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## **Policy Fraud Prevention**

To ensure the reporting of suspicion of fraudulent activity, Cirrus Academy and Charter School (“CACS”) ensures employees, constituents and providers shall have confidential channels to report suspicious activity.

For the purposes of this policy, fraud is defined as the misrepresentation 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.

Cirrus Academy and Charter School Board of Governance (“Board”) thoroughly and expeditiously supports the investigation of any and all reported cases of suspected fraud to determine if disciplinary, financial recovery, and/or criminal action should be taken.

All reports of suspected fraud shall be handled in the strictest manner of confidentiality possible. Only those directly involved in the investigation should be given information. Informants may remain anonymous if and when possible but should be encouraged to cooperate with investigators and should provide as much detail and evidence of alleged fraudulent activity as possible.

### **Procedures**

- Anyone suspecting fraud concerning federal, state or local programs should report their concerns to the Principal or his/her designee. If the suspected fraud implicates the Principal, the informant shall report the information directly to the Board Chair.
- Any employee of the school system who receives a report of suspected fraudulent activity shall report this information within the next business day to the Principal or his/her designee. Employees have the responsibility to report suspected fraud immediately. All reports can be made in confidence.
- The Principal or his/her designee shall conduct or cause to be conducted an investigation of employees, providers, contractors, or vendors as necessary and appropriate.

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