



Procedure for Reporting Instances of Suspected Fraud, Program Abuse and Criminal Conduct

Background

The detection and prevention of fraud and abuse in programs authorized by the Department of Labor is a high priority. Community College may become aware of actual, potential or suspected fraud, or gross mismanagement or misuse of program funds. The Training and Employment Guidance Letter (TEGL) 2-12 provides the Department's policy and procedures for reporting and investigating allegations of wrongdoing or misconduct to include allegations of suspected fraud, program abuse and criminal conduct involving grantees and other recipients of Federal funds.

College Responsibilities

Community College is responsible for following the procedures set forth in TEGL 2-12. Allegations, suspicions and complaints involving possible waste, fraud, abuse or criminal misconduct must be immediately documented using the incident reporting form (OIG 1-156). Situations involving imminent health or safety concerns, or imminent loss of funds exceeding \$50,000 are considered emergencies. Emergencies must be immediately reported to the Office of the Inspector General and the Department's Office of the Financial and Administrative Management (OFAM) by phone and with a written report using the incident reporting form (OIG 1-156), no later than one business day after the phone report. Refer to TEGL 2-12 for additional information.

Complaints Analysis Office
Office of Inspector General
200 Constitution Avenue NW, Room S-5506
Washington, DC, 20210
1-800-347-3756
hotline@oig.dol.gov