

**Nevada Department of Employment, Training and Rehabilitation  
(DETR)  
Workforce Innovation and Opportunity Act (WIOA)  
State Compliance Policy (SCP)**

**Policy Number: 5.2**

**Originating Office:** DETR; Workforce Investment Support Services (WISS)

**Subject:** Forms for Reporting Fraud and Abuse

**Issued:** NEW, May 2019 replacing Workforce Investment Act (WIA) SCP 5.2

**Purpose:** To transmit procedures to be used by all Employment and Training Administration (ETA) grant recipients for reporting allegations of fraud, program abuse or criminal conduct involving grantees or other entities and subrecipients receiving Federal funds either directly or indirectly from ETA.

**State Imposed Requirements:** This directive may contain some state-imposed requirements. These requirements are printed in **bold, italic type**.

**Authorities/References:** Workforce Innovation and Opportunity Act (P.L. 113-128), TEGL 2-12.

**ACTION REQUIRED:** Upon issuance bring this guidance to the attention of all WIOA service providers, Local Workforce Development Board (LWDB) members and any other concerned parties. Any LWDBs policies, procedures, and or contracts affected by this guidance are required to be updated accordingly.

**Background:**

The Code of Federal Regulation (CFR) requires Sub-recipients report allegations, suspicions, and complaints of possible fraud, program abuse and criminal activities involving WIOA Title I-B funds. The detection and prevention of fraud and abuse in programs authorized by the Department of Labor (DOL) are of the highest priority. Therefore, systematic procedures for reporting instances of suspected or actual fraud, abuse or criminal conduct are vital. States, local governments and grantees may become aware of actual, potential or suspected fraud; gross mismanagement or misuse of program funds; conduct violations; violations of regulations; and, abuse.

This policy provides the Office of Inspector General (OIG) contact information, Hotline telephone number and reporting forms and their proper use.

Grant recipients must be familiar with Incident Reporting Requirements in SCP 4.7, TEGL 2-12 and follow the procedures set forth herein for documenting, immediately reporting to the State (WISS)/OIG, and following-up on instances of alleged, suspected or known fraud, program abuse

and criminal misconduct involving grantees and other recipients, including Eligible Training Providers and subrecipients of Federal funds from ETA.

**Responsibilities:** Grant recipients are responsible for following the procedures set forth in this policy and SCP 4.7 as required by TEGL 2-12. Grant recipients must immediately document allegations, suspicions and complaints involving possible fraud, program abuse and criminal misconduct using the IR form and instructions for filling out the form attached here.



TEGL 2-12 OIG  
1-156 Instruction.pdf



Incident Report  
Form OIG 1-156.pdf

Additionally, situations involving imminent health or safety concerns, or the imminent loss of funds exceeding an amount larger than \$50,000 (e.g. \$500,000), are considered emergencies and must immediately be reported to the OIG and [Office of Financial and Administrative Management] (OFAM) **and WISS** by telephone and followed up with a written report in the form of an IR, no later than one working day after the telephone report. Below in the Hotline contact information and procedure.

### **Hotline Referrals:**

In addition to the ETA process set forth in TEGL 2-12, the OIG operates a Hotline to receive and process allegations of fraud, waste and abuse. Allegations received directly through the Hotline, and written complaints from the public pertaining to ETA, are referred by the OIG to OFAM, when appropriate.

OFAM must screen and record all Hotline referrals from the OIG pertaining to ETA and send the referrals to the appropriate Regional Administrator, Office of Apprenticeship Regional Director or National Office Administrator (RA/RD/NOA) for action. The RA/RD/NOA must send OFAM an initial response to all hotline referrals no later than two weeks after receiving the referral, and must continue to provide updates in the quarterly tracking report until the complaint is closed and a final response sent to OFAM. No action of any kind will be taken against the complainant for providing information in accordance with these procedures.

When contacting OIG Hotline, provide as much detailed information as possible concerning the allegations, including:

- Who is involved;
- When the situation you are reporting took place and whether it is still ongoing;
- Where the situation occurred;
- What happened that was inappropriate and prompted you to contact the OIG Hotline;
- How the situation took place.

### **OIG hotline contact information**

[Online Form](#)

Telephone: 202-693-6999 or 1-800-347-3756

Fax: 202-693-7020

Mail Address:

Attention: Hotline  
Office of Inspector General  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210

<https://www.oig.dol.gov/>

<https://www.oig.dol.gov/hotlineform.htm>

**UNITED STATES DEPARTMENT OF LABOR**

**OFFICE OF INSPECTOR GENERAL**

ABOUT OIG ▾ OIG HOTLINE ▾ OIG PUBLICATIONS & REPORTS ▾ FRAUD INVESTIGATIONS ▾ NEWSROOM ▾ **REPORT FRAUD**

### HOTLINE FORM

You can use this online form to report allegations of fraud, waste, abuse, misconduct, or other wrongdoing concerning DOL programs and operations, including DOL contracts and grants. You can also use this online form to report allegations of labor racketeering, including alleged misuse of union assets, benefit plan assets or other fraud related to labor-management relations or internal union affairs.

The OIG Hotline cannot provide status reports or other information regarding the disposition of your complaint.

### QUICK LINKS

- [How to contact Hotline](#)
- [Hotline Glossary of terms](#)
- [Information that is helpful to provide when submitting a complaint](#)
- [ARRA Whistleblowers](#)

What DOL Agency does your allegation involve? (Required)

Your Name

E-mail Address

Street Address

Building/Room

City, State, and Zip Code

Please choose one

- Not related to a DOL Agency
- Administrative Review Board
- Benefits Review Board
- Bureau of International Labor Affairs
- Bureau of Labor Statistics
- Center for Faith-Based and Neighborhood Partnerships
- Employee Benefits Security Administration
- Employees' Compensation Appeals Board
- Foreign Labor Certification
- Job Corps
- Job Training Contract/Grant Fraud or Misconduct
- Job Training Program Participant Issue
- Mine Safety and Health Administration
- Occupational Safety and Health Administration
- Office of Administrative Law Judges
- Office of Congressional & Intergovernmental Affairs
- Office of Disability Employment Policy
- Office of Federal Contract Compliance Programs
- Office of Inspector General
- Office of Labor-Management Standards
- Office of Public Affairs
- Office of Public Engagement
- Office of Small Business and Disadvantaged Business Utilization
- Office of the Assistant Secretary for Administration and Management
- Office of the Assistant Secretary for Policy
- Office of the Chief Financial Officer
- Office of the Chief Information Officer
- Office of the Ombudsman for the Energy Employees Occupational Illness Compensation Program
- Office of the Secretary

**If your complaint involves any of the topics listed below, please DO NOT use this form, but follow the instructions provided.** For pay-related complaints or Family and Medical Leave Act issues contact the Wage and Hour Division at 1-866-4USWAGE (1-866-487-9243) or at <http://webapps.dol.gov/contactwhd/default.aspx>

For concerns or complaints regarding individual pension, health, or other employee benefits, including COBRA coverage issues, contact the Employee Benefits Security Administration at 1-866-444-3272 or at <http://www.askebsa.dol.gov/WebIntake/Home.aspx>

If you are a current or former federal employee and have concerns about your workers' compensation claim, see <http://www.dol.gov/owcp/owcpkeyp.htm> for specific contact information.

If you have concerns involving a workers' compensation claim and you are NOT a current or former federal employee, contact your state compensation board.

For workplace safety and health issues, contact the Occupational Safety and Health Administration (OSHA) at 1-800-321-OSHA (6742) or at <https://www.osha.gov/pls/osha7/eComplaintForm.html>

To file a complaint under a whistleblower statute enforced by OSHA go to: <https://www.osha.gov/whistleblower/WBComplaint.html>

To report mining safety and health issues, contact the Mine Safety and Health Administration at: 1-800-746-1553 or use the online filing option at:

<https://lakegovprod3.msha.gov/HazardousConditionComplaint.aspx>

To report union representation issues or allegations of unfair labor practices by management and/or union officials, contact the National Labor Relations Board at 1-866-667-6572.

To file a workplace discrimination or sexual harassment complaint, contact the U.S. Equal Employment Opportunity Commission at 1-800-669-4000.

If you believe that a claim for unemployment benefits has been unfairly denied, contact your state's unemployment compensation office.

For all other general DOL-related inquiries that do not involve fraud, waste or abuse in DOL programs, or misconduct by DOL employees, contractors, or grantees, contact the U.S. Department of Labor National Contact Center at 1-866-4-USA-DOL (1-866-487-2365).

To report a fraud, waste, and abuse complaint involving another Federal agency besides DOL, see <https://www.ignet.gov/content/inspectors-general-directory> for contact information for all Federal Inspectors General.