PACIFIC MOUNTAIN WORKFORCE DEVELOPMENT
PACMTN
building community prosperity

TITLE: Fraud Reporting
POLICY #1.3.2

Type: Administrative Policy

Original Policy Date: 07/01/2013

Effective Revision Date: 01/12/2021

Status: Final

Supersedes: Fraud Reporting #135

Policy

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

Policy 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 suspicious allegations or complaints involving:
    - WIOA-related fraud;
    - Misfeasance, nonfeasance, 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 PacMtn immediately of any suspected fraud.

7. Report Submission. All incidents must be reported to each of the following entities by either phone, mail, or email:

    - **Pacific Mountain WDC**
      Contact: Wil Yeager, CFO
      Email: wil@pacmtn.org
      Phone: 360-280-6573
      Mail: 201 5th Ave SW, Suite 401, Olympia, WA 98501

    - **Employment Security Department**
      Email: ESDGPCommissionerREquest@esd.wa.gov
      Mail: Office of the Commissioner Employment Security Department
      Attention: WIOA Incident Reporting
      PO Box 9046
      Olympia, WA 98507-9046

    - **Office of Inspector General**
      Website: https://www.oig.dol.gov/hotline.htm

Phone: 202-693-6999 or 1-800-347-3756
Mail Address:
Attention: Hotline
Office of Inspector General
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, D.C. 20210

- **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 15-23
20 CFR 683.620
State Policy 5412 (REV2) - Reporting Incidents Involving Workforce Innovation and Opportunity Act (WIOA) Funding

Attachment

N/A

Direct Inquiries to:
Pacific Mountain Workforce Development Council
201 5th Ave SW, Suite 401
Olympia, WA 98501
Telephone: (360) 515-5134
Email: Info@pacmtn.org

PacMtn is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. WA Relay 711.