

STATE OF FLORIDA AGENCY FOR WORKFORCE INNOVATION

OFFICE OF INSPECTOR GENERAL

INSTRUCTION

Reporting Suspected Fraud in the Early Learning Programs

1.PURPOSE

To establish the procedures for reporting allegations of possible fraud, misfeasance, misapplication of funds, gross mismanagement and employee/participant misconduct in the Early Learning Programs. (School Readiness and Voluntary Pre- Kindergarten)

2.BACKGROUND

In the normal course of their work, Early Learning managers, supervisors, team members and partners may become aware of instances of actual, potential, or suspected fraud and abuse in the operation of any program funded by State of Federal funds administered through the Agency for Workforce Innovation (AWI). Included in this category are instances of actual, potential, or suspected fraud and abuse in the operation of programs administered by grantees, contractors and partners.

3.POLICY

The Inspector General of AWI is designated the coordinator of all suspected fraud referrals to the Florida Department of Law Enforcement, Public Assistance Fraud Unit. Early Learning Partners are responsible for immediately reporting all such actual or suspected violations they or their supervisors and employees uncover to the AWI Office of Inspector General, the Florida Department of Law Enforcement Public Assistance Fraud Unit and the Office of Early Learning using the Suspected Fraud Referral Record Form (copy attached).

4.PROCEDURE

The Suspected Fraud Referral Record form is designed for promptly reporting to the AWI Inspector General, the Florida Department of Law Enforcement, Public Assistance Unit and the Office of Early Learning that an actual or suspected violation has occurred. **Any activity or incident that poses a danger to the health, safety or welfare of any individual or individuals should be reported immediately to local law enforcement or emergency management.** All allegations, those judged to be of an emergency nature, those receiving public exposure and those related to suspicions should also be reported immediately to the Office of Inspector General (OIG) by telephone; (850)245-7135. However, all telephone reports should be followed by prompt written or electronic notification to OIG, using the Suspected Fraud Referral Record form or other suitable means. In completing the Suspected Fraud Referral Record form, Case Identification number field, use the social security number if the subject is an individual or leave blank if the subject is a business entity. Provide the business entity information in the Comments section of the form. : Coalitions should submit the form to: Rodney.MacKinnon@FLAAWI.com who will notify the Inspector General and FDLE Public Assistance Fraud Unit electronically. Citizens may report suspected fraud to either James F. Mathews, AWI Inspector General at (850) 245-7144 or AWI Fraud Prevention Specialist-Rodney MacKinnon @ (850) 921-3437 (Rodney.MacKinnon@FLAAWI.com or AWI Fraud Prevention Supervisor Pat Weyer (850) 921-3462 (Pat.Weyer@FLAAWI.com).

5.DEFINITIONS

- a. Fraud, Misfeasance, Nonfeasance, or Malfeasance: In the operation of any program funded by State or Federal funds administered by the Agency for Workforce Innovation, actions which constitute the omission of an act a person ought to do, the improper performance of an act a person might lawfully do, or the performance of an act a person ought not to do. This category includes, but is not limited to, indications of bribery, forgery, extortion, embezzlement, theft of participant checks, kickbacks from participants, and intentional payments to a contractor without the expectation of receiving services.
- b. Misapplication of Funds: Misapplication of funds should be considered as any alleged use of funds, assets or property not authorized or provided for in the grant or contract. This category includes, but is not limited to, nepotism, political patronage, use of participants for political activities, ineligible enrollees, conflict of interest, not reporting income from Federal funds, violation of contract procedures, maintenance of effort violations, and the use of funds for other than their designated purposes.
- c. Gross Mismanagement: Actions or situations arising out of the intentional failure to perform one's duties or responsibilities in reckless disregard of the consequences, which lead to major violations of contract provisions and/or which severely hamper the Agency's ability to fulfill its mission.
- d. Employee/Participant Misconduct: Employee/participant misconduct should be considered as occupational or professional actions occurring during or outside work hours, that reflect negatively on the Agency or its mission, and may include, but are not limited to, conflict of interest or the appearance of conflict of interest involving outside employment business and professional activities; the receipt or giving of gifts, fees, entertainment, and favors; misuse of Federal/State property; misuse of official information; and such other activities as might adversely affect the confidence of the public in the integrity of the Government as well as serious violations of Federal and State laws.

6.CONTACT

Further information on reporting suspected fraud may be obtained by calling the Office of Inspector General at (850)245-7135.

Attachment I: Suspected Fraud Referral Record Form