

## **AmeriCorps Disallowed Education Awards Due to Improper Timesheet Alterations**

Closed 07/09/2024

The AmeriCorps Office of Inspector General (AmeriCorps OIG) investigated an allegation that AmeriCorps members serving at the Community and Economic Development Office (CEDO) in Burlington, VT, were directed to alter previously approved timesheets. The investigation found evidence that CEDO's AmeriCorps Program Director had directed five members to alter previously approved timesheets, including altering timesheets weeks after the end of their service terms in order to raise the hours served to meet the minimum threshold to earn Segal Education Awards.

AmeriCorps OIG issued a Report of Investigation to AmeriCorps State and National (ASN) and made eight recommendations including the disallowance of the members' education awards and the revision of ASN's timekeeping policy to require grantees seek approval before amending timesheets more than 30 days old.

### **Agency/Administrative Actions**

AmeriCorps responded to the ROI and agreed with five of the eight recommendations. Five education awards were disallowed as well as a portion of living allowance improperly paid to one of the members, resulting in a total recovery of \$15,200.50. AmeriCorps and the Vermont Commission also agreed with recommendations regarding the periodic interviewing of members and the Commission updated its policy on timekeeping.

ASN did not agree with the recommendation to change its timekeeping policy to require that grantees seek approval before amending older timesheets; however, the Commission agreed with the OIG's recommendation and changed its timekeeping policy requiring grantees to seek approval before amending older timesheets. AmeriCorps also did not agree with the recommendation to review its timekeeping policies and reported that it already provides training on timekeeping with its Litmos training platform. ASN and the Commission did not agree with a recommendation to review all timesheets of CEDO members during the relevant timeframe because the Commission stated that it routinely reviews member timesheets during quarterly monitoring and had already taken corrective action of previously identified issues. Finally, ASN did not agree with a recommendation to consult with OnCorps to determine if historical data on previously approved timesheets could be obtained, but the Commission agreed to do so.

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