

MICHIGAN CENTER SCHOOL DISTRICT
MICHIGAN DEPARTMENT OF TREASURY TEACHER & SUPPORT STAFF COVID-19 GRANT
PROGRAM

The Teacher & Support Staff COVID-19 Grant Program was created by Public Act 166 of 2020 for grants to eligible K-12 classroom teachers & school support staff to recognize the additional time staff in a district or nonprofit nonpublic school spent outside of normal working hours, hazardous conditions, and additional costs that were incurred or experienced to provide continuity of learning during & services to students during the period of school closure in 2019-2020 as a result of the COVID-19 pandemic.

From the funds appropriated an amount of \$500 was allocated for eligible K - 12 teachers per the following qualifications:

1. Prior to the issuance of executive order 2020-35, the teacher performed at least 75% of their standard instructional workload in a brick and mortar classroom at a district or nonprofit nonpublic school, and
2. After issuance of executive order 2020-35, 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, and
3. The teacher certifies to the district (via attached Department of Treasury Form 5734) that he or she worked additional time spent outside normal working hours, experienced hazardous conditions, or incurred additional costs related to ensuring students could effectively participate in their schools continuity of learning plan.

From the funds appropriated an amount of \$250 to eligible K - 12 support staff per the following qualifications:

1. Prior to the issuance of executive order 2020-35, the school support staff performed at least 75% of their workload in a brick and mortar school building at a district, and
2. The school support staff certifies to the district (via attached Department of Treasury Form 5734) that he or she worked additional time spent outside normal working hours, experienced hazardous conditions, or incurred additional costs related to providing student services during the COVID-19 pandemic.

All employee meeting all of those qualifications must complete the Department of Treasury Form 5734 in full (including your PIC#, signature & date) and return to Lori Mayo, Business & Human Resource Manager no later than December 4, 2020. All eligible employees were sent the form directly.

Employees eligible for less than 1.0 FTE of the hazard pay will be notified directly. 1.0 FTE means you receive 100% of the eligible grant amount. Less than 1.0 FTE will equal that percentage of the grant. (Example: 0.33 FTE support staff grant calculates as $\$250 * 0.33 = \82.50 .)

Employee have the ability to file an appeal with Michigan Center School District if they do not agree with their eligibility determination or FTE amount. Please send a written request of appeal to Lori Mayo no later than December 4th, 2020.