

**NORTH CENTRAL COUNTIES CONSORTIUM (NCCC)**  
**INCIDENT REPORTING PROCEDURE**

**I. Purpose**

To establish procedures for NCCC and Subgrantees to report all suspected or actual instances of fraud, abuse, and any criminal activity related to programs funded under the Workforce Investment Act (WIA).

**II. Background**

The WIA regulations, Title 20 CFR Section 667.630, require that information and complaints involving criminal fraud, waste, abuse or other criminal activity must be reported immediately. Subrecipients shall establish appropriate internal program management procedures to prevent, detect and report all allegations of WIA-related fraud, abuse, and criminal activity to the Compliance Review Division (CRD) of the Employment Development Department (EDD) and the Department of Labor's (DOL) Office of Inspector General (OIG).

**III. References**

- Title 20 Code of Federal Regulations (CFR) Sections 667.505 and 667.630
- WIA Directive D02-03

**IV. Procedure**

**NCCC SUBGRANTEES**

Subgrantees detecting the presence or appearance of fraud, abuse or other criminal activity involving WIA-funded activities shall submit a written report using the attached Incident Report Form. Subgrantees must obtain sufficient information to provide a clear, concise report of each incident, but **submission of an incident report should not be delayed even if all facts are not readily available, facts subsequently developed are to be forwarded in a supplemental report.** Reports, and supplemental reports, must be submitted using the attached Incident Report Form, within twenty-four (24) hours of discovery or receipt of information regarding fraud, abuse, or criminal activity to the:

Executive Director  
North Central Counties Consortium  
422 Century Park Drive, Suite B  
Yuba City, CA 95991

Allegations considered to be of an emergency nature may be reported by telephone to the NCCC Administrative Office at (530) 822-7145, and **followed immediately thereafter with a written Incident Report** submitted to the Executive Director.

## NCCC ADMINISTRATIVE ENTITY

NCCC Administrative Office following the receipt of the Incident Report Form shall maintain a copy of the report in the Administrative Entity's administrative files and forward within 24 hours to:

Attention: Compliance Resolution Unit  
Compliance Review Division, MIC 22M  
Employment Development Department  
P.O. Box 826880  
Sacramento, CA 94280-0001

And the OIG at their website, [www.oig.dol.gov/hotnet1.htm](http://www.oig.dol.gov/hotnet1.htm), by fax to (202) 693-5210 or by mail to:

Office of Inspector General  
United States Department of Labor  
200 Constitution Avenue, N.W., Room S-5506  
Washington, D.C. 20210

Allegations considered to be of an emergency nature may be reported by telephone to the Compliance Resolution Unit Supervisor at (916) 653-3270 and by calling the OIG/DOL Hot Line at 1-800-347-3756 and **followed immediately thereafter by a written Incident Report.**

All instances of non-program related criminal activity, such as burglary, arson, assault, etc., will be reported to local law enforcement agencies immediately.

Glossary: The attached Glossary of Terms is provided for use as a guide in the identification of fraud, abuse, and criminal activity. Since the Glossary cannot address every possible activity, questions as to whether an activity is, or is not, reportable under this policy should be referred to the Deputy Director for immediate clarification and guidance.

## Glossary of Terms

The federal definitions that follow are provided for use as a guide in the identification of fraud, abuse, and other criminal activity. Since the definitions cannot address every possible activity, questions as to whether an activity is reportable under this policy should be referred to your assigned Workforce Investment Division Regional Advisor for clarification and guidance.

**Fraud** is any deceitful act or omission, or willful device used with the intent to obtain some unjust advantage for one party, or to cause an inconvenience or loss to another party. Types of fraud include embezzlement, forgery, theft, solicitation and receipt of bribes (kickbacks), and falsification of records and claims regarding trainees (e.g., knowingly enrolling ineligible participants). Criminal fraud is a type of larceny and is punishable under both federal and California law as a felony. Civil fraud is subject to tort actions under civil laws.

**Misapplication of Funds** is defined as any use of funds, assets, or property not authorized or provided for in the grant or contract. This category includes, but is not limited to, nepotism, political patronage, use of participants for political activity, intentional services to ineligible enrollees, conflict of interest, failure to report income derived from federal funds, violation of contract provisions, maintenance of effort violations, and the use of the Workforce Investment Act (WIA) funds for other than WIA purposes.

**Gross Mismanagement** is defined as actions, or situations arising out of management ineptitude or oversight, which lead to a major violation of contract provisions and/or which severely hamper accomplishment of program goals. These include situations, which lead to waste of government resources and put into serious jeopardy future support for a particular project. This category includes, but is not limited to, unauditable records, unsupported costs, highly inaccurate fiscal and/or program reports, payroll discrepancies, payroll deductions not paid to the Internal Revenue Service or the State of California, and the lack of internal control procedures.

**Employee/Participant Misconduct** should be considered as actions occurring during or outside work hours, that reflect negatively on the program or its purpose, and may include, but are not limited to, conflict of interest involving outside employment, business and professional activities, and the receipt or giving of gifts, fees, entertainment, and favors; misuse of federal property; misuse of official information; and other activities that might adversely affect the confidence of the public regarding the integrity of government.

**Standard of Conduct Violations** are violations of terms and conditions stipulated in the subgrant agreement. The relevant stipulations in the subgrant agreement are General Assurances, Employment of Former State Employees, Conducting Business Involving Relatives, Conducting Business Involving Close Personal Friends and Associates, Avoidance of Conflict of Economic Interest, and Maintenance of Effort.

## INCIDENT REPORT

<p>1. Type of report (check one)</p> <p><input type="checkbox"/> Initial</p> <p><input type="checkbox"/> Supplemental</p> <p><input type="checkbox"/> Final</p> <p><input type="checkbox"/> Other <i>[specify]</i></p>	<p>2. Type of incident (check one)</p> <p><input type="checkbox"/> Conduct violation</p> <p><input type="checkbox"/> Criminal violation</p> <p><input type="checkbox"/> Program violation</p>
<p>3. Allegation against (check one)</p> <p><input type="checkbox"/> Contractor</p> <p><input type="checkbox"/> Program Participant</p> <p><input type="checkbox"/> Other <i>[(specify), give name and position of employee(s), list telephone number, Social Security Account number, if applicable, and other identifying data.]</i></p>	
<p>4. Location of incident</p> <p><i>[give complete name(s) and addresses of organizations(s) involved]</i></p>	
<p>5. Date and time of incident/discovery <i>[date, time]</i></p>	
<p>6. Source of complaint (check one)</p> <p><input type="checkbox"/> Audit    <input type="checkbox"/> Contractor    <input type="checkbox"/> Program Participant    <input type="checkbox"/> Public</p> <p><input type="checkbox"/> Investigative Law Enforcement Agency <i>[(specify)]</i></p> <p><input type="checkbox"/> Other <i>[(specify), give name and telephone number so additional information can be obtained.]</i></p>	
<p>7. Contacts with law enforcement agencies</p> <p><i>[specify name(s) and agency contacted and results]</i></p>	
<p>8. Persons who can provide additional information</p> <p><i>[(include custodian of records) name, position or job title, employment, local address (street, city and state) or organization, if employed and telephone number]</i></p>	
<p>9. Details of incident</p> <p><i>[describe the incident]</i></p>	