
Date Established: 07/01/2013
Date Last Revised: 01/12/2021
Date Posted to Website: 03/28/2017
Status: Final
Supersedes: Fraud Reporting #135

Purpose

To establish requirements for reporting alleged, suspected or known fraud, program abuse and criminal misconduct to awarding agencies of funds.

Policy

It is the policy of PacMtn to immediately report information or complaints regarding fraud, waste, abuse or mismanagement of federal funds. If incidents or suspected activity includes WIOA funds Employment Security and the Office of Inspector General will be notified.

Guidelines

PacMtn has responsibility to safeguard funds and has a system in place to prevent, report and follow-up on allegations of fraud and abuse of funds. This system includes:

1. Internal controls are in place to prevent the possibility of fraudulent activity within the organization. However, if the known or suspected activity of fraud is related to the organization this information should be immediately reported to the CEO or management unrelated to the activity.
2. Appropriate actions will be taken immediately to stop the fraudulent activities, safeguard remaining assets and records and prevent future instances from recurring, including personnel action if necessary.
3. 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 ESD when the incident report is submitted.
4. All incident reports, emergency or other, must be sent to the State Auditor's Office, ESD and the Office of Inspector General (OIG) using the contact information provided below. PacMtn and our subrecipients will use the IR (OIG 1-156) form as provided by the

Department of Labor 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.
5. Situations involving imminent health or safety concerns, or the imminent loss of funds exceeding an amount larger than \$50,000 are considered emergencies and must be immediately reported to the OIG via the hotline telephone number and followed up immediately (within one working day) in the form of an IR.
6. All subcontractors of PacMtn shall also adhere to the state and federal reporting requirements noted above for all incidents of fraud as detailed in this policy of federal funds, as well as notifying the PacMtn immediately of any suspected fraud.
7. Report Submission. All incidents must be reported to each of the following entities either by phone, mail or email:
- **Pacific Mountain WDC**
E-mail - Wil@pacmtn.org
Or
Mail: Pacific Mountain Workforce Development Council
1570 Irving Street SW
Tumwater, WA 98512
 - **Employment Security Department**
E-mail: ESDGPCCommissionerRequests@esd.wa.gov
Or
Mail: Office of the Commissioner Employment Security Department Attention:
WIOA Incident Reporting
PO Box 9046
Olympia, WA 98507-9046
 - **Office of Inspector General**
Attn: Hotline
E-mail: <https://www.oig.dol.gov/hotline.htm>
Or
Mail: Office of Inspector General
US Department of Labor
200 Constitution Avenue, N.W. Room S-5514
Washington, D.C. 20210
Hotline for emergency situations:
1-800-347-3756 or 202-693-6999

- **Washington State Auditor's Office**

Attn: Hotline

P.O. Box 40021

Olympia, WA 98504-0031

1-866-902-3900

<https://sao.wa.gov/report-a-concern/how-to-report-a-concern/fraud-program/>

(Access to online form)

Copy:

Employment and Training Administration:

E-mail: RO6-RA-SF@dol.gov

Or

Mail: Attention: Regional Administrator

U.S. Department of Labor

Employment and Training Administration

San Francisco Regional Office

90 7th Street, Suite 17300

San Francisco CA 94103

Phone: 414-625-7977

References

RCW 43.09.185 Loss of public funds - Washington State Auditor's Office

TEGL 2-12

20 CFR 667.630

20 CFR 683.620

State Policy 5412, R2 - Reporting Incidents Involving Workforce Innovation and Opportunity Act (WIOA) Funding

DATE APPROVED: March 10, 2017, 1/12/2021

Direct Inquiries to:

Pacific Mountain Workforce Development Council

1570 Irving Street SW Tumwater, WA 98512

Telephone: (360) 704-3568

Email: info@pacmtn.org

PacMtn is an equal opportunity employer/program.

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