

Administrative Policy No. 19.50.01.A

Subject: Time Certification for Positions Charged to a Single Federal Award

Information Contact: Office of Accounting Services
Grants Management, (360) 664-5752

Authorizing Sources: [2 CFR Part 200](#) - Uniform administrative requirements, cost principles, and audit requirements for federal awards
State administrative and accounting manual (SAAM):
[50.20.80](#), Responsibilities of agencies administering or expending federal awards

Effective Date: July 1, 2004

Revised: May 30, 2023

Approved By: Original signed by Richard Pannkuk
Assistant Secretary / Chief Financial Officer

Purpose

This policy describes the minimum requirements for documenting time distribution to support salaries and wages directly charged to a single federal award.

This policy defines the requirements, the retention schedule, how frequently the documentation is updated, and the impact on the cost allocation plan.

Scope

This policy applies to all Department of Social and Health Services (DSHS) programs that have staff that are coded to a single federal award.

Additional guidance

[DSHS forms picker](#)

Form 03-438, single federal award semi-annual certification

State government general records retention schedule (SGRRS) Version 6:

3.1 [Accounting](#)

3.8 [Reporting – grant management](#)

Definitions

Public assistance cost allocation plan (PACAP) means the narrative description of procedures used to identify, measure, and allocate all administrative costs to the programs administered or supervised by DSHS.

Semi-annual certification means the documentation required for employees that work solely on a single federal award, form 03-438.

Policy

- A. Programs must support charges for the salaries and wages of employees who work solely on a single federal award by completing periodic certifications. The allocation of staff time that is directly charged to federal awards must be identified in DSHS's written cost allocation plan and approved by the granting federal authority.
- B. Programs staff must complete semi-annual certifications for all employees that work solely on and are coded directly to a single federal award.
- C. Certifications must be completed in the second month following certification period, as below.

Semi-annual certification period	Date certifications must be submitted by:
<ul style="list-style-type: none">• October through March	<ul style="list-style-type: none">• May 15
<ul style="list-style-type: none">• April through September	<ul style="list-style-type: none">• November 15

- D. Program staff must validate the employee's payroll coding at the time of the certification and make any necessary changes.
- E. The employee and their supervisor must sign the semi-annual certification.

If an entire division or work unit works on a single federal award, the division director, or designee may certify all the positions for the division or work unit if that division director, or designee, has first-hand knowledge of the actual work performed by the individuals being certified.

If certifying a division or work unit the division director, or designee, must list all of the names and personnel identification numbers of the positions covered and sign the semi-annual certification.

- F. The program must retain all required documentation in accordance with the applicable retention schedule.

DSHS Official