

CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL
GENERAL MANAGER



ERIC GARCETTI
MAYOR

ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT

1200 W. 7TH STREET
LOS ANGELES, CA 90017

DATE: February 20, 2020

TO: LA's Workforce Development System

FROM: Gerardo Ruvalcaba, Director
Workforce Development System

**SUBJECT: WDS DIRECTIVE No. 20-18
INCIDENT REPORTING
(Supersedes WDS Directive No. 19-16 – Issued January 17, 2019)**

EFFECTIVE DATE

This directive is effective upon date of issue.

PURPOSE

This directive provides procedures for reporting incidents, including but not limited to criminal fraud, abuse, or other criminal activity, and non-criminal complaints, involving Workforce Innovation Opportunity Act (WIOA) funds, to the Compliance Review Office (CRO) of the State of California Employment Development Department (EDD) and the Office of Inspector General of the United States Department of Labor (OIG/DOL). This directive supersedes WDS Directive 19-16 Incident Reporting, which was previously issued on January 17, 2019.

UPDATE/REVISIONS

Revisions included in the Incident Reporting Directive include:

- Updates the name of the current General Manager of the Economic and Workforce Development Department (EWDD).
- Updates contact information for the Economic and Workforce Development Department (EWDD), Equal Employment Opportunity Section.
- Updates contact information for the Employment Development Department (EDD) Compliance Resolution Office (CRO).
- Updates the reference to EDD Directive related to Incident Reporting and its release date.
- Updates contact information for EWDD, EDD and OIG/DOL.

REQUIREMENTS

Pursuant to EDD Directive Number WSDD-208 dated February 7, 2020, regarding Incident Reporting (attached), please be advised that all recipients of WIOA funds have the responsibility to be alert for, and report any, suspected or proven fraud, abuse, or other criminal activity, or non-criminal activity, including gross waste of funds, mismanagement, and dangers to public health or safety.

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

All Subrecipient Contractors, (i.e., Workforce Development System Contractors) have the responsibility to report to the OIG/DOL, the EDD, Compliance Resolution Unit, and their funding agency, e.g., City of Los Angeles Local Workforce Development Area (LWDA) c/o the Economic and Workforce Development Department (EWDD) to report all suspected and proven incidents of WIOA related fraud, abuse, or other criminal activity immediately or within one workday of detection or discovery of information alleging fraud, abuse or criminal activity involving WIOA funds.

Upon receiving information reporting suspected incidents of WIOA related fraud, abuse or other criminal activity, the detecting entity shall prepare a written Incident Report, which can be found as Attachment C to TEGL 2-12 at

https://wdr.doleta.gov/directives/attach/TEGL/TEGL_2_12_att_c.pdf or a similar document containing the requested information to the following:

Submit the report to:

EWDD Economic and Workforce Development Department
Administrative Services Division
1200 W. 7th Street, 6th Floor
Los Angeles, CA 90017
Attn: EO Compliance Officer
Telephone: (213)744-9351

CRO/EDD (Choose one of the following submission methods)
Email: PACBROIncidentReports@edd.ca.gov

Or:

Compliance Review Office
Compliance Resolution Unit
Employment Development Department
722 Capitol Mall, MIC-22
P.O. Box 826880
Sacramento, CA 94280-001

OIG/DOL (Choose one of the following submission methods)
Web site: www.OIG.dol.gov/hotlinecontact.htm
Telephone: 1-800-347-3756
FAX: (202) 693-7020

Or:

Office of Inspector General
Office of Investigations
200 Constitution Avenue, N.W., Room S-5514
Washington, D.C. 20210

Allegations considered to be of an emergency nature may be reported by telephone to the Compliance Resolution Office Supervisor at (916) 654-8354 and by calling the OIG/DOL Hot Line at 1-800-347-3756 and **followed immediately thereafter by a written incident report.**

REQUIRED ACTION

Please bring this Directive to the attention of all staff and subcontractors funded by WIOA. Attached herein is a form (Attachment 1) for staff to acknowledge receipt of the directive for use at your Center. Keep a copy of the signed and dated form in your employee files.

EWDD CONTACT/TECHNICAL ASSISTANCE

Questions about or assistance with the Incident Reporting Directive are to be directed to Christopher Rajapakse, Community Program Director by email at Chris.Rajapakse@lacity.org or by phone (213) 744-7175, TTY: 711.

GR:CR:cg

Attachments: 1. Staff Acknowledgement to Report Fraud Form
2. CA EDD Directive No. WSDD-208