



November 5, 2020

To: All Staff

Re: COVID-19 Hazard Pay Grant

Pursuant to [Public Act 166 of 2020](#), legislation was passed that appropriated funding for the Teacher COVID-19 Grant and School Support COVID-19 Grant Programs (commonly known as the Hazard Pay Grant). The grant will pay \$500 to eligible teachers and \$250 to eligible support staff who worked from 4/2/20 through 6/30/20.

In reviewing the grant language, our central office determined that some employees are not considered eligible. However, Comstock Public Schools would like to make sure ALL of our employees who worked during that time period will receive this stipend. If an employee is not eligible for the Treasury stipend, then the district will pay out their stipend using federal Coronavirus Relief Funds. Certified staff will receive \$500. Non-certified staff will receive \$250.

ALL CPS employees and third-party employees who worked from 4/2/20 through 6/30/20 need to complete [Form 5734](#) and send it to Andy Birt, HR Coordinator, in the central office or scan and email it to him at birta@comstockps.org. The central office will go through each form to determine if the employee meets eligibility for the Treasury stipend or the District stipend.

YOU MUST SUBMIT THE FORM 5734 TO BE CONSIDERED FOR THIS STIPEND! THE DEADLINE TO SUBMIT YOUR FORM TO CENTRAL OFFICE IS 12/4/20.

For further information regarding the grant through Treasury, please click the following link: https://www.michigan.gov/treasury/0,4679,7-121-1751_74806_103207-541670--,00.html

Other details:

To be eligible for PA 166, all employees must meet the following requirements:

- Employed and working on or before April 2, 2020.
- With exception of bus drivers, they must have spent at least 75% of time in a CPS building.
- Continued employment through the end of the school year.

The 5734 Form requires your PIC Number



How to locate your PIC if you are a teacher:

1. PIC Numbers are in Infinite Campus and MiSuite, check with your AA. OR,
2. Visit <https://mdoe.state.mi.us/MOECS/login.aspx>
3. Enter your username and password and press “Log In”.
4. On the “Welcome to MOECS” screen, you will see your PIC under your personal information.
 - a. If you do not know your username or password, click on the “Login Assistance” button.
 - b. Complete the short “Account Search” form and click on search.
 - c. If your account exists, you will see a green “Account Found” text. If you click on the “Send My Account Information” button, the system will generate an email to you.
 - i. In that email, you will scroll to the last paragraph before the Michigan Department of Education address. Your PIC should be in bold print.
 - ii. Also, in this email, you may click on the link to reset your password if you would like.
 - d. If your account does not exist, you will need to select “Create Initial Account” and go through the steps to create an account. This is a required account for teachers that will be used to track SCECH’s for recertification.

For Non-teachers, please contact your building AA to look up your PIC number in Infinite Campus.

Please reach out to Andy Birt with any questions.

COMSTOCK PUBLIC SCHOOLS

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