



TIME & EFFORT CERTIFICATION

FAQs

ACRONYMS

- BEA Basic Education Act
- CFR Code of Federal Regulations
- ED US Department of Education
- NDE Nebraska Department of Education

TOPICS

- School Reporting
- Stipends, Supplemental Contracts, Extra Time and Substitutes
- Administrators
- Substitute System
- Common Errors
- Additional Questions
- Examples

Schoolwide Reporting

- Is time and effort documentation required for staff working in a building that has a schoolwide program in place?
 - Yes. For staff charged solely to federal/state/local funds that have been combined in a schoolwide program, time and effort reporting requirements may be met by using a semi-annual certification for each such employee or a semi-annual certification listing all such employees. For any building employee(s) charged, in whole or in part, to federal/state/local programs that have not been combined in the schoolwide program, time and effort must be reported using monthly PARs.

Schoolwide Reporting (cont'd)

- Which employees working in a Title I, Part A schoolwide building should be included on a group semi-annual certification for purposes of meeting the federal time and effort requirements?
 - Semi-annual certifications are required for all staff charged 100% to funds that are combined in a Title I, Part A schoolwide program. To satisfy this requirement, districts may prepare group semi-annual certifications that list all staff who work 100% on the schoolwide program for the period of the certification. Such group certifications must be signed and dated by a supervisor with first-hand knowledge of the employee's activities (e.g. the principal) at the end of the certification period.

Schoolwide Reporting (cont'd)

- What funds can be combined in a schoolwide program?
 - State General Education Funds
 - Local Levy, including Levy Equalization
 - Title I, Part A Improving Basic Programs
 - 21st Century Schools
 - Title II, Part A Highly Qualified Teachers and Principals
 - Title II, Part D Enhancing Education Through Technology
 - Title III, Language Instruction for LEP and Immigrant Students
 - Title IV, Part A Safe and Drug Free Schools (carryover only)
 - IDEA, Part B – restricts the amount to the proportion of funding for students with disabilities attending the schoolwide campus
 - Carl Perkins Vocational and Applied Technology

Schoolwide Reporting (cont'd)

- What funds cannot be combined in a schoolwide program?
 - State Special Education “excess cost”
 - State Transitional Bilingual
 - State Highly Qualified
 - 1-728 Funds
 - State Focus Assistance
 - Readiness to Learn
 - Washington Reading Corp
 - State Transportation
 - Federal funds not flowing through ED
 - Ed Jobs

Schoolwide Reporting (cont'd)

- Are employees funded entirely with state general education funds that have been combined with a schoolwide program required to complete time and effort reports?
 - Yes. ED guidance regarding Title I, Part A schoolwide programs provides that fund sources combined in a schoolwide lose their individual identities and are considered a single cost objective for time and effort reporting purposes. Employees working entirely on activities related to programs combined in the schoolwide program, even though charged only to BEA funds, must comply with time and effort requirements, but may do so using a group semi-annual certification.

Stipends, Supplemental Contracts, Extra Time and Substitutes

- Is time and effort required for stipends, supplemental contracts, and/or extra hours charged to federal awards?
 - Yes
 - Sign-in/attendance logs may be used as time and effort documentation for extra hour pay related to a single cost objective (e.g. pay for math/science training charged to Title II, Part A)
 - A signed supplemental contract that stipulates a specific single cost objective duty/assignment may be used as time and effort documentation (e.g. pay for supplemental, after school reading instruction charged to Title I, Part A), provided there is evidence the contract has been fulfilled.
 - Multiple cost objective supplemental contracts/stipends must be supported by time and effort reports documenting actual time spent on each objective (e.g. pay for a supplemental contract to administer a summer school program serving Title I, Part A and special education eligible students may be charged to Title I, Part A and special education only if supported by a time and effort report).

Stipends, Supplemental Contracts, Extra Time and Substitutes (cont'd)

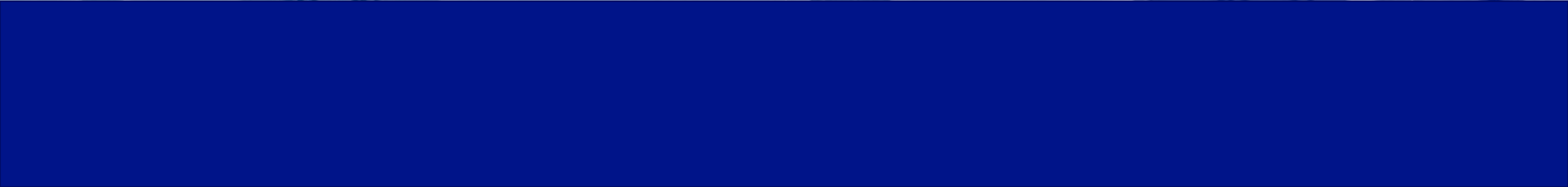
- A signed time sheet submitted for extra hour pay may be used as time and effort documentation as long as claimed hours are reported by cost objective.
- How should time worked by substitutes on federal grants be documented?
 - The time and effort documentation expected depends on the length of time the individual is replacing the regular teacher. As a rule of thumb, if the regular teacher is gone for a month (pay period) or more, the substitute should sign a time and effort report for his/her activities. If the regular teacher is gone less than a month, the teacher's signature on the time and effort report is enough to cover both the substitute and regular teacher providing the activities of the position did not change for the period the substitute worked. If the activities differed, the substitute must sign the time and effort report. If substitutes are paid from a non-federally funded pool, no time and effort is required for the substitute.

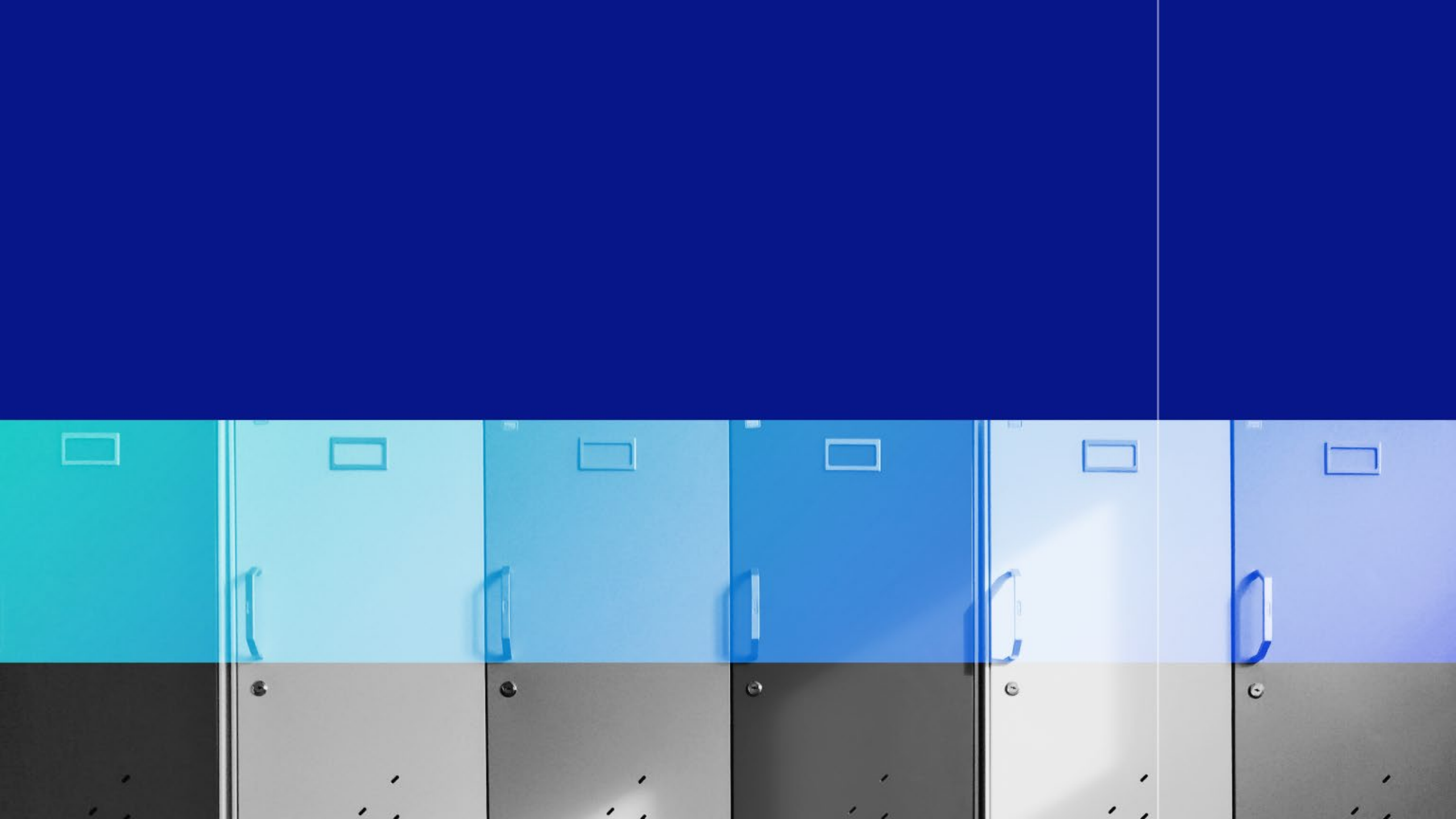
Administrators

- Can administrators charge time to federal programs?
 - Yes and No
 - Federal program directors may charge time to federal programs as long as they maintain monthly time and effort documentation reflecting actual time worked on each federal and state program under their supervision.
 - Chief Executive Officials are considered a general government cost and generally may not charge time to federal awards (pursuant to the supplement, not supplant provision). The only exception to this rule is when any such official has specific program administration or direct student service duties and documents actual time spent in the performance of those duties by completing monthly time and effort records.















Thank you!