

DEFINITION OF TERMS

For the purpose of completing the Incident Report, fraud, misfeasance, nonfeasance, malfeasance, misapplication of funds, gross mismanagement, and employee/ participant misconduct are explained in the following paragraphs. These definitions are illustrative and are not intended to be either fully inclusive or restrictive.

a. Fraud, Misfeasance, Nonfeasance or Malfeasance.

Fraud, misfeasance, nonfeasance, or malfeasance should be considered broadly as any alleged deliberate action which is apparently in violation of Federal statutes and regulations. This category includes, but is not limited to, indications of bribery, forgery, extortion, embezzlement, theft of participant checks, kickbacks from participants, intentional payments to a contractor without the expectation of receiving services, payments to ghost enrollees, misuse of appropriated funds, and misrepresenting information in official reports.

b. Misapplication of Funds

Misapplication of funds should be considered as any alleged use of funds, assets, or property not authorized or provided for under the Workforce Investment Act (WIA) or regulations, grants, or contracts. This category includes, but is not limited to, nepotism, political patronage, use of participants for political activities, ineligible participants, conflict of interest, failure to report income from Federal funds, violation of contract/grant procedures, and the use of Federal funds for other than specified purposes.

An Incident Report should be filed when it appears that there exists an intent to misapply funds rather than merely a case of minor mismanagement.

c. Gross Mismanagement

Gross mismanagement should be considered as actions or situations arising out of management ineptitude or oversight, leading to major violations of WIA processes, regulations, or contract/grant provisions which could severely hamper the accomplishment of program goals. These include situations which lead to waste of Government resources and could jeopardize 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 Internal Revenue Service, and the lack of good internal control procedures.

d. Employee/ Participant Misconduct.

Employee/Participant misconduct should be considered as actions occurring during or outside work hours that reflect negatively on the U.S. Department of Labor, the State, or the WIA program. It may include, but is not limited to, conflict of interest or the appearance of conflict of interest involving outside employment, business, and professional activities, the receipt or giving of gifts, fees, professional activities, the receipt or giving of gifts, fees, entertainment, and favors, misuse of Federal property, misuse of official information, and such other activities as might adversely affect the confidence of the public, as well as violations of Federal and State laws.

INCIDENT REPORT
ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY

1. Date of Report _____ 2. Subrecipient filing _____

3. Allegation against _____

DOL Employee _____ IDES Employee _____ WIA Grant Recipient/
Substate Grantee _____

Other Subrecipient _____ Program Participant _____

Other (specify) _____

Give name and position of employee(s), contractor(s) subrecipient(s) staff, etc.
List telephone number and other identifying data.

4. Location of incident (Give complete name and address of organization(s) involved.) _____

5. Date and time of incident/ discovery _____

6. Source of complaint _____

7. Contacts with law enforcement agencies (Specify name(s) and agency(ies) contacted and results) _____

8. Persons who can provide additional information _____

Name	Position or Job Title	Local Address (Street, City & State) or Organization, if employed and telephone number
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9. Details of incident (Describe the incident)

If more room is needed, attach additional sheets

10. Type name and title of subrecipient staff

11. Signature of subrecipient staff

12. Attachments: (List)