

State of Alaska
Department of Labor and Workforce Development

Division: Employment and Training Services (DETS), Alaska Workforce Investment Board (AWIB)	Policy: 07-536.1
Subject: Incident Reporting of Fraud, Waste, or Abuse	Pages: 3
References: WIOA Regulations, Title 20 CFR Section 683.620; Federal Regulation 2 CFR 200; Training and Employment Guidance Letter 2-12	Effective: 6/1/2018 Revised: 6/19/2020
Approved:  _____ Louise Dean, Executive Director, AWIB	<u>6/30/2020</u> Date
Approved:  _____ Patsy Westcott, Director, DETS	<u>6/30/2020</u> Date

1. Parties Affected

This policy applies to the Alaska Workforce Investment Board (AWIB) and Division of Employment and Training Services (DETS) staff, and recipients of public funds from AWIB/DETS.

2. Background

The Workforce Innovation and Opportunity Act (WIOA) Regulations, Title 20 CFR Section 683.620, require that any persons having knowledge of or receiving complaints related to fraud, criminal activity, waste, or abuse must report such information to the appropriate state and federal agencies for investigation.

Fraud, misfeasance, nonfeasance or malfeasance is any alleged deliberate action which is in apparent violation of federal statutes and regulations. This includes, but is not limited to, indications of bribery, forgery, extortion, embezzlement, theft of participant checks, kickbacks to participants, intentional payments to a contractor without the expectation of receiving services, payments to ghost enrollees, misuse of appropriated funds, and misrepresenting information on official reports. Examples of employee malfeasance include embezzlement, misappropriation, alteration or falsification of documents, false claims or reimbursement requests, theft of any asset, inappropriate use of computer systems, and violation of state or federal laws.

Waste is any intentional or unintentional, thoughtless or careless expenditure consumption, mismanagement, use, or squandering of resources to the detriment or potential detriment of the

program. Waste also includes incurring unnecessary costs as a result of inefficient or ineffective practices, systems, or controls.

Abuse is any excessive or improper use or intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources. This can include excessive use as to abuse one's position or authority.

3. Policy

All instances of fraud, waste, abuse, or other criminal activity associated with WIOA-funded activities must be reported to the United States Department of Labor (DOL) Office of Inspector General (OIG) and to the Alaska Department of Labor and Workforce Development (DOLWD) Commissioner. Any person who suspects malfeasance or wrongdoing on the part of any subrecipient, vendor, contractor, participant, or staff member must file an incident report.

Additionally, subrecipients receiving funds from AWIB/DETS must establish effective internal procedures to prevent and detect fraud, waste, abuse, and criminal activity. These procedures must be in writing and include instructions to file incident reports to OIG and DOLWD of any allegations of WIOA-related fraud, waste, abuse, or criminal activity.

When a complainant has consented to the release of their identity, program providers must ensure that any disclosure is made under conditions that support the continued receipt of confidential information.

The OIG 1-156 Incident Report Form should be used for filing the incident report and to provide supplemental information and final resolution or adjudication. The OIG form can be located at https://wdr.doleta.gov/directives/attach/TEGL/TEGL_2_12_att_c.pdf

Reports may be transmitted to:

Complaints Analysis Office,
Office of Inspector General
200 Constitution Avenue, N.W., Room S-5506
Washington D.C. 20210
hotline@oig.dol.gov
Toll Free Hotline 1-800-347-3756

Alaska DOLWD
PO Box 111149
Juneau, Alaska 99811-1149
Commissioner.Labor@alaska.gov

The OIG investigation will include contact with appropriate individuals and agencies to seek corroborating information concerning the validity of the alleged violations, including review of appropriate documents.

The OIG Hotline should not be used for resolving employee grievances, Equal Employment Opportunity complaints, labor disputes, or other personnel concerns. Information regarding these

types of grievances and complaints is in AWIB/DETS [Policy 07-506 Equal Opportunity Discrimination Complaints](#).

This policy does not supersede federal or state laws, policy, or regulations governing specific matters, including misconduct, procurement, ethics, corrective action, discrimination, and harassment.