



STATE OF MICHIGAN
**Family
Independence
Agency**

Memo

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To: Sharon Jackson, Manager
Gratiot/7 Mile District
Wayne County FIA

Date: May 5, 2003

From: Rita Barker, Director
Office of Internal Audit

Subject: Review of Flora J. McDougal Day Care's Documentation for Day Care Billings
7/14/02 - 7/27/02, Audit # 2002-192

The Office of Internal Audit reviewed the documentation maintained by Flora J. McDougal Day Care to support their billings for hours of day care provided to children of FIA customers for the period July 14 through July 27, 2002. We also reviewed documentation on file at the FIA local/district office to determine if the customer was eligible for day care and if the day care hours were properly authorized by the worker.

The casefiles for the children who were provided day care by Flora J. McDougal Day Care were maintained by the Warren/Conner and Gratiot/7 Mile Districts. Our review of the 7 case files related to 11 children revealed the following:

10 cases were missing the Service Application (FIA-4582) and 1 case was missing Employment Verification (FIA-38).

WE RECOMMEND that the Gratiot/7 Mile District maintain casefiles with the required documentation to support authorized Child Development and Care services.