



Comprehensive Case Management and Employment Program (CCMEP) **Guidance for County Officials**

March 3, 2016

On June 30, 2015, Governor John Kasich signed House Bill 64 into law. This legislation included a new framework for serving low-income Ohioans ages 16-24, through an integrated program that combines funding from Temporary Assistance for Needy Families (TANF) and the Workforce Innovation and Opportunity Act (WIOA) Youth program. The ***Comprehensive Case Management and Employment Program*** (CCMEP) is designed to transform the network of human services and workforce programs to find a *New Way to Work* for low-income Ohioans.

CCMEP will become effective on July 1, 2016, and county commissioners will play a key role in local implementation.

This guidance packet is designed to provide practical assistance to county officials, so they may make informed and timely decisions regarding implementation of CCMEP.

The first key to successful implementation is selecting a “lead agency” to administer the program. This will allow the maximum amount of time available for your lead agency to draft and submit its county plan to ODJFS by the May 31, 2016 deadline and make necessary preparations for the implementation of CCMEP.

If you have any questions regarding CCMEP or this guidance packet, please contact Training and Technical Assistance at 1-888-296-7541, Option 3 or you may send an e-mail to:

CCMEPQNA@jfs.ohio.gov.¹

¹ This document is not intended to serve as a comprehensive guidance resource for all aspects of the program. For complete guidance, please consult all relevant federal and state laws, rules and policies.

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Key Dates and Deadlines

Wednesday, March 9

Doug Lumpkin, Deputy Director, Office of Human Services Innovation, Ohio Department of Job and Family Services (ODJFS), will present a CCMEP overview during the County Commissioners Association of Ohio monthly webinar.

Early April

Information on the County Plan will be mailed to county officials, where a “Lead Agency” has been identified.

Tuesday, April 19

ODJFS will conduct a CCMEP “Questions and Answers” webinar for county commissioners and council members. Directors of potential lead agencies are also welcome to attend. During this two-hour event, ODJFS staff will address questions that have been submitted by local officials who have reviewed the CCMEP county plan template and instructions. Participants will also be able to submit additional questions to the webinar presenters.

Monday, May 16

Deadline for counties to submit the name and contact information for the CCMEP lead agency to ODJFS. Please note: ODJFS recommendation is to have this complete in March in order to provide sufficient time for planning, training, and collaboration needed to successfully launch the program July 1st.²

Tuesday, May 31

Deadline for lead agencies to submit their CCMEP program plans to ODJFS.³

Dates to be Determined

Negotiation of annual lead agency performance standards for CCMEP primary performance measures.

Friday, July 1

CCMEP goes into effect.

² This deadline was extended to Monday, May 16, 2016 because May 15th is a Sunday.

³ This deadline was extended to Tuesday, May 31, 2016 because May 30th is Memorial Day.



Overview:

Comprehensive Case Management and Employment Program (CCMEP)

CCMEP is a Title IV-A and workforce development activity that provides employment, training services and, other supportive services to mandatory and voluntary participants based upon a comprehensive assessment of an individual's employment and training needs. Targeting youth ages 16 to 24, CCMEP integrates elements of TANF and the WIOA Youth program. Participants may enter CCMEP through either of these programs.

The goal is a seamless program that strategically assists youth and young adults to overcome barriers and prepare for work, so they may achieve self-sufficiency through meaningful, long-term employment.

Two groups will be mandatory participants in CCMEP:

- low-income, in-school youth or out-of-school youth registered in WIOA; and
- work-eligible participants in Ohio Works First (OWF).

OWF participants who are not determined to be work eligible, and participants who receive Prevention, Retention, and Contingency (PRC) assistance, may volunteer to participate in CCMEP.

CCMEP features frequent case management activity for every participant. Service providers will attempt to engage each participant at least once every 30 days (or once every 14 days for individuals who need more intensive assistance).

The type of services offered each participant will be based on individual needs identified through a comprehensive assessment. CCMEP will offer these 14 services, based core WIOA youth elements:

- tutoring, study skills training, instruction and evidence-based dropout prevention;
- alternative secondary school services and drop-out recovery services;
- paid and unpaid work experiences (which combine occupational and academic education, and includes summer employment, pre-apprenticeship programs, internships, job shadowing, and on-the-job training);
- occupational skill training;
- education offered concurrently with workforce preparation activities;
- leadership development;
- supportive services;
- adult mentoring;
- follow-up services;
- comprehensive guidance and counseling;
- financial literacy education;



- entrepreneurial skills training;
- labor market and employment information; and
- activities that help youth transition to post-secondary education and training.

Approximately \$90.4 million in TANF funds and \$25.7 in WIOA funds have been allocated for this program in State Fiscal Year 2017.

The Lead Agency

Every board of county commissioners (or county council) must designate a “lead agency” to administer CCMEP. The lead agency must be one of the following:

- the county department of job and family services, or
- the workforce development agency that serves the county.

The lead agency should:

- Have a diverse background and experience working with low-income families and individuals to obtain employment, with an understanding of the various barriers faced by this population.
- Have the ability to manage and execute activities within the state and federal policies and requirements that govern both TANF and WIOA funding.
- Have an understanding of how the local workforce development and public assistance job training and workforce support systems operate and the roles expected of each partner and program.
- Work collaboratively with the local workforce development board to procure the WIOA youth provider.

A county’s lead agency designation must be submitted to the Ohio Department of Job and Family services by the close of business on Monday, May 16. We recommend this be done much earlier to give time to complete the CCMEP plan. **To designate your county’s lead agency, commissioners need to complete a resolution ([see sample](#)) and send it to: Amy.Smith@jfs.ohio.gov**



The Lead Agency's Duties

The lead agency will perform the following duties:

- submit a plan to ODJFS that establishes the standard processes for the administration of CCMEP. Please note that the lead agency is required to submit this local plan to ODJFS by Tuesday, May 31. (See Appendix A);
- administer the CCMEP program, offering all required program elements;
- collaborate with the other local participating agency, the local workforce development board, and any sub-contractors to actively coordinate activities, establish uniform guidelines for administration, procure services, select a basic skills assessment, ensure determination of eligibility for the WIOA youth and CCMEP programs, report and collect data, monitor contracts and compliance, and comply with relevant local board policies;
- utilize the Ohio Workforce Case Management system (OWCMS);
- ensure that all TANF and WIOA funds are spent in accordance with all applicable federal and state laws, rules, and policies;
- meet program performance standards negotiated with the state, and
- notify ODJFS within 10 days of any change in the designation of the Lead Agency.

CCMEP Performance Measures

There are seven primary performance measures (based on WIOA youth performance measures) that the lead agency must meet. ODJFS, local workforce development boards, and the Lead Agency will participate in negotiation of the performance standards. Intermediate measures will be established pursuant to a procedural letter which will be located in the CCMEP manual at the ODJFS website.

ODJFS has created a workgroup consisting of representatives from the Ohio Workforce Development Agencies, the Ohio Job and Family Services Director's Association, and the County Commissioners Association of Ohio. They will provide input on establishing baseline standards for the CCMEP program and deciding on the approach for negotiating standards.

The seven primary CCMEP performance measures are:

1. The percentage of program participants that are in unsubsidized employment during the second quarter after exit.
2. The percentage of program participants that are in unsubsidized employment during the fourth quarter after exit.



3. The percentage of program participants that are in unsubsidized employment, education, or occupational skills training during the second quarter after exit.
4. The percentage of program participants that are in unsubsidized employment, education, or occupational skills training during the fourth quarter after exit.
5. The percentage of program participants that were in an education or training program while enrolled in CCMEP who obtain a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent during participation in or within one year after exit from CCMEP. CCMEP program participants who obtain a secondary school diploma or its recognized equivalent shall be included in the percentage counted as meeting the criterion if such participants, in addition to obtaining such diploma or its recognized equivalent, have obtained or retained employment or are in an education or training program leading to a recognized post-secondary credential within one year after exit from CCMEP.
6. The median earnings of program participants who are in unsubsidized employment during the second quarter after exit.
7. The percentage of program participants who were in unsubsidized employment during the second quarter after exit who during the fourth quarter after exit are employed with the same employer.



Appendix A: CCMEP Program Plan

The following is a list of information the Lead Agency must include in the CCMEP program plan. Using form JFS-03001, this plan must be electronically submitted to ODJFS by Tuesday, May 31. **(Please note that the following list is an abbreviated version, intended only to provide a general overview. The lead agency should consult ORC 5101:14-1-03 for complete details.)**

- an explanation of how the lead agency will ensure compliance with Title II of the Americans with Disabilities Act (ADA) (2011) and section 504 of the Rehabilitation Act (2008) when a program participant discloses has, or appears to have a physical or mental condition that substantially limits one or more major life activities;
- the process and timeframe for referring individuals to CCMEP;
- a description of the activities and services that the lead agency will utilize to make each of the fourteen services available for program participants;
- the plan of communication between local participating agencies regarding OWF recipients;
- the process for ensuring that information about an OWF or supplemental nutrition assistance program (SNAP) recipient is shared with the county department of job and family services and will be acted upon;
- the process for notifying a new lead agency within ten days of when a program participant moves out of the county in which the program participant is receiving CCMEP services and the process for developing a new service strategy within ten days of being notified that a program participant has moved into the county the lead agency serves;
- the frequency the lead agency will engage customers in the provision of case management services;
- the process for determining the maximum monthly hours of participation allowable under the Fair Labor Standards Act for OWF recipients;
- the process for providing a program participant with written notice of scheduled appointments;
- the process for administering the comprehensive assessment;
- a description of the intensive case management services that will be provided to program recipients receiving intensive case management;
- a description of how the lead agency will ensure the co-location of services;
- a description of the supportive and follow-up services that may be provided to program participants;
- a description of the lead agency's role in the design of the CCMEP services procured through the workforce development board;
- an assurance that TANF or WIOA funds will not be used to pay a program participant directly for subsidized employment;



- the semi-annual process for ensuring that a program participant that is enrolled in TANF and that is not receiving OWF meets the eligibility criteria;
- when the lead agency has entered into an agreement for another entity to determine eligibility for the WIOA youth program;
- the timeframes and documentation requirements the lead agency will use to determine good cause;
- the policies adopted by the local workforce development board relevant to the administration of CCMEP;
- the signature of the administrator, director or executive director of the lead agency, the director or executive director of the lead agency, and the chairman of the local workforce development board or the chairman's designee, and
- other matters the lead agency determines are necessary.

