

# Comprehensive Case Management and Employment Program Compilation of Technical Assistance Q&As PRC Participants

The Office of Workforce Development (OWD) in conjunction with the Offices of Family Assistance (OFA) and Fiscal and Monitoring Services (OFMS), have answered a variety of questions that have been asked through the CCMEPQNA email account. In an effort to share the most recent information and direction given, OWD is making available a transcript of all the questions that have been answered through the CCMEPQNA email account. This will help inform local officials and administrators and better assist in the delivery of Comprehensive Case Management and Employment Program (CCMEP) during the implementation phase.

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**Q: As far as our PRC Plan, we are assuming we should have CCMEP in it, but would it be appropriate for the PRC Plan to just reference our CCMEP Plan as far as what services it entails or should we spell everything out in the PRC Plan also?**

A: PRC and CCMEP are two different programs. You may elect to include CCMEP on your PRC plan however, there is no requirement to do so.

**Q: We have come up with a new question as to CCMEP procedures. We can utilize TANF funds to pay for training, etc. for OWF participants if it is listed on their Self Sufficiency contract and the client doesn't have to utilize PRC as there are caps for each category of assistance in our county. For example, the client wants to be a CNA/STNA. The cost of the class and uniforms would use practically all of the \$1,000 each AG is potentially able to utilize in an 18-month period thru our PRC program. If they would obtain employment and six months from now they need vehicle repairs and were no long on OWF, the remaining PRC funds wouldn't be sufficient to meet this need. In this same scenario, if CNA/STNA is listed on the IOP then whatever funding stream(s) could be utilized without going thru the traditional PRC program. Is this correct?**

A: The CDJFS will need to refer to the TANF & WIOA allowability sections of the benefit matrix to determine which funding sources are available for each CCMEP activity included on the IOP.

**Q: I need clarification on the need to add CCMEP to our county's PRC Plan. I've heard two different answers from the state. Prior to the May 6 CCMEP Meeting, I was under the impression that the county's PRC Plan needed to be amended to add CCMEP. At yesterday's meeting, the state said that CCMEP TANF is not a PRC Program; therefore, the county's PRC Plan did not need to be amended to include CCMEP. However, in some of the state's responses to other questions, it sounded as if the PRC Plan does need to be amended.**

A: CCMEP TANF and PRC TANF are two separate funding sources. CCMEP TANF is the allocation given to the county to implement CCMEP. The CCMEP plan outlines how this program will be implemented in the county. The PRC plan does not have to be modified.

**Q: We keep hearing services should be outlined in our PRC for CCMEP. Our PRC is for PRC eligible AG's and covers services outside of the scope of normal TANF services such as vehicle repairs, rent, etc. In WIOA, supportive services are available as barriers come up or continue such as mileage, etc. to complete their training component.**

**If the IOP is a conduit to the elements, activities and then any barriers that would need funded, is it the proper avenue to use?**

A: Yes. A county agency must continue to describe the benefits and services it will provide through the PRC program in its PRC plan along with an explanation of how the benefit or service will reasonably accomplish a TANF purpose. If the same benefit or service established for TANF will also be made available in CCMEP using TANF funds, then the CCMEP program plan would also need to contain specific information regarding the benefit or service. In other words, TANF-funded benefits and services that are available through PRC will continue to be identified in the PRC plan; and TANF-funded benefits and services that are available through CCMEP will be identified in the Lead Agency's CCMEP program plan. It is possible to have benefits and services available only through PRC or only through TANF, in which case only one plan would contain the benefit or service. It is also possible that a benefit or service may be available through both PRC and CCMEP, in which case, both plans would contain the benefit or service.

**Q: How do PRC eligible individuals access the program and under what criteria?**

A: Individuals between the ages of 16-24 and in receipt of PRC services within the past 30 days may volunteer to participate in CCMEP. The CDJFS must refer the individual to CCMEP within 7-days from the date of the individual's request.

**Q: Do they use a PRC application? Do they have to be requesting or approved for a PRC service?**

A: See the above response regarding CCMEP eligibility for PRC recipients.

**Q: In trying to understand eligibility, we have discussed different scenarios. One example is a 19 year old family member who has no children of their own so he/she is not TANF eligible. The rest of the family is TANF eligible and applies for PRC with the 19 year old included. Again, depending on the answer to the first question, is that individual now eligible (to volunteer) under PRC?**

A: Yes, an individual between the ages of 16-24 and in receipt of PRC services within the past 30 days may volunteer to participate in CCMEP

**Q: The rule states that individuals aged 16-24 receiving PRC may participate in CCMEP as volunteers. Since PRC is not recurring assistance, receipt of PRC within the 30 days prior to CCMEP application qualifies them as CCMEP TANF volunteer. Does this mean that to qualify as a CCMEP TANF volunteer they must have received PRC within the preceding 30 days? Or can they be eligible for CCMEP TANF by applying on the CCMEP application and meeting TANF eligibility requirements (member of AG with income below the 200% standard) without having received PRC?**

A: Volunteers for the CCMEP include those who have been in receipt of PRC within the last 30 days. Only WIOA youth eligibility will have to be determined to expand funding options. There is

no need for the TANF portion of the WIOA youth application to be completed for TANF eligibility determination.

**Q: Are youth participating in the Summer Employment Program eligible to participate in CCMEP as a volunteer?**

A: The TANF Summer Youth program is a PRC funded service. A participant who takes part in this program may volunteer within 30 days of receiving this or any other PRC funded service.

**Q: We are looking at TANF Summer Job participants to enroll under CCMEP. Their TANF PRC application was completed back in April, 2016 but have been working since June and will through end of August. When date does the 30 days clock start ticking?**

A: The 30 days begins when the individual receives any PRC service. For example, if an individual participated in a Summer Youth program today, he/she would have 30 days from today to volunteer for CCMEP.