



*Michigan Department of*  
**TREASURY**

**MI Classroom Heroes Grants:**

**Great Start Readiness Program (GSRP), Head Start,  
Adult Education, and Young Adult (ages 18-26)  
Special Education Teacher COVID-19 Grant Program**

**Frequently Asked Questions (FAQs)**

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**Department of Treasury**

**GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher  
COVID-19 Grant Program**

**Frequently Asked Questions (FAQs)**

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## **MI Classroom Heroes Grants Introduction:**

The MI Classroom Heroes Grants were created to recognize the additional time classroom teachers in a school 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 due to the COVID-19 pandemic.

MI Classroom Heroes Grants includes three specific grant programs:

- Teacher COVID-19 Grant Program, pursuant to Public Act 166 of 2020, Section 949p
- School Support COVID-19 Grant Program, pursuant to Public 166 of 2020, Section 949q
- GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program, pursuant to Public Act 257 of 2020, Section 553.

For detailed information regarding the Teacher and Support Staff COVID-19 Grant Programs, pursuant to PA 166 of 2020, Section 949p and 949q, please review the Teacher COVID-19 Grants and Support Staff COVID-19 Grants Frequently Asked Questions.

## **GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program Description**

Pursuant to Public Act 257 of 2020, legislation was passed that appropriated \$2.5 million for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program under the MI Classroom Heroes Grants umbrella. This program provides grants of up to \$500 to eligible Great Start Readiness Program, Head Start program, adult education, and young adult (ages 18-26) special education classroom teachers.

To help combat the spread of COVID-19, Gov. Gretchen Whitmer on April 2, 2020, signed an executive order that suspended in-person instruction of students and provided limited and temporary relief from certain requirements so instruction could continue through alternative methods during the public health crisis.

GSRP, Head Start, Adult Education, and Young Adult Special Education COVID-19 Teacher Grant Program was created in state law to recognize the additional time and additional costs specific program teachers in a school district or nonprofit nonpublic school spent to ensure learning continued when in-person instruction was suspended last spring.

Full- and part-time specific program teachers who taught students in a school district or nonprofit nonpublic school classrooms during the 2019-2020 school year prior to the suspension of in-class activities are eligible.

To receive up to \$500, specific program teachers must have performed at least of 75% of their standard instruction workload in brick-and-mortar classrooms during the last school year prior to the suspension of in-person instruction on April 2, 2020.

This FAQ provides detailed information that school districts, nonprofit nonpublic schools, and teachers need to know about the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program, as well as resource material and contact information.

Additional information on all three grant programs can also be found on the MI Classroom Heroes Grants webpage at: [www.michigan.gov/MIClassroomHeroes](http://www.michigan.gov/MIClassroomHeroes).

## Grant Program Overview

### 1. What is the GSRP, Head Start, Adult Education, and Young Adult Special Education COVID-19 Teacher Grant Program?

The GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program was created by Public Act 257 of 2020 to recognize the additional time GSRP, Head Start, adult education, and young adult (ages 18-16) special education classroom teachers in a school 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 due to the COVID-19 pandemic.

Key to understanding the for this grant program is the definition of “classroom teacher,” “district” and “nonprofit nonpublic school.”

**"Classroom teacher"** is defined as a full-time or part-time GSRP, Head Start, adult education and young adult (ages 18-26) special education teachers who provided continuity of learning to students during the 2019-2020 period of school closure that resulted from COVID-19.

**"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. For the purpose of these grants, a “school district” includes local and intermediate school districts and public school academies.

**“Nonprofit Nonpublic School”** means a nonprofit, private, denominational, or parochial school.

## Classroom Teacher Qualifications

### 2. Who is eligible to receive the grant?

To qualify as an eligible “classroom teacher” for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program requires that the grant recipient be a GSRP, Head Start, adult education, or young adult special education classroom teacher who taught in a school district or nonprofit nonpublic school during the 2019-2020 school year and meets the classroom teacher statutory requirements to receive grant funding. (See [Classroom Teacher Eligibility Requirements and Certification Process](#))

### 3. Are all teachers eligible?

No, only full-time or part-time GSRP, Head Start, adult education, or young adult special education classroom teachers who taught in a school district or nonprofit nonpublic school classroom during the 2019-2020 school year prior to the issuance of Executive Order 2020-35, signed on April 2, 2020, are eligible for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program. Additionally, prior to the issuance of Executive Order 2020-35 on April 2, 2020, the classroom teacher must have performed at least 75% of their standard instructional workload in a brick-and-mortar classroom at a district or nonprofit nonpublic school and must also meet all the classroom teacher statutory requirements to receive grant funding. (See [Classroom Teacher Eligibility Requirements and Certification Process](#))

### 4. Who is an eligible GSRP classroom teacher?

Lead teachers and associate teachers within GRSP who taught in a school district or nonprofit nonpublic school during the 2019-2020 school year and meet the classroom teacher statutory requirements are considered an eligible “classroom teacher” to receive a grant under the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program. (See [Classroom Teacher Eligibility Requirements and Certification Process](#)). Below is a chart summarizing the eligible GSRP classroom teachers.

GSRP Classroom Teachers	
Lead Teacher	Yes, Eligible
Associate Teacher	Yes, Eligible
Caregiver	No, Ineligible
Substitute	No, Ineligible

### 5. Who is an eligible Head Start classroom teacher?

Early Head Start Center Based Teachers, Head Start Center Based Teachers, and Head Start Assistant Teachers who taught in a school district or nonprofit nonpublic school during the

2019-2020 school year and meet the classroom teacher statutory requirements are considered an eligible “classroom teacher” to receive a grant under the GSRP, Head Start, Adult Education, and Young Adult Special Education Teachers COVID-19 Grant Program. (See [Classroom Teacher Eligibility Requirements and Certification Process](#)). Below is a chart summarizing the eligible Head Start classroom teachers.

<b>Head Start Classroom Teachers</b>	
Early Head Start Center Based Teacher	Yes, Eligible
Head Start Center Based Teacher	Yes, Eligible
Head Start Assistant Teacher	Yes, Eligible
Early Head Start or Head Start Director	No, Ineligible
Fiscal Officer	No, Ineligible
Child and Family Service Management Staff	No, Ineligible
Education Management Consultant	No, Ineligible
Child and Family Service Staff	No, Ineligible
Family Childcare Provider	No, Ineligible
Child Development Specialist	No, Ineligible
Home Based Visitor	No, Ineligible
Home Based Visitor Supervisor	No, Ineligible
Health Professionals	No, Ineligible
Coaches	No, Ineligible
Drivers	No, Ineligible

**6. Who is an eligible Adult Education classroom teacher?**

Local teachers who taught in a school district or nonprofit nonpublic school during the 2019-2020 school year and meet the classroom teacher statutory requirements are considered an eligible “classroom teacher” to receive a grant under the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program. (See [Classroom Teacher Eligibility Requirements and Certification Process](#)). Below is a chart summarizing the eligible adult education classroom teachers.

<b>Adult Education Teachers</b>	
Local Teachers	Yes, Eligible
State Level Administrative	No, Ineligible
Local Level Administrative	No, Ineligible
Local Counselors	No, Ineligible
Local Paraprofessionals	No, Ineligible
Tutors	No, Ineligible

**7. Who is an eligible Young Adult Special Education classroom teacher?**

Instructional personnel with a current grade assignment of 18-26 for special education classrooms who taught in a school district or nonprofit nonpublic school during the 2019-2020 school year and meet the classroom teacher statutory requirements are considered an eligible “classroom teacher” to receive for a grant under the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program. (See [Classroom Teacher Eligibility Requirements and Certification Process](#)). Below is a chart summarizing the eligible Young Adult special education classroom teachers.

<b>Young Adult Special Education Instructional Staff</b>	
Instructional Personnel	Yes, Eligible
Teacher Consultant and Other Special Education Personnel	No, Ineligible
Special Education and Non-Special Education Support Personnel	No, Ineligible

**8. Are teachers who perform 50% of their standard instructional workload in a school building and 50% in a cyber school (as defined in Section 551 of the Revised School Code (MCL 380.551) for a school district eligible?**

No, the GSRP, Head Start, adult education, or young adult special education classroom teacher is required to have performed at least 75% of their standard instructional workload in a brick-and-mortar classroom at a district or nonprofit nonpublic school during the 2019-2020 school prior to the issuance of Executive Order 2020-35 on April 2, 2020.

**9. Is a part-time teacher who taught in a Head Start Program during the entire 2019-2020 school year eligible?**

Yes, a part-time Head Start classroom teacher is eligible if they taught in a Head Start classroom for a school district or nonprofit nonpublic school with at least 75% of their standard instructional workload occurring in a brick-and-mortar building, provided they meet the classroom teacher statutory requirements to receive grant funding. (See [Classroom Teacher Eligibility Requirements and Certification Process](#))

**10. Are Head Start teachers employed by a Head Start agency eligible for these grants?**

Yes, classroom teachers employed by a Head Start agency that meet the eligibility requirements are eligible for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program. (See [Classroom Teacher Eligibility Requirements and Certification Process](#))

**11. What does it mean to be assigned to “regularly and continuously work under contract” as a classroom teacher?**

"Regularly and continuously work under contract" is defined in Section 1230e of the Revised School Code, 1976 PA 451, MCL 380.1230e, as any of the following:

- (i) To work at school on a more than intermittent or sporadic basis as an owner or employee of an entity that has a contract with a school district, intermediate school district, Public School Academy, or nonpublic school to provide instructional services to pupils or related and auxiliary services to special education pupils.
- (ii) To work at school on a more than intermittent or sporadic basis as an individual under a contract with a school district, intermediate school district, Public School Academy, or nonpublic school to provide instructional services to pupils or related and auxiliary services to special education pupils.

**12. Are K-12 art teachers, gym teachers, music teachers, or reading specialist teachers eligible?**

No, for the purpose of the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program, eligible “classroom teachers” are a full-time or part-time GSRP, Head Start, adult education, or young adult special education teachers who provided continuity of learning to students during the 2019-2020 period of school closure that resulted from COVID-19 and meet the eligibility requirements under this grant.

**13. Are part-time GSRP, Head Start, adult education, and young adult special education teachers who have other responsibilities eligible?**

Only part-time teachers who provided continuity of learning to students during the 2019-2020 period of school closure due to COVID-19 are eligible. Individuals must have performed at least 75% of their standard instructional workload in a brick-and-mortar classroom at a district or nonprofit public school, as well as meet the classroom teacher statutory requirements to receive grant funding. (See [Classroom Teacher Eligibility Requirements and Certification Process](#))

**14. If I am a GSRP classroom teacher who works part-time in a building for District A and part-time as a GSRP classroom teacher in District B, am I eligible for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program?**

Yes, part-time GSRP teachers who provided continuity of learning to students during the 2019-2020 period of school closure and performed at least 75% of their standard instructional workload -- which in this example is 100% of the part-time workload -- in a brick-and-mortar classroom at a district or nonprofit public school are eligible, provided they meet the classroom teacher statutory requirements to receive grant funding.

If the classroom teacher meets the eligibility requirements, District A would list the GSRP teacher as a 0.5 Full-Time Employee (FTE) and District B would list the GSRP teacher as a 0.5 FTE, both totaling the combined workload of 1.0 FTE. The Michigan Department of Treasury will combine and calculate this total after all districts and nonprofit nonpublic schools submit their lists of eligible classroom teachers. Of note, the classroom teacher would need to file Teacher Certification Form 5741 with both District A and District B. (See [Classroom Teacher Eligibility Requirements and Certification Process](#))

**15. Are GSRP caregivers and substitute teachers eligible?**

No, GSRP caregivers and substitute teachers are not eligible for a grant under the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program.

**16. Are Head Start home-based visitors and family childcare providers eligible?**

No, Head Start home-based visitors and family childcare providers are not eligible for a grant under the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program.

**17. Are adult education para-professionals eligible?**

No, adult education paraprofessionals are not eligible for a grant under the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program.

**18. When in 2020 did teachers need to work to be considered eligible? Last spring or this fall?**

GSRP, Head Start, adult education, and young adult special education classroom teachers who worked full-time or part-time prior to the issuance of Executive Order 2020-35, signed on April 2, 2020, closing all K-12 school buildings through the remainder of the 2019-2020 school year, are eligible for a grant under the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program. Applicants must meet the eligibility requirements to receive a grant. (See [Classroom Teacher Eligibility Requirements and Certification Process](#))

**19. Is a GSRP, Head Start, adult education, and young adult special education teacher who is on leave under Family and Medical Leave Act (FMLA) and still on the payroll eligible to receive a grant?**

Yes, GSRP, Head Start, adult education, and young adult special education classroom teachers who are on leave under FMLA and still on payroll prior to the issuance of Executive Order 2020-35 at the end of the 2019-2020 school year, as well as meets eligibility requirements, are eligible for a grant. (See [Classroom Teacher Eligibility Requirements and Certification Process](#))

**20. Are GSRP, Head Start, adult education, and young adult special education teachers who quit this summer after June 30, 2020 eligible?**

Yes, a GSRP, Head Start, adult education, and young adult special education classroom teacher who worked for the school district or nonprofit nonpublic school prior to the issuance of Executive Order 2020-35 on April 2, 2020, and no longer works for the school district or nonprofit nonpublic school are eligible if they also met the eligibility requirements under the GSRP, Head Start, Adult Education, and Young Adult Special Education Teachers COVID-19 Grant Program. (See [Classroom Teacher Eligibility Requirements and Certification Process](#))

**21. Is a GSRP, Head Start, adult education, and young adult special education teacher who retired this summer eligible?**

Yes, GSRP, Head Start, adult education, and young adult special education classroom teachers who worked for the school district or nonprofit nonpublic school prior to the issuance of Executive Order 2020-35 on April 2, 2020 and who retired after the 2019-2020 school year are eligible if they also met the eligibility requirements under the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program. (See [Classroom Teacher Eligibility Requirements and Certification Process](#))

**22. Which school district files for the GSRP, Head Start, adult education, and young adult special education classroom teacher if they took a job with another school district?**

The school district or nonprofit nonpublic school that employed the GSRP, Head Start, adult education, and young adult special education classroom teacher as of June 30, 2020, files for the grant. The teacher must also meet the eligibility criteria under the grant program. (See [Classroom Teacher Eligibility Requirements and Certification Process](#). More detailed information on grant funding sent directly to the eligible recipient is discussed in more detail under [Distribution Process](#))

**23. Is a classroom teacher that works part-time for GSRP and part-time for the Head Start program eligible?**

Yes, a classroom teacher who works part-time for GSRP and part-time for the Head Start program and provided continuity of learning to students during the 2019-2020 period of school closure due to COVID-19 is eligible for a grant. The teacher must also meet all grant program eligibility requirements. (See [Classroom Teacher Eligibility Requirements and Certification Process](#))

**24. Are teachers or parents who home school students eligible?**

No, teachers or parents who work in a home school setting are not eligible for a grant under the GSRP, Head Start, Adult Education, and Young Adult Special Education COVID-19 Grant Program.

**25. Are special education teachers who worked with K-12 students eligible?**

No, special education teachers that serviced K-12 students are not eligible for the for a grant under the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program. (See [Classroom Teacher Eligibility Requirements and Certification Process](#))

**26. Are full-time and part-time teachers employed by Intermediate School District (ISD) who teach GSRP students part-time eligible?**

Yes, full-time and part-time teachers employed by an ISD who teach GSRP students and worked part-time for a school district or nonprofit nonpublic school during the 2019-2020 school year are eligible for a grant under the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program. The teacher must also meet grant program eligibility requirements. (See [Classroom Teacher Eligibility Requirements and Certification Process](#))

**27. Are teachers at an Intermediate School District (ISD) eligible?**

Yes, GSRP, Head Start, adult education, and young adult special education classroom teachers who worked full-time or part-time for a school district -- which includes ISDs in the definition -- during the 2019-2020 school year meet the eligibility requirements for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program. (See [Classroom Teacher Eligibility Requirements and Certification Process](#))

**28. Is a GSRP, Head Start, adult education, and young adult special education classroom teacher who worked until December 1, 2019, during the 2019-2020 school year, but left the teaching profession to take a principal job during the 2019-2020 school year eligible?**

No, only individuals who worked the entire 2019-2020 school year in a GSRP, Head Start, adult education, and young adult special education classroom teaching position that met the eligibility requirements are eligible for a grant under the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program. (See [Classroom Teacher Eligibility Requirements and Certification Process](#))

**29. Are new GSRP, Head Start, adult education, and young adult special education teachers who just started this fall for the 2020-2021 school year eligible?**

No, new GSRP, Head Start, adult education, and young adult special education teachers as of the 2020-2021 school year are not eligible for a grant under the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program. Individuals

who worked during the 2019-2020 school year in a teaching position that meets the eligibility requirements are eligible.

**30. Are substitute GSRP, Head Start, adult education, and young adult special education teachers eligible?**

No, GSRP, Head Start, adult education, and young adult special education substitute teachers are not eligible for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program.

**31. Are caregivers or tutors eligible?**

No, caregivers or tutors who worked during the 2019-2020 school year in a GSRP, Head Start, adult education, and young adult special education teaching position are not eligible for a grant under the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program.

**32. Are administrators and education management consultants eligible?**

No, administrators and education management consultants who worked during the 2019-2020 school year are not eligible for a grant under the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program.

**33. Are school district and nonprofit nonpublic school business officials eligible?**

No, school district and nonprofit nonpublic school business officials are not eligible for a grant under the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program.

**34. Are GSRP, Head Start, adult education, and young adult special education paraprofessionals and support staff eligible?**

No, GSRP, Head Start, adult education, and young adult special education paraprofessionals and support staff who worked during the 2019-2020 school year in a school district or nonprofit nonpublic school are not eligible for a grant under the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program.

**35. I am a K-12 teacher that received a grant payment of \$500 from the Teacher COVID-19 Grant Program, am I also eligible for the COVID-19 Grants for GSRP, Head Start, Adult Education, and Young Adult Special Education Teachers?**

No, K-12 teachers that received a payment from the Teacher COVID-19 Grant Program are ineligible for a grant under the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program.

**36. I am K-12 school support staff that received a grant payment of \$250 from the School Support COVID-19 Grant Program, am I also eligible for the COVID-19 Grants for GSRP, Head Start, Adult Education, and Young Adult Special Education Teachers?**

No, K-12 school support staff that received a payment from the School Support COVID-19 Grant Program are ineligible for a grant under the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher Grant Program.

## Classroom Teacher Eligibility Requirements and Certification Process

Public Act 257 of 2020 provides that eligible classroom teachers must meet three specific criteria to receive a grant under the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher Grant Program. As indicated above, an eligible classroom teacher is defined in the state law and must meet all the following conditions:

(a) Prior to the issuance of Executive Order 2020-35 on April 2, 2020, the teacher performed at least 75% of his or her standard instructional workload in a brick-and-mortar classroom at a district or nonprofit nonpublic school.

(b) After issuance of Executive Order 2020-35 on April 2, 2020, the teacher 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.

(c) The teacher certifies to the district, in a manner prescribed by the Michigan Department of Treasury, that he or she worked additional time spent outside of normal working hours, experienced hazardous conditions, or incurred additional costs related to ensuring students could effectively participate in their school's continuity of learning plan.

Key to determining eligibility is that prior to April 2, 2020 during the 2019-2020 school year, the GSRP, Head Start, adult education, and young adult special education classroom teacher performed at least 75% of their standard instructional workload in a brick-and-mortar classroom. Determination of eligibility for a grant under the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program requires the eligible classroom teacher to review and certify this specific criteria stated above that the eligible classroom teachers spent additional time in a school district or nonprofit nonpublic school outside of normal working hours and incurred additional costs to provide continuity of learning during the period of school closure in 2019-2020 due to the COVID-19 pandemic.

The eligible classroom teacher will receive from the school district Teacher Certification Form 5741, attesting that they meet the requirements for eligibility.

### **37. What is the eligible GSRP, Head Start, adult education, and young adult special education classroom teacher certifying to the district?**

The eligible GSRP, Head Start, adult education, and young adult special education classroom teacher must certify to the school district or nonprofit nonpublic school that he or she worked additional time outside of normal working hours, experienced hazardous conditions, or incurred additional costs related to ensuring students could effectively participate in their school's continuity of learning plan for the 2019-2020 school year.

**38. How does the eligible GSRP, Head Start, adult education, and young adult special education classroom teacher certify that he or she meets the requirements for eligibility?**

The eligible classroom GSRP, Head Start, adult education, and young adult special education teacher must certify to the school district or nonprofit nonpublic school by filing Teacher Certification Form 5741 directly with the school district by **April 9, 2021**. Form 5741 will be provided by the school district or nonprofit nonpublic school directly to classroom teachers determined to be eligible for the grant program. This form is also available on the MI Classroom Heroes Grants webpage at: [www.michigan.gov/MIClassroomHeroes](http://www.michigan.gov/MIClassroomHeroes).

**39. Where can an eligible GSRP, Head Start, adult education, and young adult special education classroom teacher obtain Teacher Certification Form 5741?**

The school district and nonprofit nonpublic schools are required to determine and send Teacher Certification Form 5741 to classroom teachers the school identifies as eligible for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program no later than **March 19, 2021**. Form 5741 must be fully completed by the eligible classroom teacher to certify all the statutory requirements are met. The form must be returned to the school district **no later than April 9, 2021**. A copy of Teacher Certification Form 5741 is required to be retained by the school district.

**40. Am I required to submit Teacher Certification Form 5741 to my school district or nonprofit nonpublic schools to be eligible to receive funding?**

Yes, Teacher Certification Form 5741 must be filed by the eligible classroom teacher with the school district or nonprofit nonpublic school by **April 9, 2021**.

**41. Can I use another form or letter to certify I meet the grant requirements?**

No, an eligible classroom teacher is required to certify by using the official Michigan Department of Treasury Teacher Certification Form 5741. Failure to use this form will make an individual ineligible for grant funding.

**42. What information is being requested on the Teacher Certification Form 5741?**

This form begins with general information, including name, address, and Social Security number. This background information will be used by the Michigan Department of Treasury for distribution of the grant funding and should be complete and accurate.

Additionally, the eligible classroom teacher must certify eligibility requirements have been met for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program. This requires the eligible classroom teacher to certify all the following requirements are met:

- (i) Prior to the issuance of Executive Order 2020-35 on April 2, 2020, the teacher performed at least 75% of their standard instructional workload in a brick and mortar classroom at a district or nonprofit nonpublic school.
- (ii) After issuance of Executive Order 2020-35 on April 2, 2020, the teacher 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.
- (iii) The teacher certifies to the district, in a manner prescribed by the Department of Treasury, that he or she worked additional time spent outside of normal working hours, experienced hazardous conditions, or incurred additional costs related to ensuring students could effectively participate in their school's continuity of learning plan.

**43. What if I fail to return Teacher Certification Form 5741 to the school district or nonprofit school?**

Failure to return Teacher Certification Form 5741 to the school district or nonprofit nonpublic school in the form and manner prescribed by the district or the nonprofit school by **April 9, 2021** would make the GSRP, Head Start, adult education, and young adult special education classroom teacher ineligible for grant funding.

**44. Can an eligible classroom teacher electronically sign Teacher Certification Form 5741 for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program?**

Yes, eligible classroom teachers can electronically sign Teacher Certification Form 5741. By providing a digital signature, the eligible classroom teacher is signing the form and certifying that the information contained within the form provides a full and true statement. More detailed information on digital signatures is also available [on the web](#).

**45. My school said I do not qualify and did not put me on the eligible classroom teacher list for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program. Is there a correction or appeal process for classroom teachers?**

Yes, when the school district or nonprofit nonpublic school identifies eligible classroom teachers, they are required to not only distribute Teacher Certification Form 5741, the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program certification form, but also post notice by **March 19, 2021**, on the school district's or nonprofit nonpublic school's website and at least one other means of widely used communication. This provides an opportunity for any classroom teacher to claim and appeal to the district or nonprofit nonpublic school in writing the determination of eligibility status **no later than April 9, 2021**.

- 46. What occurs if a GSRP, Head Start, adult education, and young adult special education classroom teacher appeals the school district’s or nonprofit nonpublic school’s determination of eligibility for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher Grant Program?**

First, if a school district or nonprofit nonpublic school believes that a classroom teacher does not qualify for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program after receiving an appeal, they must notify the classroom teacher in writing the reason for ineligibility for the grant.

- 47. How will the Michigan Department of Treasury know that I am a teacher qualified to receive the COVID-19 Grants for GSRP, Head Start, Adult Education, and Young Adult Special Education Teachers?**

The school districts and nonprofit nonpublic schools are required to identify the eligible classroom teachers, distribute Teacher Certification Form 5741, the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program Certification Form, to identified eligible classroom teachers, retain copies of Form 5741 and electronically submit and certify a list of eligible classroom teachers, including their residency address, to the Michigan Department of Treasury as early as **April 9, 2021 but no later than April 19, 2021.**

- 48. How can I verify if the district and nonprofit nonpublic schools listed me as an eligible GSRP, Head Start, adult education, and young adult special education classroom teacher to the Michigan Department of Treasury?**

GSRP, Head Start, adult education, and young adult special education classroom teachers should reach out directly to the district or nonprofit nonpublic school administration to verify this information. The school district or nonprofit nonpublic school retains supporting documentation of the GSRP, Head Start, adult education, and young adult special education classroom teacher’s eligibility.

## Process to Provide List of Eligible Grant Recipients to the Michigan Department of Treasury

- 49. What steps should a school district and nonprofit nonpublic school first take to begin compiling the required list of eligible GSRP, Head Start, adult education, and young adult special education classroom teachers?**

Districts and nonprofit nonpublic schools should obtain the Grant Submission Template beginning **February 23, 2021.**

Next, school districts and nonprofit nonpublic schools must identify eligible GSRP, Head Start, adult education, and young adult special education teachers for the GSRP, Head Start,

Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program -- including determining the FTE calculation for the eligible grant recipients -- by **March 19, 2021**. Of significance, the school district and nonprofit nonpublic school must indicate if the eligible classroom teacher is full-time at 1.0 FTE or should be pro-rated, for example, as a part-time eligible classroom teacher at 0.5 FTE. (See question 81 below on notification to eligible recipients).

Districts and nonprofit nonpublic schools should review the Grant Program Checklist to ensure each step of the grant process has been completed within the required timeline.

**50. Where can my district or nonprofit nonpublic school submit my final list of eligible grant recipients?**

A final list of eligible grant recipients must be compiled and electronically submitted to the Michigan Department of Treasury as early as **April 9, 2021 or no later than April 19, 2021** using the Michigan eSignature Solution by means of the Grant Submission Template. The link to submit the completed Grant Submission Template can be found on the MI Classroom Heroes Grants website at [www.michigan.gov/MIClassroomHeroes](http://www.michigan.gov/MIClassroomHeroes), including instructional aids.

School districts and nonprofit nonpublic schools are strongly encouraged to ensure the accuracy of this data prior to submission. For detailed information regarding the Grant Submission Template or the Michigan eSignature Solution, please visit the MI Classroom Heroes Grants website at [www.michigan.gov/MIClassroomHeroes](http://www.michigan.gov/MIClassroomHeroes).

**51. When are school district and nonprofit nonpublic schools required to identify the eligible GSRP, Head Start, adult education, and young adult special education classroom teachers?**

School districts and nonprofit nonpublic schools are required to identify eligible classroom teachers and email eligible grant recipients Teacher Certification Form 5741 by **March 19, 2021**. The email must contain in writing the due date of **April 9, 2021** for the classroom teacher to certify, including detailed instructions on how to submit Form 5741 to the district or nonprofit nonpublic school. Additionally, if school personnel have determined the teacher is less than full-time and calculated at 1.0 FTE, the district must notify the GSRP, Head Start, adult education, and young adult special education teacher of the reduction or identify a process where the eligible recipient can confirm and obtain the FTE calculation.

Eligible Classroom teachers must return Teacher Certification Form 5741 for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program to the district or nonprofit nonpublic school in the form and manner the district requires by **April 9, 2021**.

School districts and nonprofit nonpublic schools are then required to compile the final list of eligible classroom teachers and electronically submit the list as early as **April 9, 2021 or not**

later than **April 19, 2021**, using the template submission system, Michigan eSignature Solution by means of the Grant Submission Template Name.

**52. When identifying eligible GSRP, Head Start, adult education, and young adult special education classroom teachers, what notice must school districts and nonprofit nonpublic schools provide?**

Upon distribution of Teacher Certification Form 5741 to identified eligible classroom teachers, the district and nonprofit nonpublic school shall post notice on their website and at least one other means of communication by **March 19, 2021**, providing an opportunity for any GSRP, Head Start, adult education, and young adult special education classroom teacher to claim and appeal to the district or nonprofit nonpublic school in writing the determination of eligibility by **April 9, 2021**. Districts and nonprofit nonpublic schools must also provide eligible classroom teachers with the FTE calculation to be applied for eligibility, if less than fully reported as 1 FTE.

**53. Do only eligible GSRP, Head Start, adult education, and young adult special education classroom teachers employed directly by the district or nonprofit nonpublic school qualify?**

No, the district and nonprofit nonpublic school is required to include in the list of eligible GSRP, Head Start, adult education, and young adult special education classroom teachers who continuously worked under contract in a public school operated by the district or in a nonprofit nonpublic school and met the eligibility requirements. (See [Classroom Teacher Eligibility Requirements and Certification Process](#))

**54. What if the GSRP, Head Start, adult education, and young adult special education classroom teacher retired, moved, and the employing district does not have their current address information?**

The district or nonprofit nonpublic school is required to notify all identified eligible GSRP, Head Start, adult education, and young adult special education classroom teachers and electronically distribute Teacher Certification Form 5741 for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program. The contact information on file should be used. (See [question 45 regarding appeal rights of the eligibility determination](#))

**55. What documentation is the district or nonprofit nonpublic schools required to keep for any appeal of the determination of eligibility for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program?**

First, if district or nonprofit nonpublic school believes that a GSRP, Head Start, adult education, and young adult special education classroom teacher does not qualify for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program after receiving an appeal from the classroom teacher, they must notify the classroom teacher in writing the reason for ineligibility for the grant.

All appeals received and written responses regarding grant eligibility issued by the district are required to be retained by the district as supporting documentation for the retention period of seven years.

**56. How are school districts and nonprofit nonpublic schools required to collect Teacher Certification Form 5741, the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program Certification?**

School districts and nonprofit nonpublic schools can determine the manner of collection that works best for them. Electronic collection is acceptable. Eligible GSRP, Head Start, adult education, and young adult special education classroom teachers will have to return Teacher Certification Form 5741 to the district or nonprofit nonpublic school in the form and manner asked by the school's personnel.

**57. How long is the school district and nonprofit nonpublic schools required to retain Teacher Certification Form 5741, for GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program?**

School districts and nonprofit nonpublic schools are required to retain Teacher Certification Form 5741 for seven years and must be produced and provided upon request by the Michigan Department of Treasury within five business days. The retention period of seven years expires on December 31, 2027. These certification forms are subject to audit by the Michigan Department of Treasury.

**58. What must school districts and nonprofit nonpublic schools review on the Teacher Certification Form 5741 and what must the district and nonprofit nonpublic school electronically submit to the Michigan Department of Treasury?**

School districts and nonprofit nonpublic schools are required to review that the eligible GSRP, Head Start, adult education, and young adult special education classroom teachers have certified they meet all the statutory requirements to be eligible for GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program, update the residency address and ensure the accuracy of the background information, including, but not limited to, the classroom teacher name and Social Security number. The Michigan Department of Treasury recommends school districts and nonprofit nonpublic schools communicate with eligible teachers who have not fully completed the certificate to obtain the missing information.

**59. What if people move between the time of the submission and the payment? Does the school need to update that information with the state?**

Yes, the district and nonprofit nonpublic school should ensure the address listed on Teacher Certification Form 5741 provided by the eligible classroom teacher is accurate and complete when electronically submitting their grant eligibility lists to the Michigan Department of Treasury as required by state law.

For claimant address or name changes, school districts and nonprofit nonpublic schools can update any address or name change revisions to the eligibility list of classroom teachers through a special Revised Submission Template provided by the Michigan Department of Treasury. The Michigan Department of Treasury asks that only one email submission be provided by each school district and nonprofit nonpublic school. Address changes and name changes are due by **April 23, 2021**.

For detailed information about the Revised Submission Template, please visit [www.michigan.gov/MIClassroomHeroes](http://www.michigan.gov/MIClassroomHeroes).

**60. What happens if a school district or nonprofit nonpublic school misses the April 19 filing deadline to submit the eligibility list? Can GSRP, Head Start, adult education, and young adult special education teachers file directly with the Michigan Department of Treasury?**

No, the teacher cannot file with the Michigan Department of Treasury. Teachers must work directly with their district or nonprofit nonpublic school regarding any appeals or changes to the information provided on the Teacher Certification Form 5741. School districts and nonprofit nonpublic schools must submit the final list of eligible classroom teachers by **April 19, 2021**. For more information on the claimant appeals process see question 50.

**61. Can the school district or nonprofit nonpublic school retain electronic copies of Teacher Certification Form 5741, the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program Certification?**

Yes, the school district or nonprofit nonpublic school can retain electronic copies of Teacher Certification Form 5741, for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program. The school districts and nonprofit nonpublic schools are required to maintain documentation of classroom teacher eligibility and must produce documentation within five business days of receiving a request from the Michigan Department of Treasury. The retention period is seven years.

**62. How must the school districts and nonprofit nonpublic schools submit the list of eligible classroom teachers to the Department of Treasury?**

A school district and nonprofit nonpublic school are required to submit the eligibility list through the template submission system, known as the Michigan eSignature Solution. The link to submit the eligibility list can be found at [www.michigan.gov/MIClassroomHeroes](http://www.michigan.gov/MIClassroomHeroes). Districts and nonprofit nonpublic schools should review the instructions provided. All nonprofit nonpublic schools will be required to provide their LARA Corporations Online Filing System "Identification Number" and their Federal Employer Identification Number (FEIN).

**63. Can we mail in the list of eligible GSRP, Head Start, adult education, and young adult special education classroom teachers to the Michigan Department of Treasury?**

No, school districts and nonprofit nonpublic schools must submit certification documents electronically using the process detailed in question 62 above in the form and manner prescribed by the Michigan Department of Treasury.

**64. I am an ISD and the employer of record for eligible GSRP teachers, am I required to report a list of eligible GSRP classroom teachers to the Michigan Department of Treasury for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program?**

Yes, ISDs that are the employer of record for eligible GSRP teachers are required to report a list of eligible GSRP classroom teachers to the Michigan Department of Treasury for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teachers COVID-19 Grant Program.

**65. My organization is a for-profit entity, am I required to report GSRP, Head Start, adult education, or young adult special education teachers to the Michigan Department of Treasury?**

No, only nonpublic nonprofit schools that employ GSRP, Head Start, adult education, and young adult special education teachers are required to report a list of eligible GSRP classroom teachers to the Michigan Department of Treasury for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program.

**66. I am Head Start grantee that is also the employer of record for eligible part-time GSRP classroom teachers, am I required to report a list of eligible Head Start and GSRP teachers to the Michigan Department of Treasury?**

Yes, Head Start grantees that are nonprofit nonpublic school and the employer of record for eligible GSRP classroom teachers are required to report a list of eligible GSRP and Head Start classroom teachers to the Michigan Department of Treasury for GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program.

**67. Can the Michigan Department of Treasury audit the school districts and nonprofit nonpublic schools list of eligible classroom teachers list, certification forms and supporting documentation for these grant programs?**

Yes, the Michigan Department of Treasury can audit the school districts and nonprofit nonpublic schools list of eligible classroom teachers, certification forms and supporting documentation for these grant programs. School districts and nonprofit nonpublic schools are strongly encouraged to ensure the accuracy of this data prior to submission and required to submit additional documentation upon the Michigan Department of Treasury's request. Further details on the audit process can be found at [www.michigan.gov/MIClassroomHeroes](http://www.michigan.gov/MIClassroomHeroes).

## Distribution Process

**68. How will the Michigan Department of Treasury distribute the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program funding?**

The Michigan Department of Treasury is required to distribute funding allocated under the Act directly to eligible GSRP, Head Start, adult education, and young adult special education classroom teachers in an equal amount up to \$500 per FTE

An eligible classroom teacher who works full-time and is calculated as 1.0 FTE will receive up to \$500, 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.

**69. Do I have to submit or supply any expense receipts to be eligible to receive this teacher COVID-19 grant funding?**

No, receipts are not required for the distribution of the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program funding.

**70. Will GSRP, Head Start, adult education, and Young Adult Special Education classroom teachers receive grant funding directly from their employing district or nonprofit nonpublic school?**

No, the district or nonprofit nonpublic school will not receive these funds. The Michigan Department of Treasury will be distributing the grants directly to the eligible GSRP, Head Start, adult education, and young adult special education teachers. Grant funding checks will be mailed to the eligible grant recipients. Questions about grant distributions should be directed to the Michigan Department of Treasury.

**71. How will the Michigan Department of Treasury obtain my home address?**

The Michigan Department of Treasury will obtain this residency address directly from the list submitted electronically by school districts and nonprofit nonpublic schools of eligible

recipients for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program.

**72. Are grant funds included in my taxable income?**

Yes, grant funds are included in the recipients' taxable income calculations.

**73. Will these grant funds be added into the MPSERS final average salary used for pension calculation purposes?**

No, these grant funds will not be added into the MSERS final average salary used for pension calculations.

**74. When will grant funding checks be mailed to eligible GSRP, Head Start, adult education, and young adult special education grant recipients?**

Checks are estimated to be mailed on or about **June 4, 2021**, to the address of residency provided by the school district or nonprofit nonpublic school. Eligible recipients are encouraged to ensure the information on file with the district or nonprofit nonpublic school is accurate and up-to-date.

**75. Who do I contact if my address of residency on file with my school district or nonprofit nonpublic school is inaccurate?**

Eligible GSRP, Head Start, adult education, and young adult special education classroom teachers should contact their school district or nonprofit nonpublic school directly to ensure their residency on file is up to date and accurate.

**76. How will my address get corrected if I am eligible and do not receive my payment?**

First eligible recipients should verify with the district or nonprofit nonpublic school the residency address submitted to the Michigan Department of Treasury on the list of eligible classroom teachers. If the eligible recipient requires an address correction, school districts and nonprofit nonpublic schools can update the addresses of eligible teachers through a special Address Update Template provided by the Michigan Department of Treasury. The Michigan Department of Treasury asks that only one email submission be provided by each school district and nonprofit nonpublic school. Address changes are due by **April 23, 2021**.

For detailed information about submitting changes to the eligibility list submission, please visit [www.michigan.gov/MIClassroomHeroes](http://www.michigan.gov/MIClassroomHeroes).

The Michigan Department of Treasury will post when grants are mailed to eligible recipients at [www.michigan.gov/MIClassroomHeroes](http://www.michigan.gov/MIClassroomHeroes). Questions regarding the status of grant award mailings can be made to the Department of Treasury at [TSSC19Grants@michigan.gov](mailto:TSSC19Grants@michigan.gov). Grant recipients are encouraged to allow at least seven days after grants are sent for postal service delivery before contacting the Michigan Department of Treasury on questions on receipt of eligible grant funding to allow adequate time for processing and mail delivery.

**77. Who do I contact if I do not receive my grant or believe my grant award is inaccurate?**

Contact the Michigan Department of Treasury at [TSSC19Grants@michigan.gov](mailto:TSSC19Grants@michigan.gov) if the grant funding is not received by **June 18, 2021**. More information on the status of grant funding can be found on the MI Classroom Heroes Grant webpage at: [www.michigan.gov/MIClassroomHeroes](http://www.michigan.gov/MIClassroomHeroes).

## MI Classroom Heroes Grants Contact Information

Email: [TSSC19Grants@michigan.gov](mailto:TSSC19Grants@michigan.gov)

Phone Number: 517-241-6000

Website: [www.michigan.gov/MIClassroomHeroes](http://www.michigan.gov/MIClassroomHeroes)