**Semi-Annual Certification of Time**

**Sole Source of Funding**

Federal rules require employees whose salaries are paid from a single federal program or work on a single cost objective file written documentation at least twice a year certifying that the employee’s actual duties are consistent with the specific federal program requirements from which their salaries are paid. The signed forms should be kept on file with the district’s Human Resource Department.

Employee’s Name Date

District # District Name

School Social Security # or Employee # (opt’l)

Check: First Semester Second Semester

Check: Full Time Part Time

Job Title: (i.e. teacher, parent liaison, paraprofessional)

Check from which federal program your salary is paid:

Title I, Part A Improving Basic Programs Operated by State and Local Educational Agencies

Title I, Part C Migrant Education

Title II, Part A Supporting Effective Instruction

Title III, Part A Language Instruction for English Learners and Immigrant Students

Title IV, Part A Student Support and Academic Enrichment Grants

Title IV, Part B 21st Century Community Learning Centers

Other—Specify which program:

I agree that the job duties to which I am assigned and engaged support the activities in the one federal program identified above.

Employee’s Signature

Supervisor’s Signature