
FEDERAL PROGRAMS TIME AND EFFORT PROCEDURES

An employee whose salary and wages are supported, in whole or in part, with Federal funds is required to document their time spent working on Federal Programs. The submitted documentation is used to ensure that charges reflect an accurate account of the employee's time and effort devoted to each Federal Program [(Appendix B of 2 C.F.R. Part 225 (formerly OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments)].

100% Certification Letters

Step 1: Finance generates a Gross Employee Salary Report for employees paid with any federal funds. Reports are generated semi-annually.

Step 2: Finance verifies report and gives to Federal Programs Liaison.

Step 3: Federal Programs Liaison prepares letters and distributes by cost center.

Step 4: Listed personnel and administrator/supervisor date and sign letter. Letters are returned to Federal Programs Liaison.

Step 5: Returned letters are reviewed and signed by the Federal Programs Liaison.

Step 6: Letters are submitted to Chief School Financial Officer for final approval and signature.

Step 7: Letters are returned to Federal Programs department. Each letter is uploaded to eGap and hard copies remain on file.

Professional Development

Sign-in sheets and/or leave forms will be kept on record for all activities which may require the employees to be away from their assigned schools.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED:
LEGAL REF.:

TO: Title I Principals

FROM: Laura Phillips, Federal Programs Liaison

DATE: _____

RE: Personnel Paid 100% from Title I or Title II Funds

DATES FOR SEMESTER: _____

This letter of certification verifies that the following teachers and paraprofessionals are 100% paid from Title I or Title II funds and work in Title I funded school for the school year 2021-2022.

Your signature below will certify that you are in agreement:

School _____ Date _____

Teacher _____ Signature _____

Principal _____ Signature _____

Federal Programs Liaison Laura Phillips Signature _____

CSFO Robby Jordan Signature _____

TO: Title I Principals

FROM: Laura Phillips, Federal Programs Liaison

DATE: _____

RE: Personnel Paid 100% from Title I or Title II Funds

DATES FOR SEMESTER: _____

This letter of certification verifies that the following teachers and paraprofessionals are paid from the following fund sources and work in Title I funded schools for the school year 2021-2022:

Fund Source 1: Amount/%:

Fund Source 2: Amount/%:

Your signature below will certify that you are in agreement:

School _____ Date _____

Teacher _____ Signature _____

Principal _____ Signature _____

Federal Programs Liaison Laura Phillips Signature _____

CSFO Robby Jordan Signature _____