

BEN HILL COUNTY SCHOOL SYSTEM

Fraudulent Activity Policy/Administrative Regulations Addressing Fraud, Waste, Abuse, and Corruption

All employees/staff in the Ben Hill County School District will be trained on procedures for safeguarding against fraud, waste, abuse, and corruption. All staff will receive professional learning at a system-wide meeting at the beginning of the each school year on these procedures as a part of their Duties and Responsibilities training. A written copy of the policy/procedures will be disseminated during this time to each employee. \

Purpose:

To ensure the reporting of suspicion of fraudulent, wasteful, and abusive activities, the Ben Hill County Board of Education ensures employees, clients, and providers of confidential channels to report suspicious activities.

Definitions:

Fraud: A false representation of a matter of fact, whether by words or by conduct, or by concealment of that which should have been disclosed, that is used for the purpose of misappropriating property and/or monetary funds from federal grants.

Statement of Administrative Regulations:

Ben Hill County Board of Education thoroughly and expeditiously investigates any reported cases of suspected fraud to determine if disciplinary, financial recovery and/or criminal action should be taken.

Confidentiality:

All reports of suspect fraud, waste, abuse, and corruption must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent act as possible.

Procedures and Responsibilities:

1. Anyone suspecting fraud concerning federal programs should report their concerns to the Superintendent's Office of the Ben Hill County Board of Education at 229-409-5500.
2. Any employee with Ben Hill County Board of Education (temporary staff, full-time staff, and contractors) who receives a report of suspected fraudulent activity shall disclose this information within the next business day to the superintendent's office at 229-409-5500. Employees have the responsibility to report suspected fraud, waste, abuse, or corruption. All reports can be made in confidence.
3. The Ben Hill County Board of Education shall conduct investigations of employees, providers, contractors, or vendors. Law enforcement will be included in investigations at the discretion of the Superintendent.
4. If necessary, the informant will be contacted for additional information.
5. Periodic communication through meetings should emphasize the responsibilities and channels to report fraudulent activity.
6. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest.