action Center](#) for assistance to remedy issues.

### 5. How can my restaurant get a Business Registration Certificate (BRC)?

To check if your business already has a BRC, Enter the first four (4) letters of your trade name and your Employer Identification Number (EIN) from the Internal Revenue Service (IRS) at [https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp). If your firm is registered, you will be able to download certificate immediately.

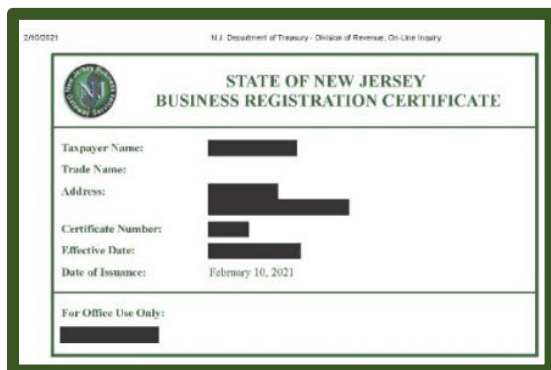
If your business is not already registered, register your business at:

<https://www.njportal.com/DOR/BusinessRegistration>

To complete your registration, you will need:

- Your EIN used to file taxes for your business with IRS. This can be obtained from your most recent income tax filing. If you don't have one, see <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
- Your NJ Certificate of Formation, on file with New Jersey Department of Treasury if you formed your company in NJ. Your NJ Certificate of Formation is not a substitute, nor is it the same as a Business Registration Certificate. If you haven't completed your Certification of Formation, complete one at: <https://www.njportal.com/DOR/BusinessFormation/Home/Welcome>

Examples of a **valid** BRC include:



Examples of invalid documents include:

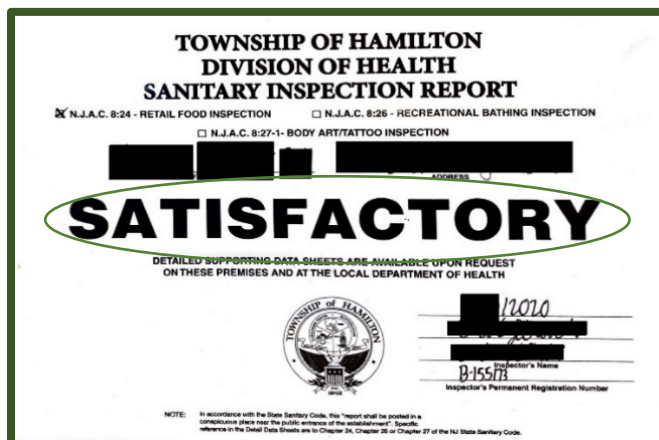



## 6. What does a valid health inspection certification look like?

A valid health inspection certification must be:

- from a municipal or county health department;
- dated in 2019, 2020, or 2021; and
- indicate a rating of 'Satisfactory.'

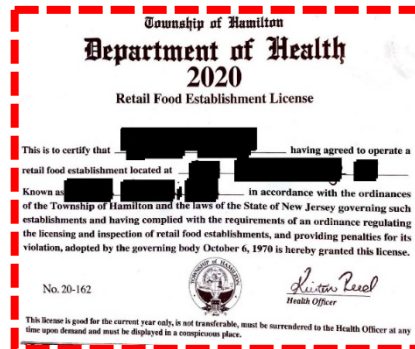
Examples of valid inspection certifications include:




SANITARY INSPECTION REPORT					
IDENTIFICATION			ESTABLISHMENT INFORMATION		
OWNER INFORMATION			ESTABLISHMENT INFORMATION		
NAME OF OWNER(S)			ESTABLISHMENT TRADING NAME		
NUMBER AND STREET			NUMBER AND STREET		
MUNICIPALITY	STATE	ZIP CODE	MUNICIPALITY	STATE	ZIP CODE
COUNTY	TELEPHONE NO.	COUNTY	COUNTY	TELEPHONE NO.	COUNTY
EMAIL ADDRESS	COMM. CODE	LICENSE NO. (if any)	COMM. CODE	LICENSE NO. (if any)	COMM. CODE
INSPECTION			INSPECTION		
TYPE OF ESTABLISHMENT	ESTABLISHMENT CODE	ACTIVITY TYPE	TYPE OF ESTABLISHMENT	ESTABLISHMENT CODE	ACTIVITY TYPE
GOODS	GOODS	INSPECTION DATE	GOODS	GOODS	INSPECTION DATE
Satisfactory			Satisfactory		
LOCAL BOARD OF HEALTH			INSPECTING OFFICIAL		
NAME AND ADDRESS (and)			NAME OF INSPECTOR		
WESTFIELD REGIONAL HEALTH DEPARTMENT			WESTFIELD REGIONAL HEALTH DEPARTMENT		
405 EAST BRADDOCK STREET			405 EAST BRADDOCK STREET		
WESTFIELD, N.J. 07090			WESTFIELD, N.J. 07090		
FAX: (908) 189-1075			FAX: (908) 189-1075		
TELEPHONE NUMBER			TITLE		
NAME OF HEALTH OFFICER			INSPECTOR'S PERM. REG. NO.		
DATE			DATE		



Examples of invalid documents include:



## 7. How does my restaurant submit a WR-30?

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 2020 for review.

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: 45-1234567  
Taxpayer Name: [REDACTED] Productions LLC  
Address: Christopher Columbus Dr Apt [REDACTED]  
Jersey City, NJ 07302

**Tax Summary**

Number of Employees Reported: 8  
Total Wages Paid: \$6397.64

**Wage Summary**

Employee Name	Social Security Number	Total Gross Wages	Employee Base Weeks
Jessica C [REDACTED]	[REDACTED]	\$385.28	14
Vincent C [REDACTED]	[REDACTED]	\$1688.24	14
Jocelyn [REDACTED]	[REDACTED]	\$2067.80	14
Ronald [REDACTED]	[REDACTED]	\$1075.76	14
Jason [REDACTED]	[REDACTED]	\$2457.72	14
Jonathan C [REDACTED]	[REDACTED]	\$234.80	14
Michael [REDACTED]	[REDACTED]	\$351.84	14
John [REDACTED]	[REDACTED]	\$136.20	14
<b>Total</b>		<b>\$6397.64</b>	

**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 #: 132-1234567

DO NOT FILE AS PAPER

Quarter: 4/2019 Taxpayer ID: 46-1234567 Name: [REDACTED] HOLDING LLC

Social Security #	Name	Delete	Salary	Base Weeks
[REDACTED] 7	[REDACTED] NINA	N	\$6,500.00	13
[REDACTED] 9	[REDACTED] HEMANG	N	\$6,500.00	13
<b>Totals</b>	<b>02</b>		<b>\$13,000.00</b>	<b>26</b>

*Self-Filed Receipt from NJ Division of Revenue*

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