



Ohio Department of Job and Family Services  
**COMPREHENSIVE CASE MANAGEMENT AND EMPLOYMENT PROGRAM  
(CCMEP) PLAN**

for

**County or Counties: Auglaize County**

**Effective Date: 10/1/2017**

**Plan Submission**

Each Lead Agency is required to adopt and submit a CCMEP Program Plan to the Ohio Department of Job and Family Services (ODJFS) each fiscal biennial period. The CCMEP plan must be submitted **no later than October 1st each biennium.**

The plan may be amended by the Lead Agency as needed. An amended plan must be submitted to ODJFS no later than 10 calendar days after the amended program plan becomes effective. For each amendment, the submission must contain one version that clearly indicates what was added or stricken from the prior effective plan and one version that reflects the final plan with all amendments included.

If a board of county commissioners redesignates the Lead Agency during a fiscal biennial period, the new Lead Agency shall prepare and submit to ODJFS a new CCMEP plan not later than sixty calendar days after the redesignation takes effect.

The plan review process will be used to ensure that Lead Agencies meet program requirements. If ODJFS determines that a CCMEP plan is not consistent with the requirements of program rules, the plan will be returned to the Lead Agency for amendment.

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## 1. Lead Agency and Coordination with Partners

Each board of county commissioners is required to choose a single Lead Agency, either the CDJFS or workforce development agency that serves the county, to administer CCMEP. A single Lead Agency is necessary to ensure accountability for program performance and results.

### 1.1 Identify the Lead Agency designated to administer the CCMEP program.

Lead Agency Name Auglaize County Department of Job and Family Services			
Lead Agency Address 12 N. Wood St.	City Wapakoneta	State OH	Zip Code 45895
First Name of Lead Agency Official Michael	Last Name of Lead Agency Official Morrow	Title of Lead Agency Official Executive Director	
Phone Number 567-242-2720	Email Address Michael.Morrow@jfs.ohio.gov		

Program Contact Person Amy Freymuth	Phone Number
Phone Number 567-242-2750	Email Address amy.freymuth@jfs.ohio.gov

Fiscal Contact Person Julie Gossard	
Phone Number 567-242-2721	Email Address Julie.gossard@jfs.ohio.gov

### 1.2 Identify the other local participating agency (i.e., CDJFS or workforce development agency that serves the county).

Agency Name Auglaize County Dept. of Job and Family Services/OMJ			
Agency Address 13093 Infirmiry Rd.	City Wapakoneta	State OH	Zip Code 45895
First Name of Lead Agency Official Michael	Last Name of Lead Agency Official Morrow	Title of Lead Agency Official Executive Director	
Phone Number 567-242-2720	Email Address Michael.morrow@jfs.ohio.gov		

### 1.3 Identify the workforce development board and area for the county.

Workforce Development Area Ohio Area 8	
Workforce Development Board Chair Name Art Swain	
Workforce Development Board Director Name Matthew Kinkley	
Phone Number 419-394-5544	Email Address kinkleyarea8@gmail.com

**1.4 Identify the implementation manager for the Lead Agency.**

First Name of Implementation Manager Amy	Last Name of Implementation Manager Freyimuth	Title of Implementation Manager Director of Workforce Development & Self-Sufficiency Programs
Phone Number 567-242-2750		Email Address amy.freyimuth@jfs.ohio.gov

**1.5 Lead Agency’s performance and data management contact:**

Contact Person Amy Freymuth	
Phone Number 567-242-2750	Email Address amy.freyimuth@jfs.ohio.gov

**1.6 How does the Lead Agency partner with the other local participating agency (CDJFS or workforce development agency) to implement CCMEP?**

Describe:  
The Lead Agency coordinates the communication between the local participating agencies inconjunction with the WDB, and the Chief elected officials.The Lead Agency participates in quarterly WDB meetings, weekly staff meetings with the provider agencies as well as monitors the work of the latter. The collaboration between WIOA and TANF allows the CCMEP process to evolve to meet the needs of clients in the most fiscally responsible way.

**1.7 How does the Lead Agency plan to partner and actively collaborate with the local workforce development board including but not limited to (Please attach any relevant policies to this plan.):**

- Frequency of meetings
- Engagement of local businesses
- Engagement of community partners
- Develop policies for work experience and incentives

Describe:  
The lead agency attends quarterly meetings and as well as quarterly partner meetings at the Area level. The Board Director maintains weekly interaction with the Lead agency via, phone, email and in person discussions. The Lead agency has participated in the Local planning process for AREA 8 and has been active on the Local Plan Implementation to date as well as evolving their understanding of how to best meet CCMEP client needs. They have participated in policy review and Busines and Industry engagement activites, including but not limited to Rapid Response,new business acquisition, and employee recruitment efforts. OWCMS will be used to track engagement activities with employer engagement.TANF funding will not be used for stipends as it is likely meeting basic needs which constitutes TANF assistance. WIOA and TANF funded incentives can only be issued to encourage milestones or achievements directly tied to work experiences, education, or training services; do not meet basic needs; and are tied to the goals outlined on the IOP. However, work experiences, education, and training services are not allowable services to be provided during follow-up so incentives are generally not appropriate during follow up. An exception could be is to tie an incentive to an individual graduating high school which may occur during follow-up or moving up a

grade level (which ties it to education) and may occur during follow up. Incentives in these examples would be allowable during follow up.

**1.8 List policies developed by the local workforce board relevant to the administration of CCMEP, including but not limited to (Please attach any relevant policies to this plan.):**

- Select basic skills assessment(s);
- Ensure determination of eligibility for the Workforce Innovation and Opportunity Act (WIOA) youth program;
- Report and collect data;
- Monitor contracts and ensure compliance;
- Supportive services;
- Follow up services;
- “Needs additional assistance” policy; and
- Disclosure of relationship.

Describe:

Although the local Area 8 does not manage or supervise the full CCMEP spectrum it has in place policy to ensure determination of eligibility for the Workforce Innovation and Opportunity Act (WIOA) youth program. The Area 8 board monitors reports and provides tools for data collection; as well as monitor contracts and to ensure compliance. Has in place Supportive services guidelines, Follow up services, and disclosure of relationship requirements. Currently the above are in place but are under review for enhancements.

**1.9 What other partners/providers are the Lead Agency collaborating with to implement CCMEP? Please provide name(s) and services to be provided. Check all that apply.**

Adult Basic Literacy and Education (ABLE) Providers

Apollo Career Center is an active Ohio Means Jobs Partner. Apollo offers ASPIRE, GED, and other services on-site two days per week in the same location as the Auglaize County OMJ-Center. Likewise, Apollo is a partner in the identification and referral of potential participants of CCMEP and/or WIOA Youth. Apollo participates in the Resource Roundtable during Steps-to-Success, a significant component of Program Service/Element implementation, and coordinates with Steps-to-Success staff to assist with the education goal of participants. Staff of Apollo actively communicate with the CCMEP provider staff for verification of participation in program services and follow-up.

Alcohol, Drug and Mental Health (ADAMH) Board

The Mental Health & Recovery Services Board of Allen, Auglaize, and Hardin Counties (MHRSB-AAH) was an active participant in the initial discussions of Employment and Training Services program development in Auglaize County dating back to 2014. The MHRSB-AAH Executive Director has collaboratively worked with other community representatives of government, workforce, and human services agencies to identify the barriers of low-income individuals and design a better service delivery model integrating many existing resources. Additionally, the MHRSB-AAH has made available funds to Coleman Behavioral Health for the implementation of the Employment Navigator program. Employment Navigators provide training, direction, encouragement and motivation to prepare individuals with mental health or addictions issues for employment. This includes aftercare and follow-up services. In Steps-to-Success, Employment Navigators facilitate in-class groups on Emotional and Impulse Control, Anger and Stress Management, and Self-esteem Building

Businesses

Employer Roundtable, mock interviews and on-site open interviews. Employers are contacted frequently to assess vacancies and match potential employees. Employers share education and skill needs. Auglaize CDJFS participates with Chambers of Commerce and Economic Development.

Career and Technical Education

Apollo Career Center as one of the largest career-technical training providers and is an active partner in the provision of youth services. WCOMC, Tri-Star and WDI of West Ohio are other service providers that serve youth in Auglaize County.

Child Care Providers

Auglaize County currently has 3 Type B providers and 6 Child Care centers contracted with the State of Ohio. Clients have the ability to use any center in any county as long as they have a contract with the state

Child Support Enforcement Agency

Auglaize CDJFS is quadruple-combined including Public Assistance, Child Support Enforcement, Children Services and Workforce Development. As a partner in CCMEP, Auglaize County CSEA has a commitment to the identification and referral of potential participants from their existing case loads and to the ongoing communication with the Lead Agency and CCMEP Program provider to ensure participation. In many cases, enforcement orders will be relaxed or postponed while an eligible individual is actively engaged in CCMEP programming. Communication between Auglaize CSEA and the CCMEP Program provider is frequent and ongoing.

Children Services Agency

Auglaize CDJFS is quadruple-combined including Public Assistance, Child Support Enforcement, Children Services and Workforce Development. As a partner in CCMEP, Auglaize County Children Services has a commitment to the identification and referral of potential participants to from their existing case loads and to ongoing communication with the Lead Agency and CCMEP Program provider to ensure participation.

Community College(s)

Rhodes State College, The Ohio State University - Lima Campus, University of Northwestern Ohio, Wright State University – Lake Campus

Community Action Agency

West Ohio Community Action Partnership is the designated Community Action Agency for Auglaize County. WOCAP is the contracted provider of program services. ACDJFS shall determine TANF eligibility and refer participants to WOCAP staff to work with the participant to enroll in Program Services (Elements) as driven by the IOP. WOCAP will initiate referrals for supportive services to remove barriers from program participation. Additionally, WOCAP will make available utility assistance, rental assistance, prescription assistance, financial literacy, parenting, transportation, and home ownership programming as services for eligible individuals

County Family Service Planning Committee

The committee is made up of representatives from the agency, FCF, education, community action and county commissioners. They meet twice per year, with the September meeting being the meeting when the PRC plan is formally reviewed by the committee and a motion to approve it sent on the the commissioners for resolution. (required in statute)

Family and Children First Council

Auglaize County Family and Children First Council has been an active participant in ongoing communication about the development of CCMEP programming. Council committees and member agencies are committed to identification, referral, and ongoing communication for the purposes of case management for eligible participants and their families. Program materials and information will be shared at quarterly FCFC meetings and monthly FAST wrap around planning meetings

Juvenile Court System

Both the Juvenile and Adult Court Systems in Auglaize County Judges, probation and parole officers, have been engaged in the development of CCMEP programming. Information about the program and Steps-to-Success has been communicated and Judges are committed to appropriately using CCMEP services in lieu of incarceration. Referrals to CCMEP can stem from the Common Pleas Court, Domestic Relations Court, Juvenile Court, or Municipal Court.

Local Healthier Buckeye Council

Ends December 31, 2017

Local School District(s)

Districts in Auglaize County include; Wapakoneta, St. Marys, Waynesfield, New Bremen, New Knoxville, Minster, Ace Academy, Opportunities for Youth. Regular meetings with Administration and Guidance Counselors address needs with at risk youth and provide opportunity for referrals. OMJ services are available to students in developing their Back Pack in their class rooms. ACDJFS staff provide outreach activities on site local high schools and meet with enrolled youth during student resource time during the school day.

Vocational Rehabilitation (Opportunities for Ohioans with Disabilities (OOD))

Opportunities for Ohioans with Disabilities is a partner in the Auglaize County Ohio Means Jobs Center that is co-located in the same site. Additionally, OOD participates in the Resource Roundtable of the Steps-to-Success Program. If determined necessary during assessment, a referral will be initiated by the CCMEP case manager for OOD. OOD operates several youth programs and ACDJFS works with local OOD staff to co-enroll and provide joint case management with OOD.

Other

**2. Population Served**

Lead Agencies must serve individuals in the CCMEP program in compliance with the following:

- Individuals **required** to participate: 1) work-eligible participants in the Ohio Works First (OWF) program; and 2) individuals who are in-school youth or out-of-school youth as a condition of enrollment in workforce development activities funded by WIOA.
- Individuals who may **volunteer** to participate: 1) OWF participants determined not to be work eligible; and 2) individuals receiving benefits and services through the Prevention, Retention and Contingency (PRC) program.

**2.1 How many CCMEP required participants will the Lead Agency serve annually?**

Please provide the anticipated number of required individuals the Lead Agency will serve annually in CCMEP: 5-10

**2.2 How many CCMEP volunteer participants will the Lead Agency serve annually?**

Please provide the anticipated number of volunteers the Lead Agency will serve annually in CCMEP: 50

**2.3 How many CCMEP participants do you expect to be eligible for both TANF and WIOA funding?**

Please provide the anticipated number of co-funded participants the Lead Agency will serve annually in CCMEP: 20

**3. Coordination of Services**

Coordination of services supports improved organization and integration of TANF and WIOA funded services. A Lead Agency can co-locate their staff with the other local participating agency at one location to help individuals access services easier and more efficiently.

**3.1 How is the Lead Agency meeting the needs of and engaging local businesses to provide employment and learning opportunities for program participants using the expertise of the Lead Agency, the local participating agency, and subcontractors as described in rule 5101:14-1-03 of the Administrative Code?**

Describe:

Auglaize County DJFS participates with all Auglaize County Chambers of Commerce and Economic Development. These organizations provide pertinent feed back from the employers they serve on filling vacancies and assessing necessary education and skills. TANF and WIOA funds are made available to assist eligible clients in obtaining these along with other supportive services to successfully integrate clients into the work force by working with Vocational schools and other post secondary education providers. These providers often listen to employer demands and adjust curriculum to meet their needs. Auglaize County DJFS also works directly with employers when asked. The Auglaize County OMJ site is often used to hold open interviews where clients are referred for interview as well as open to the public. Monthly job leads are published and shared via social media, i.e., Facebook page.

**3.2 How does the Lead Agency communicate and streamline processes between the Lead Agency, the local participating agency, and any subcontractors (e.g. summer employment services)?**

Describe:

Auglaize County DJFS public assistance staff determine eligibility and Employment Service Counselors (ESC's) provide framework and case management. WOCAP is the provider of program elements, communication between the ESC's. Auglaize CDJFS via contract with WOCAP to be the employer of record, implemented a one time 90 subsidized work experience that this available to all eligible clients. This subsidized work experience is used for youth that need to build a work history and is also used for career exploration. Many times the youth will use the summer out of school months to pursue either of these listed above. It is explained to all CCMEP clients that this program is not just for summer use but instead for ongoing self-sufficiency past age 24.

**4. Outreach, Referral, and Eligibility**

**4.1 What outreach activities are being conducted to identify individuals potentially eligible for CCMEP? Check all that apply.**

- Social media (e.g., Facebook, Twitter, Snapchat, Instagram, YouTube, Secret, & Whisper)
- Brochures, posters, flyers



- OhioMeansJobs.com
- Digital banners
- Special events
- Radio
- Promotion through partners (e.g., schools, community centers, etc.)
- Other: Automated phone calls/text messages

#### 4.2 What is the referral process between the local participating agency and the Lead Agency?

The Lead Agency is responsible for developing an agreed upon referral process that takes place no later than 7 calendar days from when the determination is made that the individual is required or may volunteer to participate. A mandatory OWF participant shall be referred to CCMEP as described in paragraph (B)(2) of rule 5101:1-2-01 of the Administrative Code. This process should include confirmed contact(s) between each agency.

Describe:  
 Auglaize CDJFS case manager determines eligibility. An e-mail is then sent to the ACDJFS Employment Services Counselor announcing whether the client is mandatory or voluntary within 24 hours. Additionally, WIOA Area 8 Youth Services referral form is completed and given to the same WOCAP case manager.

#### 4.3 Confirm that the Lead Agency has a process for working with the other local participating agency and/or any subcontractors to ensure the following:

- The Lead Agency has a process to share the number of months a program participant has participated in OWF that were subject to the time limit described in rule 5101:1-23-01 of the Administrative Code for inclusion in the IOP.

Describe:  
 Lead Agency tracks OWF time limits and will share, via email, with the Employment Services Counselor the number of months rec'd. Hardship will be determined at the time they reach the time limit

- The Lead Agency has a process to screen, refer, and communicate about a program participant who is determined to be a victim of domestic violence, including modified hours of participation, waivers from requirements, referrals to counseling and other appropriate community resources, and protecting personal information.

Describe:  
 Domestic Violence: DV AG's **can be** exempt from work participation under the DV waiver. **If enrolled, the DV can have schedules modified to meet their needs, i.e., hours lowered, etc. Clients sign a release of information that will be shared with participating agencies and subcontractors as needed with protection to the client's personal information in accordance with applicable regulations.** All assignments/activities will be in compliance with the needs of DV client. CCMEP assessments include a Mental Health and Behavioral Health screening tool so that additional referrals for assistance can be made.

- The Lead Agency has a process to communicate information regarding:
  - CCMEP activities assigned for OWF work-eligible individuals;
  - OWF work-eligible individual's status changes, OWF recipient income information, FLSA hour maximums, good cause, OWF sanctions, compliance activity assignment and completion, hourly requirement updates (D3 status, exemptions, etc.), and other factors impacting CCMEP activity hours or OWF eligibility;
  - Verification and participation in CCMEP activities for OWF work-eligible participants;
  - Completion of the comprehensive assessment and IOP no later than 30 calendar days from the date of application for OWF;

- Failure of an OWF work-eligible participant to comply with the terms of an IOP (within 10 calendar days of the failure);
- OWF or Supplemental Nutrition Assistance Program recipients' information and acting upon it in accordance with rules 5101:1 and/or 5101:4 of the Administrative Code; and
- Exiting an OWF work-eligible individual from CCMEP.

- Describe:  
 ACDJFS case managers refers OWF work-eligible individuals to an Employment Services Counselor and provides the required work hours. **Communication with ACDJFS is taking place via email for status changes, OWF recipient income information, FLSA hour maximums, compliance activity assignment and completion, hourly requirement updates, completion of the comprehensive assessment and IOP within 30 days of the date of the JFS 07200, OWF or SNAP recipients' information and acting on it and exiting processes.**

ESC has client complete a JFS03002. Assessment is scheduled and TABE test conducted. IOP is developed and signed for 90 days. The IOP is used to track time limits for OWF, IOP's are reassessed every 90 days. **WOCAP is the employer of record for subsidized employment, they provide time sheet to the ESC. Additionally, unsubsidized employers will provide payroll records to WOCAP and/or ESC. Monthly participation calendars are provided to the ACDJFS case workers by the ESCs . These calendars provide information as to hours assigned and completed to the ACDJFS worker so that they can complete a potential sanction if hours are not completed as assigned within 10 calendar days. Good cause is determined by the ESC and communicated via e-mail to the ACDJFS case worker.**

- The Lead Agency has a process of notifying the new Lead Agency within 10 calendar days when a program participant moves to another county and it is in the best interest of the program participant to be served in the new county. OWF recipients must be transferred to a new county within 10 calendar days of the move.

Describe:  
 Once reported, case will be prepared for transfer to current residing county if the client is in receipt of OWF. If the client is not in receipt of OWF, it will only be transferred if it is in the best interest of the client to do so. Auglaize CDJFS caseworker, would then contact the receiving county's transfer in coordinator via e-mail.

**4.4 The Lead Agency must provide an assurance that it will comply with all requirements of the Americans with Disabilities Act (ADA) including that participants will have the right to request reasonable modification in CCMEP activities, including hours.**

- The Lead Agency certifies compliance with ADA in accordance with rule 5101:9-2-02 of the Administrative Code and section 188 of WIOA.

**4.5 Define how the Lead Agency forms a household based upon Title IV-A federal regulations and state law for income counting purposes for TANF funding eligibility for WIOA youth individuals and for the semi-annual process. (Please attach any related policies.)**

Household Members and Income Counting for CCMEP TANF Funding Eligibility  
 Is one of the following:  
 (i) A minor child;  
 For the minor child\*, Parents, Step-Parents, and Domestic Partners' income will be counted to determine whether the group meets the 200% FPL.  
 (ii) The parent, specified relative, legal guardian or legal custodian of a minor child;

For the parent, specified relative, legal guardian or custodian\*, Parent, Specified Relative, Legal Guardian or Legal Custodian to be served, the Parents, Step-Parents, Domestic Partner income will be counted to determine whether they meet the 200% FPL.

(iii) A non-custodial parent who lives in the state, but does not reside with his/her minor child(ren);

For the non-custodial parent\*, Parents, Step-Parents, Domestic Partner income will be counted to determine whether they meet the 200% FPL.

(iv) A pregnant individual; or

For the pregnant individual\*, Parents, Step-Parents, and Domestic Partner income will be counted to determine whether they meet the 200% FLP if the pregnant individual is a minor. If the pregnant individual is an adult, only the income of her domestic partner would be counted.

(v) An individual age 18 to 24 that is part of a family that includes a minor child.

For the individual age 18 to 24\*, the Individual (18-24) to be served, Parents, Step-Parents, Domestic Partner income will be counted to determine whether they meet the 200% FPL?

For this individual, there would not need to be a relationship between the individual and the minor child other than living in the same household.

\*Remember any of these individuals to be served may be "couch surfing" or in the household temporarily and not receiving financial support other than shelter.

**4.6 Confirm that the Lead Agency forms a family for income counting purposes for WIOA funding eligibility based upon the definition in paragraph (A)(5) of rule 5101:10-3-01 of the Administrative Code.**

- Yes, the Lead Agency is forming a family for income counting purposes for WIOA funding eligibility based upon the definition in paragraph (A)(5) of rule 5101:10-3-01 of the Administrative Code.

**5. CCMEP Comprehensive Assessment and Individual Opportunity Plan (IOP)**

**5.1 Describe the Lead Agency's process for the CCMEP Comprehensive Assessment.**

Describe:

ACDJFS completes Framework, WOCAP is contracted to perform Program Services/Elements of CCMEP. After ACDJFS completes eligibility determination and Employment Services Counselor schedules as appointment with the client to complete the comprehensive assessment in OWCMS.

**5.2 What basic skills assessment does the Lead Agency use?**

- WorkKeys®
- Basic English Skills Test (BEST)
- Comprehensive Adult Student Assessment Systems (CASAS)
- General Assessment of Instructional Needs (GAIN)
- Massachusetts Adult Proficiency Test (MAPT)
- Test of Adult Basic Education (TABE®)
- Standardized tests – secondary school students only
- Other formalized testing instruments to measure skills-related gains (Specify below).

Describe:

ESC administers the TABE locator to the youth to determine which version of the assessment to administer. Once that is known, the appropriate TABE is administered by WOCAP's case manager. After completion, WOCAP's case manager scores the TABE.

**5.3 Confirm that the Lead Agency has a process to ensure IOPs are developed with participants based on their needs and revised with updates when necessary.**

The Lead Agency has a process to ensure IOPs are developed with program participants based on their needs and revised with updates when necessary.

**5.4 Describe how the Lead Agency ensures that case managers engage with program participants at least once every 30 days and keep them engaged.**

Describe:

ESC maintain a spreadsheet of enrolled youth and related data including most recent contact. This spreadsheet is reviewed each week and then scheduled time to make contacts. Contacts include; phone calls, text messages, face to face, U.S. Postal Service & social media. Contacts, and attempts to contact, are documented in Notes in OWCMS Administrator reviews the tracking spreadsheet each month and compares dates of last contact with case notes to ensure engagement is occurring as required.

**6. Program Services**

The Lead Agency, in collaboration with the local board, must ensure that the 14 CCMEP services are available to program participants.

**6.1 Provide a brief description of how the CCMEP services are made available to program participants and indicate how each service is designed to reasonably meet a TANF purpose(s).**

1. **TANF Purpose 1** - Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives
2. **TANF Purpose 2** - End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage
3. **TANF Purpose 3** - Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies
4. **TANF Purpose 4** - Encourage the formation and maintenance of two-parent families

1. Tutoring, study skills training, instruction and dropout prevention – TANF Purpose(s) 1 & 2

Describe:

Need for tutoring, study skills and dropout prevention are assigned on an as needed basis. ACE Academy will provide a licensed teacher to conduct tutoring one on one or in small groups by contract for hourly services. WOCAP has created a study skills workshop and will offer the workshop in one on one or group sessions to youth. ESC will work with the youth, family and school officials when a youth is in danger of dropping out. It will be determined if the youth will be successful remaining in the current school setting or if they should change to an Alternative Secondary School option that better fits their needs to avoid dropout. ESC will work with the youth and other involved parties to assess their options and provide barrier removals such as Supportive Services if necessary to avoid dropouts.

2. Alternative secondary school services/dropout recovery services – TANF Purpose(s) 1 & 2

Describe:

Alternative school is a school which offers specialized, structured curriculum inside or outside the public school system which may provide work/study and/or academic intervention for students with behavior problems, physical/mental disabilities, who are at - risk of dropping out. West Ohio CAP will arrange for this Program

Element for appropriate youth by referral to eligible education providers. Some examples include: Apollo Career Center, Ace Academy, and Tri-Star Compact. Need shall be determined after individual assessment of a youth's needs. If appropriate, a formal referral will be made and West Ohio CAP staff for additional program elements. ACDJFS staff will work with the youth to apply, enroll and stay in contact with youth to provide any additional supports to overcome any barriers to completing secondary school. ESC's will verify attendance through communication with the schools.

ASPIRE (ABLE) and GED services are also a component of the Alternative Secondary School element. When a youth who has not completed their high school diploma or equivalency, or a youth has completed them but remains basic skills deficient in one of more areas, WOCAP makes a referral to Apollo Career Center for ASPIRE/GED services as well as the Adult Diploma Program. After referral, ESC's communicate with Apollo staff to facilitate the youth's enrollment and arrange any Supportive Services that may be needed (transportation, etc.) for the youth's participation. Participation hours are tracked on an attendance sheet provided to the youth by ESC's review and verify with Apollo staff.

### 3. Paid and unpaid work experience (with an academic and occupational education component) – TANF Purpose(s) 1 & 2

**Describe:**

WOCAP Youth Specialists will work with youth to explore career options and identify possible worksites that are aligned with a youth's potential career pathway for subsidized work and summer work experiences. ESC will develop and manage the work experiences, remain as the employer of record and provide weekly site visits to follow-up with youth and site supervisors. WOCAP will also foster relationships with local businesses to develop On-the-Job training opportunities for older youth who are out-of-school as well as seek out pre-apprenticeship opportunities in coordination with the Area 8 Workforce Development Board Director.

### 4. Occupational skill training – TANF Purpose(s) 1 & 2

ACDJFS will include priority consideration for training programs that lead to recognized post-secondary credentials that are aligned with state and local in-demand industry sectors or occupations. ACDJFS will use Ohio Means Jobs to determine if a training opportunity is in and in-demand industry. ESC's will work with youth to create a career pathway and investigate potentially needed occupationally will ensure training is outcome - oriented and focused on occupational goals specified in the Individual Opportunity Plan, is of sufficient duration to impart the skills needed to meet the occupational goal; and results in the attainment of a recognized post - secondary credential.

ACDFJS partners with Apollo Career Center, Vantage Career Center, Skills2Job Academy, West Central Ohio Manufacturing Consortium, WDI of West Ohio and other Approved Training Providers to provide training and credentials in high-demand areas of trade skills including, but not limited to, CDL, STNA, Medical Assisting, Sales, Welding, and Early Childhood Development. After comprehensive assessment, creation of the IOP, and career awareness and exploration, ACDJFS staff will assist youth to identify possible training option and refer them to appropriate training providers, assisting with registration, application for financial aid and direct costs for tuition and other needed supplies. ACDJFS will collect weekly attendance reports and follow-up regularly to ensure progress and, if necessary, WOCAP will provide Supportive Services to remove barriers for continued participation.

### 5. Education offered concurrently with workforce preparation – TANF Purpose(s) 1 & 2

**Describe:**

This element will be provided through referral to an appropriate education partner of approved training provider. Out-of-school youth shall obtain education from programming such as the Adult Diploma Program through Apollo Career Center or Vantage Career Center. ESC's will make a formal referral and work with youth to register, apply for financial aid, if needed, and provide direct support for tuition and/or needed uniforms, books, or other supplies. ACDJFS will provide regular case management and obtain attendance and progress reports as well as provide supportive services, if needed, to remove barriers to ongoing participation.

### 6. Leadership development opportunities – TANF Purpose(s) 1 & 2

**Describe:**

West Ohio CAP will provide Leadership Development opportunities for youth as determined by their

Comprehensive Assessment and outlined in the Individual Opportunity Plan. Leadership Developments activities may be provided one-one-one, in group settings, or via online learning formats such as Schoology by West Ohio CAP staff. Some examples of Leadership Development opportunities will include: Life Skills Training, Organization and Teamwork Training, Parenting Classes, Professionalism, Decision-Making, Problem-Solving, and completion of related portions of OhioMeansJobs.com.

#### 7. Supportive services – TANF Purpose(s) 1 & 2

Describe:  
ACDJFS will provide supportive services through a combination of in-house resources and programs and referrals to partner organizations. ACDJFS shall arrange for youth to obtain services as needed, including medical, housing, childcare and nutrition available through government assistance programs, as well as its in-house services through available grants, when income eligibility applies. Via contract with West Ohio CAP, program services include; Comprehensive Guidance and Counseling, Financial Literacy, Life Skills Training, Leadership Development and Parenting Classes. These programs can be done in group sessions or individually.

#### 8. Adult mentoring – TANF Purpose(s) 1 & 2

Describe:  
Via contract with West Ohio CAP will make this service available both internally, through the recruitment of mentors, and by referral to partner organizations such as Big Brothers/Big Sisters and/or other appropriate programs. WOCAP may also arrange for adult mentoring for out-of-school youth through professional organizations, encouraging correspondence, telecommunication and personal interaction with the youth.

#### 9. Follow-up services for not less than 12 months – TANF Purpose(s) 1 & 2

Describe:  
ACDJFS staff will make available follow-up services. Follow - up services are activities after completion of participation in the program to monitor the participants' success during their transition to employment and further education and to provide assistance as needed for successful transition. The types of services and the duration of the services will be determined based on the needs of the youth participant and therefore, the type and intensity of follow - up services may differ for each participant. Follow-up will occur at least once every 30 days for no less than 12 months after program exits. Follow-up services may take place as in-person or electronic communication such as phone calls, text messages, instant messages, emails, or likely, as a combination of all options.

#### 10. Comprehensive guidance and counseling – TANF Purpose(s) 1 & 2

Describe:  
West Ohio CAP will make available this element through both in-house programming and referrals to community partners. WOCAP will refer youth who are appropriate or as indicated on the Comprehensive Assessment for drug, alcohol and mental health counseling to an appropriate behavioral health provider for assessment and development of interventions and treatment plans. Some such partners may include: Coleman Professional Services, Family Resource Center, Westwood Behavioral Health Center or other provider as determined by the youth. WOCAP will communicate with both the youth and the assigned staff from the referral agency about outlined treatment plans and to ensure participation and removal of barriers to ongoing participation. If ongoing treatment is planned, WOCAP will collect attendance records for scheduled appointments and obtain progress reports from the provider.

West Ohio CAP will provide career counseling and work with community partners to connect youth to in-depth career and academic counseling opportunities via contract.

#### 11. Financial literacy education – TANF Purpose(s) 1 & 2

Describe:  
Via contract with West Ohio CAP will provide Financial Literacy Education to youth using the FDIC MoneySmart curriculum for Young Adults. This curriculum can be offered one-on-one, in groups, or completed in online

learning formats. This will include a combination of lecture, activities completion in a workbook and cover topics such as Consumer Protection, Credit, Financial Recovery, Budgeting and Creating Financial Plans and Saving for Large Expenses. In-school youth can register and take the Financial Education course through Schoology and ACE Academy. WOCAP Case Managers will also assist youth to utilize budgeting calculator and other services through OMJ.com

## 12. Entrepreneurial skills training – TANF Purpose(s) 1 & 2

Describe:  
Via contract WOCAP will utilize a combination of in-house programming and refer to community partners to provide youth this element. WOCAP has internal Entrepreneurial Skills workshops that can be completed in one on one or group format. WOCAP case managers will also refer youth to Wright State Lake Campus and this Business Center for Entrepreneurial Skills Training and Small Business assistance. WOCAP will make a formal referral, collect attendance sheets and follow up with Wright State Lake Campus instructors.

## 13. Labor market and employment information – TANF Purpose(s) 1 & 2

Describe:  
Via contract WOCAP will provide this element, and it will be customized based on a youth's Comprehensive Assessment and IOP. The services available on OhioMeansJobs.com will be accessed and youth will create and complete all elements of the OMJ Backpack. Other activities may include: Career Coaching and Counseling, Career Exploration Activities, Job Placement Assistance, and Job Search that will be completed using WOCAP's workshops on these topics in a one on one or group setting.

## 14. Post-secondary preparation and transition activities – TANF Purpose(s) 1 & 2

Describe:  
Via contract WOCAP will make these services available in-house as determined by the youth's Comprehensive Assessment and IOP. These services will be customized to meet the needs of the youth. Some activities may include: Exposure to Post-secondary education and training options like college visits, class auditing, meeting with academic advisors or speaking with older youth enrolled in similar programs. ACDJFS will work with the youth to schedule these activities and use a attendance verification to confirm participation. This element may also include "Life Skill" workshops on topics needed to transition to post secondary education and independent living.

### **6.2 The Lead Agency must provide an assurance that TANF or WIOA funds are not used to pay a program participant directly for subsidized employment by the local participating agency as either a Lead Agency or as a service provider.**

- The Lead Agency certifies that it does not use TANF or WIOA funds to pay a program participant directly for subsidized employment by the local participating agency as either a Lead Agency or as a service provider. Provide a description of how participants will be compensated for subsidized employment:

Describe:  
ACDJFS contracts with West Ohio CAP. WOCAP is the Employer of Record and pays bi-weekly payroll to youth in this element. Youth are paid \$8.30 per hour and complete time sheets that are verified by the worksite supervisor. Youth have a choice to receive a bi-weekly pay check or set up direct deposit.

### **6.3 Provide a description of the supportive services that the Lead Agency makes available to program participants and attach local policies on supportive services:**

Describe:  
ACDJFS shall arrange for youth to obtain services as needed, including medical, housing, childcare and nutrition available through government assistance programs, as well as its in-house services through available grants, when income eligibility applies. ACDJFS will follow the Area 8 Supportive Services policy for WIOA funded Supportive Services. **TANF funding will not be used for medical services besides pre-pregnancy family planning services.**

See Attachment

**6.4 Provide a description of the follow-up services that the Lead Agency makes available to program participants including documentation requirements when a program participant cannot be located or contacted or requests to opt out or discontinue follow-up services:**

Describe:

WOCAP completed follow-up activities for CCMEP WIOA Youth in Auglaize County while CCMEP TANF follow-up is provided by ACDJFS. The types of services and the duration of the services will be determined based on the needs of the youth participant and therefore, the type and intensity of follow-up services may differ for each participant. Follow-up will occur at least once every 30 days for no less than 12 months after program exits. Follow-up services may take place as in-person or electronic communication such as phone calls, text messages, instant messages, emails, or likely, as a combination of all options. WOCAP and ESC's will document in OWCMS when these contact occur.

The assigned case managers will use the youth's preferred form of contact to attempt to contact them first. If they cannot be reached in 48 hours, the case manager will reach out via other alternative forms of contact. Each attempt will be documented in the case notes in OWCMS; if the youth has not been reached in another 48 hours, the case manager this will reach out to other individuals with whom WOCAP has established Releases of Information. After 7 business days of no contacts, case managers will issue a letter to the youth at their last known address. A copy of the letter will be included in the youth's file.

If a youth requests to discontinue follow-up, they will complete the form to opt-out and that will be filed in their case file.

TANF funding will align with the definition of TANF nonassistance as described in 45 C.F.R. 260.31

**6.5 Describe the timeframes and documentation requirements the Lead Agency uses to determine good cause for OWF work-eligible CCMEP program participants.**

Describe:

When ACDJFS informs that someone is failing, a sanction is entered. A notice is generated through our CRISE system informing of the closing reasons. Participants have 10 days to provide good cause. Documentation is required based on the situation. For example: (a medical provider statement, hospital inpatient, lack of child care, lack of transportation, etc).

**6.6 What is the process for providing a program participant with written notice of scheduled CCMEP appointments?**

Describe:

JFS workers make a referral to ESC within 7 days of the date of the JFS 07200. The ESC then sends an appointment letter scheduling the initial CCMEP interview within 10 days. The participant is scheduled to complete Comprehensive Assessment, Basic Skills Assessment and IOP within 30 days of receipt of the JFS 07200. If the youth does not attend the initial appointment, the ACDJFS case manager will attempt to contact them to reschedule the appointment.

**6.7 For program participants without a high school diploma, how will the Lead Agency ensure those individuals are made aware of options to obtain their high school degree or its equivalent (e.g., ABLE referral, Adult Diploma option)?**

More than 1 million adult Ohioans do not possess a high school diploma or equivalent. Addressing this issue is critical to Ohio's economic health and growth. Attainment of this credential is one of the primary measures for CCMEP and an important priority for the program.

Describe:

In Auglaize County, Apollo Career Center provides ASPIRE and the Adult Diploma Program. WOCAP and



ACDJFS case managers communicate regularly with Apollo about available programming. ACDJFS staff have materials about the Adult Diploma Program available on site and will initiate conversations with the youth during the development of their initial IOP. If a youth chooses to enroll, ACDJFS works with them to apply and/or register and communicates with Apollo on their behalf.

**6.8 Describe the Lead Agency's role in the design of the CCMEP services procured through the workforce development board including collaboration and co-funding.**

Describe:  
ACDJFS is the provider for the CCMEP TANF funding. WOCAP is the CCMEP WIOA Youth provider for Auglaize County via contract with Ohio Area 8's fiscal agent. The Workforce Development Board Director completed planning and included the Lead Agency during the development of the RFP for WIOA Youth services. Having ACDJFS for TANF and WOCAP as provider for WIOA services to foster collaboration and co-enrollment as both are co located.

**6.9 Confirm that the Lead Agency is not utilizing Prevention, Retention, and Contingency (PRC) funding for CCMEP program participants.**

Yes, the Lead Agency is not utilizing PRC funding for CCMEP program participants.

**7. Case Management**

Case managers and their efforts to build relationships with program participants are the key to the success of CCMEP and program participants' outcomes.

**7.1 What case management training has or will the Lead Agency require for CCMEP case managers?**

Describe:  
West Ohio CAP provides Bridges Out of Poverty, Mental Health First Aid and Family Stability Matrix Training for case managers. Additionally, WOCAP attends training days and participates in webinars made available by ODJFS for CCMEP and re-watches webinar recording for new staff or as a refresher course. ACDJFS participates in all Webinars and Video Conferences as well as attends all state offered training.

**7.2 What is the average caseload size for CCMEP case managers?**

- 15 cases or less
- Between 15 and 25 cases
- Between 25 and 50 cases
- Between 50 and 100 cases
- 100 cases or more
- Other:

**7.3 What process does the Lead Agency use for program participant feedback and how will the Lead Agency utilize this information for ongoing improvements?**

Describe:  
For CCMEP WIOA Youth, WOCAP has an internal customer feedback form for all programs. This form is offered for all youth enrolled in CCMEP to respond to questions about their satisfaction with their services and any comments they have. These are reviewed by WOCAP's CEO and Program Director. When it is determined necessary, one on one or all team trainings are done to respond to comments from the customer satisfaction surveys. ACDJFS offers questions as well for CCMEP TANF, these are reviewed by the Director of Workforce Development & Self-Sufficiency Programs. Any identified weaknesses will be addressed via training.

**7.4 What process does the Lead Agency use for case manager's feedback and how will the Lead Agency utilize this information for ongoing improvements?**

Describe:  
For WIOA Youth, The Employment and Training Services Director for WOCAP meets regularly with youth services staff to review client tracking and have discussions about program implementation. There is open discussion and the Director reviews opportunities to make changes to the program based on case manager

feedback when appropriate. The same is true for ACDJFS for CCMEP TANF with the exception being that this is handled by the Director of Workforce Development & Self-Sufficiency Programs.

## 8. Performance Measures

A key feature of CCMEP is strengthened accountability through the establishment of a single Lead Agency responsible for meeting common outcome measures and performance goals.

### 8.1 How will the Lead Agency collect and report any supplemental data to be included?

In addition, ODJFS also matches case records with data from various sources. Some post-exit program participant accomplishments (e.g., degree attainment) may not be captured this way.

Describe:

ESC's maintain a spreadsheet including the following information; enrolled clients, funding stream, mandatory vs volunteer, career and/or education pathway, follow up dates, etc. This information is used in combination of Notes kept in OWCMS. OWCMS screens are updated as milestones are achieved, i.e., completing high school grade levels, graduation from high school, successfully completed quarters of post secondary school, graduation from post secondary school or certificate completion. Additionally, through follow up services, new employment, employment promotions, etc are also captured in OWCMS.

### CCMEP Plan Certification

**Please provide the name, title, and signature of the administrator, director or executive director of the CCMEP Lead Agency:**

Name and Title Michael S. Morrow	
Signature	Date

**Please provide the name, title, and signature of the chairperson of the local workforce development board (or the chairperson's designee):**

Name and Title	
Signature	Date