



POLICIES AND PROCEDURES

POLICY TYPE:	Incident Reporting Policy
EFFECTIVE:	July 9, 2020
REVISED:	July 1, 2025

PURPOSE

This policy establishes expectations and procedures for reporting alleged, suspected or known fraud, program abuse, or criminal misconduct which impacts Workforce Innovation and Opportunity Act (WIOA) funding and other federally funded programs. As required under 20 CFR 683.620, which provides expectations and requirements for immediate reporting of information and complaints involving criminal fraud, waste, abuse, or other criminal activity.

REFERENCE

- [TEGL 15-23](#): Employment and Training Administration Recipient Responsibilities for Reporting Instances of Suspected Fraud, Program Abuse, and Criminal Conduct - updated procedures for federal assistance recipients and subrecipients to follow when reporting suspected fraud, program abuse, or criminal conduct involving recipients or other entities receiving Federal awards directly from the Employment and Training Administration (ETA) and/or involving subrecipients receiving Federal funds indirectly from ETA.

POLICY

Criminal complaints, including allegations of fraud, outline the facts and circumstances that support a claim that a person potentially committed fraud, a crime involving deception or deceit to gain an unfair advantage or cause harm to another. It is the policy of Lane Workforce Partnership that they and their subrecipients 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: <https://www.oig.dol.gov/hotline.htm>.

A copy of the Incident Report must also be simultaneously provided to the Department of Labor's Employment and Training Administration via email at ETAIncidentReporting@dol.gov.

TEGL 15-23 contains detailed instructions as to the process for completing the online form. Recipients are instructed to capture a screenshot of each page of the form prior to hitting the "next" or "submit" buttons. These screenshots are to be emailed to ETA.

Reporting procedures do not supersede the responsibility to safeguard WIOA or other federal 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 OIG Hotline Portal. 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.

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 the proper authorities.

REQUIRED ACTION

Lane Workforce Partnership requires their subrecipients, program providers, and staff to immediately report alleged, suspected, or known fraud, program abuse, or criminal misconduct which impacts federally funded programs.

ISSUED:

Date: July 1, 2025

LWP Director of Workforce Programs