



Forest Area Community Schools

7741 Shippy Rd., SW

Fife Lake, MI 49633

(231) 369 - 4191

Superintendent: Joshua T. Rothwell

Forest Area Community Schools reflect a caring community and a safe and positive learning environment for our students.

November 9, 2020

Dear Forest Area Staff Member,

The Teacher and School Support Staff COVID-19 Grant Program was created by [Public Act 166 of 2020](#) for grants to eligible classroom teachers and support staff to recognize the additional time school personnel spent outside of normal working hours, as well as support, increased costs experienced to provide services to students during the period of school closure in the 2019-20 school year as a result of the COVID-19 pandemic. For those that qualify and are eligible, this Act includes a one-time hazard payment for both teachers and school support staff in the Fiscal Year 2020-21 from the Department of Treasury budget to recognize this additional work.

This communication is to inform you that your role during the 2019-20 school year may qualify you to be eligible for this [Department of Treasury Grant](#). FACS utilized the Department of Treasury Guidance, [CEPI Registry of Educational Personnel](#), and an informational webinar sponsored through the MEA, MAISA, MSBO, and MASA to seek guidance on eligibility.

Please review [Form 5734](#) and read the attached instructions before completing the application. This form is to be used by classroom teachers and school support staff to certify eligibility for the COVID-19 Grants Program funds. As a reminder, this is to be completed for your position in the 2019-20 school year. The certification form must be submitted to Nadia Hoover (in the district office), no later than December 4, 2020. This form contains personal information such as your residency address and social security number, so please do not send this type of sensitive information through email. For locating your personal identification code (PIC) you can visit the [MOECS](#) website. If you are unable to locate your number, please email Nadia (nhoover@tbaids.org) or Jaelyn (jstabile@tbaids.org). For clarification purposes, upon receipt of this form and verification boxes are checked, the district will submit your information by the December deadline to the Treasury.

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) and school support staff (in an equal amount up to \$250.00) on or around February 27, 2021. Please refer to the Department of Treasury Grant link for additional information regarding the grant, important dates, and methods of distribution.

If you have any questions regarding this process, please contact Nadia Hoover, nhoover@tbaids.org.



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Dear Forest Area Staff,

Recently the Teacher and School Support Staff COVID-19 Grant Program was created by Public Act 166 of 2020. This Act will include a one-time hazard payment for both teachers and school support staff in the Fiscal Year 2020-21 Department of Treasury budget to recognize the additional work of school staff during the COVID-19 pandemic.

We are working on and seeking further clarification of this [Department of Treasury Grant](#) for [eligible school staff](#). We want to assure you we will be following the timelines outlined in this grant and those who are eligible will receive further information and instructions on how to apply for this payment.

We will be distributing additional information and required forms by November 9, 2020 to those deemed eligible by the Department of Treasury. Those individuals must return the required forms according to specific deadlines.

The Michigan Department of Treasury will distribute funding allocated under the Act directly to eligible classroom teachers and school support staff on or around February 25, 2021. Please refer to the Department of Treasury Grant link for additional information regarding the grant, important dates, and methods of distribution.

If you have any questions regarding this process, please contact Nadia Hoover, nhoover@tbaisd.org.

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		Personal Identification Code (According to the Registry of Educational Personnel "REP")	
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 www.michigan.gov/TSSC19Grants 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>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.</i>			
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