



Subcontractor

Financial Disclosure Certification

Due by **July 30, 2021** (after the end of the Contract Year)

- Your EIS Director and Chief Financial Officer complete this form annually to certify that you followed all financial requirements in the Early Support for Infants and Toddlers (ESIT) Contract, as identified by the Contract Number below.
- Please answer the questions below. Provide and attach evidence (documentation, explanation, if needed) for each “Yes” answer.
- Email the completed and signed form to _____.

Contractor: _____

Contract Number: _____

During the 9/1/2020 – 6/30/2021 Contract Funding Period:	Yes / True	No / False	N/A
1. Were Part C of IDEA funds used in compliance with Part C of IDEA laws and regulations, and the provisions of this Contract?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Was there a financial management system, with written policies and procedures ensuring strong internal controls (2CFR 200.302-303), including written fiscal policies and procedures for: <ul style="list-style-type: none"> ○ Cash disbursements ○ Cash receipts ○ Purchasing ○ Safety of assets 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
3. Were internal controls in place for: <ul style="list-style-type: none"> ○ Cash management ○ Safety of assets 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
4. Were Part C of IDEA funds received under this Contract discrete and not commingled with other funds?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Was there a cost allocation plan for proportionately distributing costs between funds from this Contract and other programs? <i>NA means “We do not share staff, space, equipment, or other expenses with other programs.”</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

