



Higher Education Coordinating Commission Office of Workforce Investments Policy	
Subject: Incident Reporting	
Focus:	<input checked="" type="checkbox"/> WIOA Title I <input checked="" type="checkbox"/> National DWG <input type="checkbox"/> State Grants <input type="checkbox"/> Other:
Publish Date: 03/23/2020	<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Revised Policy

## Overview

20 CFR 683.620 provide expectations and requirements for immediately reporting information and complaints involving criminal fraud, waste, abuse or other criminal activity. This policy establishes expectations and procedures for reporting alleged, suspected or known fraud, program abuse, or criminal misconduct which impacts WIOA funding.

## Policy Statement

It is the policy of the Higher Education Coordinating Commission Office of Workforce Investments that they and their subrecipients of WIOA funds will immediately report known or suspected fraud, waste, abuse, gross mismanagement or misuse of program funds or criminal activity, in accordance with the procedures set forth below.

## Procedures

If an incident of fraudulent activity is detected, it must be immediately reported to the Department of Labor Office of the Inspector General (OIG) utilizing the online Submission Form at the Department's Incident Reporting System, found at the website: [www.oig.dol.gov/hotlinecontact.htm](http://www.oig.dol.gov/hotlinecontact.htm).

A copy of the Incident Report must also be simultaneously provided to Employment and Training Administration. Prior to finalizing and submitting the Submission Form, print a copy and mail or fax to the address below. Note that when the Form is submitted a Confirmation Number will be provided; it may help to note the number in the file for future reference.

Department of Labor, Employment and Training Administration  
200 Constitution Avenue  
Washington DC 20210  
Fax: 202-693-7020

Reporting procedures do not supersede the responsibility to safeguard WIOA funds by taking prompt and appropriate corrective action. Whenever the entity reporting the allegation of an incident believes that immediate action to prevent further financial loss or other damage is necessary, or recovery of funds or property may be impeded if immediate action is not taken, the reporting entity has the responsibility to take any action it deems appropriate, including contacting the local law enforcement agency.

Situations involving imminent health or safety concerns, or the imminent loss of funds exceeding \$50,000 are considered emergencies and must be immediately reported to the Department of Labor OIG via the hotline

telephone number and followed up immediately (within one working day) in the form of an Incident Report. The hotline telephone number is: 800-347-3756 or 202-693-6999.

No action, including retaliation, will be taken against any individual who discloses information concerning criminal or improper activities, or makes a good faith complaint to proper authorities.

### **Required Action**

Local Workforce Development Boards must establish an Incident Reporting policy which requires their subrecipients, program providers, and staff to immediately report alleged, suspected, or known fraud, program abuse, or criminal misconduct which impacts WIOA funding.

### **Contact**

Questions are to be referred to [hecc.owi-workforce-policy@hecc.oregon.gov](mailto:hecc.owi-workforce-policy@hecc.oregon.gov).