

You are receiving this email as confirmation for eligibility as school support staff for the Support Staff COVID-19 Grant. Only full-time or part-time K-12 paraprofessional, aide or non-instructional staff who provided services to students during the 2019-2020 school year prior to April 2, 2020 are eligible. Additionally, prior to Executive Order 2020-35 on April 2, 2020 the support staff must have performed at least 75% of their workload in a brick and mortar building. After Executive Order 2020-35 on April 2, 2020 the support staff certifies to the district that he or she worked additional time You are receiving this email as confirmation for eligibility as school support staff for the Support Staff spent outside of normal working hours, experienced hazardous conditions, or incurred additional costs related to providing student services during COVID-19 pandemic.

Eligible and qualified support staff will receive **\$250.00 or a prorated amount based on FTE**. The Michigan Department of Treasury will issue checks on or about February 25, 2021. This is not paid by CCS payroll.

Attached is the Michigan Department of Treasury Teacher COVID-19 Grants and School Support COVID-19 Grants Frequently Asked Questions (FAQ's). Please read the FAQ's so you fully understand how this grant works. You have been identified eligible and the next step is qualifying.

Support Staff must meet both criteria's:

- 1) Prior to 4/2/2020 75% or more of their time in a brick and mortar building.
- 2) Support staff must certify one of these items related to ensuring students could effectively participate in the schools continuity of learning plan:
 - a. Hazardous conditions
 - b. Additional hours (above and beyond normal scheduled hours)
 - c. Incur extra costs

Attached is Form 5734 the Teacher and Support Staff COVID-19 Grants Certification. If you feel you have met the qualifiers, please print this form and complete it. Then send by inter-school mail to Evelyn Grimes, Business Manager in the Administration Office no later than December 4, 2020.

Once we receive your Form 5734, the school district will compile the list of eligible support staff for final certification by the support staff's Supervisor. If your Supervisor deems you qualified then you will be in the list that will be electronically submitted to the Michigan Department of Treasury by December 16, 2020. If you don't qualify, you will be notified in writing for the reason and may file an appeal to the district regarding eligibility. Keep in mind that this information is auditable by the Michigan Department of Treasury and we are required to keep the documentation for 7 years.

Besides receiving an email of eligibility, the district has also posted this memo and attachments on the school website Transparency section and in the building break rooms, staff lounges or common areas. Employees not eligible will receive a separate email and will have the opportunity to claim and appeal to the district in writing by December 4, 2020 to Evelyn Grimes, Business Manager in the Administration Office.

Please note: School Counselors, School Social Workers, School Psychologists and Literacy Coaches who are eligible are considered Support Staff by the Michigan Department of Treasury and are subject to \$250.00 or a prorated amount based on FTE.

If you have any questions or concerns please read the FAQ's or contact me directly. Also note, all potential grant recipients were based upon the 2019-2020 school filings to CEPI as reported in the Registry of Educational Personnel (REP). Thank you.