

TSSC19 Grant Topics: Eligible Support Staff



The Department of Treasury has received a number of questions regarding who qualifies for the Support Staff COVID-19 Grant under PA 166 of 2020, Article 5, Section 949q. This Teacher and Support Staff COVID-19 (TSSC19) Grant Topic will focus on eligible K-12 support staff and will provide some basic examples that should allow local and intermediate school districts and public school academies (collectively referred to as districts for the purposes of this grant) to gain a better understanding of what positions qualify for the Support Staff COVID-19 Grant and meet the eligibility requirements to receive grant funding.

Support Staff Qualifications:

First, and most importantly, it is critical the district understands that only full-time or part-time kindergarten to 12th grade support staff who served as a paraprofessional, aide, or noninstructional staff according to the registry of educational personnel, who provided services to students in a district for during the 2019-2020 school year are eligible for the Teacher COVID-19 grant. Only support staff that worked for local and intermediate school districts and public school academies during the 2019-2020 school year are eligible. For the purpose of this grant, the school support staff's workload should be associated to the main work location for support staff position. The district should also note that the definition of support staff does not include substitute teachers or classroom teachers.

Eligibility Requirements:

In order to be eligible for the Support Staff COVID-19 Grant, the support staff must have been a full-time or part-time kindergarten to 12th grade support staff who served as a paraprofessional, aide, or noninstructional staff according to the registry of educational personnel, who provided services to students in a district for during the 2019-2020 school year. Additionally, they must meet both of the following criteria:

- (i) Prior to the issuance of Executive Order No. 2020- 35, the school support staff performed at least 75% of their workload in a brick and mortar school building at a district.
- (ii) The school support staff 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.

The Department of Treasury to ensure uniformity and equity, adopted Form 5734, the Teacher and Support Staff COVID-19 Grants Certification, for Support Staff to attest that they meet the requirements for eligibility. No additional written documentation is required from the support

staff to certify the grant requirements are met to the district. For audit purposes, the Department of Treasury may request documentation to support the certification at a later date.

Qualifying “brick and mortar school buildings” would include any buildings owned by the district including the district’s administrative buildings.

Below are some common examples of support staff that qualify for the Support Staff COVID-19 Grant provided the eligibility requirements are met to receive grant funding.

Example 1: Bus Drivers

Are bus drivers considered support staff eligible for the Support Staff COVID-19 Grant?

Yes, bus drivers are considered non-instructional support staff. Bus drivers who work for a district and meet the eligibility requirements are eligible for the Support Staff COVID-19 grant. It is important to note, for the purpose of this grant, a bus driver work location is considered the bus garage or school building in which they report to work. Although they are driving the bus route, their workload would be attributable to their main office location.

Example 2: School Counselors

Are school counselors considered support staff eligible for the School Support COVID-19 Grant?

Yes, school counselors that are non-instructional support staff who work for a district and meet the eligibility requirements are eligible for the Support Staff COVID-19 grant. (See Support Staff Eligibility Requirements). All support staff positions listed under special education and non-special education support personnel beginning on p. 31 of the Registry of Educational Personnel would qualify for the School Support Staff COVID-19 Grant provided they meet the eligibility requirements to receive grant funding. These may commonly be referred to collectively as the district’s ancillary staff.

Example 3: School Social Workers

Are social workers considered support staff eligible for the School Support COVID-19 Grant?

Yes, social workers that are non-instructional support staff who work for a district and meet the eligibility requirements are eligible for the Support Staff COVID-19 grant.

Example 4: School Speech & Language Pathologists

Are school speech and language pathologists considered support staff eligible for the School Support COVID-19 Grant?

Yes, school speech and language pathologists that are non-instructional support staff who work for a district and meet the eligibility requirements are eligible for the Support Staff COVID-19 grant.

Example 5: School Psychologists

Are school psychologists considered support staff eligible for the School Support COVID-19 Grant?

Yes, school psychologists that are non-instructional support staff who work for a district and meet the eligibility requirements are eligible for the Support Staff COVID-19 grant.

Example 6: Literacy Coach (Support Services Staff)

Are literacy coaches considered support staff eligible for the School Support COVID-19 Grant?

Yes, literacy coaches are considered non-instructional support staff who work for a district and meet the eligibility requirements are eligible for the Support Staff COVID-19 grant. Districts are encouraged review all non-instructional support service positions reported in the 2019-2020 REP report.

Example 7: Special Education Personnel

Are special education personnel considered support staff eligible for the School Support COVID-19 Grant?

Yes, K-12 special education personnel are considered non-instructional support staff for the purposes of this grant if they work for a district and meet the eligibility requirements are eligible for the Support Staff COVID-19 grant. Please note, if the K-12 instructional special education personnel have an assigned K-12 class, then these staff may be an eligible classroom teacher under the Teacher COVID-19 Grant. Additional information regarding the Teacher COVID-19 Grant is available in the FAQ at www.michigan.gov/TSSC19Grants.

Districts should review their 2019-2020 the Registry of Educational Personnel report submission listing staff classifications by position when reviewing the preliminary list of potential eligible Support Staff COVID-19 grant recipients. For additional information on support staff positions please refer the Registry of Educational Personnel Data Field Descriptions Manual, which is available at the following webpage:

https://www.michigan.gov/documents/cepi/REP_Data_Field_Descriptions_Fall_2020_689554_7.pdf.

For additional Teacher and Support Service COVID-19 (TSSC19) Grant information, links to statute, forms, the Frequently Asked Questions (FAQ) and to sign up for the TSSC19 Grants Listserv, please visit www.michigan.gov/TSSC19Grants.