



Information about COVID-19 Grants for Eligible Teachers

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Good afternoon,

On September 30, Governor Whitmer signed into law [Public Act 166 of 2020](#), which includes the Teacher COVID-19 Grant Program. The [Michigan Department of Treasury has released guidance and regulations](#) for administering the grant program. As stated on their website, the purpose of this grant program is to recognize the additional time K-12 classroom teachers in a district or nonprofit nonpublic school spent outside of normal working hours and additional costs they 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. The grant allows for payment up to \$500 per eligible teacher.

We have reviewed the State guidance and regulations, spoken with the Treasury Division Administrator for this program, and are firmly committed to ensuring that every ASH teacher who is eligible receives payment as provided by the legislation.

This communication is to help answer questions and provide key dates for this opportunity. If you have specific questions, please let me or Angie know. We are here for you and happy to help.

Quick Overview:

As a nonprofit nonpublic school, ASH is responsible for determining eligibility of classroom teachers. Once that is completed, we will send a form electronically to eligible teachers for them to personally certify that they are eligible and provide current information and addresses. After the deadline for receipt of forms (12/4), we will submit a final list of teachers to Treasury and they will mail checks in February of 2021.

Eligibility Highlights:

- Full-time or Part-time K-12 certified teachers or non-certified instructional staff with an assigned class during the 2019-20 school year who:
 - Performed at least 75% of their standard instructional workload in a brick and mortar classroom prior to April 2, 2020.
 - Developed tools and methods to deliver distance learning, take home packets, or other methods described in the school's continuity of learning plan after April 2, 2020 until the end of the school year.
 - Certify that she/he 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

For the purpose of this grant, classroom teacher does not include substitute teachers, para-professionals, support staff, or administrators. ASH will also be reaching out to eligible teachers who have retired, or are no longer employed at ASH.

Key Dates:

Today through November 9: ASH shares information about this grant opportunity, determines eligible classroom teachers, and posts information on our website.

On or before November 9: ASH distributes by email Form Form 5734, the Teacher COVID-19 Grants Certification, to identified eligible Classroom Teachers for execution.

November 9 - December 4: Teachers must fully complete Form 5734 and return via email to Angie Saylor no later than December 4. **Any eligible teacher whose form is not turned in by that date will not receive funding.** If a teacher feels they should have been included, but weren't, they have the opportunity to appeal by sending an email to Angie. ASH will make the correction, or provide a written response as to why the teacher's time/role doesn't fit the criteria.

December 4 - 16: ASH updates address and information from Form 5734 received by December 4, certifies and finalizes all eligible teachers and submits a final list to the Department of Treasury no later than December 16.

February 25, 2021: Checks are estimated to be mailed on or about this date directly to the address of residency for each teacher provided on the eligibility lists by ASH.

Again, please let me or Angie know if you have any questions.

All my best,
Kelita



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