



Time and Effort Reporting

Semi-Annual Certification for Basic Skills Full and Part-time Employees

Provider Name

(Please Print or Type)

For use only with positions funded to work on a single cost objective. Please note, a single cost objective can be a single function, a single grant or a single activity. Positions may be funded by more than one Title II grant.

My supervisor and I certify that I have spent 100% of my time for the period of 7/1/2017 Thru 12/31/2017 performing duties associated with Adult Education and Literacy Activities Title II Section 231 or 243

Employee Name

(Please Print or Type)

Employee Signature

Date

Supervisor's Signature

Date

Reporting is due by the 15th day of the month after activities have been completed.

Reporting Dates

Program Year 2017-2018

Period (1)	July 1-December 31	Due: January 15th
Period (2)	January 1-June 30	Due: July 15th