



NOTICE TO ALL JCISD STAFF

**Re: Michigan Department of Treasury
COVID-19 Hazard Pay Grants
November 9, 2020**

The state legislature directed the Michigan Department of Treasury to provide “hazard pay” grants to school district staff who were employed during the 2019-20 school year in certain positions, whose work was impacted in specific ways during the April 2 through June 30 period. Those who qualify as a K-12 Classroom Teacher may be eligible for up to a \$500 grant from the Treasury Department. Those who qualify under the Treasury definition of K-12 Support Staff may be eligible for a grant of up to \$250. Qualification is based on both the employee’s position during the 2019-20 school year and the work they performed in the April – June time period.

Unfortunately, the Department of Treasury did NOT include some staff members (examples: most administration and early childhood staff) as eligible for this program.

Staff who *appear to be eligible* are receiving both this memo and the [Treasury Form 5734](#).

Staff who *do not appear to be eligible* to apply for the grant are receiving this memo for information purposes, only.

This is a Treasury Department grant and the school district has no discretion as to who qualifies. The payment will come from the Department of Treasury and not the district. The Treasury Department did require the school district to communicate with staff, distribute and collect the employee forms, and respond to any appeals. Here are the timelines.

December 4, 2020	<ul style="list-style-type: none">Eligible employees will return Form 5734 to submit.treasurygrant@jcisd.org by noon.Apparently ineligible employees who believe they meet the Department of Treasury qualifications requirements may file a written appeal to appeal.treasurygrant@jcisd.org by noon on December 4, 2020.
December 16, 2020	<ul style="list-style-type: none">JCISD responds to all appeals before this date.JCISD submits the completed list of eligible employees to Treasury.
February 25, 2021 (Approximate)	<ul style="list-style-type: none">Treasury will make payment directly to eligible employees.

Staff Who Appear to be Eligible: Must complete the Treasury Department form electronically (fillable PDF) and return it to submit.treasurygrant@jcisd.org no later than noon (12:00 pm) on Friday, December 4, 2020. Identify yourself as either a K-12 Classroom Teacher or as K-12 Support Staff. You must answer the certification questions honestly. Improperly filled out forms will not be returned and will not be submitted to the Department of Treasury.

If you believe you are ineligible for this grant, please disregard this communication and discard Treasury Form 5734. Do not submit it to us for processing.

Staff Who Appear to be Ineligible and Want to Appeal: The appeal must include a written statement that you were a qualified K-12 Classroom Teacher or K-12 Support Staff between April 2, 200 and June 30, 2020, your position title, and what you were required to work for continuity of learning for students during that time. Submit your written statement to

appeal.treasurygrant@icisd.org by noon on December 4. If you do not meet the Treasury requirements for a qualified position, your appeal must be denied.

Positions Identified by the Department of Treasury as Eligible to Complete the Hazard Pay Grant Form If they Meet Certification Requirements

K-12 Classroom Teachers:

K-12 Elementary Teachers
K-12 Middle School Teachers
K-12 High School Teachers
K-12 Special Education Teachers

K-12 Support Staff:

K-12 School Social Workers
K-12 Counselors
K-12 School Psychologists
K-12 Occupational Therapists
K-12 Physical Therapists
K-12 Speech & Language Pathologists
K-12 Speech Teachers
K-12 Special Education Teacher
Consultants
K-12 Audiologists
K-12 Interpreters
K-12 Registered Nurses
K-12 Orientation & Mobility Specialists
K-12 Interpreters
K-12 Paraprofessionals/TAs
K-12 Instructional Assistants
K-12 Licensed Practical Nurses
K-12 Attendance Officers

K-12 Behavioral Management Specialists
K-12 Bus Drivers
K-12 Bus Assistants/Aides
K-12 Mechanics
K-12 Secretaries
K-12 Receptionists
K-12 Secretary (clerical, administrative support)
K-12 Clerks (data entry, file, mail, records)
K-12 Business Office (non-administrator)
K-12 Communication and Media
K-12 Community Education
Instructors/Assistants
K-12 Computer Technicians/Operators
K-12 Computer Programmers
K-12 Curriculum Specialists (non-administrative)
K-12 Maintenance (Custodian, Grounds, Facilities)
K-12 Media Technology Aides
K-12 Food Service Workers
K-12 HR Specialists/Generalists
K-12 Cook/Food Preparers
K-12 Graphic Artists
K-12 Music Therapists