

Department of Education
Office of Inspector General – Internal Audit
Twelve-Month Status Report on: TPCA Bay County Schools
Report # A-1415-022 Issued: September 22, 2016
Status as of September 22, 2017

Finding	Recommendation(s)	Previous Management Response	Management Response as of September 22, 2017	Anticipated Completion Date & Contact
<p>The school district did not submit the CBWE rating forms to DVR</p>	<p>We recommend DVR ensure the school district submits the CBWE rating forms in accordance with the agreement terms and maintain copies of the reports in the case record per the agreement.</p>	<p>Response as of September 22, 2016: DVR will provide technical assistance to Bay County School Board (SD) to ensure that the CBWE rating forms are submitted to DVR per contract requirements. DVR will also update contract wording for the next cycle to better address CBWE rating form process requirements.</p> <p>Response as of March 22, 2017: TPCAs are in the planning stages of being re-written for the 2017-2018 school year. Language will be included to address this requirement.</p>	<p>The agreement has been rewritten and includes the following language:</p> <p><i>Using REBA, the School District shall submit SPR on a monthly basis. CBWE Rating Forms shall be submitted once Work Experience begins, and quarterly thereafter unless requested more often by the VR Counselor. Copies of the CBWEs will be kept in case file of each student.</i></p> <p>The Manager is checking REBA on a monthly basis to confirm CBWE rating forms are attached with monthly invoicing.</p>	<p>Complete</p> <p>Contact:</p> <p>Maggie Munsey 245-3386</p>

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<p>School district expenditures did not conform to the agreement.</p>	<p>We recommend DVR more closely review expenditures to ensure they are appropriate and align with the agreement. We further recommend DVR review previous and current expenditures for unallowable expenses, such as those identified in our audit, and seek repayment from the school district for those expenses deemed unallowable.</p>	<p>Response as of September 22, 2016: DVR Contracts and Field Services’ staff will establish what defines appropriate expenditures as they relate to the TPCA agreement and educate school districts regarding allowable expenditures. DVR is not seeking repayment of funds from the school district, as further review of the expenditures revealed there was a Contract Manager and DVR Field services training issue. The Bureau of Vendor and Contracted Services will address this issue and take appropriate action.</p> <p>Response as of March 22, 2017: TPCAs are in the planning stages of being re-written for 2017-2018 school year. New TPCA language will include expenditures based on</p>	<p>The agreement has been rewritten and includes the following language:</p> <p><i>Upon receipt of a properly submitted invoice, DVR will pay ES monthly salary and benefits, not to exceed the Arrangement maximum set.</i></p> <p>The Agreement is set up to reimburse for Employment Specialist salary and benefits only. The Board will not receive a fixed fee.</p>	<p>Complete</p> <p>Contact:</p> <p>Maggie Munsey 245-3386</p>

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		salary only specific to each school board's staffing needs.		