



means the intentional or unintentional, thoughtless or careless expenditure, consumption,

the investigators and should provide as much detail and evidence of alleged fraudulent act as possible.

**B. Programs for Which Complaints Can Be Filed**

A Complaint may be filed regarding any alleged incident of fraud, waste, mismanagement and misuse of funds designated for any program operated by the School System, including, but not limited to, all programs operated or supported by Federal or State funds: **Title I, Part A; Title I, Part C; Title I, Part, D; Title II, Part A; Title III, Part A; Title VI, Part B; the McKinney-Vento Act; School Improvement 1003(a) and 1003(g) (SIG); and IDEA**

**C. Filing a Complaint**

A formal complaint must be made in writing to the Richmond County School System Superintendent or his/her designee.

The complaint must include the following:

1. A statement that the LEA has violated a requirement of a Federal or State 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 or State statute or regulation);
4. A list of the names and telephone numbers of individuals who can provide additional information;
5. Copies of all
6. The name, address and contact information of the complainant.
7. The formal complaint shall be sent to:

**Richmond County School System  
Superintendent of Schools  
864 Broad Street  
Augusta, GA 30901-1215**

**D. Investigation of Complaint**

Within ten (10) days of receipt of the complaint, the Superintendent or his/ her designee will issue a Letter of Acknowledgement to the complainant that contains the following information:

1. The date the S
2. How the complainant may provide additional information;
3. complaint; and

4. Any other pertinent information.

If the Superintendent has sufficient information from which to make a determination, he/she shall enter a Letter of Findings with thirty (30) days from receipt of the complaint. If additional information or an investigation is necessary, the Superintendent shall have (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. Either the 30-day or the 60- day timelines outlined above may be extended, in the sole discretion of the Superintendent or his designee, if exceptional circumstances exist. The Letter of Findings will be sent directly to the complainant.

**E. Right of Appeal**

If the complaint cannot be resolved at the local level, the complainant has the right to request review of the decision by the Georgia Department of Education. The appeal must be accompanied by a copy of the decision and include a complete statement of the reasons supporting the appeal.

**COMPLAINT FORM**

**To Report Fraud, Waste, Mismanagement, Corruption or Misuse of State or  
Federal Funds for Programs Operated by the School System**

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**ALLEGATION**

Please provide as much information as possible. Detailed, complete and accurate information will improve the Superintendent's ability to

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Name: \_\_\_\_\_  
          Last  First  Middle

Address : \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Company, organization, or other entity affiliation, if applicable): \_\_\_\_\_

*(If additional individuals can provide information, please ~~attach~~ attach separate pages)*



Fraud, Waste, Abuse and Corruption Procedure



**CONTACT INFORMATION OF THE COMPLAINANT**

Please provide your contact information.

Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Tel: \_\_\_\_\_

FAX: \_\_\_\_\_

**If employed by the Richmond County Board of Education, please provide Department/School, supervisor and job site location:**

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\_\_\_\_\_

\_\_\_\_\_

**PLEASE SUBMIT FORM TO:**  
**Richmond County School System**  
**Superintendent of Schools**  
**864 Broad Street**  
**Augusta, GA 30901-1215**