

Area: Eligibility, Recruitment, Selection, Enrollment, and Attendance

Subject: EL26 – Fraudulent Activity

Reference: 1305 Head Start Act 645 A (2)

Policy: Agencies will take action to prevent fraudulent activity within the Head Start/State program. Fraud includes but is not limited to embezzlement, misuse or misappropriation of grant funds or property, and false statements or documentation used to determine eligibility into state or federally funded programs.

Procedure:

1. Staff will adhere to the policies and procedures for determining a family's eligibility for state or federally funded programs.
2. Any staff person who becomes aware of fraudulent activity of a client or staff person will report this information to their supervisor.
3. The Delegate/DO Director, the designated Grantee Coordinator and the Grantee Director will be notified of the allegation.
4. The Delegate/DO or the Grantee Director will take action to investigate the allegations and seek legal advice as necessary.

Clients:

5. If credible evidence was found that a parent provided false information or documentation that was used to determine eligibility into the state or federally funded program, the child will be disenrolled.
6. A meeting will be held with the family and written notification will follow explaining the reason for disenrollment.
7. The agency's grievance/appeal procedure will be followed if the family wishes to appeal the decision for disenrollment.
8. Documentation of the fraudulent activity will be maintained in the family's file.
9. SCOE reserved the right to recover program funds through any means deemed appropriate for the circumstances.

Staff:

10. If the investigation results in findings of fraud by a staff person, the agency will follow their approved personnel/administrative policies and procedures.
11. The agency will inform the designated Grantee Coordinator of the results of the investigation of the fraudulent claim.

Supervised by: Coordinators of Early Childhood Programs

Performed by: Delegate and Grantee Directors

Forms needed: N/A

Frequency: As Needed