

OHIO AUDITOR OF STATE KEITH FABER



88 East Broad Street
Columbus, Ohio 43215
ContactUs@ohioauditor.gov
(800) 282-0370

Auditor of State Bulletin 2022-005

DATE ISSUED: June 21, 2022

TO: All Public Offices
Community Schools

FROM: Keith Faber
Ohio Auditor of State

SUBJECT: Fraud Hotline

Ohio Rev. Code §117.103 requires the Auditor of State to maintain a system for fraud reporting, including misuse and misappropriation of public money by any public official or office. The system allows all Ohio citizens and employees of any public office the opportunity to make anonymous complaints through a toll-free telephone number, the Auditor of State's website, a mobile app, by email or through the United States' mail. Public entities should inform the Auditor of State's office as soon as they become aware of any fraud through any of the aforementioned methods or by letting their auditors know.

The Auditor of State is required to keep a log of all complaints filed. The log is a public record under Ohio Revised Code §149.43 and must contain the following: the date the complaint was received, a general description of the nature of the complaint, the name of the public office or agency with regard to which the complaint is directed, and a general description of the status of the review by the Auditor's office. Information in the log may be redacted if Ohio Revised Code §149.43 or another statute provides an applicable exemption.

Additionally, all public offices, including community schools, must provide information about the fraud reporting system and the means of reporting fraud to all new hires. All new employees must confirm that they received this information within thirty days after beginning employment. Ohio Revised Code §117.103 requires the Auditor of State to confirm during the course of an audit, as provided in Ohio Revised Code §117.11, that public offices have so notified new employees. The statute provides two ways to verify compliance. First, public offices may require new employees to sign forms acknowledging the employees were notified of the fraud-reporting system. After an employee has signed the

acknowledgment form, the form should be placed in the employee's personnel file. Public offices do not need to send signed copies of these forms to the Auditor of State. The Auditor of State has created a model form, which is appended to this Bulletin and may be found on the Auditor of State website. Alternatively, public offices may consider providing the fraud reporting system information in the employee manual for the public office. The employee should sign and verify the employee's receipt of such a manual.

Finally, Ohio Revised Code §124.341 extends whistleblower protections to employees who file a complaint with the new fraud-reporting system. If a classified or unclassified employee becomes aware of a situation and reports it to the Auditor of State's fraud-reporting system, the employee is protected against certain retaliatory or disciplinary actions. If retaliatory or disciplinary action is taken against the employee, the employee has the right to appeal with the State Personnel Board of Review within thirty (30) days after receiving actual notice of the action. This is the employee's sole and exclusive remedy.

You may direct questions about this bulletin to the Auditor of State's Special Investigations Unit at (800) 282-0370.

A handwritten signature in black ink that reads "Keith Faber". The signature is written in a cursive, flowing style.

Keith Faber
Ohio Auditor of State

**Auditor of State's Fraud Reporting System Contact
Information**

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll-free number, the Auditor of State's website, a mobile app, by email or through the United States' mail:

Auditor of State's fraud contact information:

Telephone: 1-866-FRAUD OH (1-866-372-8364)

US Mail: Ohio Auditor of State's Office
Attn: Special Investigations Unit
88 East Broad Street, 10th Floor
Columbus, Ohio 43215

Web: www.ohioauditor.gov – on the home page,
click on “**Learn More**” under **Reporting Fraud**

Email your tip: @ fraudohio@ohioauditor.gov

Mobile App: See download instructions below

The following instructions can be used to download the app:

For Apple users:

Visit the Apple App Store via your mobile device or Apple computer and search for *Ohio Stops Fraud*. This app is available for iOS7 users who own the iPhone 4 or later models.

[Download the app from the Apple Store](#)

For Android users:

Visit the Google Play Store via your mobile device or computer and search for *Ohio Stops Fraud*.

[Get the app on Google Play](#)

Read the app's [privacy policy](#) for more information.

Acknowledgement of receipt of Auditor of State Fraud Reporting System information

Pursuant to Ohio Revised Code §117.103(B)(1), a public office shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee upon employment with the public office.

Each new employee has thirty days after beginning employment to confirm receipt of this information.

By signing below you are acknowledging (insert public employer) provided you information about the fraud-reporting system as described by Ohio Revised Code

§117.103(A), and that you read and understand the information provided. You are also acknowledging you have received and read the information regarding Ohio Revised Code §124.341 and the protections you are provided as a classified or unclassified employee if you use the fraud reporting system.

I, _____, have read the information provided by my employer regarding the fraud-reporting system operated by the Ohio Auditor of State's office. I further state that the undersigned signature acknowledges receipt of this information.

PRINT NAME, TITLE, AND DEPARTMENT

SIGNATURE

DATE