D External Funding Titles I & II HIS

SEMI-ANNUAL CERTIFICATION FORM

Campus	Name:
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Campus Number:

To be completed by the supervisor having full knowledge of how the employee(s) time was spent.

hereby certify that for the period of January 1, 2015 through June 30, 2015. The Ι, following employees worked solely on activities allowable under federal programs.

Principal/Supervisor Signature

Date

EMPLOYEE NAME	EMPLOYEE POSITION TITLE	FEDERAL FUNDING SOURCE (i.e. Title I, Title II, etc.)

To determine whether you may qualify under the Ed-Flex Statewide Administrative Waiver to be exempt from completing a semi-annual certification, refer to the footnote section below.1

¹ Employees whose salaries are paid 100 percent with Title I, Part A funds <u>must</u> work 100 percent of their time under this single-cost objective and maintain a job description, which clearly shows that the employee was assigned 100 percent. This also includes extra-duty, hourly and summer school pay funded out of state and federal program grant funds (SR1).

² Employee semi-annual certifications must be signed and submitted at least twice a year. These certifications must be after-the-fact and must cover in combination the entire year worked. Moreover, the semi-annual certification is the only time and effort record that allows the immediate supervisor's signature in lieu of the employee's signature.

To be completed by the supervisor having full knowledge of how the employee(s) time was spent.

I, hereby certify that for the period of <u>January 1, 2015</u> through <u>June 30, 2015</u>. The following employees worked solely on activities allowable under federal programs.

Principal/Supervisor Signature	Date

EMPLOYEE NAME	EMPLOYEE POSITION TITLE	FEDERAL FUNDING SOURCE (i.e. Title I, Title II, etc.)

To determine whether you may qualify under the Ed-Flex Statewide Administrative Waiver to be exempt from completing a semi-annual certification, refer to the footnote section below.¹

¹ Employees whose salaries are paid 100 percent with Title I, Part A funds <u>must</u> work 100 percent of their time under this single-cost objective and maintain a job description, which clearly shows that the employee was assigned 100 percent. This also includes extra-duty, hourly and summer school pay funded out of state and federal program grant funds (SR1).

² Employee semi-annual certifications must be signed and submitted at least *twice* a year. These certifications must be *after-the-fact* and must cover in combination the entire year worked. Moreover, the semi-annual certification is the only time and effort record that allows the immediate supervisor's signature in lieu of the employee's signature.