

Comprehensive Case Management and Employment Program Compilation of Technical Assistance Q&As Transition of Cases

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.

Q: Must all current WIOA youth who are not exited by June 30 be enrolled into CCMEP?

A: Current WIOA Youth participants must be reviewed to determine the status of their services. If the participant has completed services or is not participating, he or she should be exited from the program. If the youth participant is age 16-24 and is actively participating in the WIOA youth program, that youth will be transitioned into CCMEP. This will be an automatic process as the OWCMS case will not be modified. There should be coordination between the lead agency, workforce agency (if different), and the youth provider to ensure a smooth transition.

Q: For current OWF required work-required participants when July 1 is here, what must be done to enroll them into CCMEP and how much time do we have to get them in enrolled? Must they be referred within the time frame stated within the rules? ... or is there a different time frame for them since they are current OWF recipients? Does the time frame stated in the rules only apply to brand-new eligible OWF work-required applicants ... or does it apply to both new and carry-over OWF work-required participants?

A: OWF work-eligible will be transitioned into CCMEP over a six-month timeframe. They will be transitioned when the following events occur: interim reporting, recertification, and change processing. The referral timeframe for CCMEP will apply to new CCMEP participants and transitioning OWF work-eligible individuals.

Q: In the draft CCMEP Procedure Letter #2- on page 2 in the chart- it states that the WIOA youth will not be required to complete the JFS 03002 (WIOA youth application –or youth intake form), but then in the next box on the chart it says that the JFS 03002 must be signed by 12-31-16 so that co-eligibility can be established. (Or it says “When the lead agency determines that co-eligibility with TANF the participant must complete the TANF portion of the JFS 03002 and sign it and this must be completed by 12-31-16”). How would we know if there is co-eligibility unless the JFS 03002 form is completed?

A: This letter speaks to the transitioning of existing customers into CCMEP. If it is in the participant’s best interest to be funded by WIOA only (i.e., there are no changes needed to the Individual Service Strategy and there is not a need for TANF funding), then you would be able to

maintain the existing services for the participant. You may do this only until December 31, 2016. At that point, all customers must be completely transitioned to CCMEP.

Q: If an ISS is good for 6 months until 12/31, why is an IOP required if the case remains open beyond 12/31. This makes no sense and is just more bureaucracy. Why make things more complex that needed?

A: Attached to the IOP are various requirements with CCMEP. There is a six-month transition. After six months, all participants must be completely transitioned to CCMEP and the requirements of CCMEP.

Q: In Athens County, we currently have 6 WIOA Adult participant that are 24 or under. On July 1, 2016, due to their age, will they be transferred into CCMEP and be required to have an IOP and participate in the 20 hour a week work requirement?

A: A) You do not have to transfer these six WIOA adult participants from the WIOA Adult program into CCMEP. Only WIOA Youth program participants that meet the CCMEP eligibility requirements must be transferred to CCMEP on July 1. (The use of the term "low income adult" in rule 51010: 14-1-02 comes from the temporary law implementing this program. It was not the intent of the law to include the WIOA adult population into CCMEP; it was designed only for the WIOA youth program. As a result, rule 5101:14-1-01 (S) defines "low income adult" to be an in-school or out-of-school youth.)

B) Regarding the creation of IOPs for any WIOA youth program participants transitioning from WIOA to CCMEP: If the cases are active and your local area has decided to continue to serve these participants, you would convert them to CCMEP and the lead agency on July 1. You can use the participants' pre-existing, WIOA Individual Service Strategies (ISS) until December 31, 2016, unless (a) you need to change the services they receive, or (b) you choose to use TANF funds to pay for their services. If you choose to take steps (a) or (b) in the previous sentence, you would then be required to create an Individual Opportunity Plan (IOP) for the affected participant. All ISS's must transition to IOPs on December 31, 2016, and all CCMEP customers for that point forward must have an IOP.

C) All WIOA youth transferring into CCMEP must participate in 20 hours of activities per week once they have signed an IOP. (Twenty hours of work activities are not required for transitioning participants that are still being served by pre-existing Individual Service Strategies).

Q: Does TANF/OWF eligibility become a factor in this? Only 1 of these participants have a child in their household. All 6 were enrolled as adults because they were already either attending or enrolled for classes at the time that they completed their WIOA application (making them ineligible for the OSY program).

A: Again, WIOA adults are not required to participate in CCMEP. The local CDJFS should determine OWF eligibility for OWF assistance any WIOA youth participant entering CCMEP through the "WIOA front door."

Q: We have had a few transition cases for OWF TANF CCMEP clients. We are doing their assessment in the 10 days after they are referred to us, then testing them 3-5 days later, then creating their IOP 3-5 days after that. Is this OK or is everything supposed to get done in that first 10 days after referral?"

A: The testing is part of the comprehensive assessment, and as such, should be completed within the first 10 days. The creation of the IOP can occur after the 10 days, but we encourage it be completed as soon as possible so services can begin.

Q: Our county JFS has informed us that the process to approve childcare may cause them to miss the deadline for scheduling OWF customers into CCMEP assessments. Can we note that a customer awaiting approval for childcare assistance as the reason for the delay of their CCMEP assessment?

A: There is nothing in the rule that provides for delays in referring OWF customers to the CCMEP lead agency or for delays in conducting the comprehensive assessment. If the client does not show up for a scheduled appointment, you should record that in the client's case file to demonstrate the CCMEP lead agency's good faith effort to comply with the established deadlines.

Q: I am writing to ask if participants enrolled in WIOA prior to July 1, 2016 must have an IOP and the state Assessment completed. These are participants who already have an ISS and the assessments we used prior to the CCMEP Assessment.

A: If the cases are active and your local area has decided to continue to serve these participants, you would convert them to CCMEP and the lead agency on July 1. You can use the participants' pre-existing, WIOA Individual Service Strategies (ISS) until December 31, 2016, unless (a) you need to change the services they receive, or (b) you choose to use TANF funds to pay for their services. If you choose to take steps (a) or (b) in the previous sentence, you would then be required to create an Individual Opportunity Plan (IOP) for the affected participant. All ISS's must transition to IOPs on December 31, 2016, and all CCMEP customers for that point forward must have an IOP.

Q: What is need to transfer TANF Summer Youth participants into CCMEP TANF? JFS03302 application?

A: If the PRC customer volunteers for CCMEP within 30 days of receiving PRC services, the CDJFS would then refer the customer to the CCMEP lead agency. Since the TANF summer youth individual is currently receiving a PRC funded service (TANF Summer Youth), another PRC application would not be necessary. The lead agency or the WIOA contracted service provider would then ensure the participant fills out JFS 03002 to determine eligibility for WIOA funded youth program services as well.