JORDAN SCHOOL DISTRICT
Dr. Anthony Godfrey, Ed.D., Superintendent of Schools
West Jordan, Utah

Intradistrict Communication

Date: November 10, 2026

To: Administrators of Locations with Employees Paid with Federal Dollars

From: John Larsen, Business Administrator
Dan Ellis, Director of Accounting
Natalie Grange, Accounting Administrator

Subject: **Federal Program Work Certification**

Background:
Per Federal *Office of Management and Budget Circular 2 CFR section 200.430 Compensation*: entities that accept federal dollars must certify that wages charged against federally funded programs were in fact related to the federal program charged. This certification can be done by a supervisor "having first-hand knowledge" or by the employee.

Instructions:
The District must certify the **total wages** paid to an employee if the employee was paid with any federal dollars. The attached list by location shows checks issued between May 1, 2026-October 31, 2026 for any employee meeting this criterion. Your list may include an employee not paid with federal dollars at your location but may have been paid with federal dollars at a different location, as we must certify total wages.

Please review the attached list of employees meeting the above criterion at your location. Please verify the employee, account code, and check date for accuracy. If you have "first-hand knowledge" that the listed employees did/do indeed work for the listed federal program, please sign, date, and return to Natalie Grange by **Friday, December 11, 2026.** If you do not have this "first-hand knowledge," please ask the employee to verify and sign next to their name.

Employees not on your certification list did not receive any compensation from Federal dollars and are not required to be certified. The list may include former employees so their wages charged to a federal program can be "certified."

The next certification process will be November 2026-April 2027 to be done in May 2027.

If you have questions, please call Natalie Grange at 801-567-8312.