

## WHAT ARE THE *TEACHER AND SCHOOL SUPPORT COVID-19 GRANTS*?

Two grants were created by Public Act 166 of 2020:

1. **Teacher COVID-19 Grant – Up \$500 for full time teachers:** created to recognize additional time classroom teachers spent working outside of normal working hours and the additional costs classroom teachers have incurred or experienced to provide continuity of learning during the period of school closure in 2019-20 resulting from the COVID-19 pandemic. The program was funded under Article 5, Section 949p for grants to eligible K-12 classroom teachers.
2. **School Support COVID-19 Grant – Up to \$250 for full time support staff:** created to recognize additional time spent working outside of normal working hours, working in hazardous conditions, and the additional costs support staff have incurred or experienced to provide services to students during the period of school closure in 2019-20 resulting from the COVID-19 pandemic. The program was funded under Article 5, Section 949p for grants to eligible K-12 school support staff.

## WHO IS ELIGIBLE TO RECEIVE THESE FUNDS?

### QUALIFICATIONS OF “CLASSROOM TEACHERS”

To qualify as a Classroom Teacher, the individual must have been a K-12 Teacher who taught in a school district in Kindergarten to 12th grade classrooms during the 2019-20 school year, prior to the issuance of Executive Order 2020-35 (signed on April 2, 2020). Additionally, all of the following criteria must be met:

1. Must have performed at least 75% of their standard instructional workload in a brick and mortar classroom.
2. Had to develop tools and methods to deliver distance learning, take-home packets, or other methods described in the District’s learning plan.
3. The Teacher must certify that they spent *additional time outside of normal working hours*, experienced hazardous conditions, or incurred additional costs related to ensuring students could effectively participate in the ICS continuity plan.

### QUALIFICATIONS OF “SUPPORT STAFF”

To qualify as a Support Staff, the individual must have been a K-12 school support staff who served as a paraprofessional, aide, or non-instructional staff (according to REP) in a school district during the 2019-20 school year, prior to the issuance of Executive Order 2020-35 (signed on April 2, 2020). Additionally, all of the following criteria must be met:

1. Must have performed at least 75% of their workload in a brick and mortar school building.
2. The Support Staff must certify that they spent *additional time outside of normal working hours*, experienced hazardous conditions, or incurred additional costs related to ensuring students could effectively participate in the ICS continuity plan.

## REQUIRED STAFF CERTIFICATION – FORM 5734

All staff that have been determined as “eligible” by ICS must complete form 5734 and submit it back to the District (not Treasury). Failure to return this form back to the District by December 4<sup>th</sup> will result in the recipient becoming ineligible for the grant.

No other form or written request can be accepted for certification purposes.

## GROUPS THAT *DO NOT* MEET ELIGIBILITY CRITERIA PER THE PUBLIC ACT / LEGISLATURE

Per the Public Act, employees in the following classifications do not meet eligibility to receive these grant funds:

- Administrators/Business Officials
- Pre-K/Early Childhood Employees
- New staff that started after the district closure
- Any staff that works less than 75% in a brick & mortar classroom school building:
- Substitute teachers

**Note:** This list is not exhaustive of all non-eligible groups. Guidance from the Department of Treasury has been posted online, including a lengthy FAQ document, which can be found here:

[https://www.michigan.gov/documents/treasury/TSSC19\\_Grant\\_Program\\_FAQs\\_705856\\_7.pdf](https://www.michigan.gov/documents/treasury/TSSC19_Grant_Program_FAQs_705856_7.pdf)

## TIMELINE

### OCTOBER 23, 2020 – NOVEMBER 9, 2020

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ICS will identify eligible Teacher and Support Staff recipients who meet the stated criteria from the Michigan Department of Treasury.

### NOVEMBER 9, 2020

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- Last day for ICS to distribute Form 5734 to the identified eligible recipients.
- ICS is required to not only distribute Form 5734 to eligible recipients, but is also required to post notice on the school district school website and 1 other means of widely used communication.

### DECEMBER 4, 2020

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Eligible Grant recipients must return Form 5734 to ICS. This is also the deadline to file an appeal to the District.

### DECEMBER 4, 2020 – DECEMBER 16, 2020

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ICS must review Form 5734 from all recipients and compile a finalized eligibility lists for both grant programs.

### DECEMBER 16, 2020

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Deadline to upload and electronically submit the eligibility lists to the Department of Treasury.

### FEBRUARY 25, 2021

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Checks to eligible recipients will be mailed on or around February 25, 2021 directly to eligible recipients.

## IMPORTANT NOTES

1. Staff members are allowed to appeal the District's eligibility decisions up to December 4<sup>th</sup>. If an appeal is received, ICS must notify the person (in writing) the reasoning of why they were found to be ineligible.
2. Staff who either quit or retired after 6/30/2020 are eligible to receive these grants as long as they meet all other qualifications. It's the responsibility of ICS to reach out to those people.
3. The retention period of Form 5734 is 7 years, and are subject to audit by Treasury at any time.
4. If a recipient or the District misses the deadline to submit the file to Treasury, payments will not be made.
5. These payments are taxable to the employee, but will not be counted as reportable compensation to ORS.