TITLE I POLICY - CERTIFICATION OF WAGES AND BENEFITS PAID BY FEDERAL PROGRAMS
(As per requirements of OMB Circular A-87)

Programs that are funded through Federal sources are obligated to meet Federal guidelines. If Federal funds are used for an employee's salary, the employee is required to record time spent working in a Federal program as hours worked through means of "positive time reporting" or "time and effort reporting."

A complete list of all wages and benefits paid by any federal program will be reviewed by the Federal Program Coordinator at least semi-annually. This list will contain the name of each employee paid with federal funds, the FTE charged to the federal program, as well as the salary and benefits costs charged to the program. After reviewing all program information on the list for accuracy, the Federal Program Coordinator will sign and verify that he/she has reviewed all the information and that it is accurate.

Individuals who work in more than one district program, and are presently working in at least one federal program, will keep a personal activity report that shows days worked and hours worked in any federal program. These signed reports will be reviewed monthly and signed by the Federal Program Coordinator to verify accuracy.

For individuals who work only in one federal program, wages and benefits will be reviewed semi-annually by the Federal Program Coordinator. The individuals will verify and sign the report that states they have been solely employed in that federal program during the semi-annual time period. These signed reports will be reviewed and signed by the Federal Program Coordinator to verify accuracy.

The signed certifications will be kept as the District's record of compliance with the requirements of OMB Circular A-87.

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ADOPTED: December 16, 2008   Reviewed: April 17, 2012   Reviewed: May 17, 2016