

## Teacher and School Support Staff COVID-19 Grants

The **Teacher COVID-19 Grant program** was created by [Public Act 166 of 2020](#) to recognize the additional time classroom teachers in a district 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 **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

### Key Terms

- **Classroom Teacher**
  - A K-12 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**
  - A K-12 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.

### Grant Funding Distribution

- The Michigan Department of Treasury will 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 assigned to regularly and continuously work under contract in a public school operated by the district.
- The Michigan Department of Treasury will 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.
- Grant funding checks will be sent directly to the eligible classroom teachers and eligible support staff. Checks will be mailed on or about **February 25, 2021** to the address of residency provided by the school district. Eligible recipients are encouraged to ensure the information on file with the district is accurate and up-to-date.

## 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. **Note:** Online teachers, preschool, GSRP, and cyber-school (as defined in section 551 of the Revised School Code (MCL 380.551.)), are not eligible for the Teacher COVID19 Grant. New teachers and student teachers as of the 2020-2021 school year are not eligible for the Teacher COVID-19 Grant.
- (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 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 outside of normal working hours, experienced hazardous conditions, 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.

### If All Requirements Are Meet By the Teacher

The eligible classroom teacher must fill out Form 5734, the Teacher and Support Staff COVID-19 Grants Certification, attesting that they meet the requirements for eligibility. Also attached with this form is a brief written summary of why you have meet the requirements. **Example:** Time spent outside of normal working hours not paid for by the district, when you experienced hazardous conditions above health department guidelines, or incurred additional costs that was not paid to you by the district. These two forms need to be turned into the building Principal **no later than December 4, 2020.**

Columbia School District must verify the information of the eligible teacher and determine if the claim is valid. If there is an issue you may be required to provide additional information or documentation.

Failure to return a written summary and 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 classroom teacher ineligible for grant funding.

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

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.

### If All Requirements Are Meet By the School Support Staff

The eligible school support staff must fill out Form 5734, the Teacher and Support Staff COVID-19 Grants Certification, attesting that they meet the requirements for eligibility. Also attached with this form is a brief written summary of why you have meet the requirements.

**Example:** Time spent outside of normal working hours not paid by the district, when you experienced hazardous conditions above health department guidelines, or incurred additional costs that was not paid to you by the district. These two forms need to be turned into the building Principal **no later than December 4, 2020.**

Columbia School District must verify the information of eligible school support staff and determine if the claim is valid. If there is an issue you may be required to provide additional information or documentation.

Failure to return a written summary and 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 support staff ineligible for grant funding.