




DAVISON COMMUNITY SCHOOLS

MEMORANDUM
November 4, 2020

TO: DCS All Staff

FROM: Matthew Lobban, Assistant Superintendent 

RE: Next Steps: Applying for Teacher and Support Staff COVID-19 Program ("Hazard Pay")

As a follow-up to the Teacher and Support Staff COVID-19 Grant Programs memo I sent on Monday, November 2, 2020, I'm providing additional information on the next steps in the application process. The District has done an initial review of the State-provided list of potential grant eligible employees from 2019-2020. By November 9th, 2020, we will be sending hardcopy documents to all the potential grant eligible individuals who have been identified from this list. The information in the documents that will be provided will contain pertinent information for successfully completing the grant certification [form 5734 linked here](#), as well as the actual form.

An eligible classroom teacher must have been a K-12 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 that resulted from COVID-19. Eligible school support staff must have been a K-12 full-time or part-time para-professional, aide, or non-instructional staff, according to the registry of educational personnel, who provided services to students during the 2019-2020 period of school closure that resulted from COVID-19. Additionally, a teacher or support staff, prior to the issuance of Executive Order 2020-35 on April 2, 2020, must have performed at least 75% of their workload in a brick and mortar building, and 1) worked additional time spent outside of normal working hours, 2) experienced hazardous conditions, or 3) incurred additional costs related to providing student services during the COVID-19 pandemic.

If you receive the documents mentioned above from the District, then you have been identified as a potential grant eligible recipient. Please complete [form 5734](#) when it arrives and return it to the personnel office by **December 4, 2020**. Let this email serve also as notice that if you don't receive the aforementioned documents from the District, and are a classroom teacher or support staff and believe you are grant eligible based on the above criteria, or that the FTE calculation provided is incorrect, you have the opportunity to appeal in writing to the DCS personnel office or mlobban@davisonschools.org by **December 4, 2020**.

Attachment: Form 5734

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