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# SIGEL TOWNSHIP SCHOOL DISTRICT 3

## ADAMS SCHOOL

# Memorandum

To: Adams School District  
From: Candice Halifax  
Date: November 9, 2020  
RE: Michigan Department of Treasury Hazard Pay for Qualified Staff

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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 and Pre-K staff.**

Staff who are *qualified* have already received Treasury Form 5734 in a separate email. Those who are not *qualified*, but believe they meet the Department of Treasury qualifications requirement may appeal their *qualification* determination in writing to [chalifax@huronisd.org](mailto:chalifax@huronisd.org) by December 4, 2020 at 12:00 pm (noon). **Your appeal must include a written statement that you were a qualified K-12 Classroom Teacher or K-12 Support Staff between April 2, 2020 and June 30, 2020, your position title, and that you were required to work for continuity of learning for students during that time.**

If you do not meet the Department of Treasury requirements for *qualified* position, your appeal must be denied.

For your convenience, we have attached a list of qualified positions:

### **K-8 Classroom Teachers**

- K-8 Elementary Teachers
- K-8 Special Education Teachers



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## **K-8 Classroom Support Staff**

- K-8 Paraprofessional/Aide

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 are specifically excluded. Administrators and Pre-K staff are specifically excluded. The Department of Treasury grant program is specific to grades Kindergarten through 12th Grade.

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



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