

TSSCI9 Grant Topics: TSSCI9 Grant Excel Template List Submission Process



Top 10 Submission Errors

1. TSSCI9 Grant Excel Template was not generated from the district's or nonprofit nonpublic school's 2019-20 Registry of Educational Personnel (REP/NPSPR)

It is important to use the TSSCI9 Grant Excel Template generated from the REP system. The TSSCI9 Grant Excel Template is prepopulated with the data from your 2019-2020 SY REP/NPSPR data submissions. If your nonpublic school did not report data in the Fall 2019 NPSPR collection, there will not be any pre-populated data and eligible individuals must be added to the spreadsheet.

2. Eligibility List was not submitted as a Microsoft Excel file

The Department of Treasury cannot process your district's or nonprofit nonpublic school's data in any other file format. If the Department of Treasury receives a file in any other format, your file will be rejected and must be resubmitted as an Excel file.

3. Data missing from one or more rows

This is the most common error. The Department of Treasury will not be able to issue payments if data points are omitted from the TSSCI9 Grant Excel Template. The district or nonprofit nonpublic school must review the template data to ensure that each field is complete and accurate prior to submission to the Michigan Department of Treasury, verifying that all of the following is contained for each eligible teacher and support staff:

- District Code (Not required for Nonpublic Nonprofit)
- District Name (Not required for Nonpublic Nonprofit)
- Building Code
- Building Name
- PIC
- First Name
- Last Name
- Mailing Address
- City

- State
- Zip Code
- SSN Verified (Yes/No)
- Employee Assignment Category
- Employee Assignment Code
- Employee Assignment Code Description
- FTE Allocation
- Eligibility Requirements Met and on file with the District (Yes/No)

4. Duplicate Personal Identification Code (PIC) listed

Your list of eligible personnel should not have duplicate PICs in multiple rows. If the Department of Treasury receives a submission list with duplicate PICs in multiple rows, the file will be sent back for corrections. The PIC is a unique identifier for the teacher or support staff member. Each row should represent one individual. If multiple assignments are eligible, the individual should be combined into one row within the spreadsheet.

5. Ineligible Employee Assignment Codes

The Employee Assignment Code originates from the 2019-2020 REP report. Districts and nonpublic schools are expected to revise the TSSC19 Grant Excel Template to accurately reflect the eligible Employee Assignment Code for the purposes of these grant programs. The Employee Assignment Code should **ONLY** reflect the eligible category. Ineligible Employee Assignment Codes may not be eligible to receive a payment.

6. Unverified Social Security Numbers

The Social Security Number (SSN) must be verified in the CEPI system as accurate. Once verified, mark "Yes" in column L on the template. If the eligible staff listed does not contain a SSN, this information must be added to the REP system. Upon the submission of the final list of eligible grant recipients to the Department of Treasury, individuals with a with a "No" value in the SSN Verified column will not have a payment processed.

The Department of Treasury will be matching the Personnel Identification Code (PIC) to the Social Security Number (SSN) before processing payments. If there is an inaccurate SSN in the CEPI system, the Department of Treasury will not be able to issue payment.

7. Eligibility Requirements data field left blank

After you have received the completed Teacher and Support Staff COVID-19 Grants Certification form from eligible staff, mark this cell with a "Yes." Payments will be only issued to classroom teachers and support staff marked with a "Yes" in Column Q of the TSSC19 Grant Excel Template. If personnel do not qualify for the TSSC19 Grant programs, please ensure they

are not added to the final eligibility list. If this field is left blank, your file will be rejected and payment cannot be issued.

8. Full Time Equivalent (FTE) greater than 1.0

The FTE data field should contain a numerical value and cannot exceed 1.0. Eligible grant recipients can only be eligible for one program. If an individual was reported with multiple assignment codes, building codes and FTEs, the district should consolidate the assignments and associated FTE for the eligible positions that best represents the employee assignment code for the 2019-2020 school year. For the purposes of this grant, the FTE should be added up to reflect the eligible assignments. If this field is left blank, the file will be rejected and payment cannot be issued.

9. Early Childhood Assignment Codes

The “Early Childhood and Parent Education” REP codes will not be accepted as eligible assignment codes for the TSSC19 Grants. Districts and nonprofit nonpublic schools should carefully review the Registry of Educational Personnel (REP) coding inputted for each teacher and support staff listed. Please note that all eligible teachers with an assigned kindergarten class should be assigned a REP assignment code under the General Education Assignment Code. For example, the “K-8 Self-Contained Classroom, REP Code 000ZG” could be utilized. More detailed information on the REP assignment codes is contained in the [Registry of Educational Personnel Data Field Manual](#).

10. Missing Federal Employer Identification Number (FEIN) and 501(c)(3)/nonprofit determination letters

Nonprofit nonpublic schools will be required to provide their Federal Employer Identification Number (FEIN) and a copy of their 501(c)(3)/nonprofit determination letter from the Internal Revenue Service (IRS) in the Upload Section. If your nonpublic school is missing the FEIN or the federal determination letter for your school, your file will be rejected until the Department of Treasury obtains a federal document indicating your school’s nonprofit status.