



Fraud Administrative Regulations Reporting Suspicion of Fraudulent Activities

Purpose:

To ensure that the reporting of suspicion of fraudulent activity the Foothills Education Charter High School 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:

The Foothills Education Charter High School 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 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 Foothills Education Charter High School at 800 Madison St., Danielsville, GA 30633. Phone: 706-795-2191 ext 1476.
2. Any employee with the Foothills Education Charter High School (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 Dr. Sherrie Gibney-Sherman at 706-795-2191 ext.1476 or 706-224-2287. Employees have the responsibility to report suspected fraud. All reports can be made in confidence.
3. The Foothills Education Charter High School 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.