

KENTUCKY DEPARTMENT OF EDUCATION STAFF NOTE

Topic: Approval of Perkins Policy and Procedure Manual and Time and Effort Certification Form

Date: June 2025

Action Requested: ☐ Review ☒ Action/Consent ☐ Action/Discussion

Held In: ☒ Full Board ☐ State Schools ☐ United We Learn

SUMMARY OF ISSUE BEFORE THE BOARD:

To take action on the Perkins Policy and Procedure Manual and corresponding Time and Effort Certification form.

COMMISSIONER'S RECOMMENDATION:

The Commissioner recommends approval of the Perkins Policy and Procedure Manual and corresponding Time and Effort Certification form.

APPLICABLE STATUTE OR REGULATION:

KRS 12.020, KRS 156.850, KRS 156.852, 2 CFR Part 200, and 2 CFR 200.430(i), 34 CFR Part 76

BACKGROUND:

Summary of Issue:

The manual will set forth the policies and procedures the Office of Career and Technical Education (OCTE) uses to administer the Strengthening Career and Technical Education for the 21st Century Act (Perkins V). The Kentucky Department of Education (KDE) relies on the procedures and internal controls described in the manual to assess OCTE compliance with the Perkins V program, the Education Department General Administrative Regulations (EDGAR), and the Uniform Grants Guidance (UGG). This manual will provide staff, local school districts, area technology centers, postsecondary institutions, and the public the highest level of transparency as to the processes used by the OCTE to administer this federal program. The manual contains the internal controls and grant management standards used by OCTE to ensure that all Perkins funds are lawfully expended.

All employees who are paid in full or in part with Federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with State or local funds but is used to meet a required “match” in a Federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to Federal grants. (2 CFR 200.430(i)). The Time and Effort Certification form is signed twice a year by OCTE staff to document funding for match.

Budget Impact:


No cost anticipated with the implementation of the Perkins Policy and Procedure Manual and the Time and Effort Certification form.

GROUPS CONSULTED AND BRIEF SUMMARY OF RESPONSES:

The Perkins Policy and Procedure Manual and Time and Effort Certification form was presented to the Local Superintendent’s Advisory Council (LSAC) at its May 2025 meeting.

CONTACT PERSON(S):

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Commissioner of Education

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