



HEMLOCK PUBLIC SCHOOLS

HEMLOCK, MICHIGAN 48626

**Innovate
Collaborate
Educate**
A Community of Learners!

MEMORANDUM

TO: All Hemlock Public School Staff

FROM: Anna Wamack, Director of Business Operations and HR

DATE: November 9, 2020

RE: Michigan Department of Treasury Hazard Pay Update – Qualified

The Department of Treasury grant has two applicable sections: K-12 Classroom Teachers and K-12 Support Staff. Those who qualify under the Treasury definitions as K-12 Classroom Teachers may be eligible for up to a \$500 grant from the Treasury. Those who qualify under the Treasury definition as K-12 Support Staff may be eligible for up to a \$250 grant from the Treasury. *Qualification* is determined based on an employee's position between April 2, 2020 and June 30, 2020. *Eligibility* is determined based on the certifications the employee provides on Treasury Form 5734. To qualify, employees must both be *qualified* and *eligible*. A list of positions *qualified* as K-12 Classroom Teacher or K-12 Support Staff is attached below.

The Department of Treasury specifically excluded Administrators (Supervisors) and Pre-K staff (Childcare, Tuition Pre-School, and GSRP).

Staff who are *qualified* are receiving this memo and Treasury Form 5734. You must complete this form electronically (fillable PDF) and return it to Submit-Treasury@hemlockps.com no later than noon (12:00 pm) on December 4, 2020 to be *eligible*. You must answer the certification questions honestly. Improperly filled out forms will not be returned and will not be submitted to the Department of Treasury. You must honestly certify the appropriate information in Part 1 and Part 4 and Parts 2a and 3a (Classroom Teachers) or Parts 2b and 3b (Support Staff). **You do not need to fill in your Personal Identification Code. You must sign the form electronically by typing your name into the Eligible Teacher or Support Staff Signature space in Part 4.**

If you believe you are ineligible for this grant, please disregard this communication and discard Treasury Form 5734.

This is a Treasury grant with no school district discretion as to who qualifies. The payment will come from the Department of Treasury, not the district. The Treasury department did obligate Hemlock Public Schools to communicate, distribute, and collect the employee forms.

Timeline:

- Nov 9, 2020 - HPS will provide Treasury Form 5734 to eligible employees
- Dec 4, 2020 - Eligible employees will return Form 5734 to the HPS HR Dept
- Dec 16, 2020 - HPS submits the completed list of eligible employees to Treasury
- Feb 25, 2021 - (Approximate) Treasury will make payment directly to eligible employees

K-12 Classroom Teachers:

- K-12 Elementary Teachers
- K-12 Middle School Teachers
- K-12 High School Teachers
- K-12 Special Education Teachers

K-12 School Support Staff:

- K-12 Social Workers
- K-12 Counselors
- K-12 Occupational Therapists
- K-12 Physical Therapists
- K-12 Psychologists
- K-12 Speech Pathologists
- K-12 Speech Teachers
- K-12 Secretarial
- K-12 Instructional Paraprofessional/Aide
- K-12 Non-Instructional Paraprofessional/Aide
- K-12 Special Education Paraprofessional/Aide
- K-12 Special Education Teacher Consultant
- K-12 Mental Health Practitioners
- K-12 Audiologist
- K-12 Interpreter
- K-12 Orientation & Mobility Specialist/Assistant
- K-12 Registered Nurse
- K-12 Licensed Practical Nurse
- K-12 Security Guards
- K-12 Mechanic
- K-12 Attendance Officer
- K-12 Behavioral Management Specialist
- K-12 Bus Driver
- K-12 Bus Assistant/Aide
- K-12 Business Office (non-administrator)
- K-12 Clerk (data entry, file, mail, records)
- K-12 Communication and Media
- K-12 Community Education Instructor/Assistant
- K-12 Computer Technician
- K-12 Cook/Food Preparer
- K-12 Crossing Guard
- K-12 Curriculum Specialist (non-administrative)
- K-12 Food Service Worker
- K-12 Health Services Aide
- K-12 Maintenance (Custodian, Grounds, Facilities)
- K-12 Media Technology Aide
- K-12 Receptionist
- K-12 Secretary (Clerical, Administrative Support)

The Department of Treasury has defined “classroom teacher” 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 (April 2, 2020 – June 30, 2020) that resulted from COVID-19.

The Department of Treasury has defined “school support staff” as a full-time or part-time paraprofessional aide or non-instructional staff according to the Registry of Educational Personnel (REP) who provided services to students as part of the continuity of learning plan during the 2019-2020 period school closure (April 2, 2020 – June 30, 2020) that resulted from COVID-19. Support staff does not include classroom teachers.

Substitute staff is specifically excluded. Administrators and Supervisors are specifically excluded. The Department of Treasury grant program is specific to grades Kindergarten through 12th Grade. Pre-K (Pre-School, GSRP, etc.), is specifically excluded.

If you are receiving this letter, you are deemed *qualified* for the grant—based on the position you held from April 2, 2020 – June 30, 2020. This does not mean you are also *eligible*. To be *eligible*, you must also have worked by providing services to students during the 2019-2020 period of school closure (April 2, 2020 – June 30, 2020). You must also certify that you spent time outside of normal working hours, experienced hazardous conditions, or incurred additional costs related to providing services to students under the continuity of learning plan during the period of closure in 2019-2020 (April 2, 2020 – June 30, 2020) due to the COVID-19 pandemic. You will certify this, among other certifications on your Treasury Form 5734 submission.

For additional information, please see the [Frequently Asked Questions](#) and the [Grant Topics: Eligible Support Staff](#) from the Department of Treasury.

SUPERINTENDENT – 642-5282 • HIGH SCHOOL – 642-5287

MIDDLE SCHOOL – 642-5253 • LING ELEMENTARY SCHOOL – 642-5235 • ELEMENTARY SCHOOL – 642-5221