



Michigan
Office of the Auditor General
REPORT SUMMARY

Performance Audit

Report Number:
31-212-02

Office of School Support Services

Michigan Department of Education

Released:
September 2004

The Office of School Support Services' (OSSS's) mission is to advocate and provide programs and services that promote the health and safety of Michigan citizens. At the time of our audit, OSSS consisted of four primary organizational units: Budget, Personnel, and Technical Support; Fiscal Reporting; Food and Nutrition; and Transportation and Driver Safety. Our audit focused on the Food and Nutrition, Pupil Transportation, and Driver Education Programs and the Motorcycle Safety Fund.

Audit Objectives:

1. To assess OSSS's effectiveness in administering the Food and Nutrition, Pupil Transportation, and Driver Education Programs.
2. To determine OSSS's compliance with applicable statutes regarding the collection and expenditure of fees accounted for in the Motorcycle Safety Fund.

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Audit Conclusions:

1. We concluded that OSSS's administration of the Food and Nutrition Program was generally effective; however, OSSS was only somewhat effective in its administration of the Pupil Transportation and Driver Education Programs.
2. We concluded that OSSS complied with applicable statutes regarding the collection and expenditure of fees

accounted for in the Motorcycle Safety Fund.

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Reportable Conditions:

1. OSSS should improve its coordinated review evaluations of the free and reduced price lunch eligibility verifications performed by school districts and school food authorities (Finding 1).
2. OSSS did not monitor bus driver qualifications; obtain, compile, and analyze school bus accident reports; or implement on-road driver skills testing for bus drivers (Finding 2).
3. OSSS should improve management control related to reporting requirements for pupil transportation training agencies (Finding 3).
4. OSSS did not monitor driver education program operations at school districts. In addition, OSSS did not develop a procedures manual to assist school

districts in documenting instructor qualifications and compliance with course requirements (Finding 4).

- 5. OSSS did not properly approve and monitor all driver education teacher preparation courses and driver education instructors (Finding 5).

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Agency Response:

Our audit report contains 5 findings and 6 corresponding recommendations. The Michigan Department of Education's preliminary response indicated that it agrees with the recommendations.

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A copy of the full report can be obtained by calling 517.334.8050 or by visiting our Web site at: <http://audgen.michigan.gov>



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