

To: All Staff

From: Matt Spencer, Superintendent

Date: November 5, 2020

Re: Hazard Pay for the 2019-2020 School Closure Period

As you may already be aware, legislation was recently passed that designated funding intended to go **directly** to teachers and other support staff to compensate them for additional costs, time or hazards encountered in delivering or supporting instruction during the COVID-19 mandated school closure period in the Spring of 2020. Staff who meet the criteria will receive \$500 (teachers) or \$250 (support staff) directly from the Michigan Department of Treasury in February 2021. Certain conditions may result in a prorated amount. There are a number of steps to this process which are outlined at the end of this communication.

WHO IS ELIGIBLE?

The District will be following guidance provided by the State of Michigan to determine who qualifies for this grant payment. If you have further questions, please review the [FAQ document](#) issued by the State of Michigan.

- Only teachers and support staff who worked for the District during 2019-20 school closure are eligible.
- Only employees who worked at least 75% of their workload in a brick and mortar school building at a district are eligible (FAQ #52).
- Only full-time or part-time kindergarten to 12th grade support staff who served as a paraprofessional, aide, or non-instructional staff according to the registry of educational personnel, who provided services to students in a district for during the 2019-2020 school year are eligible for the Teacher COVID-19 grant (FAQ #52).
- Food service workers are eligible (FAQ #60).
- Pre-K and Early Childhood Center Teachers & Support Staff **are not eligible** (FAQ #30 & #65).
- Substitute teachers are not eligible (FAQ #31).
- Administrators are not eligible (FAQ #33).
- School business officials are not eligible (FAQ #34).

Once the school district identifies eligible employees, non-identified employees will have the ability to file a claim and appeal to the district in writing the determination of eligibility status by December 4, 2020.

If you do not receive an email notice of eligibility by November 9th, 2020 and would like the district to review your eligibility, please send your request in writing to Arla Tubergen at atubergen@capsk12.org after November 9, 2020.

DETAILS ON THE GRANTS:

The **Teacher COVID-19 Grant program** was created by [Public Act 166 of 2020](#) to recognize the additional time teachers in a 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 as a result of the COVID-19 pandemic.

According to the guidance issued by the State of Michigan, teachers must meet the following criteria to be eligible:

- 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 school building at Ottawa Area Intermediate School District.
- 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.

The **School Support COVID-19 Grant program** was created by [Public Act 166 of 2020](#) for grants to eligible K-12 school support staff to recognize the additional time spent outside of normal working hours, hazardous conditions, and additional costs school support staff have incurred or experienced to provide services to students during the period of school closure in 2019-2020 as a result of the COVID-19 pandemic.

"School support staff" means a full-time or part-time paraprofessional, aide, or non-instructional staff, according to the registry of educational personnel, who provided services to students during the 2019-2020 period of school closure that resulted from COVID-19.

Public Act 166 Of 2020 provides that eligible support staff must meet two specific criteria to receive the Support Staff COVID-19 Grant. As indicated above, eligible support staff is defined in the Act and must meet both of the following conditions:

- a. Prior to the issuance of Executive Order No. 2020- 35, the school support staff performed at least 75% of their workload in a brick and mortar school building.

- b. The school support staff certifies to the district, in a manner prescribed by the department, that he or she **worked additional time outside of normal working hours**, experienced hazardous conditions, or incurred additional costs related to providing student services during the COVID19 pandemic.

NEXT STEPS AND TIMELINE:

2020

- **October 23 – November 9:** The district will pull the draft eligibility list from the Center for Educational Performance and Information (CEPI) Registration of Educational Personnel (REP) report and send [Form 5734](#) to all eligible employees.
- **November 9:** Last day for the school district to distribute Form 5734, the Teacher and Support Staff COVID-19 Grants Certification, to identified eligible Classroom Teachers and School Support Staff for execution. We will also post notice on the school district website and via email that eligible grant recipients have been identified.
- **December 4:** Eligible Grant recipients must return Form 5734, the Teacher and Support Staff COVID-19 Grants Certification to district or nonprofit nonpublic school in the form and manner directed by the district or nonprofit school. This is also the **deadline to file an appeal** to the district regarding eligibility (appeal to atubergen@capsk12.org).
- **December 4 – December 16:** The district will review Form 5734, the Teacher and Support Staff COVID-19 Grants Certification, and compile finalized eligibility lists for both grant programs retaining a copy of Form 5734 fully executed for each eligible recipient.
- **December 16:** Deadline for the district to upload and electronically submit the eligibility lists to the Michigan Department of Treasury.

2021

- **February 25:** Checks are estimated to be mailed on or about February 25, 2021 to the address of residency provided on the eligibility lists by the school district or nonprofit nonpublic school. Checks will come directly from the Department of Treasury.

If you are identified as eligible from the district's Spring REP (Registry of Educational Personnel) report, then you will be receiving a follow-up email no later than 11/9/2020 with additional directions for filling out Form 5734. If you have any questions, please contact Arla Tubergen at atubergen@capsk12.org or 616-997-3208.