

**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 _____

An Equal Employment/Educational Opportunity Agency

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 SW Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201

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