

## Semi-Annual Certification Guidance

The Federal Programs Division of the Wyoming Department of Education (WDE) has recently requested, and been provided, more specific guidance with respect to the semi-annual certification requirement in school districts.

Based on this guidance, districts have two options for completion of the certifications. In order to complete semi-annual certifications, employees must be working on a **single cost objective** (i.e. Title I, Title II, etc.). If an employee is working on a **single cost objective**, but is paid by two separate funds (i.e. partly from general funds and partly from federal funds), that employee may still complete semi-annual certifications, rather than time and effort logs. Please see below for two options regarding semi-annual certifications. The WDE will accept either method so long as the district is consistent with every employee who is required to complete the certifications.

### **Method 1:**

When an employee works solely on a single cost objective, the requirement is that the certification be prepared 'at least semi-annually'. As such, so long as certifications are completed accounting for 100% of one's time throughout the year, and they are done 'at least semi-annually', it is permissible to complete them for periods shorter than six months (the period of the employee's contract, if preferred). For this option, the district may certify for shorter periods of time throughout the **contract year** of the employee; however, the district must account for all time worked (see Sample Method 1).

### **Method 2:**

Maintain the current method of requiring that all semi-annuals cover the period January 1-June 30 and July 1-December 31. To avoid confusion with dates and employee contracts, the district has the option to include on the semi-annual certification a comment regarding the contract period (Please note that this is an option, and the comment is not required). Even though the period may be less than the six month period, it would not change the ability to certify that the employee spent 100% of his/her time during those six months working on the given cost objective. With this method, any language added cannot alter the required statement, **that 100% of the time worked during the period was on the given single cost objective**. (The sample method 2 example provided does not have any added language regarding the contract dates. Please see Sample Method 2.)

### **Semi-Annual Certification Requirements:**

In either case, the semi-annual certifications must be signed and dated by the employee and **direct** supervisor (i.e. principal) **after** the period worked. If, for some reason, the employee is no longer employed at the time the document must be signed, a **direct** supervisor (i.e. principal) must sign the form and keep the certification on record. **It is not necessary that the employee sign; however, the direct supervisor signing the document must have knowledge that the employee did adhere to the cost objective work.** If the district realizes that past certifications were prepared improperly, then re-creation of the document, i.e. fixing the errors, is allowed. In this case, back dating is not allowed, and the date the employee/supervisor signs the new document is the date that must be used.

### **Additional information:**

If an employee works on more than one cost objective (i.e. Title I and Title III), and is funded from more than a single federal fund or federal and state or local funds, time and effort logs (also called Personnel Activity Reports or PARs) are required, and semi-annual certifications may not be used.

If a district has an employee who works on a federal cost objective, either 100% or less, but is paid with state or local funds (not federal funds) for that work because there are not sufficient federal funds available to pay that employee's salary, it is recommended that, for the employee working 100% on a single federal cost objective, the semi-annual certifications be completed. If the employee is only working part of his/her time on a federal cost objective, then time and effort logs should be completed. The reasoning behind this is that if the district gets an increase in funding in the federal cost objective area, it may use those extra federal funds to pay part or all (if appropriate) of the employee's salary and avoid supplanting. If no documentation, such as the semi-annual certifications or time and effort logs, is available, this could be considered supplanting. The documentation is required to avoid the supplanting issue.