

Teacher and School Support Staff COVID-19 Grant Programs Eligibility List Submission Process - December 9, 2020 Webinar with MSBO and the Dept. of Treasury

Please repeat the email to use with questions: TSSC19Grants@michigan.gov

I called the Treasury help line last week and was told that staff assigned to work with students who are reported in MSDS with grades 13 or 14 are not eligible for the grant. I did not see anything in the FAQ addressing this. Please confirm if that's correct.

Some people seem to think the "money will run out". Is there any benefit to submitting our info as early as possible? Will waiting until the due date hurt us in any way?

Robert Dwan, MSBO: https://www.michigan.gov/treasury/0,4679,7-121-1751_74806-541670--,00.html

Jessica Thomas, Treasury: The Teacher and School Support COVID-19 Grant program is only for eligible K-12 classroom teachers and support staff as defined in statute.

Can you cite the statutory definition please? *Chelan Burks Andrews, Treasury:* The Teacher and School Support COVID-19 Grant program is only for eligible K-12 classroom teachers and support staff as defined in statute.

More information can be found on the following link: https://www.michigan.gov/treasury/0,4679,7-121-1751_74806-542550--,00.html

Is the listserv info sent to us after subscribing or do we go access it somewhere? I've signed up twice and never receive any information.

We have a staff member moving at the end of this month. I assume an out-of-state address mailing address for the future will not disqualify her for the grant?

If an FTE was reported incorrectly on the REP submission will we have to submit a change in REP for the person to be eligible for the grant?

Sam, did you just say we need to add the Social Security Numbers prior to submitting our Eligibility List??

This is for last school year so their address will not impact eligibility.

My understanding is that the REP is just a starting point so if you need to change the FTE you could do that on the excel template you submit.

Is there a report we can run in REP to see full SS# to compare to the applications being submitted?

Will Treasury be pulling a report from REP to issue these, or will Treasury use the spreadsheet that the districts are submitting?

Our district's assignment code for central office is 00000. When entered into the spreadsheet it defaults to 0. Does modifying the cell to text (so I can enter in 00000) corrupts the spreadsheet for submission? If so how do we enter the assignment code?

Jessica Thomas, Treasury: SSN should be verified in the REP system as accurate, once verified indicate "Yes" in the "SSN Verified" column in the template. If the staff listed does not contain a SSN, this information must be added to the REP system. Upon the submission of the final list of eligible grant recipients to Treasury, individuals with a with a "No" value in the SSN Verified column will not have payment processed.

Chelan Burks Andrews, Treasury: https://www.michigan.gov/treasury/0,4679,7-121-1751_74806-542550--,00.html

If we submit our list on Dec. 16 and there is an error, will we get a chance to fix it and still get it submitted?

What scenario would we have a staff added yet not eligible? wouldn't we just not add them?

Is there a way we can request an extension? We have over 1,6000 grants to process and it is daunting.

Why are no ISDs on the list for submission?

Which REP should we request be reopened to make the corrections to the SSN's in error? *Jessica Thomas, Treasury:* This prepopulated report from the REP is designed to assist in the completion of the requirements for the TSSC19 Grant application. The Staff Eligibility tab, of the TSSC19 District Template, is prepopulated with the data from your 2019-2020 SY REP/NPSPR data submissions.

Can a REP authorized user sign off on the template upload?

If we add people to the spreadsheet, how do we know what REP codes to put them in at? *Chelan Burks Andrews, Treasury* Schools should utilize the REP Data Field Descriptions to determine which code best aligns with the content of the course the individual is instructing (i.e. A full-time Kindergarten teacher would be reported with Assignment Code/Description: 000ZG- K-8 Self-Contained Classroom, Assignment Category: Instructional Staff, FTE 1.0).

Will having characters in the address cause errors? Example: . - # *Alistair Ritchie, Treasury:* Special characters in the address field will not cause file errors

My school district does not show up on the Submission List

So we are requesting to reopen the 2019-2020 SY REP?

I have an fte greater than 1! She drives bus at a .38 and is a teacher .86 she is the rep twice one as instructional and once as support. So what am I supposed to do?

Our bus drivers were not included on the REP list. Do they have a PIC I can locate? *Jessica Thomas, Treasury:* A Personal Identification Code (PIC) is a unique number recorded in the Michigan Online Educator Certification System (MOECS) to safeguard an educator's privacy and ensure accuracy when matching certificate and professional learning records. Every employee who is entered into the Registry of Educational Personnel (REP) will have a PIC number on file.

If someone has a building code of 00000 for the district how would we list them on the spreadsheet? *Alistair Ritchie, Treasury:* Building codes with 00000 will be allowed. The field in Excel has to be set as text.

I was granted reopening of the 2020 REP report to correct a last name. Do I need to redo my request for the 2019 REP?

It was discussed on the listserv if you have someone doing more than one job then you select the grant that best fits them and put a 1 fte for them. Don't list them twice. *Sam Irrer, Treasury*: Correct, staff can only be eligible for one grant program.

Jessica Thomas, Treasury: Please see the following link to locate your PIC number using your MOECS account.

https://www.michigan.gov/documents/mde/Locating_PIC_518069_7.pdf

So we only pick one assignment code for that person that has multiple jobs? *Sam Irrer, Treasury*: Yes.

I didn't understand your response: "This prepopulated report from the REP is designed to assist in the completion of the requirements for the TSSC19 Grant application. The Staff Eligibility tab, of the TSSC19 District Template, is prepopulated with the data from your 2019-2020 SY REP/NPSR data submissions." Where is the prepopulated report found? *Sam Irrer, Treasury*: Please see the REP guidance for the report: https://www.michigan.gov/documents/treasury/TSSC19_Grant_Topics_-_Registry_of_Educational_Personnel_-_REP_707315_7.pdf

If we are a parochial school, do we fill out the district section or just the non public section? *Jessica Thomas, Treasury*: The District Code and District Name are prepopulated for the public-school districts, however, the District Code will not be required for the non-public school districts for the purposes of this grant.

Should we just delete a bad file uploaded? Or "revised" ie, do you want the incorrect file left up on the site? *Alistair Ritchie, Treasury*: If you upload a new file, please enter "revised" in the file name. There is no harm having both files as attachments.

I'm not sure how to check SS# in the REP ---- we only see the last four digits on every screen I'm looking at? *MSBO Member*: If you go to the personnel submitted option and look up the specific employee you will see it in the employee data section.

Will we know who does not get a check?

Should we remove eligible employees from the spreadsheet who have not submitted a grant certification form, or should we leave all eligible employees on the list for submission if they have not submitted a certification form?

Can the file be named something different as long as the format is xlsx?

Please confirm clearly..... We were told that the Spreadsheet from REP was a starting point, a tool to assist us as it had prepopulated data. We did understand that it had to be kept in same format. Are you now saying all FTE and persons on the spreadsheet have to be listed as they appear on EOY 2019-20 REP? If so, confirming that you are working for approval for it to be reopened so that we can now go in and make corrections to any FTE errors, etc, on the EOY 2019-20 report? REP and Spreadsheet have to match exactly?

If 00000 is not accepted as a building code, what can be used instead for Central Office and Transportation?

We are a nonpublic school - do we have to put in the FTE Allocation??

Where do you get the Pic number from? *Caitlin Groom, CEPI*: The PIC is tied to the employee record within the REP/NPSRP submission, or on the educators MOECS profile.

I am new to this. How do we know who the authorized rep should be? Should it be the superintendent or the finance director? *Caitlin Groom, CEPI*: Likely your HR person is your REP authorized user. If they are not aware of who the person is, you can contact cepi@michigan.gov for identifying the authorized user.

501c3 are the organizations other than Public schools and Public Service Academies, correct? Public schools and PSA are governmental organizations that are tax free, but they are not necessarily a 501c3. Although it is possible that they has applied for and received a 501c3 for specific activities. I am correct so far?

As was commented earlier, ISDs are not on the "TSSC19 Submission List" spreadsheet? Does that mean our file submission will get rejected? *Alistair Ritchie, Treasury*: ISDs are included. It might have not been reflective in the list. I will check after this call.

Does the Authorized user for this grant need to be the same person as the REP authorized user?

Does it matter if the address on the form is different than what was in the CEPI REP file?

Caitlin Groom, CEPI: The REP template does not include address, so that will need to be added to the template.

Could you please clarify if only Instructional and non-instructional staff are allow to receive the stipend?

Our district's assignment code for central office is 00000. When entered into the spreadsheet it defaults to 0. Does modifying the cell to text (so I can enter in 00000) corrupts the spreadsheet for submission? If so how do we enter the assignment code?

What do we do if our school district isn't on the list? *Jessica Thomas, Treasury*: The list referenced on this call contains Districts that have already submitted their complete list of eligible teacher and school support staff.

Can you confirm if the REP FTE must match the FTE submitted on the form?

So, if the superintendent and/or lead administrator must upload it, then they will receive all emails from Tech Support with an error? *Alistair Ritchie, Treasury*: We respond to the person submitting the eSignature.

I work for a charter school where each school is their own entity/district. When I go to download from the REP, each school downloads individually. Is there a way to do one large download? Asking for National Heritage Academies specifically... over 40 schools. *Caitlin Groom, CEPI*: There is not a way to combine the files, since data are submitted by individual district, each district will need to be pulled.

Can you confirm, does the information on the eligibility file have to match what is in REP?

Did I miss it? Confirmation we are Reopening and changing the 2019-2020 SY REP to update SSN's?

Caitlin Groom, CEPI: If you need to make updates to SSN or Name, the Fall 2020 REP/NPSRP collection can be requested to be reopened. The reopen window starts today and runs through 4pm Dec. 15th.

We are a non-profit and always submit our yearly report however we do not include information on the staff. I was told just to submit the template... do nothing in the REP system. I am now confused. Thank you for your help!

Do individuals at the central/administrative office qualify for the support staff portion of the grant as long as they aren't considered an administrator?

If we correct a SSN error in the latest REP, not the EOY 2020, is that OK?

I missed, how is the file generated? Do we contact CEPI to re-open 2019-2020 REP?

We have .36 teacher, .64 support staff member. In order to follow submitting one line do we keep .36 for the teacher line or make them 1.00 to receive \$500 or is it prorated on their .36 assignment?

We are not understanding if changes to addresses or assignment codes can be updated from the Worksheet once we upload, or if these changes all need to be made within REP prior to uploading the document? Is it just SSNs that need to be corrected within REP, or everything?

The entire Business Office does not qualify.

We submitted our file but my school district is not listed on the submission list at all.

Caitlin Groom, CEPI: All updates must be made in the REP/NPSRP prior to 4 pm on Dec. 15. Requests should be submitted following the directions:

https://www.michigan.gov/documents/cepi/Instructions_for_Reopening_the_REP_657842_7.pdf

Can you please clarify if Pre-K and paras are included or No?

Yes, please confirm and address our REP questions. Does REP have to match spreadsheet exactly? You've stated that we can add eligible persons to spreadsheet. DO they have to be added to REP?

Can you confirm, does the information (on the eligibility file have to match what is in REP? i.e. Employee Assignment Code?

The REP lists multiple FTE (.40, .60) under one assignment code, can we consolidate on our spreadsheet or does it need to be listed individually to match the REP?

Business office?

Still nothing addressed as far as an extension?

A teacher must have a teaching cert to receive the \$500 stipend? Are JROTC teachers eligible to receive the \$500 stipend?

Nonpublic schools - we do not use FTE - just double checking that we do not need to put anything in that column.

Does the fte on the submitted file have to match the REP? Do we have to update REP if our FTE is different?

What if they misunderstood and certified their forms but then said they did not work?

Alistair Ritchie, Treasury: Change the employee assignment code field to text in Excel and it will allow you to submit all "00000"s.

If special education teachers are split between another teacher's classroom and also have their own classroom, can we submit the teacher under teacher since the FTE is split and can only be on one line?

Where do we get the template for the staff? *Caitlin Groom, CEPI*: REP/NPSPR submission reports- EOY2020- TSSC19 District Template

Caitlin Groom, CEPI: The FTE may be updated in the file, specifically if the individual has multiple assignments, it does need to be rolled up into one line per individual.

Do IT staff qualify?

Does the information submitted on the file need to match REP? If so, do we need to reopen 19-20 REP submission or the latest 20-21 fall submission? *Caitlin Groom, CEPI*: The latest collection. We will use the current information in the REP (for SSN/PIC).

How do we record our maintenance dept employees?

If there isn't a SSN in REP it needs to be added?

Please clarify- did you say that the REP needs to be updated to reflect the information shown on the spreadsheet? that does not seem possible because we need to consolidate to one line.

This was not answered yet does the FTE on the submitted file have to match the REP? Do we have to update REP if our FTE is different? *Caitlin Groom, CEPI*: No, the FTE does not need to match. It is possible a portion of the employee FTE is eligible, and a portion is not.

Are principals or superintendents eligible because they definitely worked with students for remote learning and they have teacher certs? *Chelan Burks Andrews, Treasury*: No, they are not.

How do we record our maintenance dept employees?

What if the individual qualifies for a portion of both the teacher and support staff grants? How do we enter them on the template? *Chelan Burks Andrews, Treasury*: Personnel can only be submitted for one grant program.

A teacher must have a teaching cert to receive the \$500 stipend? Are JROTC teachers eligible to receive the \$500 stipend?

What about office staff?

Why don't business office staff qualify? Those codes were on the sheet.

When you say SSN Verified, are you saying make sure one is inputted in REP or check REP against internal records?

FAQ says non-instructional codes starting on page 43 and it lists maintenance.

Maintenance staff don't meet the requirement?

What allowances for errors that are discovered after the final submission window is closed. In that most of the address and SS# verification is manual, it seems probable that errors will be made

Maintenance/Custodial doesn't qualify?

Caitlin Groom, CEPI: REP/NPSPR SSN and PIC updates should occur in the CURRENT REP/NPSPR collection. The collection has closed, but is in the reopen window. Reopen requests must be submitted and signed by the Lead Admin (as listed in the EEM). The reopen window started this morning and runs through 4 p.m. Dec. 15th.

ISD employees who are Academic Coaches and Consultants - working with classrooms in local districts, can we consider as support?

So, please clarify Sam... if an employee meets the criteria certification then they would be eligible? Custodians, etc.

I would think my central office staff would qualify; just not business mgrs

Is there a possibility that there won't be enough grant funds to cover everyone who has submitted?

What about non-profits??? Do we have to submit information in REP? Or just the template? *Caitlin Groom, CEPI:* The NPSPR is available for nonpublic schools to submit. *Chelan Burks Andrews, Treasury:* The nonprofit nonpublic school will utilize the template that is available in the REP system and should be utilized for your reporting requirements. Private schools will need to first register in REP and should complete these steps on their own. Districts and nonprofit nonpublic schools should obtain a draft list of potential grant recipients beginning October 23, 2020, based upon 2019-2020 school filings to CEPI as presented in the Registry of Educational Personnel (REP), or Nonpublic School Personnel Report (NPSPR). Districts and nonpublic schools that reported in the 2019-2020 school year will have reported data prepopulated in the TSSC19 District Template, available within the REP/NPSPR system, under Submission Reports. Please note, if a school district or nonprofit nonpublic school is not registered in the REP, this additional step must be completed first. Please see instructions for obtaining the TSSC19 template

https://www.michigan.gov/documents/treasury/TSSC19_Grant_Topics_-_Eligible_Support_Staff_706737_7.pdf

Central office is not K-12

No, it says specifically in the FAQs that entire Business Office is not eligible.

Instructional Coaches are not included correct?

They were here and passing out lunches, etc

What about central office staff that worked extra hours during the pandemic? such as handing out equipment to parents, handing out food, etc

Based on the Non-instructional codes listed on the FAQ document, most of my central office staff and secretaries DO qualify unless they are a supervisor/administrator. Now you're saying they don't qualify? I'm confused.

Central office is a brick and mortar building and people met the certifications.

It says business officials don't qualify.

We are reporting information for the 19-20 school year. the rep opening is for the current year. How is entry on the fall 20 REP correcting information for last year?

Administrative offices are including in the support staff info on TSSC guidance.

Bus Drivers? *Chelan Burks Andrews, Treasury*: Additional guidance on eligible support staff is contained in the recently issued TSSC19 Grants Topics -Eligible Support Staff at the following link:

https://www.michigan.gov/documents/treasury/TSSC19_Grant_Topics_-_Eligible_Support_Staff_706737_7.pdf

IF wrong social security number is in REP, I requested the REP to be reopened to correct this. If I need to do anything more, please advise. *Caitlin Groom, CEPI*: If the SSN is now correct in REP, there is nothing more you need to you, other than update the template to indicate the SSN is verified.

Again, remember that the REP is a starting point and just because someone is on the REP does not make them qualify. The FAQs is a great tool to determine who qualifies.

Sam keeps mentioning that the people need to be in the REP. Do the codes entered in the upload have to match the codes entered into the December REP? I wouldn't think so, because the December REP wouldn't cover the time period of April - June 2020. We cannot edit the assignment codes in the June 2020 REP... Or, is that commentary about people in the REP just related to names, SSN, and PIC but NOT REP assignment code? *Caitlin Groom, CEPI*: The assignments may be updated in the template, which may not align with the EOY REP reporting. The Fall 2020 should not be updated with corrections made to the template, as you are correct, it does not align the same time period.

Do we need to request reopen?

What is the link to reopen REP?

Qualifying "brick and mortar school buildings" would include any buildings owned by the district including the district's administrative buildings.

Our Central Office personnel distributed technology and supported students or kept the district running during the period of closure, am I understanding that they are not eligible.

I may have missed this. If an employee has two assignments and the FTE totals 1.0, do we just delete one assignment? Do we change the FTE to 1.0?

Some of the FAQ questions, if taken literally, #25 #27 do not jive with what was just stated. ISD Center Based Programs are 19-26 year old, not graduate programs, and part of the ISD. These are all K-12 teachers and the students generate FTE.

What is the best way (report, etc.) to verify SSN and PIC in rep? OR is that explained in detail on the videos or other resources on the DOT's website?

Is it the June 2020 REP or the Fall 2020 REP that we would be adjusting for this technical review?

Just correct the incorrect social security number in Fall collection correct? Not the EOY REP?

Looking for guidance -- do mid-year hires qualify for the grant?

Caitlin Groom, CEPI: The REP/NPSRP reopen window is currently open. All updates must be made in the REP/NPSRP prior to 4 pm on Dec. 15. Requests should be submitted following the directions:

https://www.michigan.gov/documents/cepi/Instructions_for_Reopening_the_REP_657842_7.pdf

Should schools with 2 building codes combine the list of teachers from both into one spreadsheet?

Caitlin Groom, CEPI: Assignments that were incorrect in the template, based on the EOY 2020 REP submission, should be updated in the template. If the individual is still serving in that position, the assignment should be updated in the Fall REP as well.

Why doesn't CEPI reopen the REP for all Districts during this time instead of making us all go through the re-opening process? *Caitlin Groom, CEPI:* The REP deadlines are legislatively mandated, so we require Lead Admin acknowledgement and sign off on the request.

I'm still getting conflicting answers on Central office staff/secretaries. They qualify based on the Non Instructional codes in the FAQ, but are also business office employees.