



PEE DEE LWDA INSTRUCTION NUMBER 23-007

TO: Pee Dee LWDA Contractors
SUBJECT: Incident Reporting Instructions
ISSUANCE DATE: 01/26/2024
EFFECTIVE DATE: 01/26/2024

Purpose: The purpose of the instruction is to transmit updated 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 from ETA.

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.

In a review of Pee Dee LWDA policies regarding incident reporting, it was discovered that the USDOL contact information and form was outdated. The new policy provides a link to an online form and updated phone numbers.

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 DOL-funded programs occurs, the procedures outlined in this instruction should be followed. The LWDA 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](#)
- 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: Questions pertaining to this instruction should be directed to Mamie Legette at 843-702-3145.

Bridgette Coates, Workforce Development Director
Pee Dee Regional Council of Governments