



## **FRAUD, WASTE, ABUSE and CORRUPTION PROCEDURE**

This procedure applies to all federal, state, and local financial activities, including but not limited to: Title IA, Title IC (Migrant), Title ID (Neglected & Delinquent), Title IIA, Title III(ESOL), IDEA, Title XC McKinneyVento Act (Homeless) and School Improvement (1003a, 1003gSIG).

### **Notification:**

1. During a System Administrative meeting of each school year, a Federal Programs representative reviews the Fraud, Waste, Abuse, and Corruption procedures with all system level administrators and principals. An agenda and sign-in sheet will be kept by a designee at the district level as documentation that this training session was completed.
2. Principals will disseminate the same information with their personnel during a faculty meeting by the end of August of each school year. Each principal will submit agendas and sign-in sheets to the system office designee to verify the procedures have been reviewed with all staff.
3. System level administrators will disseminate the same information with staff members that are not located in a school facility. Each director will submit agendas and sign-in sheets to a system office designee to verify that the procedures have been reviewed with all staff. Directors will review the procedures with staff members by the end of August of each school year.
4. The Fraud, Waste, Abuse, and Corruption procedures will be posted on the system's website.

### **Reporting Suspicion of Prohibited Activities**

Employees shall practice good stewardship of Social Circle City Schools financial resources, including timely reporting of fraudulent expenditures to the appropriate authorities.

### **Definitions:**

**Waste:** Defined as the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use, or squandering of district, state, or federal resources Waste also includes incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls. Waste does not normally lead to an allegation of "fraud", but it could.

**Fraud:** Defined as a false representation of a matter of fact whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, that is used for the purpose of misappropriating property and/or monetary funds to the benefit of themselves, others, or the system.

**Abuse:** Defined as excessive or improper use of a thing, or to employ something in a manner contrary to the natural or legal rules for its use; intentional destruction, diversion, manipulation, misapplication, maltreatment or misuse of resources; extravagant or excessive use as to abuse one's position or authority. Abuse does not normally lead to an allegation of "fraud", but it could.

**Corruption:** Defined as dishonest or fraudulent conduct by those in power, typically involving bribery. The process by which something, typically a word or expression, is changed from its original use or meaning to one that is regarded as erroneous or debased.

**Ethics:** The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Professional Standards Commission has adopted standards that represent the conduct generally accepted by the education profession. The code defines unethical conduct justifying disciplinary sanction and provides guidance for protecting the health, safety and general welfare of students and educators, and assuring the citizens of Georgia a degree of accountability within the education profession.

**This procedure relates to Standards #1, 4, 5, 6, 9, & 10 of The Code of Ethics for Educators.**

**Examples of Fraud, Waste, Abuse, and Corruption: (Not All-Inclusive)**

- Personal use of district-owned vehicles
- Long distance personal phone calls
- Personal use of district-owned supplies or equipment
- Violations of system and/or state procurement policy
- Excessive or unnecessary purchases
- Falsification of official documents (timesheets, leave reports, travel vouchers, etc.)
- Contract fraud
- Conducting personal business on district time
- Inappropriate expenditures
- Embezzlement
- Bribery

**Statement of Social Circle City Schools Administrative Regulations:** SCCS thoroughly and expeditiously investigates and administratively reports cases of suspected fraud to determine if disciplinary, financial recovery and/or criminal action should be taken.

**Confidentiality:** All reports of suspected fraud must be handled under the strictest confidentiality. Only those directly involved in the investigation should be provided information regarding the allegation. Informants may remain anonymous but should be encouraged to cooperate with investigators and should provide as much detail and evidence of alleged fraudulent acts as possible. To ensure the reporting of any acts of suspicious waste fraud, abuse and/or corruption activity, Social Circle City Schools provides employees, clients and providers with confidential channels for such reporting.

**Procedures and Responsibilities:**

1. Anyone suspecting any acts of waste, fraud, abuse and/or corruption activity concerning federal programs should report their concerns to the appropriate Federal Program's Director for Social Circle City School System at 770-464-2731
2. Any employee (temporary staff, full-time staff and contractors) who receives a report of suspected fraudulent activity must report this information within the next business day.
3. Employees have the responsibility to report suspected waste, fraud, abuse and/or corruption activity. All reports can be made in confidence.
4. The SCCS Board of Education shall conduct investigations of employees, providers, contractors, or vendors.
5. If necessary, person's reporting a violation will be contacted for additional information.
6. Periodic communication through meetings should emphasize the responsibilities and channels to report suspected fraud.