

# Section 1: OWF Applicants

## ***Primary Goal – Determination of OWF eligibility and WEI status.***

*Prior to authorization, the county agency shall assess, appraise, and enter into a written self-sufficiency contract (SSC) for each work eligible individual (OAC 5101:1-2-01).*

### **OWF Appraisal for work eligible individuals (WEI) 16-24 yrs. old (OAC 5101:1-3-11 (J))**

1. Limit the scope of the appraisal and/or assessment to only ensuring that the work eligible individual meets the definition of "work eligible individual" (WEI) *and* that the individual would have been assigned to an activity (work activity, alt work, etc.) had they remained in OWF.

### **Self-Sufficiency Contract (OAC 5101:1-3-11 (J)); (OAC 5101: 1-2-01)**

1. Complete a self-sufficiency contract with the WEI that requires the individual to undergo an assessment for CCMEP and to cooperate with development of an individual opportunity plan (IOP).
2. May make a job search and job readiness applicant assignment prior to authorization (as applicable).
3. Notify the individual that the self-sufficiency contract signed at the time of the OWF eligibility determination will remain in effect until the individual signs an IOP.

### **FAQs**

1. Will the OWF applicant appraisal and SSC still be required for CCMEP mandatory participants, or will the CCMEP Comprehensive Assessment and IOP replace them?  
**The CCMEP Comprehensive Assessment and IOP will not replace the OWF appraisal and SSC. Upon receipt of the JFS 07200, the county agency will interview, assess, appraise and enter into an SSC for each work-eligible individual and adult in accordance with 5101:1-3-11 of the Administrative Code. The scope of the OWF assessment and/or appraisal shall be limited to only ensuring that the applicant meets the definition of a WEI who needs to participate in a work activity. At the time of the appraisal, the county agency shall complete an SSC which requires the individual to undergo an assessment for CCMEP and to cooperate with the development of an Individual Opportunity Plan (IOP).**

**The CDJFS may continue to require a work-eligible individual to complete a job search and job readiness applicant assignment prior to authorization of OWF benefits in accordance with paragraph (D) of rule 5101:1-3-12 of the Administrative Code.**

2. Should the CDJFS refer an OWF applicant that will be CCMEP required, for the CCMEP assessment during the OWF appraisal or once OWF is authorized?

**It is required that the OWF applicant complete an SSC during the OWF appraisal and, in addition to the applicant assignment, include a provision in the SSC that the individual undergo an assessment for CCMEP and cooperate with development of an individual opportunity plan. Once OWF is authorized (based on eligibility and successfully completing the applicant assignment), the CDJFS must refer the individual for CCMEP services with 7-days calendar days from the date OWF is authorized in accordance with paragraph (C)(2)(a) of rule 5101:14-1-03 of the Administrative Code. The CDJFS may refer the individual for CCMEP services prior to OWF authorization so long as it does not interfere or delay OWF authorization.**

3. When a 16-24 work eligible individual applies for cash and his/her first assignment is job search, we normally have all of the forms signed prior to going to job search. If we complete an assessment prior to sending the individual to job search, can we go ahead and complete the 3002 and 3003 and hold the forms to see if job search is completed before referring to CCMEP?

**During the initial OWF appraisal, the CDJFS should determine if 16-24 applicant is a WEI in accordance with paragraph (B) of rule 5101:1-3-12 of the Administrative Code and complete an SSC to include the applicant assignment and a provision that the individual will undergo a CCMEP assessment and complete an Individual Opportunity Plan (IOP). The JFS forms 3002 WIOA Youth Program Eligibility Application and 3003 Comprehensive Case Management and Employment Program Comprehensive Assessment should only be completed by the Lead Agency following the referral to CCMEP services by the CDJFS.**

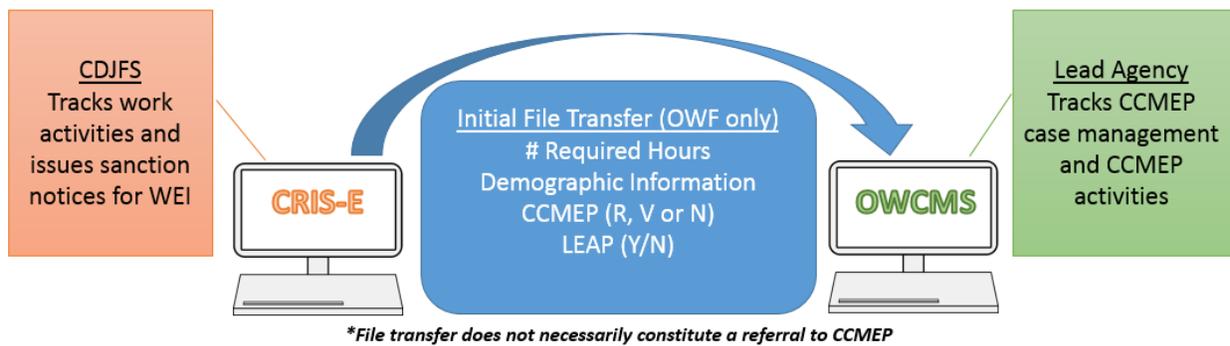
## Section 2: Referral to CCMEP

### **Primary goal – Initiate timely referral to CCMEP**

A referral to CCMEP must occur no later than seven days from OWF authorization (OAC 5101:14-1-03)

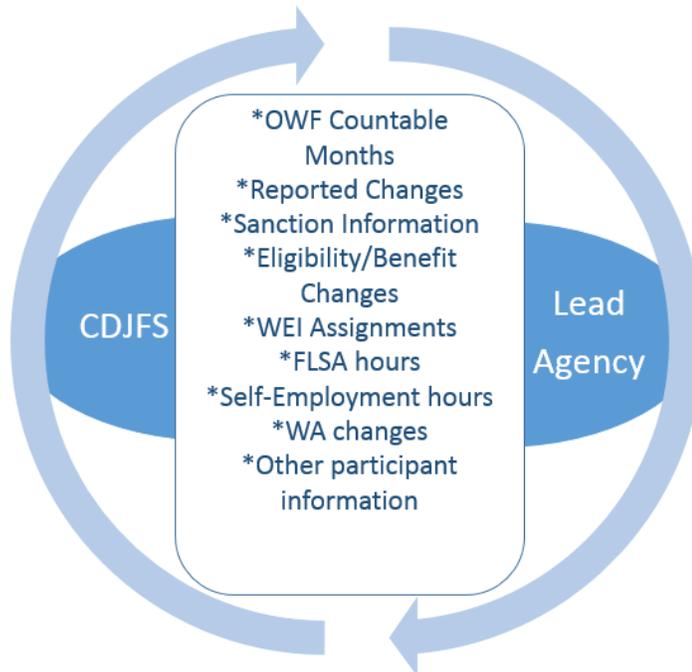
### **Complete AECCM in CRIS-E** (see CCMEP CRIS-E desk aid)

1. Initiates file transfer from CRIS-E to OWCMS  
\*Does not necessary constitute a referral to CCMEP



### **Complete Lead Agency determined referral to CCMEP**

1. Include necessary supplemental participant information.



**Enter ALT Work in WPAS for the CCMEP Assessment**

**FAQs**

1. Can SNAP only recipients who are required for work registration be referred to CCMEP to meet their SNAP Employment & Training requirements?  
**No, SNAP only recipients who are required for work registration must meet SNAP E&T work requirements as described in OAC 5101:4-3-11.1. CCMEP is not designed to meet all the federal SNAP E&T requirements.**
  
2. Are OWF recipients who are unable to participate in work activities due to a medical condition considered mandated CCMEP referrals?  
**If the individual meets the definition of a work-eligible individual in accordance with paragraph (B) of rule 5101:1-3-12 of the Administrative Code and would otherwise have an hourly assignment in OWF, (e.g., the individual claims to be disabled but does not receive SSI or SSDI) then yes, the individual must be referred to CCMEP.**
  
3. Are OWF recipient WEIs with a child under 12-months, or are victims of domestic violence required to participate in CCMEP?  
**If the individual meets the definition of work-eligible individual in accordance with paragraph (B) of rule 5101:1-3-12 of the Administrative Code but does not have an hourly requirement (e.g., a domestic violence victim or the parent of a child under 12 months for whom the county agency has granted a temporary exemption from work), then the individual would not be referred to CCMEP. Once the exemption ends, the WEI must be assigned to CCMEP at that time.**
  
4. Can staff managing CCMEP have dual access to OWCMS as well as CRISE?  
**Staff may request access to CRIS-E by completing a JFS 07078 and, through their supervisor, submitting it to Infosec.**
  
5. Will there be a CRIS-E screen or a PSC code determining whether the customer should or should not be included in the participation rate?  
**ODJFS modified CRIS-E to include an indicator for OWF individuals that are required or that volunteer for CCMEP (AECCM). Work participation reports will be adjusted based on the individual's status as a required individual so it is important to be as accurate as possible with AECCM.**
  
6. CCMEP is required for a minimum of 20 hours a week. Do we add an additional assignment hours for individuals required 30 or 35 hours a week for OWF? Are these Core or Non-Core hours?

**Yes, participants shall be assigned to participate in CCMEP for twenty hours or the number of hours they would have otherwise been assigned in OWF, whichever is higher in accordance with paragraph (G)(1) of rule 5101:14-1-05 of the Administrative Code. However, assignments shall be made to CCMEP activities based on the outcome of the comprehensive assessment and not in accordance with the limitations described in Chapter 5101:1-3 of the Administrative Code, this would include core or non-core.**

7. What happens if an OWF recipient authorized on or after July 1, 2016, who is a CCMEP mandatory participant fails or refuses to attend the CCMEP assessment without good cause?  
**Just as would occur has the individual stayed in OWF, a failure without good cause, or refusal, to attend the CCMEP assessment will result in an OWF penalty as indicated in paragraph (B)(1)(b) of rule OAC 5101:1-3-14 of the Administrative Code.**
8. Do the same penalties and sanctions that apply to all OWF WEIs also apply to OWF recipients who are CCMEP mandatory participants?  
**Yes, all circumstances resulting in a penalty or sanction as indicated in OAC rules 5101:1-3-14 & 5101:1-3-15 of the Administrative Code apply to CCMEP mandatory participants as well.**
9. If a county contacts an OWF WEI during the transition phase into CCMEP (July 1 – December 31, 2016), and the individual fails, or refuses, to cooperate with transitioning into CCMEP, would this result in a penalty or sanction?  
**Just as would occur has the individual stayed in OWF, a failure without good cause, or refusal, to attend the CCMEP assessment will result in an OWF penalty as indicated in OAC paragraph (B)(1)(b) of rule 5101:1-3-14 of the Administrative Code.**
10. Are LEAP required participants also required to participate in CCMEP?  
**When the LEAP teen is a ‘work eligible individual,’ as defined in paragraph (B) of rule 5101:1-3-12 of the Administrative Code the LEAP teen is still required to participate LEAP as a part of CCMEP in accordance with paragraph (S) of rule 5101:1-23-50 of the Administrative Code. OWF recipients who are not work eligible individuals may volunteer to participate CCMEP, but are not required to do so as a condition of receipt of OWF.**
11. If referred to CCMEP as an OWF applicant, what is their funding source during the CCMEP intake (basic skills assessment, IOP, etc.)?  
**The case manager of the Lead Agency will determine which funding source(s) the client is eligible for and choose which source to use to pay for the CCMEP assessment which includes the comprehensive assessment, WIOA/TANF eligibility assessment, basic skills assessment and the development of the Individual Opportunity Plan (IOP).**

# Section 3: CCMEP Assessment & Service Planning

**Primary goal – Identification of interests, skills, barriers, strengths, goals and actions necessary to gaining self-sufficiency.**

*The lead agency shall schedule the individual referred to CCMEP for a comprehensive assessment no later than ten days from the date the of the CCMEP referral (OAC 5101:14-1-04)*

## **CCMEP Assessment Components (OAC 5101:14-1-04)**

1. [WIOA Youth Program Eligibility Application](#) - JFS 03002
2. [CCMEP Comprehensive Assessment](#) – JFS 03003
3. Basic Skills Assessment (Lead Agency determined).

## **Development of IOP (OAC 5101:14-1-05)**

1. Information gathered from the CCMEP assessment is used to develop IOP.
2. Once the individual opportunity plan has been signed:
  - a) The individual opportunity plan is the work eligible individual's self-sufficiency contract and plan to achieve the goal of self-sufficiency and personal responsibility within the OWF time limit; and
  - b) A failure or refusal to comply with a provision of the individual opportunity plan without good cause shall be considered the same as a failure to comply with the self-sufficiency contract and the county agency shall sanction the individual's assistance group in accordance with rule 5101:1-3-15 of the Administrative Code.

***\*The determination of good cause is the sole responsibility of the lead agency that determined a failure occurred in accordance with rule 5101:14-1-05 of the Administrative Code. In the event of a sanction, the county agency and Lead Agency must work together to ensure proper notice and representation at the hearing.***

## **FAQs**

1. If an assignment is included in the IOP of an OWF recipient who is a WEI to accept all unconditionally available income, will the failure to do so result in a sanction?  
**No, in OAC paragraph (B)(1)(b) of rule 5101:1-3-14(B)(1)(d) of the Administrative Code a failure or refusal to accept unconditionally available income will result in a penalty and a denial or termination of OWF benefits.**
2. Can TANF funds be used to set up goal oriented individual development accounts, when appropriate for youth, to address things like transportation or housing? When youth put money into a dedicated savings account and meet a savings goal, TANF funds could be used to match that amount toward a pre-approved goal (like deposit on housing, down payment on home purchase, or down payment/ purchase of a vehicle).

**Per rule 5101:1-3-18 of the Administrative Code, Individual Development Accounts may be used for the following purposes:**

- 1) Postsecondary educational expenses paid directly from the account to an eligible education institution or vendor on behalf of the IDA participant;**
- 2) Qualified acquisition expenses of a principal residence, as defined in 26 U.S.C. 1034 (2006), paid directly from the account to the person or government entity to which the expenses are due;**
- 3) Qualified business capitalization expenses made in accordance with a qualified business plan that has been approved by a financial institution or by a nonprofit microenterprise program having demonstrated business expertise and paid directly from the account to the person to whom the expenses are due.**

**Please refer to OAC 5101:1-3-18 for additional guidance on the establishment, eligibility, purposes and reporting requirements for Individual Development Accounts.**

## Section 4: CCMEP Service Delivery Coordination

*Primary goal – Coordination of participant information between the CDJFS and Lead Agency.*

### Service Matrix

1. Lead Agency assigns CCMEP services and activities.
2. Lead Agency provides CDJFS with assigned CCMEP activities.
3. CDJFS enters corresponding OWF activities into CRIS-E using CCMEP Activity to OWF Work Activity Map.
4. See [Service Matrix](#)

### FAQs

1. Are OWF mandatory participants to CCMEP still required to meet the federal required number of hours of participation?  
**Yes, participant shall be assigned to participate in CCMEP for twenty hours or the number of hours they would have otherwise been assigned in OWF, whichever is higher in accordance with paragraph (G)(1) of rule 5101:14-1-05 of the Administrative Code. However, assignments shall be made to CCMEP activities based on the outcome of the comprehensive assessment and not in accordance with the limitations described in Chapter 5101:1-3 of the Administrative Code.**
2. Do Work Experience wages in any way negatively impact OWF or SNAP benefits?  
**The income received by individuals participating in programs under WIOA are not counted in the SNAP or OWF budget unless the individual is participating in an on-the-job training program. If this is an on-the-job training program, earnings received by individuals under age 19 are excluded if they are under parental control of an adult AG member. OAC rules 5101:4-4-13 & 5101:4-4-19**
3. Will CCMEP mandatory participants in receipt of OWF who turn 25 years of age remain on the CCMEP 518 work participation report?  
**Yes, CCMEP mandatory participants in receipt of OWF will remain on the CCMEP 518 work participation report until such time that they are either no longer in receipt of OWF, or exited from the CCMEP program in accordance with paragraph (A) of rule 5101:14-1-06 of the Administrative Code, whichever comes first.**
4. Will CCMEP individuals 'automatically' meet work participation in the first month of OWF authorization when the program participant is aged 20 or under and are assigned to GED or high school?  
**In accordance with paragraph (F)(5) of rule 5101:1-3-01 of the Administrative Code, CCMEP individuals would be deemed to meet work participation in the first month of OWF authorization when the individual is married or a head of household and has not attained 20 years of age and either maintains satisfactory school attendance at secondary school or its**

**equivalent during the month or participates in education directly related to employment for an average of at least 20 hours per week during the month.**

5. If the CCMEP participant of an AG that also includes a non-CCMEP WEI is sanctioned will the sanction appear on the non-CCMEP WEI's 518 report?

**The failure of one WEI of an AG that includes one CCMEP and one non-WEI will result in a sanction in accordance with rule 5101:1-3-15 of the Administrative Code of the entire AG.**

6. Do we have to create new activity types for WPAS? Or will we still enter info as a WEP, JBSRCH or ETWA assignment?

**The CDJFS will enter the 'standard' OWF activities which corresponds to the CCMEP activities as indicated in the Service Matrix.**

7. If a new activity has to be created is it for each assignment? Or can we have one activity type such as CCMEP and then the job site info?

**A new OWF activity will need to be input into WPAS for each unpaid CCMEP activity assignment. Paid activities would be input into AEIEI using the appropriate job code. Please refer to the Service Matrix to see the full list of CCMEP activities and how each one maps to one, or more, corresponding OWF activities.**

8. Will there be a separate report that will show counties all those required in CCMEP under the TANF-OWF side?

**Yes, after July 1, 2016 there will be 3 different 518 reports available for the following participants:**

- 1. CCMEP participants only**
- 2. Non-CCMEP participants only**
- 3. All OWF WEI participants (CCMEP and Non-CCMEP participants)**