

October 27, 2020

Dear Teacher and Support Staff:

To help combat the spread of COVID-19, Gov. Gretchen Whitmer on April 2 signed an executive order that suspended in-person instruction of K-12 students and provided limited and temporary relief from certain requirements so K-12 education could continue by the best alternative means possible during the 2019-2020 school year.

Due to the extraordinary circumstances schools faced during this time, the state of Michigan's Fiscal Year 2021 budget is providing \$53 million for eligible K-12 classroom teachers and \$20 million for eligible support staff. The Michigan Department of Treasury is administering these dollars under both the Teacher COVID-19 Grant and the Support Staff COVID-19 Grant programs, providing eligible classroom teachers up to \$500 and eligible support staff up to \$250.

To qualify for a grant, classroom teachers must have worked at a public school, public school academy or nonprofit nonpublic school with at least 75% of their standard instruction in brick and mortar classrooms during the last school year before the suspension of in-person instruction on April 2. Support staff must have been employed at a public school district with at least 75% of their workload in brick and mortar buildings during the last school year before the suspension of in-person instruction on April 2.

The Michigan Department of Treasury is working directly with districts, nonprofit nonpublic schools, and other partners in the education community to implement these grant programs and distributing grant dollars to directly to grant recipients. Some key dates for eligible classroom teachers and support staff to remember are:

- **October 23:** School districts and nonprofit nonpublic schools can obtain a draft list of potential grant recipients based on 2019-2020 school filings to the Center for Educational Performance and Information (CEPI) as presented in the Registry of Education Personnel (REP) or Nonpublic School Personnel Report (NPSPR).
- **November 9:** School administrators will be posting a notice of eligible grant recipients and providing eligible classroom teachers and support staff Form 5734, Teacher and School Support Staff COVID-19 Grants Certification. Individuals who believe they qualify for a grant and are deemed ineligible or disagree with their Full Time Employee (FTE) status have an opportunity to appeal their status with the school entity by December 4, 2020.
- **December 4:** Eligible classroom teachers and support staff must return Form 5734 to the district or nonprofit nonpublic school in the manner required by their administrators.

Eligible classroom teachers and support staff should consult the school entity in which they worked for during the 2019-2020 school year to ensure they receive their much-deserved grant funding.

Grant funding checks are anticipated to be sent directly from the Michigan Department of Treasury to teachers and support staff in February 2021. For more information about the grant program and

eligibility requirements, including frequently asked questions and other resources, go to [Michigan.gov/TSSC19Grants](https://Michigan.gov/TSSC19Grants).

Teachers and support staff put in the extra hours and time to ensure our children continue to receive an education during the COVID-19 pandemic. Thank you for all you do for our children and our state during these extraordinary times.

Best regards,

Bureau of Local Government and School Services  
Michigan Department of Treasury

# Teacher and School Support Staff COVID-19 Grants Certification

Issued under authority of Public Act 166 of 2020, Article 5.

This form is to be used by classroom teachers and school support staff to certify eligibility for the COVID-19 Grants Program funding made available for eligible K-12 classroom teachers and school support staff employed by or assigned to regularly and continuously work under contract in a public school operated by the district or in a nonprofit nonpublic school subject to the eligibility requirements. Read the attached instructions before completing the application. Certifications must be submitted to the School District or Nonprofit Nonpublic School no later than December 4, 2020. **This form is not to be sent to the Michigan Department of Treasury.** Please pay particular attention to accurately including the residency address and social security number.

PART 1: BACKGROUND INFORMATION				
Local School District Name or Nonprofit Nonpublic School Name			Intermediate School District Name (if applicable)	
Requestor's First Name		Requestor's Last Name		Requestor's E-mail Address
Mailing Address			City	State ZIP Code
Requestor's Social Security Number			<del>Requestor's Home Address (if different from the mailing address)</del>	
PART 2a: CLASSROOM TEACHER CLASSIFICATION (See instructions for Eligibility Status)				
Are you an eligible "Classroom Teacher" applying for the Teacher COVID-19 Grant?				
<input type="checkbox"/> Yes <input type="checkbox"/> No				
If you answered "Yes," please complete Section 3a to certify you meet all the grant requirements.				
If you checked "No," see Section 2b.				
PART 2b: SCHOOL SUPPORT STAFF CLASSIFICATION (See instructions for Eligibility Status)				
Are you eligible "School Support Staff" applying for the School Support COVID-19 Grant?				
<input type="checkbox"/> Yes <input type="checkbox"/> No				
If you answered "Yes," please complete Section 3b to certify you meet all the grant requirements.				
If you checked "No" for both Sections 2a and 2b, visit <a href="http://www.michigan.gov/TSSC19Grants">www.michigan.gov/TSSC19Grants</a> for the Teacher and School Support COVID-19 Grant eligibility requirements.				
PART 3a: AFFIRMATION OF GRANT ELIGIBILITY REQUIREMENTS - CLASSROOM TEACHER (Check each box to verify all requirements below are met)				
<input type="checkbox"/> Prior to the issuance of Executive Order 2020-35 on April 2, 2020, I performed at least 75% of my standard instructional workload in a brick and mortar classroom at a district or nonprofit nonpublic school				
<input type="checkbox"/> After issuance of Executive Order 2020-35 on April 2, 2020, I developed tools and methods to deliver distance learning, take-home packets, or other methods described in the district or nonprofit nonpublic school's continuity of learning plan				
<input type="checkbox"/> I worked additional time spent outside of normal working hours, experienced hazardous conditions, or incurred additional costs related to ensuring students could effectively participate in the school's continuity of learning plan				
PART 3b: AFFIRMATION OF GRANT ELIGIBILITY REQUIREMENTS - SCHOOL SUPPORT STAFF (Check each box to verify all requirements below are met)				
<input type="checkbox"/> Prior to the issuance of Executive Order 2020-35 on April 2, 2020, I performed at least 75% of my workload in a brick and mortar school building at a district				
<input type="checkbox"/> I worked additional time spent outside of normal working hours, experienced hazardous conditions, or incurred additional costs related to ensuring students could effectively participate in the school's continuity of learning plan				
PART 4: CERTIFICATION				
I hereby certify to the best of my knowledge that the information provided in this Application is true and that I am eligible to receive the above-stated COVID-19 Grant pursuant to P.A. 166 of 2020, Article 5, Section 949p or 949q.				
Eligible Teacher or Support Staff Signature				Date

This form is subject to audit by the Michigan Department of Treasury. The district or nonprofit nonpublic school is required to review that the requester meets all the eligibility requirements for the Teacher COVID-19 Grant or Support Staff COVID-19 Grant. This form must be retained by the district or nonprofit nonpublic schools for 7 years.

Submit your completed application to the School District or Nonprofit Nonpublic School by the deadline listed on the application in the form and manner established by the school district or nonprofit nonpublic school.

**DO NOT send this form directly to the Michigan Department of Treasury.**

## **Instructions for Completing Form 5734, Teacher and School Support Staff COVID-19 Grants Certification**

The **Teacher COVID-19 Grant** program was created by Public Act 166 of 2020 to recognize the additional time classroom teachers in a district or nonprofit nonpublic school spent outside of normal working hours and additional costs classroom teachers have incurred or experienced to provide a continuity of learning during the period of school closure in 2019-2020 as a result of the COVID-19 pandemic. The program was funded under Article 5, Section 949p for grants to eligible K-12 classroom teachers.

The **School Support COVID-19 Grant** program was created by Public Act 166 of 2020 for grants to eligible K-12 school support staff to recognize the additional time spent outside of normal working hours, hazardous conditions, and additional costs school support staff have incurred or experienced to provide services to students during the period of school closure in 2019-2020 as a result of the COVID-19 pandemic. Please note if you work for a nonprofit nonpublic school you are not eligible for this grant. The program was funded under Article 5, Section 949q for grants to eligible K-12 school support staff.

### **Definitions**

**Classroom teacher** means a full-time or part-time teacher with an assigned class who provided continuity of learning to students during the 2019-2020 period of school closure that resulted from COVID-19. For the purposes of this section, classroom teacher does not include substitute teachers, para-professionals, support staff, or administrators.

**School support staff** means a full-time or part-time para-professional, aide, or non-instructional staff, according to the registry of educational personnel, who provided services to students during the 2019-2020 period of school closure that resulted from COVID-19. School support staff does not include substitute teachers or classroom teachers.

**District** means a local school district as that term is defined in section 6 of the revised school code, 1976 PA 451, MCL 380.6, or a public school academy as that term is defined in section 5 of the revised school code, 1976 PA 451, MCL 380.5.

**Regularly and continuously work under contract** means that term as defined in section 1230e of the revised school code, 1976 PA 451, MCL 380.1230e.

### **PART 1: BACKGROUND INFORMATION**

Complete all fields. The district or nonprofit public school listed in the background information should be the district or nonprofit public school that identified you as an eligible grant recipient. If you work for multiple districts or nonprofit nonpublic schools, then the eligible grant recipient needs to file this form with each district or nonprofit public school that identifies the requester as an eligible grant recipient.

### **PART 3a: AFFIRMATION OF ELIGIBILITY – CLASSROOM TEACHER**

This section is to be completed by a classroom teacher applying for the Teacher COVID-19 Grant Program provided under Article 5, Section 949p. Check all boxes that apply.

### **PART 3b: AFFIRMATION OF ELIGIBILITY – SCHOOL SUPPORT STAFF**

This section is to be completed by school support staff applying for the School Support Staff COVID-19 Grant Program provided under Article 5, Section 949q. Check all boxes that apply.

### **PART 4: CERTIFICATION**

Sign and date in the indicated fields. Electronic signature is acceptable.

### **MAILING INFORMATION**

Submit your completed application to the School District or Nonprofit Nonpublic School by the deadline listed on the application in the form and manner established by the school district or nonprofit nonpublic school.

**DO NOT send this form directly to the Michigan Department of Treasury.**

More information on these grant programs, including a detailed Frequently Asked Questions (FAQ) guide, can be found on the Teacher and School Support COVID-19 Grant Website at [www.michigan.gov/TSSC19Grants](http://www.michigan.gov/TSSC19Grants)



*Michigan Department of*

**TREASURY**

**Teacher COVID-19 Grants and  
School Support COVID-19 Grants**

**Frequently Asked Questions (FAQs)**

Published October 2020

**Department of Treasury**  
**Teacher COVID-19 Grants and**  
**School Support COVID-19 Grants**  
**Frequently Asked Questions (FAQs)**

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## Introduction:

Pursuant to Public Act 166 of 2020, legislation was passed that appropriated funding for the Teacher COVID-19 Grant and School Support COVID-19 Grant Programs.

This FAQ will focus on detailed information that districts, teachers, and school support staff need to know about the Teacher COVID-19 Grant Program and School Support COVID-19 Grant Program and will provide resource material and contact information. More information on these grant programs can be found on the Teacher and School Support COVID-19 Grant webpage at: [www.michigan.gov/TSSC19Grants](http://www.michigan.gov/TSSC19Grants).

## Teacher COVID-19 Grant Program Overview:

### 1. What is the Teacher COVID-19 Grant Program?

The Teacher COVID-19 Grant program was created by Public Act 166 of 2020 to recognize the additional time classroom teachers in a school district or nonprofit nonpublic school spent outside of normal working hours and additional costs classroom teachers have incurred or experienced to provide a continuity of learning during the period of school closure in 2019-2020 due to the COVID-19 pandemic. The program was funded under Article 5, Section 949p for grants to eligible K-12 classroom teachers.

Key to understanding the Teacher COVID-19 Grant Program is the definition of “classroom teacher” and “district.”

**“Classroom teacher”** is statutorily defined as a full-time or part-time teacher with an assigned class who provided continuity of learning to students during the 2019-2020 period of school closure that resulted from COVID-19.

**“District”** means a local school district as that term is defined in section 6 of the revised school code, 1976 PA 451, MCL 380.6, or a Public School Academy as that term is defined in section 5 of the revised school code, 1976 PA 451, MCL 380.5. For the purpose of these grants, a “school district” includes local and intermediate school districts and public school academies.

**“Nonprofit Nonpublic School”** means a nonprofit private, denominational or parochial school.

## Classroom Teacher Qualifications for Teacher COVID-19 Grant

**2. Who is eligible to receive the Teacher COVID-19 Grant?**

In order to qualify as an eligible “classroom teacher” for the Teacher COVID-19 Grant, Public Act 166 of 2020 requires that the grant recipient be a K-12 classroom teacher who taught in a school district or nonprofit nonpublic school in the 2019-2020 school year and meets the classroom teacher statutory requirements to receive grant funding. (See Classroom Teacher Eligibility Requirements and Certification Process)

**3. Are all teachers eligible?**

No, only full-time or part-time classroom teachers who taught in a school district or nonprofit nonpublic school in kindergarten to 12<sup>th</sup> grade classrooms during the 2019-2020 school year prior to the issuance of Executive Order 2020-35, signed on April 2, 2020, are eligible for the Teacher COVID-19 grant. Additionally, prior to the issuance of Executive Order 2020-35 on April 2, 2020, the classroom teacher must have performed at least 75% of their standard instructional workload in a brick and mortar classroom at a district or nonprofit nonpublic school and must also meet all of the classroom teacher statutory requirements to receive grant funding. (See Classroom Teacher Eligibility Requirements and Certification Process)

**4. Are teachers who perform 50% of their standard instructional workload in a school building and 50% in a cyber school (as defined in section 551 of the Revised School Code (MCL 380.551) for a school district eligible?**

No, the classroom teacher is required to have performed at least 75% of their standard instructional workload in a brick and mortar classroom at a district or nonprofit nonpublic school during the 2019-2020 school prior to the issuance of Executive Order 2020-35 on April 2, 2020.

**5. Is a part-time teacher who taught 2<sup>nd</sup> grade in a school district building during the entire 2019-2020 school year eligible?**

Yes, a part-time classroom teacher is eligible if they taught K-12<sup>th</sup> grade in a school district or nonprofit nonpublic school with at least 75% of their standard instructional workload occurring in a brick and mortar building provided they meet the classroom teacher statutory requirements to receive grant funding. (See Classroom Teacher Eligibility Requirements and Certification Process)

**6. Are Public School Academy teachers eligible for these grants?**

Yes, classroom teachers who work for Public School Academy that meet the eligibility requirements are eligible for the Teacher COVID-19 grant. (See Classroom Teacher Eligibility Requirements and Certification Process)



**7. Does the classroom teacher need to be employed by a school district or nonprofit nonpublic school to qualify for the Teacher COVID-19 Grant?**

No, the K-12 classroom teacher can either be employed by the district or nonprofit nonpublic school or assigned to regularly and continuously work under contract in a public school operated by the district and/or in a nonprofit nonpublic school.

**8. What does it mean to be assigned to regularly and continuously work under contract as a classroom teacher?**

"Regularly and continuously work under contract" is defined in section 1230e of the revised school code, 1976 PA 451, MCL 380.1230e as any of the following:

- (i) To work at school on a more than intermittent or sporadic basis as an owner or employee of an entity that has a contract with a school district, intermediate school district, Public School Academy, or nonpublic school to provide instructional services to pupils or related and auxiliary services to special education pupils.
- (ii) To work at school on a more than intermittent or sporadic basis as an individual under a contract with a school district, intermediate school district, Public School Academy, or nonpublic school to provide instructional services to pupils or related and auxiliary services to special education pupils.

**9. Are art teachers, gym teachers, music teachers, or reading specialist teachers eligible?**

Yes, "classroom teachers" are a full-time or part-time teacher with an assigned class who provided continuity of learning to students during the 2019-2020 period of school closure that resulted from COVID-19. Art, gym, music, and reading specialist teachers are eligible for this COVID-19 grant provided they meet the classroom teacher statutory requirements to receive grant funding. (See Classroom Teacher Eligibility Requirements and Certification Process)

**10. Are part-time teachers who have other responsibilities eligible?**

Only part-time teachers who provided continuity of learning to students during the 2019-2020 period of school closure that resulted from COVID-19 are eligible with an assigned class who performed at least 75% of their standard instructional workload in a brick and mortar classroom at a district or nonprofit public school are eligible provided they meet the classroom teacher statutory requirements to receive grant funding. (See Classroom Teacher Eligibility Requirements and Certification Process)

**11. If I am a classroom teacher at a nonprofit nonpublic school that teaches religion and math, am I eligible for the Teacher COVID-19 Grant?**

Yes, for the purpose of the Teacher COVID-19 grant, the subject taught is not a determining factor for eligibility but rather if you are a K-12 full-time or part-time classroom teacher who provided continuity of learning to students during the 2019-2020 period of school closure that resulted from COVID-19 and meet the eligibility requirements. To be eligible for the

Teacher COVID-19 Grant, you must be a classroom teacher with an assigned class who performed at least 75% of their standard instructional workload in a brick and mortar classroom at a district or nonprofit public school and meet all of the classroom teacher statutory requirements to receive grant funding. For nonprofit nonpublic classroom teachers, who may not be a certified teacher, you would need to be listed for the 2019-2020 school year as K-12 instructional staff by the nonprofit nonpublic school and have an assigned classroom to qualify. (See Classroom Teacher Eligibility Requirements and Certification Process)

**12. If I am a classroom teacher who works part-time in a building for District A and part-time for in another building for District B, am I eligible for the Teacher COVID-19 Grant?**

Yes, part-time teachers who provided continuity of learning to students during the 2019-2020 period of school closure that resulted from COVID-19 are eligible with an assigned class who performed at least 75% of their standard instructional workload, which in this example is 100% of the part-time workload, in a brick and mortar classroom at a district or nonprofit public school are eligible provided they meet the classroom teacher statutory requirements to receive grant funding.

If the classroom teacher meets the eligibility requirements, District A would list the teacher as 0.5 FTE and District B would list the teacher as 0.5 FTE as together the workload equals 1.0 FTE total, which will be combined and calculated by the Michigan Department of Treasury after all districts and nonprofit nonpublic schools report the list of eligible classroom teachers to the Department. Of note, the classroom teacher would need to file Form 5734, the Teacher and Support Staff COVID-19 Grants Certification, with District A and also with District B. (See Classroom Teacher Eligibility Requirements and Certification Process)

**13. Are preschool teachers, cyber-school teachers (as defined in section 551 of the Revised School Code (MCL 380.551.), and teachers who work for-profit schools eligible?**

No, preschool, cyber-school (as defined in section 551 of the Revised School Code (MCL 380.551.), and teachers who work for-profit schools are not eligible for the Teacher COVID-19 Grant.

**14. Are teachers who work for religious nonprofit schools eligible?**

Yes, classroom teachers who work for nonprofit religious schools who meet the eligibility criteria are eligible for the Teacher COVID-19 Grant. (See Classroom Teacher Eligibility Requirements and Certification Process)

**15. When in 2020 did teachers need to work to be considered eligible, last spring or this fall?**

Classroom teachers who worked full-time or part-time prior to the issuance of Executive Order 2020-35, signed on April 2, 2020, closing all K-12 school buildings through the remainder of the 2019-2020 school year are eligible for the Teacher COVID-19 Grant; and meet the eligibility requirements are eligible for the Teacher COVID-19 grant. (See Classroom Teacher Eligibility Requirements and Certification Process)

**16. Is a teacher eligible who is on FMLA but still on the payroll?**

Yes, classroom teachers who are on FMLA, but still on payroll prior to the issuance of Executive Order 2020-35 at the end of the 2019-2020 school year, and who meet the eligibility requirements are eligible for the Teacher COVID-19 grant. (See [Classroom Teacher Eligibility Requirements and Certification Process](#))

**17. Are teachers who quit this summer after June 30, 2020 eligible?**

Yes, a classroom teacher who worked for the school district or nonprofit nonpublic school prior to the issuance of Executive Order 2020-35 on April 2, 2020, but who no longer works for the school district or nonprofit nonpublic school are eligible if they also met the eligibility requirements are eligible for the Teacher COVID-19 grant. (See [Classroom Teacher Eligibility Requirements and Certification Process](#))

**18. Is a teacher who retired this summer eligible?**

Yes, classroom teachers who worked for the school district or nonprofit nonpublic school prior to the issuance of Executive Order 2020-35 on April 2, 2020 and who retired after the 2019-2020 school year are eligible if they also met the eligibility requirements are eligible for the Teacher COVID-19 grant. (See [Classroom Teacher Eligibility Requirements and Certification Process](#))

**19. Which school district files for the K-12 teacher if they took a job with another school district?**

The school district or nonprofit nonpublic school that employed the K-12 teacher as of June 30, 2020 files for the grant, if the teacher also met the eligibility criteria. (See [Classroom Teacher Eligibility Requirements and Certification Process](#). More detailed information on Grant funding sent directly to the eligible recipient is discussed in more detail under [Teacher and Support Staff COVID-19 Grants and Distribution Process](#))

**20. Are two-year kindergarten teachers eligible?**

Yes, two-year kindergarten classroom teachers who worked full-time during the 2019-2020 school year that also met the eligibility requirements are eligible. (See [Classroom Teacher Eligibility Requirements and Certification Process](#))

**21. Is a teacher in an ESL (“English as a Second Language”) program that has both 4- and 5-year-old students in the program eligible? Is that K-12 grade?**

Yes, if the full-time or part-time ESL program teacher has an assigned class who is designated as a kindergarten class who provided continuity of learning to students during the 2019-2020 period of school closure that resulted from COVID-19 and the teacher meets all the eligibility requirements. (See [Classroom Teacher Eligibility Requirements and Certification Process](#))

**22. Are Montessori teachers eligible?**

Yes, K-12 classroom teachers that worked at a nonprofit Montessori’s with 501(c)(3) status who worked full-time or part-time during the 2019-2020 school year that also met the

eligibility requirements are eligible. (See [Classroom Teacher Eligibility Requirements and Certification Process](#))

**23. Are K-12 alternative education teachers eligible?**

Yes, alternative education teachers who worked full-time or part-time during the 2019-2020 school year that also met the eligibility requirements are eligible for the Teacher COVID-19 Grant. (See [Classroom Teacher Eligibility Requirements and Certification Process](#))

**24. Are teachers or parents who home school students eligible?**

No, teachers or parents who work in a home school setting are not eligible for the Teacher COVID-19 payment.

**25. Are special education teachers who worked with students with disabilities that are non-degree track programs eligible?**

Yes, teachers for students with disabilities who worked full-time or part-time during the 2019-2020 school year within a district or nonprofit nonpublic school that also met the requirements are eligible for the Teacher COVID-19 Grant. (See [Classroom Teacher Eligibility Requirements and Certification Process](#))

**26. Are teachers at Intermediate School District (ISD) career and technical centers who teach high school students part-time to learn a trade eligible?**

Yes, ISD career and technical center classroom teachers who worked full-time for a school district, which includes ISDs in the definition, or nonprofit nonpublic school during the 2019-2020 school year meet the eligibility requirements for the Teacher COVID-19 Grant. (See [Classroom Teacher Eligibility Requirements and Certification Process](#))

**27. Are teachers at an Intermediate School District eligible?**

Yes, ISD classroom teachers who worked full-time for a school district, which includes ISDs in the definition, during the 2019-2020 school year meet the eligibility requirements for the Teacher COVID-19 Grant. (See [Classroom Teacher Eligibility Requirements and Certification Process](#))

**28. Is a classroom teacher who worked until December 1, 2019 during the 2019-2020 school year, but left the teaching profession to take a principal job during the 2019-2020 school year eligible?**

No, only individuals who worked the entire 2019-2020 school year in a classroom teaching position that met the eligibility requirements are eligible for the Teacher COVID-19 Grant. (See [Classroom Teacher Eligibility Requirements and Certification Process](#))

**29. Are new teachers who just started this fall for the 2020-2021 school year eligible?**

No, new teachers as of the 2020-2021 school year are not eligible for the Teacher COVID-19 Grant, as only individuals who worked during the 2019-2020 school year in a teaching position that meets the eligibility requirements are eligible.

**30. Are pre-k or early childhood centers teachers eligible?**

No, pre-K and early childhood center teachers who worked during the 2019-2020 school year in a teaching position are not eligible.

**31. Are substitute teachers eligible?**

No, substitute teachers are not eligible for the Teacher COVID-19 Grant.

**32. Are student teachers eligible?**

No, student teachers who worked during the 2019-2020 school year in a teaching position are not eligible for the Teacher COVID-19 Grant.

**33. Are administrators eligible?**

No, Administrators who worked during the 2019-2020 school year are not eligible for the Teacher COVID-19 Grant.

**34. Are school district and nonprofit nonpublic school business officials eligible?**

No, school district and nonprofit nonpublic school business officials are not eligible for the Teacher COVID-19 Grant.

**35. Are paraprofessionals and support staff eligible?**

No, paraprofessionals and support staff who worked during the 2019-2020 school year in a school district or nonprofit nonpublic school are not eligible for the Teacher COVID-19 Grant. However, more detailed information on the Support Staff Grant is contained in this guide and should be reviewed to determine if these staff may be eligible recipients of the Support Staff COVID-19 Grant. (See Support Staff Eligibility Requirements and Certification Process.)

## **Classroom Teacher Eligibility Requirements and Certification Process**

Public Act 166 of 2020 provides that eligible classroom teachers must meet three specific criteria to receive the Teacher COVID-19 Grant. As indicated above, an eligible classroom teacher is defined in the Act and must meet all of the following conditions:

(a) Prior to the issuance of Executive Order 2020-35 on April 2, 2020, the teacher performed at least 75% of his or her standard instructional workload in a brick and mortar classroom at a district or nonprofit nonpublic school.

(b) After issuance of Executive Order 2020-35 on April 2, 2020, the teacher developed tools and methods to deliver distance learning, take-home packets, or other methods described in the district or nonprofit nonpublic school's continuity of learning plan.

(c) The teacher certifies to the district, in a manner prescribed by the Michigan Department of Treasury, that he or she worked additional time spent outside of normal working hours, experienced hazardous conditions, or incurred additional costs related to ensuring students could effectively participate in their school's continuity of learning plan.

Key to determining eligibility is that prior to April 2, 2020 during the 2019-2020 school year, the classroom teacher performed at least 75% of their standard instructional workload in a brick and mortar classroom. Determination of eligibility for the Teacher COVID-19 Grant requires the eligible classroom teacher to review and certify this specific criteria stated above that the eligible classroom teachers spent additional time in a school district or nonprofit nonpublic school outside of normal working hours and incurred additional costs to provide a continuity of learning during the period of school closure in 2019-2020 due to the COVID-19 pandemic.

The eligible classroom teacher will receive from the school district Form 5734, the Teacher and Support Staff COVID-19 Grants Certification, attesting that they meet the requirements for eligibility.

**36. What is the eligible classroom teacher certifying to the district?**

The eligible classroom teacher must certify to the school district or nonprofit nonpublic school that he or she worked additional time outside of normal working hours, experienced hazardous conditions, or incurred additional costs related to ensuring students could effectively participate in their school's continuity of learning plan for the 2019-2020 school year.

**37. How does the eligible classroom teacher certify that he or she meets the requirements for eligibility?**

The eligible classroom teacher must certify to the school district or nonprofit nonpublic school by filing Form 5734, the Teacher and Support Staff COVID-19 Grants Certification, directly with the school district by December 4, 2020. A copy of Form 5734 will be provided by the school district directly to classroom teachers that the school district determines are eligible classroom teachers and is also available on the Teacher and School Support COVID-19 Grant webpage at: [www.michigan.gov/TSSC19Grants](http://www.michigan.gov/TSSC19Grants).

**38. Where can an eligible classroom teacher obtain Form 5734, the Teacher and Support Staff COVID-19 Grant Certification?**

The school district and nonprofit nonpublic schools are required to determine and send Form 5734, the Teacher and Support Staff COVID-19 Grants Certification, to classroom teachers the district identifies as eligible classroom teachers for the Teacher COVID-19 Grant no later than November 9, 2020. Form 5734 must be fully completed by the eligible classroom teacher certifying all the statutory requirements are met and the form returned to the school district no later than December 4, 2020. A copy of Form 5734 is required to be retained by the school district.

**39. Am I required to submit Form 5734, the Teacher and Support Staff COVID-19 Grants Certification, to my school district and nonprofit nonpublic schools to be eligible to receive funding?**

Yes, Form 5734, the Teacher and Support Staff COVID-19 Grants Certification must be filed by the eligible classroom teacher with the school district and nonprofit schools by December 4, 2020.

**40. Can I use another form or letter to certify I meet the grant requirements?**

No, an eligible classroom teacher is required to certify by using the official Michigan Department of Treasury Form 5734, the Teacher and Support Staff COVID-19 Grants Certification. Failure to use this form will make you ineligible for grant funding.

**41. What information is being requested on the Form 5734, the Teacher and Support Staff COVID-19 Grants Certification?**

This form begins with general information, including name, address and Social Security number. This background information will be used by the Michigan Department of Treasury for distribution of the grant funding and should be complete and accurate.

Additionally, the eligible classroom teacher must verify the Teacher COVID-19 Grant eligibility requirements. This requires the eligible classroom teacher to certify the requirements below are met:

- (i) Prior to the issuance of Executive Order 2020-35 on April 2, 2020, the teacher performed at least 75% of their standard instructional workload in a brick and mortar classroom at a district or nonprofit nonpublic school.
- (ii) After issuance of Executive Order 2020-35 on April 2, 2020, the teacher developed tools and methods to deliver distance learning, take-home packets, or other methods described in the district or nonprofit nonpublic school's continuity of learning plan.
- (iii) The teacher certifies to the district, in a manner prescribed by the Department of Treasury, that he or she worked additional time spent outside of normal working hours, experienced hazardous conditions, or incurred additional costs related to ensuring students could effectively participate in their school's continuity of learning plan.

**42. What if I fail to return Form 5734, the Teacher and Support Staff COVID-19 Grants Certification, to the school district or nonprofit schools?**

Failure to return Form 5734, the Teacher and Support Staff COVID-19 Grants Certification, to the school district or nonprofit nonpublic schools in the form and manner prescribed by the district or the nonprofit schools by December 4, 2020 would make the classroom teacher ineligible for grant funding.

**43. Can an eligible classroom teacher electronically sign FORM 5734, the Teacher and Support Staff COVID-19 Grants Certification?**

Yes, eligible classroom teachers can electronically sign Form 5734, the Teacher and Support Staff COVID-19 Grants Certification. By providing a digital signature, the eligible classroom teacher is signing the form and certifying that the information contained within the form provides a full and true statement. More detailed information on digital signatures is also available at this web link: [https://www.michigan.gov/treasury/0,4679,7-121-1755\\_1963-538918--00.html](https://www.michigan.gov/treasury/0,4679,7-121-1755_1963-538918--00.html).

**44. My school said I do not qualify and did not put me on the eligible classroom teacher list for the Teacher COVID-19 Grant. Is there a correction or appeal process for classroom teachers?**

Yes, when the school district or nonprofit nonpublic school identifies eligible classroom teachers, they are required to not only distribute Form 5734, the Teacher and Support Staff COVID-19 Grants Certification, but also post notice on the school district or nonprofit nonpublic school website and at least 1 other means of widely used communication. This provides an opportunity for any classroom teacher to claim and appeal to the district or nonprofit nonpublic school in writing the determination of eligibility status by November 9, 2020.

**45. What occurs if a classroom teacher appeals the district or nonprofit nonpublic schools' determination of eligibility for the Teacher COVID-19 Grant?**

First, if a district or nonprofit nonpublic school believes that a classroom teacher does not qualify for the Teacher COVID-19 Grant after receiving an appeal from the classroom teacher, they must notify the classroom teacher in writing include the reason for ineligibility for the grant.

**46. How will the Michigan Department of Treasury know that I am a teacher qualified to receive the Teacher COVID-19 grant?**

The school districts and nonprofit nonpublic schools are required to identify the eligible classroom teachers, distribute Form 5734, the Teacher and Support Staff COVID-19 Grants Certification, to identified eligible classroom teachers, retain copies of Form 5734 and electronically submit and certify a list of eligible classroom teachers, including their residency address, to the Michigan Department of Treasury by December 16, 2020.

**47. How can I verify if the district and nonprofit nonpublic schools listed me as an eligible classroom teacher to the Michigan Department of Treasury?**

Classroom teachers should reach out directly to the district or nonprofit nonpublic school administration to verify this information. The school district or nonprofit nonpublic school retains supporting documentation of the classroom teacher eligibility.



## Support Staff COVID-19 Grant Overview

### 48. What is the Support Staff COVID-19 Grant Program?

The Support Staff COVID-19 Grant program was created by Public Act 166 of 2020 to eligible K-12 school support staff to recognize the additional time spent outside of normal working hours, hazardous conditions, and additional costs school support staff have incurred or experienced to provide services to students during the period of school closure in 2019-2020 due to the COVID-19 pandemic. The program was funded under Article 5, Section 949q for grants to eligible K-12 classroom teachers.

Key to understanding the Teacher COVID-19 Grant Program is the definition of “school support staff,” “district” and “regularly and continuously work under contract.”

- (i) "School support staff" means a full-time or part-time paraprofessional, aide, or noninstructional staff, according to the registry of educational personnel, who provided services to students during the 2019-2020 period of school closure that resulted from COVID-19. For the purposes of this section, school support staff does not include substitute teachers or classroom teachers.
- (ii) "District" means a local school district as that term is defined in section 6 of the revised school code, 1976 PA 451, MCL 380.6, or a Public School Academy as that term is defined in section 5 of the revised school code, 1976 PA 451, MCL 380.5.
- (iii) "Regularly and continuously work under contract" means that term as defined in section 1230e of the revised school code, 1976 PA 451, MCL 380.1230e.

### 49. Is the Support Staff COVID-19 Grant available for nonprofit nonpublic school support staff?

No, the Support Staff COVID-19 Grant is only available for eligible support staff that worked for a school district, which is defined to include a public school and Public School Academy.

### 50. Can I qualify for the Support Staff COVID-19 Grant if I am a classroom teacher?

No, the school support staff does not include substitute teachers or classroom teachers.

## Support Staff Qualifications for Support Staff COVID-19 Grant

### 51. Who is eligible to receive the Support Staff COVID-19 Grant?

In order to qualify as an eligible “support staff” for the Support Staff COVID-19 Grant, Public Act 166 of 2020 requires that the grant recipient be a K-12 school support staff in the 2019-2020 school year prior to the issuance of Executive Order 2020-35 on April 2, 2020 and meets the support staff statutory requirements to receive grant funding. For a list of

support staff positions please refer to the paraprofessional/aide assignments beginning at p. 41 and Non-instructional assignment codes beginning at page 43 of the Registry of Educational Personnel Data Field Descriptions Manual, which is available at the following webpage:

[https://www.michigan.gov/documents/cepi/REP\\_Data\\_Field\\_Descriptions\\_Fall\\_2020\\_689554\\_7.pdf](https://www.michigan.gov/documents/cepi/REP_Data_Field_Descriptions_Fall_2020_689554_7.pdf).

**52. Are all support staff eligible?**

No, only full-time or part-time kindergarten to 12<sup>th</sup> grade support staff who served as a paraprofessional, aide, or noninstructional staff according to the registry of educational personnel, who provided services to students in a district for during the 2019-2020 school year are eligible for the Teacher COVID-19 grant. Additionally, prior to the issuance of Executive Order 2020-35 on April 2, 2020, the school support staff performed at least 75% of their workload in a brick and mortar school building at a district and must also meet all of the support staff statutory requirements to receive grant funding. (See Support Staff Eligibility Requirements and Certification Process.)

**53. Who are considered noninstructional staff?**

Noninstructional staff include those positions listed under the registry of educational personnel (REP) by CEPI as non-instructional assignment codes. However, in order to qualify for the Support Staff COVID-19 Grant the K-12 support staff must also meet all of the support staff statutory requirements to receive grant funding. More detailed information on the REP is available at: [https://www.michigan.gov/cepi/0,4546,7-113-986\\_10478----,00.html](https://www.michigan.gov/cepi/0,4546,7-113-986_10478----,00.html). (See Support Staff Eligibility Requirements and Certification Process.)

**54. Are part-time K-12 paraprofessional or aides eligible support staff?**

Yes, part-time and full-time kindergarten to 12<sup>th</sup> grade support staff who served as a paraprofessional, aide, or noninstructional staff according to the registry of educational personnel, who provided services to students in a district for during the 2019-2020 school year are eligible for the Support Staff COVID-19 grant provided they also meet all of the support staff statutory requirements to receive grant funding. (See [Support Staff Eligibility Requirements and Certification Process](#))

**55. Does the school support staff need to be employed by a school district to qualify for the Support Staff COVID-19 Grant?**

No, the K-12 school support staff can either be employed by the district or assigned to regularly and continuously work under contract in a public school operated by the district.

**56. What does it mean to be assigned to regularly and continuously work under contract as support staff?**

"Regularly and continuously work under contract" is defined in section 1230e of the revised school code, 1976 PA 451, MCL 380.1230e as "Regularly and continuously work under contract" means any of the following:

- (i) To work at school on a more than intermittent or sporadic basis as an owner or employee of an entity that has a contract with a school district, intermediate school district, Public School Academy, or nonpublic school to provide food, custodial, transportation, counseling, or administrative services, or to provide instructional services to pupils or related and auxiliary services to special education pupils.
- (ii) To work at school on a more than intermittent or sporadic basis as an individual under a contract with a school district, intermediate school district, Public School Academy, or nonpublic school to provide food, custodial, transportation, counseling, or administrative services, or to provide instructional services to pupils or related and auxiliary services to special education pupils.

**57. Are K-12 school support staff who perform 50% of their workload in a school building and 50% in a cyber school (as defined in section 551 of the Revised School Code (MCL 380.551.) for a school district eligible?**

No, school support staff must perform at least 75% of their workload in a brick and mortar school building at a district and meet the eligibility requirements for the Support Staff COVID-19 Grant. (See [Support Staff Eligibility Requirements and Certification Process](#))

**58. Are paraprofessionals in a two-year kindergarten classroom eligible support staff?**

Yes, paraprofessionals in a two-year kindergarten classroom who worked full-time during the 2019-2020 school year that also met the eligibility requirements are eligible. (See [Support Staff Eligibility Requirements and Certification Process](#))

**59. Are Public School Academy support staff eligible for these grants?**

Yes, support staff who work for a district that is a Public School Academy who meet the eligibility requirements are eligible for the Support Staff COVID-19 grant. (See [Support Staff Eligibility Requirements and Certification Process](#))

**60. Are food service workers support staff eligible for these grants?**

Yes, food service workers that are non-instructional support staff who work for a district and meet the eligibility requirements are eligible for the Support Staff COVID-19 grant. (See [Support Staff Eligibility Requirements and Certification Process](#))

**61. Is a school support staff who is on FMLA but still on the payroll?**

Yes, school support staff who are on FMLA, but still on payroll at the end of the 2019-2020 school year, and who meet the eligibility requirements are eligible for the Support Staff COVID-19 grant. (See [Support Staff Eligibility Requirements and Certification Process](#))

**62. Are school support staff who quit this summer after June 30, 2020 eligible?**

Yes, school support staff who no longer work for district are eligible if they also met the eligibility requirements are eligible for the Support Staff COVID-19 grant. (See [Support Staff Eligibility Requirements and Certification Process](#))

- 63. Is a school support staff who worked until December 1, 2019 during the 2019-2020 school year, but left their position during the 2019-2020 school year eligible?**

No, only individuals who worked the 2019-2020 school year that provided services to students during the period of school closure in 2019-2020 due to the COVID-19 pandemic and also meet the eligibility requirements are eligible for the Support Staff COVID-19 Grant. (See [Support Staff Eligibility Requirements and Certification Process](#))

- 64. Are new school support staff who just started this fall for the 2020-2021 school year eligible?**

No, new school support staff as of the 2020-2021 school year are not eligible for the Support Staff COVID-19 Grant. Support staff who worked during the 2019-2020 school year and provided services to students during the period of school closure in 2019-2020 due to the COVID-19 pandemic and meet the eligibility requirements can receive the Support Staff COVID-19 Grant.

- 65. Are pre-K or early childhood centers school support staff eligible?**

No, pre-K and early childhood center teachers who worked during the 2019-2020 school year in a support staff position are not eligible.

- 66. Are school district administrators and school business officials eligible?**

No, school district administrators and school business officials are not eligible for the Support Staff COVID-19 Grant.

- 67. Do classroom teachers qualify as eligible support staff for the Support Staff COVID-19 Grant?**

No, classroom teachers who worked during the 2019-2020 school year are not eligible for the School Support COVID-19 Grant. However, more detailed information on the Teacher COVID-19 Grant is contained in this guide beginning at question 2. Individuals should review this section to determine if they may be eligible under the Teacher COVID-19 Grant Program. (See [Classroom Teacher Eligibility Requirements and Certification Process](#))

## **Support Staff Eligibility Requirements and Certification Process**

Public Act 166 OF 2020 provides that eligible support staff must meet two specific criteria to receive the Support Staff COVID-19 Grant. As indicated above, eligible support staff is defined in the Act and must meet both of the following conditions:

- (a) Prior to the issuance of Executive Order No. 2020- 35, the school support staff performed at least 75% of their workload in a brick and mortar school building at a district.

(b) The school support staff certifies to the district, in a manner prescribed by the department, that he or she worked additional time spent outside of normal working hours, experienced hazardous conditions, or incurred additional costs related to providing student services during the COVID19 pandemic.

Key to determining eligibility is that prior to April 2, 2020 during the 2019-2020 school year, the school support staff performed at least 75% of their workload in a brick and mortar school building at a district. Determination of eligibility for the Support Staff COVID-19 grant requires the eligible support staff to review and certify this specific criteria stated above that the eligible support staff spent additional time in a district outside of normal working hours, experienced hazardous conditions, or incurred additional costs to providing student services during the period of school closure in 2019-2020 due to the COVID-19 pandemic.

The eligible school support staff will receive from the school district Form 5734, the Teacher and Support Staff COVID-19 Grants Certification, attesting that they meet the requirements for eligibility.

**68. What is the eligible school support staff certifying to the district?**

The eligible school support staff must certify to the school district that he or she worked additional time outside of normal working hours, experienced hazardous conditions, or incurred additional costs related to providing student services during the COVID-19 pandemic for the 2019-2020 school year.

**69. How does the eligible school support staff certify that he or she meets the requirements for eligibility?**

The eligible school support staff must certify to the school district by filing Form 5734, the Teacher and Support Staff COVID-19 Grants Certification, directly with the school district by November 9, 2020. A copy of Form 5734 will be provided by the school district directly to school support staff who the school district determines eligible school support staff and is also available on the Teacher and School Support COVID-19 Grant webpage at: [www.michigan.gov/TSSC19Grants](http://www.michigan.gov/TSSC19Grants).

**70. Where can an eligible school support staff obtain Form 5734, the Teacher and Support Staff COVID-19 Grant Certification?**

The school districts are required to determine and send Form 5734, the Teacher and Support Staff COVID-19 Grants Certification, to staff the district identifies as eligible school support staff for the School Support COVID-19 Grant no later than November 9, 2020. Form 5734 must be fully completed by the eligible school support staff certifying all of the statutory requirements are met and the form returned to the school district no later than December 4, 2020. A copy of Form 5734 is required to be retained by the school district.

**71. Am I required to submit Form 5734, the Teacher and Support Staff COVID-19 Grants Certification, to my school district to be eligible to receive grant funding?**

Yes, Form 5734, the Teacher and Support Staff COVID-19 Grants Certification, must be filed by the eligible school support staff with the school district by December 4, 2020 to be eligible to receive the Support Staff COVID-19 Grant.

**72. I am eligible school support staff that works under contract to regularly and continuously work for a district, can I utilize another form or letter to certify I meet the grant requirements?**

No, an eligible school support staff either directly employed by the district or assigned to regularly and continuously work under contract in a public school operated by the district are required to certifying utilizing the official Michigan Department of Treasury Form 5734, the Teacher and Support Staff COVID-19 Grants Certification. Failure to certify utilizing this form will make you ineligible for grant funding.

**73. What information is requested on the Form 5734, the Teacher and Support Staff COVID-19 Grants Certification?**

This form begins with general information including, name, address, and social security number. This background information will be used by the Michigan Department of Treasury for distribution of the grant funding and must be complete and accurate.

Additionally, the eligible school support staff must verify the Support Staff COVID-19 Grant eligibility requirements. This requires the eligible classroom teacher to certify the requirements below are met:

- (i) Prior to the issuance of Executive Order 2020-35 on April 2, 2020, the school support staff performed at least 75% of their workload in a brick and mortar school building at a district.
- (ii) The school support staff certifies to the district, in a manner prescribed by the department, that he or she worked additional time spent outside of normal working hours, experienced hazardous conditions, or incurred additional costs related to providing student services during the COVID19 pandemic.

**74. What if I fail to return Form 5734, the Teacher and Support Staff COVID-19 Grants Certification, to the school district?**

Failure to return Form 5734, the Teacher and Support Staff COVID-19 Grants Certification, to the school district in the form and manner prescribed by the district by December 4, 2020 would make the school support staff ineligible for grant funding.

**75. Can eligible school support staff electronically sign Form 5734, the Teacher and Support Staff COVID-19 Grants Certification?**

Yes, eligible school support staff can electronically sign Form 5734, the Teacher and Support Staff COVID-19 Grants Certification. By providing a digital signature, the eligible school support staff is signing the form and is certifying that the information contained within the form provides a full and true statement.

- 76. My school district said I do not qualify and did not put me on the eligible school support staff list for the Support Staff COVID-19 Grant. Is there a correction or appeal process for school support staff?**

Yes, when the school district identifies eligible school support staff, they are required to not only distribute Form 5734, the Teacher and Support Staff COVID-19 Grants Certification, but also post notice on the school district website and at least 1 other means of widely used communication. This provides an opportunity for any school support staff to claim and appeal to the district in writing the determination of eligibility status by November 9, 2020.

- 77. If I appeal the district's determination of eligibility, how will I know the district's determination of my appeal?**

You will receive a response in writing from the district regarding the appeal. If a district believes that school support staff does not qualify for the Support Staff COVID-19 Grant after receiving an appeal from the school support staff, the district must notify the school support staff in writing and include the reason for ineligibility for the Support Staff COVID-19 grant.

- 78. How will the Michigan Department of Treasury know that I am a school support staff qualified to receive the School Support COVID-19 grant?**

The school district is required to identify the eligible school support staff, distribute Form 5734, the Teacher and Support Staff COVID-19 Grants Certification, to identified eligible school support staff, retain copies of Form 5734 and electronically submit and certify a list of eligible school support staff, including their residency address, to the Michigan Department of Treasury by December 16, 2020.

- 79. How can I verify if the district listed me as eligible school support staff to the Michigan Department of Treasury?**

School support staff should reach out directly to the district to verify this information. The school district retains supporting documentation of the school support staff eligibility.

## **Process for School Districts and Nonprofit Nonpublic Schools to provide List of Eligible Grant Recipients to the Department of Treasury**

- 80. What steps should a school district and nonprofit nonpublic school first take to begin compiling the required list of eligible classroom teachers and eligible support staff?**

Districts and nonprofit nonpublic schools should obtain a draft list of potential grant recipients beginning October 23, 2020, based upon 2019-2020 school filings to CEPI as presented in the Registry of Educational Personnel (REP), or Nonpublic School Personnel Report (NPSPR). Districts and nonpublic schools that reported in the 2019-2020 school year will have reported data prepopulated in the TSSC19 District Template, available within the REP/NPSPR system, under Submission Reports.

Next, the district or nonprofit nonpublic school can run the Teacher and School Support COVID-19 Grant Program (TSSC19) District Template or the COVID-19 grant programs to obtain a draft list that pre-populates potential grant recipients based upon 2019-2020 school filings to CEPI. This list should then be reviewed, and the school district should identify eligible classroom teachers and eligible support staff for the COVID-19 grant programs. Of significance, the district and nonprofit nonpublic school must indicate if the eligible classroom teacher is full-time and 1.0 FTE or should be pro-rated for example as a part-time eligible classroom teacher at 0.5 FTE. (See question 81 below on notification to eligible recipients).

Please note, if a school district or nonprofit nonpublic school is not registered in the REP, this additional step must be completed first.

**81. When are school district and nonprofit nonpublic schools required to identify the eligible classroom teachers and eligible support staff?**

School districts and nonprofit nonpublic schools are required to identify eligible classroom teachers and support staff and email eligible grant recipients Form 5734, the Teacher and Support Staff COVID-19 Grants Certification, by November 9, 2020. The email must contain in writing the due date of November 9, 2020 for the classroom teacher to certify and detailed instruction on how to submit the required certification to the district and nonprofit nonpublic schools. Additionally, if the school district has determined the teacher is less than full-time and calculated at 1.0 FTE, the district must notify the teacher of the reduction or identify a process the eligible recipient can confirm and obtain the FTE calculation to be reported to the Michigan Department of Treasury.

Eligible Classroom teachers must return Form 5734, the Teacher and Support Staff COVID-19 Grants Certification, to the district or nonprofit nonpublic school in the form and manner the district requires by December 4, 2020.

School districts and nonprofit nonpublic schools are then required to compile the final list of eligible classroom teachers or school support staff and electronically submit the list by December 16, 2020 utilizing the Teacher and School Support COVID-19 Grant Excel Submission System (Michigan eSignature Solution) by means of the TSSC19 District Template.

**82. When identifying eligible classroom teachers what notice must school district and nonprofit nonpublic schools provide?**



Upon distribution of Form 5734, the Teacher and Support Staff COVID-19 Grants Certification to identified eligible classroom teachers, the district and nonprofit nonpublic school shall post notice on their website and at least 1 other means of communication of the distribution providing an opportunity for any classroom teacher to claim and appeal to the district or nonprofit nonpublic school in writing the determination of eligibility by November 9, 2020. The school district and nonprofit nonpublic schools must also provide eligible classroom teachers with the FTE calculation to be applied for eligibility if less than fully reported as 1 FTE.

**83. Do only eligible classroom teachers employed directly by the district or nonprofit nonpublic school qualify?**

No, the district and nonprofit nonpublic school is required to include in the list of eligible classroom teachers any K-12 classroom teacher who continuously worked under contract in a public school operated by the district or in a nonprofit nonpublic school and met the eligibility requirements. (See Classroom Teacher Eligibility Requirements and Certification Process)

**84. What if the classroom teacher retired, moved, and the employing district does not have their current address information?**

The school district or nonprofit nonpublic school is required to notify all identified eligible classroom teachers and electronically distribute Form 5734, the Teacher and Support Staff COVID-19 Grants Certification. The contact information on file should be used. (See question 44 regarding appeal rights of the eligibility determination)

**85. What documentation is the district or nonprofit nonpublic schools required to keep for any appeal of the determination of eligibility for the Teacher COVID-19 Grant or Support Staff COVID-19 Grant?**

First, if district or nonprofit nonpublic school believes that a classroom teacher does not qualify for the Teacher COVID-19 Grant after receiving an appeal from the classroom teacher or support staff, they must notify the classroom teacher in writing include the reason for ineligibility for the grant.

All appeals received and written responses regarding grant eligibility issued by the district are required to be retained by the district as supporting documentation for the retention period of 7 years.

**86. How are school districts and nonprofit nonpublic schools required to collect Form 5734, the Teacher and Support Staff COVID-19 Grants Certification?**

School districts and nonprofit nonpublic schools can determine the manner of collection that works best for their district. Electronic collection is acceptable. Eligible classroom teachers will have to return Form 5734, the Teacher and Support Staff COVID-19 Grants Certification, to the district or nonprofit nonpublic school in the form and manner the district required by December 16, 2020.

**87. How long is the school district and nonprofit nonpublic schools required to retain Form 5734, the Teacher and Support Staff COVID-19 Grants Certification?**

The Teacher and Support Staff COVID-19 Grants Certification forms (Form 5734) are required to be retained by the school districts and nonprofit nonpublic schools for 7 years and must be produced and provided upon request by the Michigan Department of Treasury within 5 business days. The retention period of 7 years expires on December 31, 2027. These certification forms are subject to audit by the Michigan Department of Treasury.

**88. What must school districts and nonprofit nonpublic schools review from Form 5734, the Teacher and Support Staff COVID-19 Grants Certification, and electronically submit to the Michigan Department of Treasury?**

School districts and nonprofit nonpublic schools are required to review that the eligible classroom teachers and school support staff have certified they meet all the statutory requirements to be eligible for the Teacher COVID-19 Grant or School Support Grant, update the residency address and ensure the accuracy of the background information, including, but not limited to, the classroom teacher name and Social Security number. The Michigan Department of Treasury recommends school districts and nonprofit nonpublic schools communicate with eligible teachers who have not fully completed the certificate in an effort to obtain the missing information.

**89. What if people move between the time of the submission and the payment? Does the school need to refile and update the state?**

No, the school district or nonprofit nonpublic school is not required to resubmit the list of eligible recipients for grant programs. The district and nonprofit nonpublic school should ensure the address listed on Form 5734, the Teacher and Support Staff COVID-19 Grants Certification, provided by the eligible classroom teacher or eligible school support staff is accurate and complete when electronically submitting their grant eligibility lists as required by statute.

**90. What if a school district forgot to list a classroom teacher when submitted to the Department of Treasury after the classroom teacher completed the grant certification form and returned to the district?**

Failure for a school district or nonprofit nonpublic school to list a classroom teacher or support staff on the list of eligible grant recipients to the Michigan Department of Treasury would result in the classroom teacher and support staff being ineligible for grant funding. School districts and nonprofit nonpublic schools are strongly encouraged to ensure the accuracy of this data prior to submission.

**91. What happens if a school district or nonprofit nonpublic school misses the deadline? Can the teachers still file with the Department of Treasury?**

No. The teacher cannot file with the Department of Treasury. School districts and nonprofit nonpublic schools are required by law to submit a list of eligible classroom teachers and eligible support staff.

**92. Can the school district retain electronic copies of Form 5734, the Teacher and Support Staff COVID-19 Grants Certification?**

Yes, the school district can retain electronic copies of Form 5734, the Teacher and Support Staff COVID-19 Grants Certification. The school district and nonprofit nonpublic schools are required to maintain documentation of classroom teacher eligibility and must produce documentation within 5 business days of receiving a request from the Michigan Department of Treasury. The retention period is 7 years.

**93. How must the school districts and nonprofit nonpublic schools submit the list of eligible classroom teachers to the Department of Treasury?**

A school district and nonprofit nonpublic school will submit the eligibility list through the *Teacher and School Support COVID-19 Grant Excel Submission System* (Michigan eSignature Solution). The link to submit the eligibility list can be found on the following webpage [www.michigan.gov/TSSC19Grants](http://www.michigan.gov/TSSC19Grants). Districts and nonprofit nonpublic schools should review the Teacher and School Support COVID-19 Grant Excel Submission Instructions and instructional video under "District and Nonprofit Nonpublic School Resources" section on the grant website at [www.michigan.gov/TSCC19Grants](http://www.michigan.gov/TSCC19Grants). All nonprofit nonpublic schools will be required to provide their Federal Employer Identification Number (FEIN) and a copy of their 501(c)(3) determination letters from the Internal Revenue Service (IRS).

**94. Can we mail in the list of eligible classroom teachers and eligible support staff to the Michigan Department of Treasury?**

No, school districts and nonprofit nonpublic schools must submit certification documents electronically using the process detailed in question 80 above in the form and manner prescribed by the Michigan Department of Treasury.

**95. Can the Michigan Department of Treasury audit the school districts and nonprofit nonpublic schools list of eligible classroom teachers and eligible support staff list, certification forms and supporting documentation for these grant programs?**

Yes, the Michigan Department of Treasury can audit the school districts and nonprofit nonpublic schools list of eligible classroom teachers and eligible support staff, certification forms and supporting documentation for these grant programs.

## **Teacher and Support Staff COVID-19 Grants and Distribution Process**

**96. How will the Michigan Department of Treasury distribute the Teacher COVID-19 Grant funding?**

The Michigan Department of Treasury is required to distribute funding allocated under the Act directly to eligible classroom teachers in an equal amount up to \$500.00 per FTE K-12 classroom teacher employed by the district or nonprofit nonpublic school or assigned to

regularly and continuously work under contract in a public school operated by the district or in a nonprofit nonpublic school.

An eligible classroom teacher who works full-time and is calculated as 1.0 FTE will receive up to \$500.00 and an eligible classroom teacher whose work time is calculated as less than 1.0 FTE shall receive that portion of the FTE applied amount.

**97. How will the Michigan Department of Treasury distribute the Support Staff COVID-19 Grant funding?**

The Michigan Department of Treasury is required to distribute funding allocated under the Act directly to eligible school support staff in an equal amount up to \$250.00 per FTE school support staff employed by the district or assigned to regularly and continuously work under contract in a public school operated by the district.

An eligible school support staff member who works full-time and is calculated as 1.0 FTE will receive up to \$250.00 and an eligible school support staff whose work time is calculated as less than 1.0 FTE shall receive that portion of the FTE applied up to \$250.00.

**98. Do I have to submit or supply any expense receipts to be eligible to receive this teacher or support staff COVID-19 grant funding?**

No, receipts are not required for the distribution of the Teacher COVID-19 Grant or Support Staff Grant funding.

**99. Will classroom teachers and support staff receive grant funding directly from their employing district or nonprofit nonpublic school?**

No, the district or nonprofit nonpublic school will not receive these funds. The Michigan Department of Treasury will be distributing the grants directly to the eligible teachers and support staff. Grant funding checks will be mailed to the eligible grant recipients. Questions about grant distributions should be directed to the Michigan Department of Treasury.

**100. How will the Michigan Department of Treasury obtain my home address?**

The Michigan Department of Treasury will obtain this residency address directly from the list submitted electronically by the district and nonprofit nonpublic schools of eligible recipients for the Teacher COVID-19 Grant and Support Staff COVID-19 Grant.

For personnel already registered in CEPI's Registry of Educational Personnel (REP), the Michigan Department of Treasury also encourages teachers and school support staff to log into their REP account to ensure the accuracy of their home address on file no later than November 9, 2020.

**101. Are grant funds included in my taxable income?**

Yes, grant funds are included in the recipients' taxable income calculations.

**102. Will these grant funds be added into the MPSERS final average salary used for pension calculation purposes?**

No, these grant funds will not be added into the MSERS final average salary used for pension calculations.

**103. When will grant funding checks be mailed to eligible grant recipients?**

Checks are estimated to be mailed on or about February 25, 2021 to the address of residency provided by the school district or nonprofit nonpublic school. Eligible recipients are encouraged to ensure the information on file with the district or nonprofit nonpublic school is accurate and up-to-date.

**104. Who do I contact if my address of residency on file with my school district or nonprofit nonpublic school is inaccurate?**

Eligible classroom teachers and support staff should contact their school district directly to ensure their residency on file is up to date and accurate.

**105. How will my address get corrected if I am eligible and do not receive my payment?**

First eligible recipients should verify with the district or nonprofit nonpublic school the residency address submitted to the Michigan Department of Treasury on the list of eligible classroom teachers and eligible school support staff. If the eligible recipient requires an address correction, then they may contact the Michigan Department of Treasury further with additional questions.

The Michigan Department of Treasury will post when grants are mailed to eligible recipients for both grant programs on the Teacher and School Support COVID-19 Grant webpage at:

[www.michigan.gov/TSSC19Grants](http://www.michigan.gov/TSSC19Grants). Questions regarding the status of grant award mailings can be made to the Department of Treasury at [TSSC19Grants@michigan.gov](mailto:TSSC19Grants@michigan.gov). Grant recipients are encouraged to allow at least 7 days after grants are sent for postal service delivery before contacting the Michigan Department of Treasury on questions on receipt of eligible grant funding to allow adequate time for processing and mail delivery.

**106. Who do I contact if I do not receive my grant or I believe my grant award is inaccurate?**

Contact the Michigan Department of Treasury at [TSSC19Grants@michigan.gov](mailto:TSSC19Grants@michigan.gov) if the grant funding is not received by March 5, 2021. More information on the status of grant funding can be found on the Teacher and Support Staff COVID-19 Grant webpage at: [www.michigan.gov/TSSC19Grants](http://www.michigan.gov/TSSC19Grants).

## Contact Information

Teacher COVID-19 Grant and Support Staff COVID-19 Grant Programs Email:  
[TSSC19Grants@michigan.gov](mailto:TSSC19Grants@michigan.gov)

Phone Number: 517-241-6000

Website: [www.michigan.gov/TSSC19Grants](http://www.michigan.gov/TSSC19Grants)

