
WIOA Funding Incidents Policy

This policy establishes expectations and procedures for reporting alleged, suspected, known fraud, program abuse, or criminal misconduct regarding Workforce Innovation and Opportunity Act (WIOA) funding. This policy aligns with Training and Employment Guidance Letter (TEGL) 15-23 and 20 CFR 683.620.

Procedure:

- a) Identifying and Documenting Incidents: Recipients must immediately document allegations, suspicions, and complaints involving possible fraud, program abuse, and criminal misconduct. See Attachment A for definitions and examples. If a recipient is unsure if a situation qualifies as an “incident” based on the definitions, the recipient should report it in accordance with the procedures.
- b) Reporting Incidents: There are two steps to reporting incidents:
 - a. Allegations of fraud, waste and abuse, criminal and other illegal or improper activities in ETA-funded grant programs and operations must be reported to the OIG and ETA.
 - Recipients must promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code, or a violation of the civil False Claims Act (31 U.S.C. 3729-3733).
 - All incidents should be reported as expeditiously as possible.
 - Situations involving imminent health/safety concerns, or the imminent loss of funds exceeding an amount larger than \$50,000, which are considered emergencies, must be immediately reported to OIG and ETA no later than one working day after the emergency was discovered.
- c) Reporting procedures do not supersede the organization’s 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. Any immediate action taken or planned by the reporting entity must be reported to the Executive Director (NWPA Job Connect staff) when the incident report is submitted.
- d) All incident reports, emergency or other, must be sent to the Office of Inspector General (OIG), with a copy to the Executive Director (NWPA Job Connect staff), using the

contact information below. The NWPA Job Connect and its subrecipients will use the OIG Hotline Portal form to immediately document and report suspicions, allegations, or complaints involving:

- WIOA-related fraud
- Misfeasance, nonfeasance or malfeasance
- Misapplication of funds
- Gross mismanagement
- Employee/participant misconduct; or
- Other potential or suspected criminal actions

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

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. Individuals may remain anonymous if they choose.

- e) Report Submission. The NWPA Job Connect and its subrecipients must submit incident reports to the following entities:

Pennsylvania Department of Labor and Industry
Deputy Secretary for Workforce Development
Labor and Industry Building
651 Boas Street
Harrisburg, PA 17121
Phone: (717) 787-0805

Office of Inspector General
Hotline Online Complaint Form: <https://www.oig.dol.gov/hotline.htm>

If internet is unavailable: Toll Free Hotline: 1-800-347-3756
Non Toll-Free Number: 202-693-6999

Reporting to ETA:

Send screen shots from OIG Hotline Portal or photos of the three OIG Hotline Portal screens to ETA via email at: ETAIncidentReporting@dol.gov.

Subject line of the email should contain: ETA Incident Report- (State Name) for easy identification of the ETA Regional office that needs the information for evaluation as part of the ETA's overall grant monitoring and oversight responsibilities.

Note: Per requirements of 20 CFR 683.620, the Department of Labor Employment and Training Administration (DOLETA) shall be copied on submitted incident reports from the reporting entity.

OIG will determine whether the allegations have merit and, when appropriate, conducts or arranges for an investigation and/or audit. When OIG determines the incident report does not have investigative or audit merit, the incident report is referred to ETA for resolution. Depending on the circumstances, ETA will either forward the incident report to the recipient to research and report back, or ETA will work with the recipient to analyze and report on the incident. When the incident report is referred to the recipient,

the recipient must prioritize this activity, so ETA can report the resolution to OIG in a timely manner.

REFERENCES

WIOA Section 185(b)

20 CFR 683.430

20 CFR 683.620

Training and Employment Guidance Letter (TEGL) No. 15-23 (2-12 rescinded)

HISTORY

Name	Date	Rev. Level	Description of Change	Effective Date
Debra O'Neil	04/27/2017	A	New Policy as Assurance for Local Plans	08/11/2017
Susan Richmond	8/1/2025	B	Updates based on Updated TEGL	10/10/2025

Appendix A

Definitions

The definitions below were developed by ETA. The definitions are illustrative and are not intended to be either fully exclusive or restrictive.

Emergency: A situation involving imminent health or safety concerns, or the imminent loss of funds exceeding an amount larger than \$50,000.

Employee/Participant Misconduct: Actions occurring during or outside work hours that reflect negatively on the U.S. Department of Labor or its mission involving outside employment, business and professional activities; the receipt or giving of gifts, fees, entertainment, and favors; misuse of Federal property; and misuse of official information and such other activities as might adversely affect the confidence of the public in integrity of the government, as well as serious violations of Federal and state laws.

ETAIncidentReporting@dol.gov: This is the email address to which the individual filing the incident report should send the screen shots or photos of each of the three Office of Inspector General (OIG) Hotline Portal screens to complete the incident reporting process.

Fraud, Misfeasance, Nonfeasance, or Malfeasance: Any alleged deliberate action or inaction which may be 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 from participants or contractors, intentional payments to a contractor without the expectation of receiving services, payments to ghost (fake) enrollees, misuse of appropriated funds, and misrepresenting information in official reports.

Gross Mismanagement: Actions or situations arising out of management ineptitude or oversight and leading to a major violation of statutory (such as Workforce Innovation and Opportunity Act or Wagner-Peyser) processes, regulations, or contract/ grant provisions. Such actions or situations have the potential to severely hamper accomplishment of program goals, waste government resources, and jeopardize future support for a particular program/project. This category includes, but is not limited to, unauditable records, unsupported costs, highly inaccurate fiscal reports or program reports, payroll discrepancies, payroll deductions not paid to the Internal Revenue Service, and lack of good internal control procedures.

Incident Referrals: The OIG refers incidents and allegations concerning Employment and Training Administration (ETA) programs to ETA where the OIG determines that the incident report does not have investigative or audit merit.

Misapplication of Funds: Any alleged deliberate use of funds, assets or property not authorized or provided for by legislation or regulations, grants, or contracts. This category includes, but is not limited to, nepotism, political patronage, use of participants for political activity, ineligible enrollees, conflicts of interest, failure to report income from Federal funds, violation of contract/grant procedures, and the use of Federal funds

for other than specified purposes. An incident report should be filed when there appears to be an intent to misapply funds rather than merely for a case of minor mismanagement. It should be noted that there are some exceptions related to nepotism for the Indian and Native American programs, as described in 20 CFR 684.630(d).

OIG Hotline Portal: The OIG operates the OIG Hotline Portal to receive and process allegations of fraud, waste, and abuse concerning Departmental grants, contracts, programs, and operations. The OIG Hotline Portal is also used to address allegations of criminal activity and serious misconduct involving Department employees. Incident reports should be submitted online at: <https://www.oig.dol.gov/hotline.htm>

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

If internet access is not available, incidents can be reported to the OIG via the Toll-Free Hotline at 1-800-347-3756 or (202) 693-6999 (not a toll-free number).