TSSC19 Grant Topics: REP GuidanceTSSC19

Michigan Department of TREASURY

The Department of Treasury has received a number of questions regarding the approach districts and nonprofit nonpublic schools should make when obtaining the TSSC19 District Temple from the Registry of Educational Personnel (REP) and Nonpublic School Personnel Report (NPSPR) for the Teacher and School Support Staff COVID-19 Grant under PA 166 of 2020. This Teacher and Support Staff COVID-19 (TSSC19) Grant Topic will focus on how to use the REP/NPSPR to obtain a list of classroom teachers and school support staff that may qualify for the grant programs using existing data from your 2019-20 REP/NPSPR report.

Purpose of the TSSC19 District Template

The TSSC19 District Template, available within the REP or NPSPR is designed to assist in the completion of the requirements for the TSSC19 Grant. The Staff Eligibility sheet of the Excel report is prepopulated with data from your 2019-20 school year REP/NPSPR data submissions. For more information on how to utilize the template for the Teacher and School Support COVID-19 Grant Programs, review the information applicable to the type of school you represent. Individuals who are not eligible, should not be included in the TSSC19 District Template Submission to Treasury; non-eligible individuals should be deleted or removed from the template prior to submission. **Eligibility cannot be exclusively determined based on REP/NPSPR data alone. The list is intended to be used as a starting point for determining eligibility.**

Once your district or nonprofit nonpublic school has obtained the TSSC19 District Template from the REP and distributed the Form 5734, Teacher and School Support Grant Certification to classroom teachers and school support staff that qualify for the grant programs, districts and nonprofit nonpublic schools must verify information of eligible classroom teachers and eligible school support staff is accurate on the TSSC19 District Template prior to submission to Treasury no later than **December 16, 2020**. The Personal Identification Code (PIC), Social Security Number (SSN), and name should be updated within the REP/NPSPR if inaccuracies are present. SSN should be verified in the REP system as accurate, once verified indicate "Yes" in the "SSN Verified" column in the template. If the 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 Treasury, individuals with a with a "No" value in the SSN Verified column will not have payment processed.

Utilizing the TSSC19 District Template from the REP (Public Schools):

- Log in to the REP system, through MI Login, then click on the Registry of Educational Personnel.

- o If the REP is unavailable in the list of available applications, you likely need access. To establish access to the REP system, please see the MI Login User Guide, or work with your districts' established REP Authorized User.
- Once in the REP collection, from the Main Menu, select "REP Submission Reports":

- Use the report settings below to access the TSSC19 District Template, then click view report:

- Open the TSSC19 District Template within Excel.
- The first sheet provides instructions on how to use and review the TSSC19 District Template, the source of pre-populated data and actions to be taken. Please review this information.
- At the bottom of the spreadsheet, click on the second tab labeled "Staff Eligibility". This will be your list of staff reported in the EOY 2020 collection
  - o Individuals who were reported with only an Administrator or Day-to-Day Substitute assignment are excluded from the pre-populated list.
- The Assignment Code, Description, Category and FTE are based off the EOY 2020 REP report. If the data are not accurate for the duties performed in the 2019-20 SY, the data

within the REP collection may not be updated but may be updated within the TSSC19 District Template spreadsheet.

- If an individual is duplicated in your pre-populated list for a single PIC, you will need to review each of the assignments and determine if eligibility is applicable across all assignments.

Example:

PIC	First Name	Last Name	Employee Assignment Category	Employee Assignm Assignment	Employee Assignment Code Description	FTE Allocation
12345	JOHN	SMITH	Instructional Staff	000NS	English as Second Language	0.20
12345	JOHN	SMITH	Instructional Staff	000JX	Music Education	0.80

  o There may be partial eligibility, if one or more of the assignments are **not** eligible, those rows with non-eligible assignments should be removed from the spreadsheet.

Example:

PIC	First Name	Last Name	Employee Assignment Category	Employee Assignm Assignment	Employee Assignment Code Description	FTE Allocation	
~~12345~~	~~JOHN~~	~~SMITH~~	~~Instructional Staff~~	~~000NS~~	~~English as Second Language~~	~~0.20~~	If assignment is not eligible, delete row
12345	JOHN	SMITH	Instructional Staff	000JX	Music Education	0.80	

  o If multiple assignments are eligible, the individual should be combined into one row within the spreadsheet.
  o The FTE should be summed across the assignments, and assignment code/description should be combined to reflect the eligible assignments.

Example:

PIC	First Name	Last Name	Employee Assignment Category	Employee Assignment Code	Employee Assignment Code Description	FTE Allocation
12345	JOHN	SMITH	Instructional Staff	000NS/000JX	English as Second Language/ Music Education	1.00

- If an individual is duplicated in your pre-populated data under **different** PIC codes, please report the duplicate PICs to CEPI at cepi@michigan.gov, include which PIC has the correct core demographic data, and utilize the Original PIC (numerically lower PIC) in the spreadsheet.
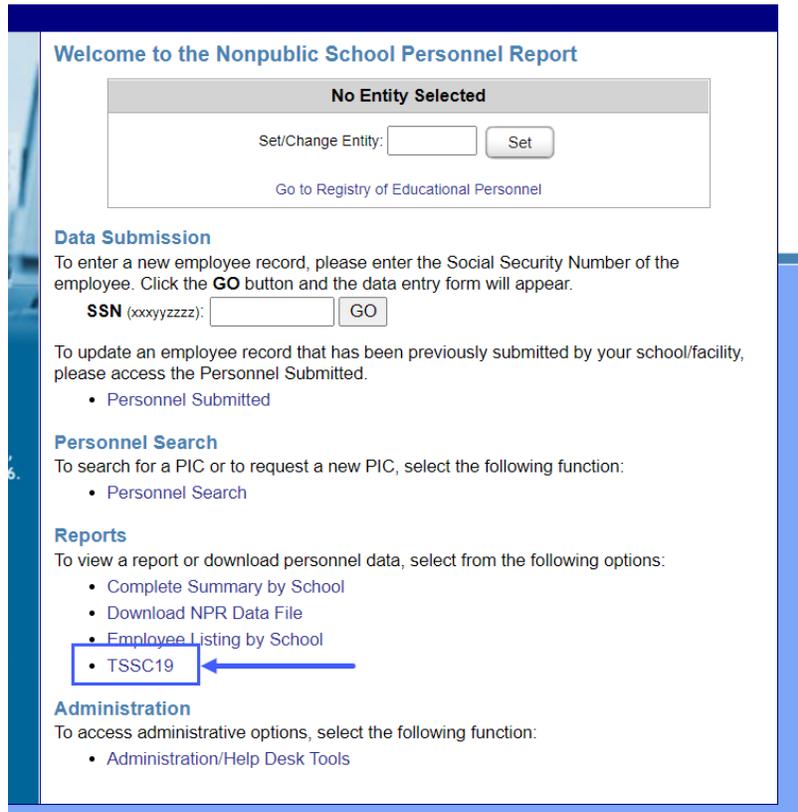
Example:

PIC	First Name	Last Name	Employee Assignment Category	Employee Assignment Code	Employee Assignment Code Description	FTE Allocation
12345	JOHN	SMITH	Instructional Staff	000JX	Music Education	1.00
54321	JOHN	SMITH	Non-Instructional Staff	85000	Child Care	0.50

- To identify the PIC number of individuals who meet eligibility requirements but are not currently in your REP submission, click on "Personnel Search" from the main menu and search for the individual based on core demographic data to locate the PIC of the individual. If the individual holds a valid MI teaching certificate or has been reported in any REP or NPSPR collection, a PIC should be returned. You may also create a new PIC

if the demographic data returned does not match your employee. The PIC Search User Guide explains this process.

Utilizing the TSSC19 District Template from the Nonpublic Schools Personnel Report (NPSPR):

- Log in to the NPSPR system, through MI Login, then click on the Registry of Educational Personnel.
    - If the Registry of Educational Personnel is unavailable in the list of available applications, you likely need access. To establish access to the REP/NPSPR system, please see the MI Login User Guide, or work with your districts' established NPSPR Authorized User.
- Once in the NPSPR collection, from the Main Menu, select "TSSC19":

Welcome to the Nonpublic School Personnel Report

No Entity Selected

Set/Change Entity: [_____] [Set]

Go to Registry of Educational Personnel

Data Submission
To enter a new employee record, please enter the Social Security Number of the employee. Click the **GO** button and the data entry form will appear.

SSN (xxxyyzzzz): [_____] [GO]

To update an employee record that has been previously submitted by your school/facility, please access the Personnel Submitted.
- Personnel Submitted

Personnel Search
To search for a PIC or to request a new PIC, select the following function:
- Personnel Search

Reports
To view a report or download personnel data, select from the following options:
- Complete Summary by School
- Download NPR Data File
- Employee Listing by School
- TSSC19

Administration
To access administrative options, select the following function:
- Administration/Help Desk Tools

- Use the report settings below to access the TSSC19 District Template, then click view report:

- The first sheet provides instructions on how to use and review the TSSC19 District Template, the source of pre-populated data and actions to be taken. Please review this information.
- At the bottom of the spreadsheet, click on the second tab labeled "Staff Eligibility". This will be your list of staff reported in the Fall 2019 NPSPR collection.
  - If your nonpublic school did not report data in the Fall 2019 NPSPR collection, there will not be any pre-populated data, eligible individuals may be added to the spreadsheet.
- If an individual is duplicated in your pre-populated data under **different** PIC codes, please report the duplicate PICs to CEPI at cepi@michigan.gov, include which PIC has the correct core demographic data, and utilize the Original PIC (numerically lower PIC) in the spreadsheet.

Example:

PIC	First Name	Last Name	Employee Assignment Category	Employee Assignment Code	Employee Assignment Code Description	FTE Allocation
12345	JOHN	SMITH	Instructional Staff	000JX	Music Education	1.00
54321	JOHN	SMITH	Non-Instructional Staff	85000	Child Care	0.50

- For employees who are not currently reported in the NPSPR submission, click on "Personnel Search" from the main menu, and search for the individual based on core demographic data to locate the PIC of the individual. If the individual holds a valid MI teaching certificate or has been reported in any REP or NPSPR collection, a PIC should be returned. You may also create a new PIC if the demographic data returned does not match your employee. The PIC Search User Guide walks through this process.

Example:

Search for a PIC

Please enter the search criteria below. Click the **Search** button to perform a search and the **Clear** button to reset the form.

Social Security Number xxxyyzzzz	
Credential License Number	
Last Name	Smith
First Name	John
PIC	
Date of Birth mm/dd/yyyy	/ /
Gender	Either ▾

Clear Form   Search

Review results, if no results match, Request a PIC

58 result(s) were found. If the personnel you are searching for is not in the results, you may **Request a PIC**.

- There is no population of Assignment or FTE data, since nonpublic schools do not report this data in the NPSPR collection. Nonpublic schools should utilize the REP Data Field Descriptions to determine which code best aligns with the content of the course the individual is instructing (i.e. A full-time Kindergarten teacher would be reported with Assignment Code/Description: 000ZG-K-8 Self-Contained Classroom, Assignment Category: Instructional Staff, FTE 1.0).

Submission of the TSSC19 District Template:

Districts and nonpublic schools can reference the "TSSC19 Grant Excel Submission Instructions" using the following link https://www.michigan.gov/documents/treasury/TSSC19_Grant_Submission_Instruction_705876_7.pdf for details on the form and manner to submit your completed list of eligible .