



# FOREST HILLS PUBLIC SCHOOLS

6590 Cascade Road, SE ♦ Grand Rapids, MI 49546 ♦ (616) 493-8805 ♦ Fax (616) 493-8559

To: All Staff

From: Christine Annese, Assistant Superintendent of Human Resources

Memo: Teacher and Support Staff COVID 19 Grant Information

The State of Michigan has established a grant through which employees can receive additional compensation for work during the 2019-2020 school year. Payment will be made directly from the Treasury Department, however, schools are tasked with gathering and verifying the information.

**December 4 is the deadline to file an appeal to the District regarding eligibility. *Employees who believe that they are eligible and have NOT received Form 5734 from the District should send a written appeal email with an explanation of why they believe they are eligible to [hazardpay@fhps.net](mailto:hazardpay@fhps.net). Appeals filed after December 4 cannot be accepted.***

The qualifications and process for payment are detailed below.

**Qualifications:** (Additional information can be found at [FAQ document](#))

- **Teachers (*up to \$500.00, prorated for less than full-time employees*)**
  - Prior to the issuance of Executive Order 2020-35 on April 2, 2020, the teacher performed at least 75% of his or her standard instructional workload in a brick and mortar classroom at a district or nonprofit nonpublic school.
  - After issuance of Executive Order 2020-35 on April 2, 2020, the teacher developed tools and methods to deliver distance learning, take-home packets, or other methods described in the district's continuity of learning plan.
  - The teacher certifies to the district, in a manner prescribed by the Michigan Department of Treasury, that he or she worked additional time spent outside of normal working hours, experienced hazardous conditions, or incurred additional costs related to ensuring students could effectively participate in their school's continuity of learning plan.
- **Support Staff (*up to \$250.00, prorated for less than full-time employees*)**
  - Prior to the issuance of Executive Order 2020-35 on April 2, 2020, the support staff employee performed at least 75% of his or her standard instructional workload in a brick and mortar classroom at a district or nonprofit nonpublic school.
  - The support staff employee certifies to the district, in a manner prescribed by the department, that he or she worked additional time spent outside of normal working hours, experienced hazardous conditions, or incurred additional costs related to providing student services during the COVID19 pandemic.

- **Timeline**

- **By November 9:** The district will send Form 5734 to all employees who are identified as working during the eligibility period, via email or U.S. mail, and will post notice on the school district's website providing information regarding the Hazard Pay grant.
- **December 4:** Potentially eligible Grant recipients must return Form 5734, the Teacher and Support Staff COVID-19 Grants Certification, confirming that they meet eligibility qualifications, to their building's or department's head secretary. The grant guidelines specifically state that employees who do not return the form by December 4 are ineligible to receive the hazard payment. **Late submissions cannot be accepted.**

December 4 is also the deadline to file an appeal to the District regarding eligibility. *Employees who believe that they are eligible and have NOT received Form 5734 from the District should send a written appeal email with an explanation of why they believe they are eligible to [hazardpay@fhps.net](mailto:hazardpay@fhps.net).* **Appeals filed after December 4 cannot be accepted.**

- **December 16:** Deadline for the district to upload and electronically submit the eligibility lists to the Michigan Department of Treasury. It is critical that staff ensure that their address is correct in the district's Payroll/HR system. To ensure that your address is correct, please go to <https://sites.google.com/a/fhps.net/payroll-lookup/>.
- **February 25:** Checks are estimated to be mailed to eligible employees at the address of residency provided on the eligibility lists by the school district. Checks will come directly from the Department of Treasury.

After reviewing this letter and the Hazard Pay FAQ, if you have questions, please email [hazardpay@fhps.net](mailto:hazardpay@fhps.net).