



SOUTH CAROLINA

STATE DEPARTMENT OF EDUCATION

Federal Requirements for LEAs Using Title II, Part A Funds to Compensate Personnel *(Documentation is required when LEAs use federal funds to compensate employees)*

Semi-Annual Certification

When a LEA pays an employee's salary/benefits from one federal grant (for example, Title II, Part A), the charges for the salary/benefits must be supported by semi-annual certifications that the employee worked solely on activities appropriate for the grant program for the period covered by the certification. A periodic certification must 1) be completed semi-annually (at least every six months), 2) be completed after the fact, and 3) be signed by the employee or the supervisory official having first-hand knowledge of the work performed by the employee (printed name must accompany signatures in order to determine who completed the form).

Semi-Annual Certification
(Staff working solely on one Federal cost objective)

This is to certify that _____ worked solely on Title II,
(Employee's Name)

Part A allowable activities during the time period _____ through
(Date)
_____.
(Date)

This form must be signed by either the employee or a supervisory official having first-hand knowledge of the work performed by the employee.

Signature of employee

Printed name of supervisor

Date

Signature of supervisor

Date

References

2 C.F.R. Part 200 (§200.430(i)) USDE Policy Letter *Actions to Ease the Burden of Time and Effort Reporting* (September 2012). Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semi-annually and will be signed by the employee or supervisory official having first-hand knowledge of the work performed by the employee.