



Star International Academy
 Universal Academy

Universal Learning Academy
 Noor International Academy

November 5, 2020

To Whom it May Concern,

On October 27, 2020, and pursuant to Public Act 166 of 2020, the State of Michigan announced the **Teacher and School Support Staff COVID-19 Grant**. The grant is for eligible staff who worked during the school closure of the 2019-20 School Year, after Executive Order 2020-35 was put into effect on April 2, 2020 through the end of the school year.

Districts have been provided with a list of potentially eligible staff members from the State of Michigan. As a potentially eligible staff, you may be required to complete and submit Form 5734 to their districts to claim the grant. **Please note these are public grant funds, the State of Michigan requires eligible Classrooms Teachers and School Support Staff to attest and affirm that the statements listed below are true, and all eligibility requirements to receive the COVID-19 Grant funds are met.**

To meet eligibility for the Teacher Grant, the individual must meet ALL the following criteria:

- Prior to the issuance of Executive Order 2020-35 on April 2, 2020, must have performed at least 75% of my standard instructional workload in a brick and mortar classroom at a district or nonprofit nonpublic school
- After issuance of Executive Order 2020-35 on April 2, 2020, must have 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
- Must have 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

To meet eligibility for the School Support Staff Grant, the individual must meet ALL the following criteria:

- Prior to the issuance of Executive Order 2020-35 on April 2, 2020, must have performed at least 75% of my workload in a brick and mortar school building at a district
- Must have 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

Eligible Teachers and School Support Staff who wish to apply for the grant must certify their eligibility by completing and signing Form 5734 in DocuSign by no later than **December 4, 2020**.

We are working hard to ensure a smooth and efficient process, and we are kindly asking for your cooperation to help us do so by:

- Submitting your Form 5734 on time; **forms cannot be accepted after the deadline, December 4, 2020.**
- Please review the form 5734 carefully and fully prior to submission. **Incomplete forms or forms completed incorrectly will not be accepted** as meeting the eligibility requirements to receive the grant. No revised forms or amendments will be accepted.
- Carefully review the eligibility requirements on the completed form. **If you do not qualify for the School Support Staff COVID-19 Grant, please do not fill and/or submit the form for processing.**

An eligible classroom teacher who works full-time and is calculated as 1.0 FTE (full-time equivalency) 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. An eligible school support staff who works full-time and is calculated as 1.0 FTE (full-time equivalency) will receive up to \$250.00 and an eligible support staff whose work time is calculated as less than 1.0 FTE shall receive that portion of the FTE applied amount. **The Grant funding checks are anticipated to be sent directly from the Michigan Department of Treasury to teachers and support staff in February 2021.** Please note that the amount will be based on the FTE of an eligible assignment as defined by the Michigan Department of Education, and based on the work performed during the eligible time period.

As of November 5, 2020 the district has notified all potentially eligible individuals and sent Form 5734 via DocuSign. If you have not received the form and wish to appeal, do so in writing to hr@hesedu.com by December 4, 2020.

If you have any questions, or need any additional information on this process, please reach out to us at hr@hesedu.com.

Thank you,

Human Resources

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