

## Semi-Annual Single Objective Federal Certification Form

Employees working entirely on a single program objective during the reporting period are required to complete this certification form prior to reimbursement. This certification must be signed by the employee and a supervisor and must be made available to state and federal auditors upon request. This semi-annual single objective form is provided in accordance with 2 CFR §200.430(i) *Standards for Documentation of Personnel Expenses*. It is to be completed at least twice per year for any employee who works solely on a single program objective that is federally funded in whole or part.

I certify that 100% of the position of the employee listed is allowable and allocable to the funding sources listed below.

School Name \_\_\_\_\_

Reporting Period \_\_\_\_\_

Employee Name \_\_\_\_\_

Position Title \_\_\_\_\_

Objective \_\_\_\_\_

Funding Sources \_\_\_\_\_

This form must be signed by a supervisory official having first-hand knowledge of the work performed by the employee.

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Supervisor Signature                      Date