



**Chattahoochee County Board of Education**  
**326 Broad Street**  
**Cusseta, Georgia 31805**  
**706-989-3775**

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**Ethics and Fraud, Waste and Abuse**

The Title Director reviews the ethics, waste, and fraud policies with all administrators during the summer seminar. An agenda and sign in sheets will be kept by the TI Director to document this has been completed. Principals and Central Office Directors discuss the same information with their personnel. Each principal or Director submits agendas and sign-in sheets to the Title I Director to verify the policies have been reviewed with all staff. A signature, by the person reviewing the policies, verifies the completion of this procedure. Principals are expected to inform their faculties about policies and updates as they are approved throughout the year. The Chattahoochee County School District fraud regulation describes the definition, staff responsibilities, and internal controls/investigations. (See Board Policy *DIE Waste and Fraud / Fraud Prevention*).

**WASTE and FRAUD**

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**Descriptor Code: DIE**

**Fraud Prevention**

The Chattahoochee County School District ("District") shall not tolerate fraud of any kind and has an established system for the reporting of suspicious activities.

"Fraud" is defined as 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, state, or local grants and funds.

Employees and parties maintaining a business relationship with the District who suspect fraud, whether it pertains to federal, state, or local programs, should report their concerns to the Superintendent or his/her designee. If fraud is suspected by the Superintendent, such allegations should be reported to the Chair of the Board of Education.

All reports of suspected fraud shall be handled under the strictest confidentiality allowed under the law. Informants may remain anonymous as allowed by law but are encouraged to cooperate with investigators and to provide as much detail and evidence of the alleged fraudulent act as possible.

Any and all reports of suspicious activity and/or suspected fraud will be investigated. Results of an investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know until the results become subject to public disclosure in accordance with state and/or federal law.