

**SOP 16-04**  
**Nepotism**  
**Standard Operating Procedures**  
**Grow Southwest Indiana Region 11**  
**Approval Date: 12/01/06**  
**Revised 2/29/2016**

**Purpose**

To provide a nepotism procedure policy to all recipients of funds under Title 1 of WIOA for Workforce Service Area Region 11.

**Compliance**

Customers seeking Title I WIOA services will be granted services based on eligibility, need, and performance. At no time will a customer receive services based on his/her family relationship to a member of the Workforce Development Board, an employee of the Regional Operator, or an employee of the Service Provider. "Family Relationship" means a connection between persons by blood, marriage, adoption, domestic partnership, or other personal relationship including cohabitation.

When an individual seeks services from a provider of Title I WIOA services, and that provider has a family relationship with that individual, the individual will be referred to another staff member for services. The related staff may not participate in any decisions regarding services to the related applicant/participant, nor may any document be signed or executed by the related staff.

**Filing a Complaint**

Complaints regarding the violation of this policy should refer to SOP 15-14, standard operating procedures for filing a grievance.