

Hello Head Start Teachers and Teacher Aides:

If you are receiving this email, you have been identified as an eligible MCA teaching staff to receive the MI Classroom Heroes Grant payment for Head Start employees. Please note this payment will come directly from the State of Michigan (SOM) and not Macomb County.

The eligibility criteria was very specific in order to receive payment. *The eligibility time frame was for the 2019.2020 school year. For MCA, this will be an eligibility period of Sept. 5, 2019 – Aug. 31, 2020.* Employees MUST meet all of the following criteria, set by SOM, to be eligible:

1. 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.
2. 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 or nonprofit nonpublic school's continuity of learning plan.
3. 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.

Each individual payment is based on your employment status with MCA, as well as the period of time you held a permanent position as either a Teacher or Teacher Aide. Please note substitute positions, teacher or teacher aide, do not qualify for payment under the SOM grant qualifications.

The amount of the payment you receive will be based on a calculated FTE (full-time equivalent) provided by MCA. Attached please find the MCA Eligibility listing for Teachers and Teacher Aides, which includes the calculated FTE for each staff member. The MCA Eligibility Listing will also be posted on the MCA Job Posting/Employee Communications Board at Verkuilen.

Please note the maximum FTE for Teachers and Teacher Aides is 1.0 and 0.5, respectively. If you did not work for the full eligibility period, your FTE will be reduced. For instance, if you worked as a Teacher Aide Substitute from 09/05/2019 – 11/17/2019, and then transferred to a Teacher Aide from 11/17/2019 – 08/31/2020, your FTE would be 0.4, thus reducing your payment from SOM.

You have a right to appeal your eligibility and FTE calculation as follows:

1. All appeal requests MUST be in writing and emailed to Tonya.Neuman@macombgov.org.

2. Appeals must be electronically submitted by Friday, April 9, 2021. No appeals will be accepted after this date. Appeals will only be accepted electronically.
3. In the subject line of the email please note: MI CLASSROOM HEROES APPEAL
4. Please provide your name, email address, and the detailed information as to why you are appealing your eligibility and/or FTE calculation. A response will be emailed to the email address provided within your appeal request.

In order to receive your payment, you must do the following:

1. Complete Certification Form 5741 that has been attached to this email.
 - Part 1: You must complete all information in full. The name of the organization has already been entered for you.
 - Part 2: The classroom type has already been selected for you. Even if you are assigned to a blended HS/GSRP classroom, the classroom type will be Head Start.
 - Part 3a: You must certify that you have met all three criteria by checking the corresponding box. Please remember this relates to the eligibility period of Sept. 5, 2019 – Aug. 31, 2020.
 - Part 3b: You must check Yes or No. Please note, MCA Teacher Aides would qualify as a Head Start Assistant Teacher due to the definition provided by the Head Start Act: *(3) Head Start assistant teacher qualification requirements. As prescribed in section 648A(a)(2)(B)(ii) of the Act, a program must ensure Head Start assistant teachers, at a minimum, have a CDA credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential, are enrolled in a program that will lead to an associate or baccalaureate degree or, are enrolled in a CDA credential program to be completed within two years of the time of hire.*
 - Part 4: You must sign and date the form. Electronic signatures are acceptable, provided it is a true, electronic signature.

2. Scan and email the completed and signed certification to:

MCAFISCAL@macombgov.org. The form **MUST** be received no later than Friday, April 9, 2021. Only electronic submission of Certification Form 5741 to the **MCAFISCAL@macomb.gov** email will be accepted. **DO NOT RETURN THE CERTIFICATION FORM 5741 TO SOM OR HR.**

IF YOUR CERTIFICATION FORM 5741 IS NOT RECEIVED VIA EMAIL BY APRIL 9, 2021, YOU WILL BE CONSIDERED INELIGIBLE TO RECEIVE THE MI CLASSROOM HEROES PAYMENT FOR HEAD START CLASSROOM STAFF.

The SOM plans to issue all payments by June 4, 2021 and will be mailed to the address provided on the Certification Form 5741. Please contact the Michigan Department of Treasury at **TSSC19Grants@michigan.gov** if your payment is not received by June 18, 2021.

Please review the Frequently Asked Questions section of the MI Classroom Heroes Grant for Head Start Teachers website for any additional questions you may have. The link is as follows:

https://www.michigan.gov/documents/treasury/MI_Classroom_Heroes_-_GSRP_Head_Start_Adult_Edu_Young_Adult_Special_Education_-_FAQ_717165_7.pdf