



## **Title I, Title II, and IDEA Waste, Fraud, Abuse, Corruption and Complaint Policy for Coweta Charter Academy**

### **Appendix L**

#### **Reporting Suspicion of Fraudulent Activities**

**Purpose:** To ensure the reporting of suspicion of fraudulent activity, Coweta Charter Academy provides employees, clients and providers with confidential channels for such reporting.

**Definitions:** Fraud: A false representation of a matter of fact, whether by words, 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.

#### **Statement of Administrative Regulations:**

Coweta Charter Academy thoroughly and expeditiously investigates and reported cases of suspected fraud to determine if disciplinary, financial recovery and/or criminal action should be taken.

**Confidentiality:** All reports of suspected fraud must be handled under the strictest confidentiality. Only those directly involved in the investigation should be provided information regarding the allegation. Informants may remain anonymous but should be encouraged to cooperate with investigators and should provide as much detail and evidence of alleged fraudulent acts as possible.

#### **Procedures and Responsibilities:**

1. Anyone suspecting fraudulent activity should report their concerns to Coweta Charter Academy Principal or School Operations Administrator.
2. Any employee of Coweta Charter Academy (temporary staff, full-time staff and contractors) who receives a report of suspected fraudulent activity must report this information within the next business day.
3. Employees have the responsibility to report suspected fraud. All reports can be made in confidence.
4. Coweta Charter Academy shall conduct investigations of employees, providers, contractors, or vendors.
5. If necessary, the person reporting will be contacted for additional information.



6. Periodic communication through meetings should emphasize the responsibilities and channels to report suspected fraud.

### **Conflict of Interest:**

Coweta Charter Academy ensures that any waste, fraud, abuse or corruption, from any funding source that could be considered a conflict of interest disclosed, transparent and provided in writing. No employee of Coweta Charter Academy may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. If a decision is made that could be considered a conflict of interest, a written statement of explanation is provided.

### **Dissemination of Waste, Fraud, Abuse, and Corruption Policy:**

Written procedures for the Code of Ethics and reporting waste, fraud, abuse, and corruption are shared with school personnel, parents and stakeholders each year. Agendas and sign in sheets verify the completion of this procedure.

## **Complaint Procedures**

Complaint Procedures under ESEA

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### A. Grounds for a Complaint

- C. Any individual, organization or agency (complainant) may file a complaint with the Coweta Charter Academy or Charter Schools USA School Support @ 954-202-3500 if that individual, organization or agency believes and alleges that a violation of Federal statute or regulation that applies to a program under ESEA has occurred. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received unless a longer period is reasonable because the violation is considered systemic or ongoing. The principal reviews the complaint process with school personnel, parents and stakeholders each year. Agendas, and sign in sheets verify the completion of this procedure.

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### B. Federal Programs for Which Complaints Can Be Filed

- a. Title I, Part A
- b. Title I, Part C
- c. Title II, Part A
- d. Title III, Part A
- e. Title VI, Part B
- f. McKinney-Vento Act



#### D. Complaints Originating at the Local Level

As part of its Assurances within ESEA program grant applications and pursuant to Section 9306 of ESEA, an LEA accepting federal funds must have local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore, a complaint should not be filed with the Georgia Department of Education until every effort has been made to resolve through local written complaint procedures. If the complainant has tried to file a complaint with Coweta Charter Academy to no avail, the complainant must provide the Charter Schools USA Grant Specialist written proof of their attempt to resolve the issue with Coweta Charter Academy.

A formal complaint must be filed in writing and signed by the complainant. The complaint must include the following:

1. A statement that the school has violated a requirement of a Federal statute or regulation that applies to an applicable program;
2. The date on which the violation occurred;
3. The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation);
4. A list of the names and telephone numbers of individuals who can provide additional information;
5. Whether a complaint has been filed with any other government agency, and if so, which agency;
6. Copies of all applicable documents supporting the complainant's position; and
7. The address of the complainant.

The complaint must be addressed to:

Deb Wells  
Grants Specialist  
dwells@charterschoolsusa.com

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#### E. Investigation of Complaint

Within ten (10) days of receipt of the complaint, Coweta Charter Academy will issue a Letter of Acknowledgement to the complainant that contains the following information:

1. The date Coweta Charter Academy received the complaint;
2. How the complainant may provide additional information;
3. A statement of the ways in which Charter Schools USA may investigate or address the complaint; and
4. Any other pertinent information.



If additional information or an investigation is necessary, the school system will have sixty (60) days from receipt of the information or completion of the investigation to issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, corrective action will be required and timelines for completion will be included. The 60-day timelines may be extended, if exceptional circumstances exist. The Letter of Findings will be sent directly to the complainant.

F. Right of Appeal

If the complaint cannot be resolved by the school or Charter Schools USA, the complainant has the right to request review of the decision by the Georgia Department of Education. For complaints filed pursuant to Section 9503 (20 U.S.C. 7883, complaint process for participation of private school children), a complainant may appeal to the Georgia Department of Education no later than thirty (30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the school's and CSUSA's decision and include a complete statement of the reasons supporting the appeal.

The complaint must be addressed to:

Georgia Department of Education, Office of Legal Services  
205 Jesse Hill Jr. Drive SE  
2052 Twin Tower East  
Atlanta, GA 3033

**Coweta Charter Academy  
Complaint Form for Federal Programs under the ESEA Flexibility Waiver**

Name of (Complainant):

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Mailing Address:	
Phone Number (home):	Phone Number (work):
Person/department complaint is being filed against:	
Date on which violation occurred:	
Statement that Coweta Charter Academy at Senoia has violated a requirement of a Federal statute or regulation that applies to an applicable program (include citation to the Federal statute or regulation) (attach additional sheets if necessary):	
The facts on which the statement is based and the specific requirement allegedly violated (attach additional sheets if necessary):	
List the names and telephone numbers of individuals who can provide additional information	
Please attach/enclose copies of all applicable documents supporting your position.	
Signature of Complainant:	Date:
Mail or deliver this form to:	
Deb Wells Grants Specialist Charter Schools USA dwells@charterschoolsusa.com	
Date Received:	
Date of Response to Claimant:	

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