



# WEST OTTAWA PUBLIC SCHOOLS

## ADMINISTRATION OFFICES

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To: All Staff

From: Jeff Malloch (Assistant Superintendent of Business Services)

Date: 3/22/21

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

The following memo contains information related to the GSRP, Head Start, Adult Education, and Young Adult Special Education Teachers **COVID-19 Grant Program**. Most of the information contained in this memo was taken directly off the [Michigan Department of Treasury's website](#).

Pursuant to [Public Act 257 of 2020](#), legislation was recently passed that appropriated funding for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teachers COVID-19 Grant Program.

The **COVID-19 Grant program** was created by [Public Act 257 of 2020](#) to recognize the additional time classroom 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 following eligibility criteria:

- Defined as a full-time or part-time GSRP, Head Start, adult education and young adult (ages 18-26) special education teachers who provided continuity of learning to students during the 2019-2020 period of school closure that resulted from COVID-19.

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## WHO IS ELIGIBLE?

Please understand that 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.

When the school district identifies eligible employees, they can claim and appeal to the district in writing the determination of eligibility status by April 9, 2021. If you do not receive an email notice of eligibility by March 22<sup>nd</sup>, 2021 and would like the district to review your eligibility, please send your request in writing to Kyle Barr at [barrk@westottawa.net](mailto:barrk@westottawa.net).

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## NEXT STEPS AND TIMELINE:

- **March 19:** Districts to distribute Teacher Certification Form 5741 for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teachers COVID-19 Grant Program, to identified eligible classroom teachers for execution. Districts must provide Teacher Certification Form 5741 to eligible teachers no later than March 19, 2021. Districts and nonprofit nonpublic schools must also post notice on the school district website and at least 1 other means of widely used communication no later than March 19, 2021 that eligible grant recipients have been identified and to provide an opportunity for written appeal of eligibility status to district.
- **April 9:** Eligible Grant recipients must return Teacher Certification Form 5741 for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teachers COVID-19 Grant Program to district or nonprofit nonpublic school in the form and manner directed by the district. This is also the deadline to file an appeal to the district regarding eligibility. Districts must review Teacher Certification Form 5741 for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teachers COVID-19 Grant Program and compile finalized eligibility lists for both grant programs retaining a copy of Teacher Certification Form 5741 fully executed for each eligible recipient. Districts are eligible to submit their eligibility list as early as April 9 or no later than April 19.
- **June 4:** Checks are estimated to be mailed on or about June 4, 2021 to the address of residency provided on the eligibility lists by the school district.

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 next week with additional directions for filling out Form 5734. Please let Kyle Barr know if you have any additional questions by emailing him at [barrk@westottawa.net](mailto:barrk@westottawa.net) or calling ext. 2075.

Jeff



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