

## **Guide To Completing Your Application For A New Jersey National Guard State Family Readiness Council Family Grant**

When first faced with the Application Form that must be completed to seek a Family Grant from The State Family Readiness Council, the job of filling out the form may appear to be an impossible one. However, every effort has been made to ask for only information which will (1) allow you to present the strongest possible case for approving your grant, (2) protect the privacy of you and your family, and (3) assure that all legal requirements associated such grant programs will be met.

Applicants are strongly encouraged to seek assistance from those who have gained experience in completing applications for Family Grants. Family Assistance Center Coordinators at the Centers below have been trained to assist Applicants. They are available by appointment to help you in filling out the application. Seeking their assistance can save time by eliminating discouraging false starts in the application process. The sooner your application is completed correctly the sooner help can be provided.

The comments that follow are keyed to the numbers preceding the information to be entered in or attached to your application:

1. Enter the name of the person applying for the grant. Typically it will be the Service Member or their spouse. It most likely will be the first person contacted if there is a need to obtain additional information prior to acting on the application.
2. Enter the E-Mail Address of the Applicant. If the Applicant does not use E-mail regularly, leave the space blank.
3. Enter the mailing address of the Applicant.
4. Enter the Home Telephone Number of the Applicant. Be sure to include the Area Code, e.g., (XXX) XXX-XXXX.
5. If the Applicant can be reached by telephone when at work, enter that telephone number. Be sure to include the Area Code, e.g., (XXX) XXX-XXXX.
6. If the Applicant typically can be reached by Cellphone, enter that telephone number. Be sure to include the Area Code, e.g., (XXX) XXX-XXXX.
7. Enter the Rank and Name of the Service Member.
8. Indicate the Unit of the New Jersey National Guard of the Service Member.
9. Enter Dates of Deployment. If the Service Member still is deployed leave the "To" space blank.
10. Enter the Family's Pre-Deployment Annual Household Income. This figure should include the income of the Service Member, their spouse, and any other adults in the household who typically contribute to maintaining the household. Then enter the Family's Current Household Income

(Annualized). This second figure should include the income of the Service Member, their spouse, and any other adults in the household who typically contribute to maintaining the household. In many cases the Service Member will not have been deployed for an entire year when the need for a grant arises. In such cases the income received in the period of deployment to date should be annualized, e.g., multiply the current month's income by 12.

11. Enter the number of children in the household.
12. Enter the ages of the children in the household.
13. Enter the specifics concerning any other household member, e.g., Service Member's Mother and/or Father, Aunts, Uncles, etc.
14. This statement, which must be signed and dated by the Applicant and attached to the application, is critical to establishing eligibility for a Family Grant. As noted on the Application Form, the statement must include, (a) a description the circumstances that created the current financial need, e.g., disabling injury of income provider, increased pre-school child care costs associated with spouse's longer work hours; (b) the specifics of the type of assistance you are requesting, e.g., rent or mortgage payments, automobile repairs, utility bills; doctor's bills, hospital bills; (c) the specifics of any steps you have taken to remedy your situation and the result of those efforts, e.g., working longer hours, contacting creditors to negotiate a more achievable payment schedule, attending classes on Household Budgeting, substantially depleting a savings account; and (d) the specifics of any applications you have made for assistance from other organizations including the result of those efforts.
15. Check the items you are attaching to the application in addition to the statement required in #14. Providing supporting documents with your application can go a long way toward speeding up the process of awarding of a grant, e.g., The Leave and Earnings Statement (DFAS Form 702) and a copy of the Service Member's Deployment Orders and/or Discharge Papers (DD214) provide proof of the Service Member's current military status. When copies of bills are attached, a list showing the amount currently due on each should be included. Applicants should keep the original copy of all bills, but providing copies of the bills that would be paid from the grant, if awarded, can speed up the process of paying your creditors by allowing payments to be made directly to them. In some cases this can mean the difference between eviction and not, or having the electricity or gas service turned off and not. The same is true of an Eviction Notice, which typically provides information necessary to make a payment to the Landlord and/ or to advise the Landlord that the payment is forthcoming. In cases in which the grant is to be used to repair storm, flood or fire damage applicants should provide at least two Repair Cost Estimates.
16. The Applicant's signature here allows The State Family Readiness Council and its representatives to contact others to clarify information contained in the application and secure assistance on the Applicant's behalf and releases them from liability claims as they try to assist the Applicant. Finally, the Applicant certifies that the information provided in the Application is true, complete, and correct. Failure to state that assistance already had, in fact, been granted by another organization and the full extent or that assistance would be reason not to award a Family Grant.

17. As noted above, Applicants are encouraged to seek the assistance in completing their application from a Coordinator at one of the National Guard Family Assistance Centers listed below. Seeking such assistance can save time by eliminating discouraging false starts in the application process. The sooner applications are completed correctly, the sooner help can be provided. Applicants, who decide to complete the application on their own, are asked to deliver their completed application to the Coordinator at their nearest National Guard Family Assistance Center. The Coordinator will review, sign, and date the application in the space provided, and forward it to the State Family Readiness Council Finance Committee for consideration.
18. This space is for the use of the Finance Committee.

### **New Jersey National Guard Family Assistance Centers**

You can contact the Family Assistance most convenient to you by dialing their number listed below or by calling the Toll Free Number 1-888-859-0352 and following the instructions once you reach the automated menu.

Teaneck Armory (201-833-8356/0632)  
1799 Teaneck Rd  
Teaneck NJ 07666-0687

Lawrenceville Armory (609-671-6681)  
151 Eggerts Crossing Rd  
Lawrenceville, NJ 08648-2897

Jersey City Armory (201-915-3589/3591)  
678 Montgomery St  
Jersey City, NJ 07306-2208

Toms River Armory (732-341-9102 ext 13)  
1200 Whitesville Rd  
Toms River, NJ 08753

Morristown Armory (973-656-3592)  
430 Jockey Hollow Rd  
Morristown, NJ 07960-0499

Woodbury Armory (856-252-6893)  
658 N Evergreen Ave  
Woodbury, NJ 08096

Somerset Armory (732-937-6290)  
1060 Hamilton St  
Somerset, NJ 08873

Pomona AFB (Air & Army 609-272-6546)  
400 Langley Rd  
Egg Harbor Twp, NJ 08234

Mc Guire AFB (609-754-4479)  
3327 Charles Blvd  
McGuire AFB, NJ 08641