



Huron Intermediate School District

www.huronisd.org

Joseph W. Murphy, Superintendent

Memorandum

To: All Huron ISD Staff
From: Julie Williams-Muz, Director of Finance
Julie Toner, Human Resources Specialist
Date: November 9, 2020
RE: Michigan Department of Treasury Hazard Pay Update

The Department of Treasury grant has two applicable sections: K-12 Classroom Teachers and K-12 Support Staff. Those who qualify under the Treasury definitions as K-12 Classroom Teachers may be eligible for up to a \$500 grant from the Treasury. Those who qualify under the Treasury definition as K-12 Support Staff may be eligible for up to a \$250 grant from the Treasury. *Qualification* is determined based on an employee's position between April 2, 2020 and June 30, 2020. *Eligibility* is determined based on the certifications the employee provides on Treasury Form 5734. To qualify, employees must both be qualified and eligible. A list of positions qualified as K-12 Classroom Teacher or K-12 Support Staff is attached below.

The Department of Treasury specifically excluded Administrators (Supervisors) and Pre-K staff (32p, Early-on, and GSRP).

Staff who are *qualified* are receiving this memo and Treasury Form 5734. **You must complete this form electronically fillable PDF form and return it to jtoner@huronisd.org no later than noon (12:00 pm) on December 4, 2020. Please be advised, we will not be following up with you if we have not received your form, and late forms will not be accepted.** You must answer the certification questions honestly. Improperly and/or incomplete, filled out forms will not be returned and will not be submitted to the Department of Treasury. You must honestly certify the appropriate information in Part 1 and Part 4 and Parts 2a and 3a (Classroom Teachers) or Parts 2b and 3b (Support Staff). **You do not need to fill in your Personal Identification Code.**

If you believe you are ineligible for this grant, please disregard this communication and discard Treasury Form 5734.

This is a Treasury grant with no school district discretion as to who qualifies. The payment will come from the Department of Treasury, not the district. The Treasury department did obligate the Huron ISD to communicate, distribute, and collect the employee forms.

Administrative Office
1299 S. Thomas Road, Suite 1
Bad Axe, MI 48413
(989) 269-6406
Fax (989) 269-9218

Huron Learning Center
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(989) 269-9274
Fax (989) 269-3403

Huron Area Technical Center
1160 S. Van Dyke
Bad Axe, MI 48413
(989) 269-9284
Fax (989) 269-2844

Transition House
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Timeline:

- Nov 9, 2020: Huron ISD will provide Treasury Form 5734 to eligible employees
- Dec 4, 2020: Eligible employees will return Form 5734 to Julie Toner electronically
- Dec 16, 2020: Huron ISD submits the completed list of eligible employees to Treasury
- Feb 25, 2021: (Approximate) Treasury will make payment directly to eligible employees

The Department of Treasury has defined “classroom teacher” as a full-time or part-time teacher with an assigned class who provided continuity of learning to students during the 2019-2020 period of school closure (April 2, 2020 – June 30, 2020) that resulted from COVID-19.

The Department of Treasury has defined “school support staff” as a full-time or part-time paraprofessional aide or non-instructional staff according to the Registry of Educational Personnel (REP) who provided services to students as part of the continuity of learning plan during the 2019-2020 period school closure (April 2, 2020 – June 30, 2020) that resulted from COVID-19. Support staff does not include classroom teachers.

Substitute staff is specifically excluded. Administrators and Supervisors are specifically excluded. The Department of Treasury grant program is specific to grades Kindergarten through 12th Grade. Pre-K (32p, Early-on, and GSRP, etc.), is specifically excluded.

If you are receiving this letter, you are deemed *qualified* for the grant—based on the position you held from April 2, 2020 – June 30, 2020. This does not mean you are also *eligible*. To be *eligible*, you must also have worked by providing services to students during the 2019-2020 period of school closure (April 2, 2020 – June 30, 2020). You must also certify that you spent time outside of normal working hours, experienced hazardous conditions, or incurred additional costs related to providing services to students under the continuity of learning plan during the period of closure in 2019-2020 (April 2, 2020 – June 30, 2020) due to the COVID-19 pandemic. You will certify this, among other certifications on your Treasury Form 5734 submission.

For additional information, please see the [Frequently Asked Questions](#) and the [Grant Topics: Eligible Support Staff](#) from the Department of Treasury.

The Michigan Department of Treasury will post when grants are mailed to eligible recipients for both grant programs on the Teacher and School Support COVID-19 Grant webpage at:

www.michigan.gov/TSSC19Grants. Questions regarding the status of grant award mailings can be made to the Department of Treasury at TSSC19Grants@michigan.gov. Grant recipients are encouraged to allow at least 7 days after grants are sent for postal service delivery before contacting the Michigan Department of Treasury on questions on receipt of eligible grant funding to allow adequate time for processing and mail delivery.

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It is the policy of the Huron Intermediate School District not to discriminate on the basis of race, color, religion, national origin or ancestry, sex, gender, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its programs, activities, or employment. Inquiries regarding this nondiscrimination policy should be directed to Superintendent, Huron Intermediate School District, 1299 S. Thomas Road, Suite 1, Bad Axe, MI 48413; (989) 269-6406.



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If you do not receive your grant funding by March 5, 2021, or believe it to be wrong, you can contact the Michigan Department of Treasury at TSSC19Grants@michigan.gov.

K-12 Classroom Teachers:

K-12 CTE Teachers

K-12 Special Education Teachers

K-12 Support Staff:

K-12 Social Workers

K-12 Counselors

K-12 Occupational Therapists

K-12 Physical Therapists

K-12 Psychologists

K-12 Speech Pathologists

K-12 Instructional & Non-Instructional Paraprofessional/Aide

K-12 Special Education Instructional & Non-Instructional Paraprofessional/Aide

K-12 Special Education Teacher Consultant

K-12 Audiologist

K-12 Registered Nurse

K-12 Attendance Officer

K-12 Behavioral Management Specialist

K-12 Bus Driver

K-12 Business Office (non-administrator)

K-12 Community Education Instructor/Assistant

K-12 Computer Technician (non-administrator)

K-12 Cook/Food Preparer

K-12 Curriculum Specialist (non-administrative)

K-12 Food Service Worker

K-12 Health Services

K-12 Maintenance (Custodian, Grounds, Facilities)

K-12 Communication and Media Technology

K-12 Secretary (Clerical, Administrative Support)

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