



*Michigan Department of*  
**TREASURY**

**Teacher and School Support COVID-19 Grant Programs**

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**Grant Program Eligibility List Submission Process**

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December 9, 2020

# Agenda

- Treasury Update and Key Dates
- Review of the TSSC19 Grant Programs Eligibility List Submission Process
- Overview of the Eligibility List Submission Process
- Questions and Answers

# Treasury Update

- Outreach
- Supplemental Guidance Issued
- Additional Treasury Resources
  - TSSC19 Grant Topics: Eligible Support Staff
  - TSSC19 Grant Topics: Registry of Educational Personnel – REP
  - TSSC19 Grant Programs Full Time Equivalent Memo
  - TSSC19 Instructional Video
  - TSSC19 Grant Excel Submission System
  - Upgrades to Grant Excel Submission Webpage
- Listserv Subscription

# Key Dates

- **December 4 – December 16:** Districts must review Form 5734, the Teacher and Support Staff COVID-19 Grants Certification, and compile finalized eligibility lists for both grant programs, retaining a copy of Form 5734 fully executed for each eligible recipient.
- **December 16:** Deadline to upload and electronically submit the eligibility lists to the Michigan Department of Treasury using the TSSC19 submission system.

# Key Dates

- **December 16 – February 25, 2021:** Michigan Department of Treasury will be reviewing eligibility lists and contacting districts to correct errors in the submitted template/attachments.
- **February 25:** Checks are estimated to be mailed on or about February 25, 2021 to the address of residency provided on the eligibility lists by the school district or nonprofit nonpublic school.

# Submission Process

# TSSCI9 Grant Excel Submission

- The purpose of the TSSCI9 Grant Submission System is for school districts and nonprofit nonpublic schools to submit their final list of eligible classroom teachers and support staff to the Michigan Department of Treasury.
- Prerequisites to Submission
  - Authorized Representative for the District
  - Reviewed Instructions for Submission including video
  - Completed the TSSCI9 District Template Excel spreadsheet
  - Excel Template layout has not been modified prior to submission

# TSSC I 9 Grant Excel Submission Topics

- File Preparations and Requirements
- Start the Submission
- Esigning the Form
- File(s) Uploading
- Corrections if Needed



# Teacher COVID-19 Grant and Support Staff COVID-19 Grant Programs Contact Information

- **General Questions:** [TSSC19Grants@michigan.gov](mailto:TSSC19Grants@michigan.gov)
- **Technical Support with Submission:**  
[Treas-TSSC19-Technical-Support@michigan.gov](mailto:Treas-TSSC19-Technical-Support@michigan.gov)
- **Registry of Educational Personnel Questions**  
[CEPI@michigan.gov](mailto:CEPI@michigan.gov)
- **General Program Questions**
- **Phone:** 517-241-6000
- **Web:** [www.michigan.gov/TSSC19Grants](http://www.michigan.gov/TSSC19Grants)

# **TSSCI 9 Questions and Answers**