



Georgia Department of Education

Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"

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 (often called Periodic 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 periodic 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, 3) account for total activity (not just that of one fund source, and 4) 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).



Georgia Department of Education

Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"

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

Time period: _____ through _____

I certify that the employees listed below worked solely on: _____
(Cost Objective, i.e., Title I, Part A)
during the time period indicated above.

This form must be signed by a supervisory official having first-hand knowledge of the work performed by the employees listed below.

Name of Employee
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
Supervisor (Print Name)
Supervisor Signature
Date

References

OMB Circular A-87, Attachment B, Paragraph 8.h.(3) (codified in 2 CFR Part 225)

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.