

**SOUTH CENTRAL OKLAHOMA WORKFORCE BOARD, INC.**

1703 SW 11th

Lawton, Oklahoma 73501

580-357-3500/ 580-467-3486

Telephone Relay Service is available by dialing 711 or 800-722-0353

**SUBJECT:** South Central Oklahoma Workforce Board

**PURPOSE:** To establish South Central Oklahoma Workforce Board's policy for Nepotism

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**POLICY:** Relatives of WIOA Title I staff are eligible for WIOA enrollment and may be served; however the individual's case (beginning at eligibility determination and ending with follow-up) must be managed by someone other than the relative on staff.

For services requiring approval (including enrollment) the approval must be sought from a non-relative. A non-relative must also conduct any monitoring of the case file.

For the purposes of this policy a relative is defined as a person related by blood or marriage such as a spouse, son, daughter, mother, father, brother, sister, aunt, uncle, niece, nephew, step parent or step child.

**APPROVED BY EXECUTIVE COMMITTEE**

**DATE: NOVEMBER 4, 2015**

**APPROVED BY SOUTH CENTRAL OKLAHOMA WORKFORCE BOARD**

**DATE: MARCH 9, 2016**

**Caddo County, Grady County, McClain County, and City of Chickasha Labor Market Area  
Comanche County, Cotton County, Tillman County, and City of Lawton Fort Sill Labor Market Area  
Jefferson County, Stephens County, and City of Duncan Labor Market Area**

Equal Opportunity Programs/Employer – Auxiliary aids and services available upon request for individuals with disabilities