

INSTRUCTION LETTER

INSTRUCTION NUMBER: WIOA 23-01

TO: Upstate Workforce Board Staff, Grantees and SC Works Partners

SUBJECT: Incident Reporting Instructions

DATE

ISSUED: February 2, 2024

DATE

EFFECTIVE: Immediately

DATE

EXPIRES: Indefinitely

PURPOSE: The purpose of this instruction is to transmit procedures for reporting known or suspected incidents of fraud, program abuse, or criminal conduct involving grantees or other entities and subrecipients receiving Federal funds either directly or indirectly.

BACKGROUND: On July 12, 2012, the US Department of Labor issued Training and Employment Guidance Letter No. 2-12 to be used by all 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.

ACTION: Each grantee is required to disseminate information regarding the procedures for incident reporting to all staff. In the event that a reportable incident involving a DOL-funded program occurs, the procedures outlined in this instruction should be followed. The Upstate Workforce Board remains available for technical assistance with the completion of the required forms. Access to the online form is below as well as appropriate telephone numbers.

OIG hotline contact information:

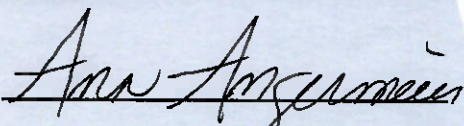
•Online Form - <https://www.oig.dol.gov/hotline.htm>

•Telephone: 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

INQUIRIES: Direct questions to Dana Hudgins dana@upstatewb.org or 864-596-2028 TTY:711.



Ann Angermeier, Executive Director