

NEF APPLICATION INFORMATION

1. Declared Natural Disaster / Primary Residence.
2. Post can receive up to \$10,000 / Individuals can receive up to \$3,000.
3. Applications are for Legion or SAL members only (Aux need to contact Aux HQ).
4. Make sure the application is filled out completely and properly signed.
5. Make sure you have all supporting documents, including pictures (outside/inside preferred).
6. **Send to Department Headquarters, not National.** Do not fax, please mail.
7. This is a reimbursement, not an advance.
8. Deadline for National to receive application, 90 days from date of disaster.
9. Individuals – If you are going to be out for a long time, do not send in too soon.
10. Reimbursement is for shelter, food, gas, and clothing.
11. Attach a letter with number of persons in household and showing approx. amounts if you cannot find receipts. **Posts - definitely attach a letter (see below).**

Shelter

1. Housed at a hotel, receipt expected, if renting, copy of lease/letter showing rental amount.
2. If staying with relatives/friends and paying part of bills, show amount in letter and have person you are staying with write separate letter explaining how you are assisting.

Food

1. Provide receipts when eating out. If receipts not found, show approx. amounts in letter.
2. If staying with someone and assisting with grocery bill, show receipts or approx. in letter.
3. Number of persons in household (#10 above) important for food approximations.

Gas

1. Provide receipts if possible. If receipts not found, show approx. amounts in letter.
2. If no receipts and are approximating, explain (Staying 15 miles from home. Though not allowed back in house yet, going back & forth each day to check on house because worried about looting. Once allowed back in house, going back & forth each day to clean up).
3. Gas for generators (stayed at house to keep generators running / fear of looting / pets / etc.).

Clothing

1. Provide receipts if possible. If receipts not found, show approx. amounts in letter.
2. If evacuated from house on short notice and unable to pack clothes and you had to go to a store to buy clothes, note this in application.

POSTS

1. A Post Officer should fill out application.
2. Pictures need to accompany application. Both outside & inside preferred.
3. Insurance (regular & flood).
4. Loss of bar revenue/inventory does not count, but include everything you have in your documents. Everything lost and any estimates (water heater, frig, etc.)
5. A letter needs to accompany application explaining how loss of post/revenue impacts post's relationship with community and post's donations to others (**this is VERY important**).
 - A. Post Hall used by Senior Citizens / Scouts / other organizations / etc.
 - B. Rent hall out and money used to donate to various organizations (local VA hospital, Boy/Girl Scouts, local Combined Charities/etc.).
 - C. Show loss of rental hall income.

Questions contact Department Adjutant John Baker @ 609-695-5418 or cell 609-439-2017.
Mail to: The American Legion, Dept. of NJ, 135 West Hanover Street, Trenton, NJ 08618