

Intradistrict Communication

Date: May 3, 2023

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 process for reviewing and certifying employees paid with federal dollars was modified further for this quarter. 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 payroll checks issued between **November 2022-April 2023** 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 and 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, May 26, 2023**. If you do not have this “first-hand knowledge,” please ask the employee to verify and sign next to their name. Identify any issues or concerns on the form.

The number of employees to verify is greater this cycle because many received stipends from ESSER funds for “LETRS” and literacy launch training. The number of employees requiring certification will decrease when ESSER funds are exhausted. Do not worry about employees not showing on the list. The list may include former employees so their wages charged to a federal program can be “certified.”

The next certification process will be May 2023-October 2023, to be done in November 2023.

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