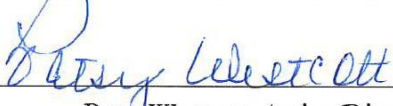



**State of Alaska**  
**Department of Labor and Workforce Development**

<b>Division:</b> Employment and Training Services	<b>Policy:</b> 07-536
<b>Subject:</b> Incident Reporting of Fraud, Waste, or Abuse	<b>Pages:</b> 2
<b>References:</b> <a href="#">WIOA Regulations, Title 20 CFR Section 683.620;</a> <a href="#">Federal Regulation 2 CFR 200 Training and Employment Guidance Letter 2-12</a>	<b>Effective:</b> 6/1/2018
<b>Approved:</b>  Patsy Westcott, Acting Director	 Date

**1. Parties Affected**

This policy applies to the Division of Employment and Training Services (DETS) staff and recipients of public funds from DETS.

**2. Background**

The Workforce Innovation and Opportunity Act (WIOA) regulations, 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 considered broadly as any alleged deliberate action, which is apparently in violation of Federal statutes and regulations. This category 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, violation of state or federal laws.

**Waste** is considered as an 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 considered as 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

The intent of this policy is to ensure that all instances of fraud, waste, abuse, or other criminal activity associated with WIOA-funded activities are reported to the United States Department of Labor's (DOL), Office of Inspector General (OIG) and to Alaska Department of Labor and Workforce Development, Commissioner (DOLWD). Any person who suspects malfeasance or wrongdoing on the part of any subrecipient, vendor, participant or staff member is required to file an incident report.

Additionally, subrecipients receiving funds from DETS must establish appropriate internal procedures to prevent and detect fraud, abuse, and criminal activity. These procedures must include a reporting process to ensure that OIG and DOLWD are notified of any allegations of WIOA-related fraud, waste or abuse or criminal activity. Internal procedures must be in writing and provide information on how to file incident reports to OIG and DOLWD.

When consent has been provided for the release of the complainant's identity, program providers must ensure that such 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/adjudication. The OIG form can be located at [https://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_2\\_12\\_att\\_c.pdf](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_2_12_att_c.pdf)

You may either mail or email the report to:

Complaints Analysis Office,  
Office of Inspector General  
200 Constitution Avenue, N.W., Room S-5506  
Washington D.C. 20210  
Email [hotline@oig.dol.gov](mailto:hotline@oig.dol.gov)

Alaska DOLWD  
PO Box 111149  
Juneau, Alaska 99811-1149  
[Commissioner.Labor@alaska.gov](mailto:Commissioner.Labor@alaska.gov)

Toll Free Hotline 1-800-347-3756

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 can be found in DETS [Policy 07-506.1 Equal Opportunity Discrimination Complaints](#)

The investigation will include contact with appropriate individuals and/or agencies to seek corroborating information or evidence concerning the validity or lack of validity of the alleged matters. The investigation may also include the review of appropriate documents.

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