

Georgia Department of Education

Policies and Procedures

Policy Title:	<i>Fraud, Waste, and Abuse Reporting, State Schools</i>		
Policy Number:	<i>SS-2002 Descriptor Code-2016A</i>		
Release Date:	<i>6-25-15</i>	Last Revised:	

Purpose

To describe the Georgia Department of Education (GaDOE) policy in regard to the waste, fraud, and abuse reporting by employees of the State Schools.

Applicability

This policy applies to all employees at the State Schools.

Policy

Employees at the State Schools will report any known and/or suspected fraud, waste, and abuse of resources to GaDOE officials.

General Provisions

All personnel shall be familiar with, and faithfully observe all applicable ethics, laws, and regulations, including the following general principles and protocols.

Any employee of the State Schools may report information, in good faith, concerning the possible existence of any activity constituting fraud, waste, and abuse in or relating to any School System program or operation. All reports may be made anonymously as outlined in Reporting of Fraud, Waste, and/or Abuse document. Such a report shall be assessed and investigated by the GaDOE's Internal Audit Department.

Examples of conduct which might be reported are any crime defined in Title 16 (the Criminal Code) of the Official Code of Georgia Annotated such as theft or fraud or bribery.

No State Schools' employee will make any report of fraud, waste, inappropriate conduct or abuse with knowledge that the disclosure was false or with reckless disregard for its truth or falsity. The GaDOE will not disclose the identity of the reporting employee without the written consent of the employee, unless the agency determines that disclosure is necessary

and unavoidable during the course of the investigation. In these cases, the employee will be notified, in writing, at least seven (7) days prior to the disclosure.

No punitive action shall be taken against a State Schools' employee for making a report of fraud, waste, or abuse, unless the disclosure was made with knowledge that the disclosure was false or with reckless disregard for its truth or falsity. Such punitive action includes threatening, recommending or approving personnel action, or directing others to take such action.

Staff are expected to follow the directions in the Reporting of Fraud, Waste, and/or Abuse (FWA) Report which explains what an employee should do if he or she has knowledge of fraud, waste, and abuse. The GaDOE Internal Audit Department or designee should present a status/update report of allegations received to the State Board of Education's Audit Committee at its monthly meetings.

**Authority and/or
Cross-Reference**