

|  |                |                           |                  |
|--|----------------|---------------------------|------------------|
| <b>Social Assistance Act<br/>R.S. P.E.I 1988, Cap.<br/>S-4.3</b> | <b>Program</b> | <b>Child Care Subsidy</b> |                  |
|  | <b>Subject</b> | <b>Audits</b>             | <b>Policy #9</b> |
| <b>Effective Date: January 7, 2011</b>                           |                | <b>Authorized by:</b>     |                  |
| <b>Revised Date: May 21, 2013</b>                                |                | <b>Deputy Minister</b>    |                  |

## **1.0 PURPOSE**

- 1.1 To provide cost control and accountability feedback in relation to the provision of the Child Care Subsidy Program.

## **2.0 POLICY STATEMENT**

- 2.1 Applicants/beneficiaries and the Department must be held accountable for the expenditure of public funds.
- 2.2 Audits may be conducted according to the *Social Assistance Act*, Regulations 5(4) and 5(6).
- 2.3 Audits confirm the accuracy of information given by an applicant and entitlement to Child Case Subsidy benefits and also to ensure the appropriate application of Department policies.
- 2.4 Case audits provide useful information for the development or refinement of policies and procedures, relevant staff training, improved case management and service delivery.
- 2.5 Case audits may be conducted both randomly and requested and shall include:
1. Administrative Case Audit - to check for required documentation, completion of appropriate forms and content quality; and
  2. Financial Case Audit - to verify the application information, to confirm that eligibility was established in accordance with policy, to ensure that the appropriate subsidy was awarded.

2.6 Case Audit Reports shall indicate the findings of the audit plus any related corrective recommendations. Comments regarding, but not limited to, the following may be made:

- Calculation of overpayment and/or termination of services;
- The desirability of a referral for prosecution consideration;
- Observation in relation to errors;
- The need for new or revised procedures;
- Improved case administration.