

Certification of Wages and Salaries – Federal Programs Form

Designated federal program administrators must review all wages and benefits paid by any federal funds at least semi-annually. The lists reviewed must contain the name of each employee paid with federal funds, the f.t.e. charged to the federal program, and all salary and benefit costs for each federally funded employee. Each list must be signed by the designated program administrator, and attached to this certification.

If an employee works in more that one District program, while working in a federal program, a copy of their daily logs/schedules for the periods covered must be attached.

Federal Program(s): _____

Program Supervisor: _____

Wages and Salaries: From _____ **To** _____

I, _____, certify that I have reviewed all salary and wage forms and certify that the salary and benefits charged to the federal program are accurate. I have also reviewed the daily logs/schedules for individuals who work part-time as in the federal program and verify their accuracy. Copies of all employee lists, daily calendars/schedules are attached.

Signature of Program Administrator

Date

Policy History:

Adopted On: May 10, 2012

Revised On: