

Voucher Accountability and Monitoring**Policy No. FD- 900.06**

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Policy

The Nutrition Services Director shall monitor the **Closeout Reconciliation Report** to ensure all food instruments are accounted for. The local agency shall fully cooperate with the Office of Inspector General (OIG) and Office of Operations during unannounced voucher accountability site visits.

Purpose

To decrease the possibility of program fraud and ensure all food instruments are accounted for.

Procedures

- I. The local agency will generate the Closeout Reconciliation Report on a monthly basis and review the final disposition of all Voucher Management and Reporting System (VMARS) to ensure all vouchers are accounted for.
- II. Based on the findings from the Quality Assurance Self-Review and/or [Closeout Reconciliation Report](#), the District Nutrition Services Director shall determine if an investigation is warranted.
- III. Submit a [Request for Investigation Form](#) to the Office of Operations and Nutrition Services assigned point of contact and copy Ondray Jennings in OIG at Ondray.jennings@dph.ga.gov.
- IV. Attach the Closeout Reconciliation Report to the request for an investigation, as OIG will use the Report to monitor the disposition of any vouchers that have a questionable status (e.g., voids, fail to sign, etc.).

Authority

7 CFR § 246.19

7 CFR § 246.12(q)

Definitions/Supporting Information

Closeout Reconciliation Report – A report that is generated at the local agency to provide a final disposition of all food instruments.