INDIANA
WORKFORCE
DEVELOPMENT
AND ITS WorkOne CENTERS

**TO:** State Workforce Innovation Council Chairperson
Marion County Workforce Investment Board Chairperson & Director
Regional Workforce Board Chairpersons
Regional Operators
Directors of Operations for Northern and Southern Indiana
All Indiana Department of Workforce Development Employees

**FROM:** Teresa L. Voors
Commissioner, Indiana Department of Workforce Development

**THROUGH:** Dustin Stohler, Deputy Commissioner, Legal Affairs and Administration DDS

**THROUGH:** Mary E. Johnson, Director of Human Resources MJ

**DATE:** May 16, 2008

**SUBJECT:** DWD Policy 2007-39
Indiana Department of Workforce Development's Personnel Policy regarding the Filing of Unemployment Insurance and Receipt of Public Relief Benefits by Department Employees

**Purpose**
To announce the personnel policy applicable to Indiana Department of Workforce Development employees who receive unemployment benefits or public relief while employed with the Department

**Content**
To maintain the integrity of the Unemployment Insurance benefits system operated by the Indiana Department of Workforce Development and the public relief benefits systems operated by other State and local entities, the Department has adopted a zero tolerance policy for disciplining Department employees who fraudulently file for unemployment benefits or public relief while currently employed with the Indiana Department of Workforce Development.

An Indiana Department of Workforce Development employee who obtains public relief or assistance through fraudulent means violates State law if s/he knowingly or intentionally:

(1) fails to disclose amounts earned during any week in the individual's waiting period, benefit period, or extended benefit period; or fails to disclose or has falsified any fact that would disqualify the individual for unemployment insurance benefits, reduce the individual's benefits, or render the individual ineligible for benefits or extended benefits; or
(2) obtains public relief or assistance by means of impersonation, fictitious transfer, false or misleading oral or written statement, fraudulent conveyance, or other fraudulent means; or
(3) acquires, possesses, uses, transfers, sells, trades, issues, or disposes of:
(A) an authorization document to obtain public relief or assistance; or
(B) public relief or assistance; except as authorized by law;
(4) uses, transfers, acquires, issues, or possesses a blank or incomplete authorization document to participate in public relief or assistance programs, except as authorized by law; or
(5) counterfeits or alters an authorization document to receive public relief or assistance, or knowingly uses, transfers, acquires, or possesses a counterfeit or altered authorization document to receive public relief or assistance; or
(6) conceals information for the purpose of receiving public relief or assistance to which s/he is not entitled.

Indiana Code 22-4-13-1.1 (a)(1) & (2); Indiana Code 35-43-5-7

Evidence that an employee has filed a voucher or other document claiming to be unemployed after his/her official start date at DWD is evidence of fraud, per se.

The disciplinary result for an employee who has committed fraud will be termination.

Employees in violation of this policy will be subject to civil penalties and may be referred to the Prosecutor's Office for criminal prosecution.

If you have questions regarding your unemployment benefits as a new-hire employee, please consult your supervisor, Human Resources, or Legal Support immediately.

**Review Date**
October 1, 2010

**Ownership**
Human Resources
Indiana Department of Workforce Development
10 North Senate Avenue
Indianapolis, Indiana 46204
Telephone: 317.232.7475

**Effective Date**
Immediately

**Action**
All Indiana Department of Workforce Development employees shall adhere to this policy.