



FULTON COUNTY

**FULTON COUNTY, GEORGIA
OFFICE OF INTERNAL AUDIT**

**GEORGIA SECURITY & IMMIGRATION
COMPLIANCE ACT SITE VISIT REPORT**

Department of Facilities and Transportation

April 20, 2015

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Introduction

The Office of Internal Audit conducted a compliance review of the County's adherence to the Georgia Security and Immigration Compliance Act (GSICA). The GSICA of 2006 established new work eligibility verification requirements and further prohibited the provision of certain services or benefits to any adult without verification of their immigration status for Georgia's public employers, their contractors and sub-contractors.

Background

The GSICA is codified along with related amendments in several sections of the Official Code of Georgia (O.C.G.A.) including 13-10-90, 91 and 50-36-1. According to O.C.G.A 13-10-90, 91 every public employer shall register and participate in the federal work authorization program to verify employment eligibility of all newly hired employees. Public employers must post their federal identification number and date of authorization on their website. In addition, no public employer shall enter into a contract for physical performance of services unless the contractor registers and participates in the federal work authorization program. Therefore, the Georgia Department of Labor designated the Employment Eligibility Verification (EEV)/Basic Pilot Program (E-Verify) operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security as the electronic federal work authorization program. In addition, before a bid for any service is considered by a public employer, the bid shall include a signed, notarized affidavit from the contractor attesting registration and participation in E-Verify.

Based on O.C.G.A 50-36-1, all agencies providing a public benefit are required to verify the lawful presence of every person 18 years of age or older who applies for state or local public benefits by requiring each applicant to execute an affidavit affirming that he or she is a legal permanent resident, or a qualified alien lawfully present in the United States. Additionally, all agencies must register with the Systematic Alien Verification for Entitlements Program (SAVE).

Fulton County Policies and Procedures, Standard Number 100-28 was issued in January 2010 in response to the requirements of the GSICA. The formal policy pronouncement is the underlining basis of the Fulton County Government GSICA programs.

Objective

The objectives of the audit were to ensure that Fulton County departments, agencies, and contractors are in compliance with GSICA and related Fulton County policies and procedures.

Scope

The scope of our compliance testing covered the period from January 1, 2014 through October 31, 2014.

Methodology

During previous compliance reviews, the departments selected were reviewed based on the applicability of the laws to their operations. Prior reviews included the following departments: Personnel, Public Works, Health and Human Services, and the Housing Division of Environment and Community Development. This compliance review focused on the Department of Facilities and Transportation, which included a review of contracts and related contractors work eligibility requirements.

Two contractors were selected at random from a list of contracts with Fulton County's Department of Facilities and Transportation. The contract selected for review was contract number 13ITB57106C-MT, which pertained to janitorial services for various Fulton County Libraries and Service Centers. We reviewed the renewal contract for contract #13ITB57106C-MT with Chi-Ada Corporation and KeeClean for the period of January 1, 2014 through December 31, 2014 to ensure contracts included the appropriate GSICA provisions for contract compliance. In addition, we visited each contractor's location and met with the site manager to verify the contractor's GSICA compliance including participation in E-Verify. The contractors provided personnel files for employees working in Fulton County facilities. The files were reviewed for compliance with GSICA documentation requirements and work eligibility.

Findings and Recommendations

There were no reportable findings noted during our review. Both contracts contained the required and fully executed GSICA in conformance with GSICA standards. The forms reviewed were standardized documents provided to the vendors by the Fulton County Purchasing and Contract Compliance Department. Additionally, there were no outdated or missing documents in the employees' files for either contractor.

Conclusion

Based on our review, the Department of Facilities and Transportation contracts with Chi-Ada Corporation and KeeClean are in compliance with GSICA and related Fulton County policies and procedures.

We would like to thank management and staff for their timely cooperation and assistance during this audit. The distribution of this report is reserved for the executive management of Fulton County and the Board of Commissioners.