

How to Complete the Bi-Annual Certification of Funding & Time Allotment

The Bi-Annual Certification of Funding & Time Allotment verifies that an employee whose salary is funded 100% from a single federal program worked solely on activities supported by that funding source during the reporting period. This certification is required to ensure compliance with federal grant requirements and proper use of federal funds. This form is complete twice a year.

Gather the following information before starting the form:

- Employee Name
- Position/Title
- Site
- Duty Hours
- Program Title
- Resource Code

Reporting Period 1: July 1 – December 31

Complete the form after December 31.

Reporting Period 2: January 1 – June 30

Complete the form on the employee's last contracted workday of the school year.

Step-by-Step Instructions

Step 1: Open the Informed K12 Form

1. Access the Bi-Annual Certification Form through the State & Federal Programs page on the MCSD website.

Step 2: Complete the Employee and Funding Information

1. Enter the following information:
 - Employee Name
 - Position/Title
 - Site
 - Duty Hours
 - Program Title
 - Resource Code

Ensure the Program Title and Resource Code match the federal funding source that supports 100% of the employee's position.

Step 3: Complete the Informed K12 Routing Process

After the initiator submits the form, it is automatically routed through Informed K12.

The routing process is as follows:

1. **Employee Review** – The employee reviews the certification statement and verifies that the information provided is accurate. By signing the form, the employee certifies that they were compensated 100% from the funding source listed and worked solely on activities allowable under that program during the reporting period.
2. **Supervisor Review** – The employee's supervisor reviews the information and signs the form.
3. **State & Federal Programs Review** – The State & Federal Programs Department completes the final review.

Do not consider the form complete until all required reviews and signatures have been submitted through Informed K12. The initiator of the form will be notified once the form has been marked as complete

Important Reminders

- This form is required only for employees whose salary is funded 100% from a single federal funding source.
- The certification must be completed after the work for the reporting period has been performed.
 - Period 1 (July 1 – December 31) is completed after December 31.
 - Period 2 (January 1 – June 30) is completed on the employee's last contracted workday of the school year.
- Employees whose salary is funded by multiple funding sources must complete a Personnel Activity Report (PARS) instead.