



Memo

To: All Staff
From: Merisa Campbell, Director of Finance
Date: Friday, November 6, 2020
Re: Teacher and School Support Covid-19 Grant

As many of you are aware the Michigan Legislature passed Public Act 166 of 2020 creating a Teacher and Support Staff Covid-19 grant program. There are very specific qualifications, eligibility, and timelines that must be followed.

Step 1: The district has determined qualified staff. Emails will be sent Friday, November 6 and Monday, November 9, 2020 to those qualified employees.

If you do not receive an email by Monday, November 9, 2020, the District has determined you are not qualified for the grant program. If you wish to appeal your qualification status you must submit your appeal, in writing, via email to campbellm@jlas.org by Friday, December 4, 2020.

Step 2: Each individual staff member must determine his/her eligibility by completing Form 5734. You are responsible for certifying your eligibility as follows:

Teachers must affirm the following three statements are true (Part 3a):

- 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
- 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
- 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

Support Staff must affirm the following two statements are true (Part 3b):

- 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
- 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

Step 3: Eligible grant recipients must return Form 5734 to the district, via email to campbellm@jlas.org, by 11:59:59 pm on Friday, December 4, 2020. Late forms will not be accepted per IRS Guidelines. Do not reach out to the Administrative Office to make an exception, it will not be granted.

Step 4: The district will submit all eligible names to the Michigan Department of Treasury no later than December 16, 2020.

Step 5: Employees deemed qualified and who affirm their eligibility will receive payment directly from the Michigan Department of Treasury. Checks are estimated to be mailed on or about February 25, 2021.

For additional information please see the FAQ document provided by Treasury at https://www.michigan.gov/documents/treasury/TSSC19_Grant_Program_FAQs_705856_7.pdf

The form is being sent to qualified individuals via email, but can also be found at https://www.michigan.gov/documents/treasury/Form_5734_TSSC19_Certifications_002_705855_7.pdf