

The COVID-19 Grant program was established by the State of Michigan to support both teachers and support staff working in public schools. The District is pleased to assist in recognizing the efforts undertaken by our staff during these unprecedented times. The continued creativity, flexibility, and commitment of all District employees and contractual staff is a point of pride. Thank you for all you do within the District.

Please find the details regarding this opportunity below:

**Background:** This grant program provides compensation to eligible K-12 classroom teachers and support staff in recognition of the additional efforts exerted during the 2019-2020 school year while supporting the continued learning of students during the closure. Pursuant to Public Act 166 of 2020, staff members that meet the eligibility requirements described [here](#) for teachers and [here](#) for support staff will receive this compensation directly from the state.

**District Responsibility:** Under the Act, the District is required to identify and notify eligible staff members by November 9, 2020. The District will subsequently report this information to the Department of Treasury. In accordance with the Act, this requires collection of Form 5734 "Teacher and School Support Staff COVID-19 Grants Certification" from each eligible staff member.

**Staff Responsibility:** Staff members will be required to complete Form 5734 and email it to [TSSCgrants@ecsd.us](mailto:TSSCgrants@ecsd.us). The final date for submission will be December 4, 2020. Your PIC number is required on this form. If you do not have access to your PIC number, please leave this area blank and we will fill it in for you. If you are not able to submit the form online, this form can be completed in-person at the Human Resource office. Please DO NOT submit this form to the Michigan Department of Treasury. The completed Form 5734 must be emailed to [TSSCgrants@ecsd.us](mailto:TSSCgrants@ecsd.us) or dropped off at the District's Human Resource Office on or before December 4, 2020.

**Grant Payments:** The amount of compensation varies based on the employee's position and FTE during the 2019-2020 school year. The District is solely responsible for assisting with this data collection process. The Michigan Department of Treasury has maintained responsibility for distributing these payments. These payments will be disbursed via check on or about February 25, 2021 to the address included on your form.

Links to informational documents published by the Department of Treasury can be found below.

Teacher and School Support Staff COVID-19 Grant Program Description:

[https://www.michigan.gov/treasury/0,4679,7-121-1751\\_74806\\_103207-541670--,00.html](https://www.michigan.gov/treasury/0,4679,7-121-1751_74806_103207-541670--,00.html)

Frequently Asked Questions:

[https://www.michigan.gov/documents/treasury/TSSC19\\_Grant\\_Program\\_FAQs\\_705856\\_7.pdf](https://www.michigan.gov/documents/treasury/TSSC19_Grant_Program_FAQs_705856_7.pdf)

Form 5734, Teacher and Support Staff COVID-19 Grants Certification:

[https://www.michigan.gov/documents/treasury/Form\\_5734\\_TSSC19\\_Certifications\\_002\\_705855\\_7.pdf](https://www.michigan.gov/documents/treasury/Form_5734_TSSC19_Certifications_002_705855_7.pdf)

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