

Teacher and School Support COVID-19 Grant Checklist

GENERAL INFORMATION NEEDED FOR DISTRICT CERTIFICATIONS

DISTRICT/NONPUBLIC NAME _____

DISTRICT CODE/ENTITY CODE _____

ISD/AUTHORIZING BODY NAME (IF APPLICABLE) _____

ISD/AUTHORIZING BODY NO. (IF APPLICABLE) _____

- Districts and nonprofit nonpublic schools should obtain a draft list of potential grant recipients beginning **October 23, 2020**, based upon 2019-2020 school filings to CEPI as presented in the Registry of Educational Personnel (REP), or Nonpublic School Personnel Report (NPSPR). Districts and nonpublic schools that reported in the 2019-2020 school year will have reported data prepopulated in the *TSSC19 District Template*, available within the REP/NPSPR system, under Submission Reports. Please note, if a school district or nonprofit nonpublic school is not registered in the REP, this additional step must be completed first. Link to REP <https://cepi.state.mi.us/REP/>
- Districts and nonprofit nonpublic schools must identify eligible classroom teachers and school support staff eligible for the Teacher COVID-19 Grant or Support COVID-19 Grant including determining the FTE calculation for the eligible grant recipients for the Teacher COVID-19 Grant and the School Support COVID-19 Grant by **November 9, 2020**.
- Districts and nonprofit nonpublic schools must email eligible classroom teachers and eligible school support staff the [TSSC19 Grant Certification \(Form 5734\)](#) by **November 9, 2020**. The school district and nonprofit nonpublic schools must also notify eligible recipients of the FTE calculation to be applied for eligibility if less than fully reported as 1 FTE by **November 9, 2020**.
- District and nonprofit nonpublic school must post a notice that the eligible classroom teachers and school support staff have been identified and provided Form 5734 by **November 9, 2020** to provide an opportunity for written appeals of eligibility status on a school website and at least 1 other means of widely used communication. This notice shall provide an opportunity for any classroom teacher or support staff to appeal eligibility status or the FTE calculation to the district or nonprofit nonpublic school in writing by **December 4, 2020**.
- If an appeal from the classroom teacher or support staff is received, the district or nonprofit nonpublic school must notify the classroom teacher or support staff in writing including a statement outlining the reason for ineligibility for the Teacher COVID-19 Grant or School Support COVID-19 Grant. The district or nonprofit nonpublic school must retain all documentation regarding any appeals received and written responses regarding grant eligibility or FTE calculations issued by the district for 7 years.

Michigan Department of Treasury

- Eligible grant recipients must return Form 5734 to the district or nonprofit nonpublic school in the form and manner the district requires by **December 4, 2020**.
- Districts and nonprofit nonpublic schools must verify the information of eligible classroom teachers and eligible school support staff is accurate on the *TSSC19 District Template*. The Personal Identification Code (PIC), Social Security Number (SSN), and name should be updated within the REP/NPSPR if inaccuracies are present.
- Districts must indicate if the eligible classroom teacher and eligible support staff are full time and 1.0 FTE or should be pro-rated as less than 1.0 FTE, using the *TSSC19 District Template*.
- Nonprofit nonpublic schools must indicate if the eligible classroom teacher is full time and 1.0 FTE or should be pro-rated as less than 1.0 FTE, using the *TSSC19 District Template*. (Note: nonprofit nonpublic school support staff are NOT eligible for the School Support COVID-19 Grant).
- A final list of eligible grant recipients must be compiled and electronically submitted to the Michigan Department of Treasury by **December 16, 2020** utilizing the [TSSC19 Grant Excel Submission System \(Michigan eSignature Solution\)](#) by means of the *TSSC19 District Template*. The link to submit the completed *TSSC19 District Template* of eligible grant recipients can be found under the "District and Nonprofit Nonpublic School Resources" section on the grant website at www.Michigan.gov/TSSC19Grants. There will also be instructional aids if needed.
- Districts and nonprofit nonpublic schools shall maintain documentation of classroom teacher eligibility. Records of all eligible classroom teachers and eligible support staff for the COVID-19 grant program have been obtained and will remain on file for 7 years.
- More information on the Teacher COVID-19 Grant Program and the School Support COVID-19 Grant Program, including a detailed Frequently Asked Questions (FAQ) guide, can be found on the Teacher and School Support COVID-19 Grant webpage at: www.Michigan.gov/TSSC19Grants.