

**WORKFORCE POLICY BULLETIN**

<b>WPB #:</b> 04-10
<b>SUBJECT:</b> <input type="checkbox"/> ADMIN <input type="checkbox"/> PLANNING <input type="checkbox"/> MARKETING <input type="checkbox"/> EEO/AA <input type="checkbox"/> MIS <input type="checkbox"/> FISCAL <input checked="" type="checkbox"/> OPERATIONS <input type="checkbox"/> RAPID RESPONSE
<b>SPECIAL FILING:</b> X

**DATE:** February 22, 2010

**TO:** Contracted Service Providers  
**ATTN:** Operational Management

**FROM:** Stephen Baiter, Executive Director  
Workforce Development Board of Contra Costa County

**SUBJECT:** Reporting Fraud and Abuse - Updated

The purpose of this Workforce Policy Bulletin (WPB) is to issue this Workforce Investment Area’s policy regarding procedures for reporting fraud and abuse. It replaces the Workforce Board Bulletin, “Reporting Fraud and Abuse”, issued May 1, 2003.

As indicated by the attached Directive No. WIAD02-3, State EDD/Workforce Investment Division (WID) has directed all Workforce Investment Boards, sub-recipients, and lower-tier sub-recipients to establish management procedures that ensure prompt notification of any alleged or proven fraud and abuse, or other criminal acts involving WIA funds or WIA funded activities.

**The Workforce Investment Division is requiring that all alleged fraud and abuse, including criminal activity committed by staff and/or WIA participants, should be reported to Stephen Baiter at 925-602-6800, within twenty-four hours of discovery. Additionally, all other instances of non-fraud and abuse relating to criminal activity allegations, such as burglary, arson, malicious damage, damage to buildings and WIA property, shall be immediately reported to the local law enforcement agency having jurisdiction and subsequently (within twenty-four hours) be reported to Stephen Baiter at 925-602-6800.**

The WID is requiring that each sub-recipient shall establish appropriate internal program management procedures to prevent and detect fraud, abuse and criminal activity. These procedures must include a reporting process to ensure that the Office of the Inspector General (OIG) and the Compliance Review Division of the Employment Development Department (CRD) is notified immediately of any allegations of WIA-related fraud, abuse, or criminal activity. The management procedure must be in writing and it must include the name of the staff responsible for making the notification. In addition, sub-recipients must provide written notification to lower-tier sub-recipients regarding their responsibility to be alert and to report, instances of fraud, abuse and criminal activity committed by staff, contractors, or program participants.

All WIA Contractors are responsible and required to secure pertinent information sufficient for the preparation of a clear and concise report on each alleged incident. However, contractors should not delay contacting the WDB Administrative offices due to incomplete information. A complete written report should be submitted to the WDB Administrative offices within 5 working days from the reported incident.

State WID Directive WIAD02-3 is accessible at [http://www.edd.ca.gov/Jobs\\_and\\_Training/pubs/wiad02-3.pdf](http://www.edd.ca.gov/Jobs_and_Training/pubs/wiad02-3.pdf). It provides a Glossary of Terms and a guide to properly identify incidents of fraud and abuse and other criminal activities. Since this Directive cannot address every possible violation of WIA Program activities, questions whether an activity is reportable should be referred to the WDB Administrative offices for clarification.

If you have any questions regarding this bulletin, please contact Joyce Reynolds at 925 602-6800 or at [jreynolds@ehsd.cccounty.us](mailto:jreynolds@ehsd.cccounty.us).

cc: Joe Valentine, Director EHSD  
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