

POLICY & PROCEDURE:	REPORTING SUSPECTED FRAUD BY COMMUNITY AND SERVICES STAFF
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LEGISLATIVE AUTHORITY:	INTERNAL POLICY
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OBJECTIVE: To provide a policy and procedure to outline staff 's obligation to report suspected fraud to the Community and Social Services Division.

PREMISE: It is acknowledged that staff members may become privy to information as it relates to suspected fraud. This may be suspected fraud with any program under the auspices of Community and Social Services.

- POLICY:**
1. If staff members receive, witness, or learn information as it may relate to suspected fraud during the working hours of their employ, the information must be reported.
 2. If staff members receive, witness or learn of information related to suspected fraud while on personal time (not being paid by the United Counties), there is no obligation to report the suspected fraud. Staff are encouraged to report/share information that is learned or received while on personal time as it relates to suspected fraud, taking into consideration their own comfort level (personal safety/social factors), as it relates to sharing this information.

PROCEDURE:

1. Details relating to the incidence of suspected fraud should be documented on Complaint/Referral Form (yellow), including the date and source of the information. The documentation should address any safety concerns that may potentially place staff at risk. Staff providing the information must sign their name to the report.

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PROCEDURE: (continued)

2. The Complaint/Referral Form is to be forwarded as follows:

PROGRAM	FORWARDED TO
Ontario Works	Eligibility Review Unit Program Support Copy Finance Special Services Department Head
Community Housing	Tenant Services Co-ordinator, or Team Leaders of Community Housing Copy Community Housing Department Head
Children's Services (LEAP/Child Care Subsidy)	Eligibility Review Unit Program Support Copy Children's Services Department Head

3. In the case of Community Housing, it will be necessary for staff to determine the appropriate action for follow up.
4. In the case of the Eligibility Review Unit, it will be necessary for this Unit to determine the appropriate action and forward the information to the client's ongoing Ontario Works Case Manager.

Reviewed and Approved By:

**Deborah Gill
Program Review/Quality Assurance
Department Head**

Date

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Director
Community and Social Services**

Date