

# Maine Department of Education

## Office of Federal Emergency Relief Programs

Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSA Act)

Emergency Assistance to Non-Public Schools (EANS)

*Reference Guide: Provides information to help understand the process, location of forms, and contact information.*

## STAFFING REQUEST PROCESS

Hire and employ contract staff to maintaining education and support services needs for remote, hybrid learning, and/or addressing learning loss.

### STEP:1 NON-PUBLICS STAFFING REQUEST TO MDOE

- Non-Public School completes the Staffing Request excel file and submits to [EANSProgram.DOE@maine.gov](mailto:EANSProgram.DOE@maine.gov)
- Follow the link to obtain your copy of the Staffing Request Excel File <https://www.maine.gov/doe/covid-19/fedrelief#eans>
- Updating Current Staff Request: Update your Staffing Request by highlighting new and/or updated information in yellow. Be sure all current staff members are listed on all updated staffing requests. Staffing Requests will not be back dated and the anticipated employee start date will no less than five business days after the date of submission to MDOE. A staff member may not begin work until approved by MDOE staffing vendor.
- Staff members are not eligible to work more than 40 hours a week per position. If a staff member holds two or more positions they are viewed as separate forms of employment and are not eligible for overtime.

### STEP 2: ATLANTIC STAFFING TO EMPLOYEE

- ME DOE reviews, approves, and submits Staffing Request excel file to Atlantic Staffing to begin the hiring process.
- Atlantic Staffing contacts employee (using information provided in Staffing Request file) and sends hiring paperwork to staff.
- Employee completes hiring paperwork and sends back to Atlantic Staffing for entry into payroll system.
- Atlantic Staffing enters employee into payroll system and employee is ready to begin employment.

*It is recommended, upon employee completion of paperwork and submission to Atlantic Staffing, employee notifies hiring supervisor to begin employment.*

## TIMESHEET PROCESS

- Follow the link to obtain your copy of the Timesheet Excel File <https://www.maine.gov/doe/covid-19/fedrelief#eans>
- Timesheet must be completed and signed by employee and supervisor.
- Supervisor submits the completed timesheet to [EANSProgram.DOE@maine.gov](mailto:EANSProgram.DOE@maine.gov)
- Timesheets are due every Friday by 5:00 pm.

*Timesheets can be sent with multiple attachments but please be sure that each attachment contains one timesheet for each employee.*

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