Corporation for
NATIONAL &
COMMUNITY
SERVICE

OFFICE OF INSPECTOR GENERAL

Date: September 30, 2004

To: David Eisner
Chief Executive Officer

From: J. Russell George
Inspector General

Subject: Revised Refill Policy (OIG Reference 04-26)

In response to a congressional request, the Office of Inspector General Audit section looked into the Corporation's revised refill policy. The auditors prepared a list of the safeguards in the policy and determined how these safeguards would be implemented and monitored.

As you know, the safeguards will be built into the Corporation's Web Based Reporting System (WBRS). Corporation staff informed the auditors of how WBRS will be reprogrammed to comply with the refill policy. The auditors received a demonstration of how WBRS is designed to function after being reprogrammed. The demonstration showed that the Corporation should be able to track, in real time, the number of slots approved and filled by each grantee, the number of members who leave the program, and the number of slots available for refill. The demonstration showed that the reprogrammed WBRS should not allow a slot to be refilled more than once.

Based on the demonstration, we are satisfied that the Corporation should have real-time data available to monitor enrollment and prevent refilling from endangering the fiscal integrity of the National Service Trust. The WBRS will be designed to track actual and potential enrollment for a program year, and calculate the percentage of approved slots that have been filled. Once the percentage of slots filled reaches the 80 percent mark, and every increment of 5 percent thereafter, WBRS will send e-mail warnings to Corporation employees. The Chief Financial Officer has the administrative right to halt refilling at anytime. Thus, if WBRS functions as designed, Corporation employees will have ample warning to halt refilling and protect the Corporation's fiscal integrity.

Due to congressional interest in a prompt response, we did not conduct a formal audit of the safeguards in WBRS. However, these safeguards will be reviewed as part of a follow-up examination of the Corporation's AmeriCorps enrollment procedures.

cc: Andrew Kleine, Acting Chief Financial Officer