



White Pigeon Community Schools

"Every Student—Every Day"

White Pigeon Community Schools Staff

11/9/2020

Attached is the Teacher and School Support Staff COVID-19 Grant Certification Form (Form 5734). Instructions for completing this form are attached to assist you.

Key Dates:

- November 9, 2020: White Pigeon Community Schools will distribute Form 5734, (The Teacher and Support Staff COVID-19 Grant Certification),
- December 4, 2020: Please complete this form following the directions that are on the second page of the form. It must be completed and electronically returned to Connie Wright no later than December 4, 2020. No forms will be accepted unless they are submitted back electronically via email to cwright@wpcschools.org
- December 16, 2020: The district must review all forms submitted to the Business Office to verify eligibility and then submit this list to the Department of Treasury by December 16, 2020.
- February 25, 2021: Checks are estimated to be mailed on or about February 25, 2021 by the Department of Treasury to eligible employees. These checks will be mailed directly to your home address provided on Form 5734.

Classroom Teacher Eligibility: (All requirements must apply to be eligible)

- Prior to the issuance of Executive Order 2020-35 on April 2, 2020, I performed at least 75% of my standard instructional workload in a brick and mortar classroom at a district or non-profit nonpublic school.
- After issuance of Executive Order 2020-35 on April 2, 2020, I developed tools and methods to deliver distance learning, take-home packets, or other methods described in the district or nonprofit nonpublic school's continuity of learning plan.
- I worked additional time spent outside of normal working hours, experienced hazardous conditions, or incurred additional costs related to ensuring students could effectively participate in the school's continuity of learning plan.

School Support Staff Eligibility: (All requirements must apply to be eligible)

- Prior to the issuance of Executive Order 2020-35 on April 2, 2020, I performed at least 75% of my standard instructional workload in a brick and mortar classroom at a district or non-profit nonpublic school.
- I worked additional time spent outside of normal working hours, experienced hazardous conditions, or incurred additional costs related to ensuring students could effectively participate in the school's continuity of learning plan.

The business office will verify all completed forms. All eligible forms will be submitted to the Department of Treasury on or before December 16, 2020.

For additional information about PA166 of 2020, please visit the follow website:

https://www.michigan.gov/treasury/0,4679,7-121-1751_74806_103207-541670--,00.html

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