



Brad Bryant, State Superintendent of Schools

## **Semi-Annual Certification Form Instructions**

### **Who should complete the form?**

Employees who work solely on the 21<sup>st</sup> CCLC program and are paid solely with 21<sup>st</sup> CCLC funds need to complete this form. If the employee works on multiple programs and is paid from multiple fund sources they do not need to complete this form. Since these employees work on multiple cost objectives, they need to complete a personnel activity report (PAR) rather than a semi-annual certification.

### **How do I complete the form?**

Write the employee's name in the first blank on the form. On the second blank write the beginning date of the time period worked. On the third blank write the ending date of the time period worked. If an employee worked the entire year on the 21<sup>st</sup> CCLC program then there should be no breaks in the dates on the certification forms. For example, if the first certification covered the period of January 1 through June 30, then the second certification should cover the period of July 1 through December 31.

### **Who should sign it?**

Have either the employee or a supervisor having first-hand knowledge of the work performed by the employee sign and date the form. File the form in the employee's personnel file. This form needs to be made available for Georgia Department of Education staff, U.S. Department of Education staff, and external auditors when requested.

### **Why is the form needed?**

Federal regulations require that employees who work solely on a single Federal award or cost objective, such as the 21<sup>st</sup> CCLC program, complete a semi-annual certification. Federal regulations require that charges for the employee's salaries and wages need to be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications need to be prepared at least semi-annually and need to sign by the employee or supervisory official having first-hand knowledge of the work performed by the employee.

**How Often?**

This certification must be completed at least twice a year for employees who work for the entire year. It is permissible, to complete the form more often than every six months.

*Example 1:* If an employee works an 11 month period, a certification should be done for the first six months of the period and one for the last five months.

*Example 2:* If an employee works for less than six months (e.g. three months in the summer) then a certification should be done for those three months.

**Do contractors need to complete this form?**

No.

**If the employee is paid hourly or works part-time do they need to complete this form?**

Yes. Both hourly employees and part-time employees need to complete this form if they spend 100% of their time working on the 21<sup>st</sup> CCLC program. In addition to completing a semi-annual certification, all hourly employees, regardless, if they are full-time or part-time, should have timesheets to document the number of hours worked on the 21<sup>st</sup> CCLC program.