



Fraud Administrative Regulations Reporting Suspicion of Fraudulent Activities

- Purpose:** To ensure the reporting of suspicious fraudulent activity and provide employees, clients, and providers with confidential channels to report suspicious fraudulent activities to the Meriwether County Board of Education.
- Definitions:** Fraud: A false representation of a matter of fact, whether by words or by conduct, or 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** The Meriwether 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 suspected fraud must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Information may remain anonymous but persons reporting information are 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 of Meriwether County Schools at 2100 Gaston Street, P. O. Box 70, Greenville, Georgia 30222, or call 706-672-4297, ext. 6100.
 2. Any employee with the Meriwether County Board of Education (temporary staff, full-time staff, and contractors) who receives a report of suspected fraudulent activity must report this information within the next business day. You are to contact the Superintendent of Meriwether County Schools. Employees have the responsibility to report suspected fraud. All reports can be made in confidence.
 3. The Meriwether County Board of Education shall conduct investigations of employees, providers, contractors, or vendors.
 4. If necessary you will be contacted for additional information.
 5. Periodic communication through meetings should emphasize the responsibilities and channels to report suspected fraud.

February 28, 2011

Meriwether County School District is committed to do *whatever it takes* for all students to aim high, achieve, graduate, and succeed.