

## BRIEFLY...

Highlights of Report Number 26-08-002-01-370, *Performance Audit of The Schenck Job Corps Civilian Conservation Center*, to the National Director, Office of Job Corps, dated March 21, 2008.

### WHY READ THE REPORT

The report discusses the results of a performance audit of the Schenck Job Corps Civilian Conservation Center, which is operated by the United States Department of Agriculture's Forest Service (USDA Forest Service). The audit assessed the Center's performance and financial results and whether the Center's internal controls and operational procedures complied with Job Corps' Policy and Requirements Handbook (PRH).

### WHY OIG CONDUCTED THE AUDIT

Our audit objectives answered the following six questions:

1. Did the USDA Forest Service and the Center properly account for and report Program Year (PY) 2005 expenditures?
2. Did Center management establish and implement standard operating procedures for student accountability?
3. Were student accomplishments reported correctly and did Center personnel maintain required documentation?
4. Did Center management establish a Student Drug Testing Program?
5. Did Center personnel comply with student safety and health inspection procedures governing Job Corps facilities, and were any identified problems expeditiously addressed?
6. Were procedures in place to prevent access to unauthorized internet web sites?

### READ THE FULL REPORT

To view the report, including the scope, methodology, and full agency response, go to: <http://www.oig.dol.gov/public/reports/oa/2008/26-08-002-01-370>

## U.S. Department of Labor Office of Inspector General Office of Audit

### WHAT OIG FOUND

We concluded Schenck management did not always report financial and performance data accurately, and the Center's internal controls and operational procedures did not always comply with Job Corps' PRH. Specifically, the Center's PY 2005 costs reported on the Form 2110F Financial Reports did not agree with the USDA Forest Service's General Ledger, and we questioned \$169,847 in unsupported costs. Further, cash received from the sale of meal tickets and fines for government property lost or damaged was not deposited and reused by the Center. In addition, PY 2005 student accountability performance data reported in the Center Information System (CIS) was not reliable, and Center management did not comply with Job Corps leave and absent without leave (AWOL) policies, which resulted in retaining 74 students for 2,744 days beyond their required termination dates.

Lastly, we concluded that Schenck officials properly accounted for student accomplishments; established a student drug testing program; complied with safety and health requirements; and established procedures to prevent student access to unauthorized internet web sites.

### WHAT OIG RECOMMENDED

We made 14 recommendations designed to improve the overall accuracy of the financial and performance data reported by the Center to the Office of Job Corps. In general, we recommended increased compliance with the PRH and more on-site monitoring efforts by the USDA Forest Service and by Job Corps. Specifically, we made six recommendations for improvements to the Center's financial management and reporting through the use of accrual accounting and compliance with asset acquisition and reporting requirements and eight recommendations to improve the Center's Student Accountability by complying with rules to account for students, for granting leave, and for monitoring AWOL.

### HOW AUDITEE RESPONDED

The National Director, Office of Job Corps and the USDA Forest Service concurred with the report's findings and each of the 14 recommendations offered for improvement.