



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

for

**County or Counties:** Coshocton County

**Effective Date:** October 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 Coshocton County Department of Job and Family Services			
Lead Agency Address 725 Pine Street	City Coshocton	State OH	Zip Code 43812
First Name of Lead Agency Official Daniel	Last Name of Lead Agency Official Brenneman	Title of Lead Agency Official Director	
Phone Number 740-295-7511	Email Address daniel.brenneman@jfs.ohio.gov		

Program Contact Person Lynn R. Jacobs	Phone Number 740-295-7516
Phone Number 740-295-7516	Email Address lynn.jacobs@jfs.ohio.gov

Fiscal Contact Person Kimberly Arden	
Phone Number 740-295-7558	Email Address kimberly.arden@jfs.ohio.gov

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

Agency Name			
Agency Address	City	State	Zip Code
First Name of Lead Agency Official	Last Name of Lead Agency Official	Title of Lead Agency Official	
Phone Number	Email Address		

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

Workforce Development Area Area 7 Workforce Development Board	
Workforce Development Board Chair Name Swen Hunt	
Workforce Development Board Director Name John Trott	
Phone Number 937-525-1025	Email Address trottj@clarkstate.edu

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

First Name of Implementation Manager Lynn	Last Name of Implementation Manager Jacobs	Title of Implementation Manager Administrator
Phone Number 740-295-7516	Email Address lynn.jacobs@jfs.ohio.gov	

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

Contact Person Lynn R. Jacobs	
Phone Number 740-295-7516	Email Address lynn.jacobs@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:  
 In Coshocton County, the Ohio Means Jobs with WIOA and CCMEP is operated by and co-located in the County’s Job & Family Services facility. Coshocton County JFS is a quad-combined agency responsible for administering all aspects of public assistance, child support enforcement, social/children’s services as well as workforce development. CCJFS is also in a unique position as it hosts an ASPIRE program in house. To the extent allowed while considering privacy, security and policy, all divisions in CCJFS already work to collaborate services and programs to better all customers to the agency. Our goal with CCMEP case managers is to ensure those in the positions will be well-versed and have extensive knowledge of agency and community programs and services. It will be the primary responsibility of these positions to develop and implement for referral and training as CCMEP is realized.

**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:  
 This Lead Agency is a member of the Area 7 Workforce Area. Within that area every workforce entity (i.e., provider of career services or Job Center) has also been identified as the Lead Agency by their respective county commissioners. In each case, coordination between the Lead Agency and the workforce entity will be maximized because they are, in fact, the same organization.  
 This Lead Agency is a member of the Area 7 Workforce Area. Within that area every workforce entity (i.e., provider of career services or Job Center) has also been identified as the Lead Agency by their respective county commissioners. In each case, coordination between the Lead Agency and the Workforce Entity will be maximized because they are, in fact, the same organization. All of Area 7’s Lead Agencies communicate and coordinate

regularly with the staff and members of the Area & Workforce Development Board, providing input to policy development and operational practices. Board meetings take place bi-monthly. Area 7 technical assistance meetings take place continually (e.g., there are monthly all-county webinars) throughout the program year.

**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:

The Area 7 Workforce Board does not have any CCMEP-specific policies. With the exception of 1) basic skills assessments and 2) the “needs additional assistance” policy, the Area 7 Board has adopted the relevant ODJFS policies in whole as local policy. Regarding, basic skills assessment, Area 7 has not mandated a common assessment. Regarding “needs additional assistance”, the Area 7 policy is in draft form and has not been considered yet by the Board. All relevant policies are available upon request.

The Area 7 Workforce Board does not have any CCMEP-specific policies. With the exception of 1) basic skills assessments and 2) the “needs additional assistance” policy, 3) “needs additional assistance”, the Area 7 Board has adopted the relevant ODJFS policies in whole as local policy. Regarding, basic skills assessment, Area 7 has not mandated a common assessment. All relevant policies are available upon request. The Lead Agency will adopt the WIOA policy for TANF-funded supportive and follow-up services policies.

**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

An ASPIRE program is in house and functions within the Workforce unit to provide Adult Literacy skills, credential attainment, and ESL opportunities for our CCMEP clients.

- Alcohol, Drug and Mental Health (ADAMH) Board

CCJFS currently has contracts for services with (TANF and Title XX) and an excellent relationship with Allwell & Behavioral Health Choices. CCJFS and Allwell share representation on many local boards and councils.

- Businesses

The Workforce division retains an informal advisory board made up of local business and economical developmental representatives. The board serves to advise the agency about workforce trends and needs. They frequently offer on-the job types of training. CCJFS is also involved in the local Chamber of Commerce & Port Authority and other local business functions.

Career and Technical Education

Coshocton County Career Center and Central Ohio Technical College representatives also serve on several boards and committees with CCJFS staff. The Administrator chaired the COTC Advisory board for years and now is a board member. The advisor and staff of the Workforce Unit facilitates the local "Manufacturing Camp" and other educational efforts to encourage and train young people.

Child Care Providers

CCJFS certifies local child care providers and will make available for CCMEP clients child care availability and applying for such when needed.

Child Support Enforcement Agency

The CCDJFS child support administrator has been active in requesting assistance with obligors and obligees meeting CCMEP requirements who are behind on child support payment or unemployed/underemployed. Child support utilizes tools in its program area to encourage or insist on participation.

Children Services Agency

It is assumed and likely that some in the identified CCMEP population are at risk for children's services involvement. We utilize tools in its program area to encourage or insist on participation.

Community College(s)

Central Ohio Technical College (COTC) has a branch in Coshocton. CCJFS partners with COTC for direct referrals for training and education of existing program participants through the Gateway program. The CCMEP effort will benefit from this partnership.

Community Action Agency

CCJFS partners with Kno-Ho-Ko-Ashland in various fashions. This entity operates the home energy assistance program and is a low income housing operator in the community. We currently have common referrals and contracts between agencies and will continue to bolster CCMEP efforts.

County Family Service Planning Committee

The local FSPC is fairly active in Coshocton County. Its members include many who already have interest in our contractual agreements with CCJFS for CCMEP-like services. This entity will continue to be a positive resource for our efforts.

Family and Children First Council

Similar to above, the local FCFC membership is comprised of many of the providers already in informal or contractual relationships with CCJFS. The CCMEP effort has been shared with the FCFC and a coordination of services will continue and be enhanced by CCMEP.

Juvenile Court System

CCJFS has an excellent relationship with the Court. Our primary coordinated efforts are in the areas of Children's Services and Child Support. But, the court will be a direct or indirect participant in the CCMEP by sharing information and services as appropriate and allowable.

Local Healthier Buckeye Council

Local School District(s)

Coshocton County boast three school systems each with its positive attributes. CCJFS is active in all three providing training when requested in the Jobs for Ohio Graduates programs. It helps fund an at risk program funded partially by all of the schools and CCJFS.

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

Within the CCJFS Job Center, workforce development services, is OOD representation and services. Clients are referred to and from as appropriate and necessary. As well, the OOD staff is included in many workforce functions allowing for better cross-training and awareness.

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: 25

### 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: 25

### 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 individual's 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:

Coordination between the CCMEP caseworker and the OMJ Business Liaison engage employers of the county to provide on the job training opportunities as well as short and long term work experience.

#### 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:

The agencies are co-located in the Coshocton County JFS Building and have constant communication. Weekly meetings allow entities to discuss each client weekly.

The summer work program has been used to recruit for the CCMEP program. Advertising is placed a local paper and on the local radio station. Information is sent to the county schools including the career center and charter school. Being a combined agency, other units are made aware of the program through email. Youth must complete JFS030020 plus a regular employment application, Medical Information form and an OMJ.com permission form and shown eligible to then be called for an "interview" which will include the comprehensive assessment and basic skills assessment and IOP. The youth are scheduled for an orientation to get signed up with the staffing agency that serves as employer of record. Once the youth have completed orientation, they are assigned to work sites. After the summer component is completed the in-school youth are contacted quarterly to update their status, out of school youth may have the opportunity to continue on with a paid work experience.

### 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: \_\_\_\_\_

**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:  
 The OWF caseworker receives said referral then the client is forwarded directly to the CCMEP caseworker who engages the client through various means. Agencies not under roof have the ability to refer clients by phone or email.  
 Because we are in a combined agency referrals are seamless through the EDMS system. The standard time between referral to the CCMEP caseload is 3 business days.  
 The OWF work eligible participant applies for assistance through the Public assistance group the PA caseworker initiates casework by adding client into the workflow. The JOBS worker located in the Workforce Unit receives the referral and contacts the CCMEP Case manager to complete the Application, assessment and IOP. The CCMEP caseworker will start the process within the same day window of the referral.  
 For OWF Volunteers the process is the same as required OWF participants.  
 WIOA Youth walk-in or are referred from participating school or other partner agencies meet with CCMEP case manager Who in turn determines eligibility. The process from this point is the same as above.  
 PRC Volunteers, Child Support, and other outside agency referrals go directly to CCMEP caseworker to determine eligibility and then follows the same prescription as above.  
 Each referring agency or entity is given confirmation once referral is received and again when CCMEP case manager has initial contact.

**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:  
 Again the CCMEP Caseworker and the OWF caseworker meet weekly to discuss each case. The OWF caseworkers responsible for the program and the OWF caseworker's work in the same division and are located on the same floor.

- 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:  
 Victims of domestic violence have a modified case plan and most are referred to First Step Family Violence Center instead of worksite assignments. Training that is available to those clients are provided based on availability and time slots.  
 When a participant declares they are a domestic violence victim, they are immediately referred to First Step Family Violence Intervention Services, the local domestic violence

agency. This organization assists with temporary housing needs, setting up counseling and legal issues. Until a participant reaches a point in their domestic situation, where there is no longer a threat for their safety, the participants hours of participation will be modified and/or possibly waived. The lead agency (CCDJFS) has safeguards in place to protect the personal information of domestic violence victims. participation in CCMEP will be limited to attending counseling sessions and other activities that deemed safe by First Step. Once a more stable environment is established, then the participant will be asked to participate in Workshops, Work Experience and any other CCMEP services deemed appropriate. All supportive services will be available immediately to the participant. Personal information will be handled as the local workforce board, Area 7, policies require.

- 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:  
Communication is paramount to the success of the CCMEP clients. Besides the weekly meeting the CCMEP caseworker has access to the CHRIS-E system as well as the OWCMS and hours logged on CFIS. The CCMEP worker is training on the Ohio Benefits system being released early 2018.
- The activities that are assigned to the client are communicated to the OWF worker through email, phone or face-to-face contact. There is a weekly unit meeting where the opportunity to discuss cases is available. Activities are also entered into OWCMS case notes.
- If there is a status change or income information the OWF Caseworker communicates that change to the CCMEP case manager through email, phone, face-to-face contact or the weekly unit meeting.
- Activities are tracked through CFIS or by a calendar given to a worksite provider with information, including, days and hours work, if they showed to work, and total monthly hours. That is then sent from the provider to the OWF caseworker and the OWF caseworker scans it into the scanning system.
- Good cause remains the same for OWF and CCMEP. That is documented on the IOP and the self-sufficiency contract.

- OWF sanctions are communicated through email, phone, face-to-face contact or at the weekly unit meeting. Although the client is sanctioned from OWF, if they are TANF eligible they can remain in the CCMEP program.
- When an activity assignment is completed, the CCMEP case manager updates the activity on the IOP and communicates the new activity with the OWF caseworker through email, phone, face-to-face contact or at the weekly unit meeting.
- Failure to comply with the IOP within 10 days, updates to the hourly requirement and any other factors impacting CCMEP activity hours or OWF eligibility are communicated through email, phone, face-to-face contact or at the weekly unit meeting.
- Verification and participation in CCMEP activities for OWF work-eligible participants are tracked through CFIS or by a calendar given to a worksite provider with information, including, days and hours work, if they showed to work, and total monthly hours. That is then sent from the provider to the OWF caseworker and the OWF caseworker scans it into the scanning system.
- The exiting process is not communicated to the OWF caseworker because clients cannot exit the program while on cash assistance.
- The CCMEP is also trained and has access to the Ohio Benefits system.
- The comprehensive assessment and IOP will be completed within 30 calendar days, as stated in rule 5101:14-1-04 of the OAC.

- 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:

The CCMEP Caseworker contacts the county of transfer to inform caseworker of client's new placement. Information is placed in OWCMS system and communicated to new case manager via phone call and written notification.

When a CCMEP participant transfers to another county the county being transferred to is contacted via phone call or email to find out what their transfer policy entails. The participant is then given contact information for the new county CCMEP worker. This will happen within 10 days of notification from the participant of the move. When new county worker information is received then the participant is transferred to said new worker in OWCMS. Case notes will be placed in both OWCMS and CRISE (soon to be OB) systems. When a participant is transferred in from another to Coshocton County, the CC case worker will attempt to make contact with the transferring participant within 7 days of receiving the information from the transferring county CCMEP case worker. The CC case worker will review the case in OWCMS and proceed accordingly. To ensure that all CCMEP participants receive services both TANF and WIOA, Coshocton County will co-enroll non-OWF participants in WIOA to ensure that services will be available if they are no longer OWF eligible and continue to need services.

Participants who are not OWF have an option to continue to be served by Coshocton County if they deem it in their best interest to do so even if they move to another County.

**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.)**

Describe:

We follow the Area 7 WIOA policies to meet this criteria.

Referrals must complete the JFS 03002 as part of the eligibility process. Both funding streams eligibility guidelines are on the form. There are a few differences in household composition, amount of time used and barriers needed. WIOA defines family as related by blood, marriage or legal doctrine, whereas TANF is whoever is in the assistance group. WIOA goes back 6 months for income in the household and TANF goes back 30 days. With WIOA there is a list of 8 in school and out of school barriers of which a participant must meet at least one. TANF the participant must match up with one of the four purposes. Use of appropriate funding sources is reviewed at the time of application. WIOA eligibility is non-changeable once approved, TANF Eligibility is reviewed every 6 months.

**Household Members and Income Counting for CCMEP TANF Funding Eligibility**

Is one of the following:

(i) A minor child;

For the minor child\*, which household member(s)'s income will be counted to determine whether they meet the 200% FPL? (e.g., Minor Child to be served, Parents, Step-Parents, Domestic Partner, Boyfriends, Girlfriends, Roommates, Grandparents, Aunts, Uncles, Adult Siblings, Minor Siblings, Cousins, etc.)

(ii) The parent, specified relative, legal guardian or legal custodian of a minor child;

For the parent, specified relative, legal guardian or custodian\*, which household member(s)'s income will be counted to determine whether they meet the 200% FPL? (e.g., Parent, Specified Relative, Legal Guardian or Legal Custodian to be served, Parents, Step-Parents, Domestic Partner, Boyfriends, Girlfriends, Roommates, Grandparents, Aunts, Uncles, Adult Siblings, Minor Siblings, Cousins, etc.)

(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\*, which household member(s)'s income will be counted to determine whether they meet the 200% FPL? (e.g., Non-custodial parent to be served, Parents, Step-Parents, Domestic Partner, Boyfriends, Girlfriends, Roommates, Grandparents, Aunts, Uncles, Adult Siblings, Minor Siblings, Cousins, etc.)

(iv) A pregnant individual; or

For the pregnant individual\*, which household member(s)'s income will be counted to determine whether they meet the 200% FPL? (e.g., Pregnant Individual to be served, Parents, Step-Parents, Domestic Partner, Boyfriends, Girlfriends, Roommates, Grandparents, Aunts, Uncles, Adult Siblings, Minor Siblings, Cousins, etc.)

(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\*, which household/family member(s)'s income will be counted to determine whether they meet the 200% FPL? (e.g., Individual (18-24) to be served, Parents, Step-Parents, Domestic Partner, Boyfriends, Girlfriends, Roommates, Grandparents, Aunts, Uncles, Adult Siblings, Minor Siblings, Cousins, Owner of the house, Leaseholder of the apartment, etc.)

**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:

1. Referral received.
2. CCMEP Worker makes appointment.
3. The assessment is completed within the 7 day guideline.

Once the mandated or volunteer participant is referred and shown to be eligible for CCMEP, the case worker makes an appointment within 7 days with the customer to complete the Comprehensive Assessment and Basic Skills (JFS 03003/ 03006 and the IOP JFS 03004) Assessment. The Comprehensive Assessment is conducted by the CCMEP case manager. Basic Skills Assessments may vary for the participant. If the participant does not have a high school diploma they are given the TABE (Test of Adult Basic Education), which is administered by the case manager or other trained OMJ Coshocton County staff member. If they do have a high school diploma they are given WorkKeys which is administered by the case manager or other trained OMJ Coshocton County Staff. Both basic skills assessments are electronic.

**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:

Clients holding a certification of High School Diploma or higher receives the WorkKeys assessment and those clients without any certification will be assessed with the TABE test.

**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:

CCMEP worker maintains client in OWCMS and reports in OWCMS to determine frequency of contact with client. The CCMEP case manager engages with clients who are participating at least once per week, due to the activities being on the same floor as the case manager and the need for more intensive case management. The CCMEP case manager attempts to engage clients who are not participating by phone, social media, email and letters once a month to remind them of the potential benefits of the program. The case manager then documents any attempted and set a reminder on their calendar for the following month. Incentives are currently not being offered to participants.

**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) 2

Describe:

CCMEP Worker has direct access to the ASPIRE program located in our agency.

OMJ Coshocton County has the ASPIRE Program located in our Job Center. The CCMEP case worker walks the CCMEP participant to the resource room to make introductions. Weekly checks are made with the Aspire instructor to follow progress.

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

Describe:

The agency is able to refer clients the Opportunity School for those students who lack a credential. The lead agency is able to refer eligible participants to the Opportunity School, a local dropout recovery charter school. Also available are web based programs through the youth's home school and the ASPIRE program located in the OMJ Job Center.

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

Describe:

Clients have the ability to participate in OJTS, Summer employment opportunities, and subsidized traditional work experience.

Participants who have completed a soft Skill program are eligible for possible paid work experience. The case manager and participant decide what type of work experience will best fit the customer's career goals. Summer employment opportunities are also available to participants. OJT's are an option to help with job placement.

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

Describe:

For out-of-school youth we provide ITA's for training.

Additional Skills training is available either through TANF or WIOA dollars. Participants or training candidates are required to follow the following process: Attend OMJ orientation, Complete Work Keys Assessment, complete career survey, and consult with OMJ Job Coach.

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

Describe:

The agency is currently developing opportunities for apprentices or career pathways. Students are also enrolled in the Ready, Set, Go workshops while participating in work programs.

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

Describe:

Parenting Workshops, budgeting, Middle class concepts are all provided as well as guidance and counseling from CCMEP caseworker.

The Ready, Set, Go Program is available to all CCMEP program participants. The program boasts a variety of workshops several of which provide leadership opportunities to reach leadership goals.

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

Describe:

Caseworker provides through OWF funding or referrals to partner agencies supportive services. Needed supportive services are provided to the CCMEP participant either through TANF or WIOA funding. Supportive Services include but are not limited to: transportation, child care, housing, health care, work related tools and clothing, and educational training. CCMEP participants that are not or no longer eligible for TANF dollars may use WIOA youth dollars to continue supportive services if needed.

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

Describe:

Caseworker refers individuals to partner agencies based on individual needs. CCMEP case manager will refer CCMEP participant to partnering agencies based on individual needs.

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

Describe:

Follow-up service vary on the need of each client.

See section 6.4. If a CCMEP participant needs more services than they are eligible in follow-up, a participant may need to be made re-eligible for the CCMEP program.

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

Describe:

Beyond basic counseling, guidance and counseling is referred to professional partner programs.

The lead agency maintains a resource guide to share with participants that lists housing, food, clothing, health, day care, medical and many other community agencies and organizations that assist with a variety of concerns and issues.

A CCMEP participant that has mental health, physical, addiction or parenting issues they are referred to Local partners; All Well Behavioral, Coshocton Behavioral Health Choices, First Step Family Violence Intervention Services, Family and Children First council and other partner agencies.

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

Describe:

Financial Literacy classes are offered in the first four weeks of participant referral.

The OMJ Job Center provides monthly financial literacy workshops that address budgeting and financial planning. Local banks rotate appearances to inform participants about banking, loans, credit cards, credit reports and other financial information.

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

Describe:

Workshops are offered and referred to the Jobs for Ohio Graduates partner.

CCMEP participants that show interest in starting their own business are referred to the CCMEP WIOA youth provider, JOG (Jobs for Ohio Graduates) to gain an understanding of starting and operating their own business.

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

Describe:

Labor market information is provided and shared through OhioMeansJobs.com and the CCMEP caseworker.

Participants are required to set-up an OhioMeansJobs.com account at the beginning of the program. The OMJ Coshocton County Job Center Provides OMJ.com workshops monthly to assist participants with how to establish and use individual OMJ.com accounts. The local County schools have adopted the OMJ K-12 program for in-school youth.

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

Describe:

Post-secondary skills are attained through the ASPIRE program.

CCMEP participants who are interested in post-secondary education are encouraged to attend the OMJ.com workshops to learn about the various areas in OMJ.com that can

help with career, school and financial aid research. Participants are also required to attend the Lob Center Orientation to learn about the WIOA program. The CCMEP participants may also be referred to ASPIRE to prepare for pre-placement test skills. Four Career coaches are in the Job Center that are available to speak with participants as well. The Job Coaches are knowledgeable about in-demand occupations, local post-secondary schools and their programs and financial aid.

**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:  
All clients utilizing subsidized employment are compensated through Callos Staffing agency that is the employer of record.

**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:  
Allowable supportive services are provided based on the need of the individual. Including all the listed services in the program matrix.  
lead agency provides reasonable and necessary supportive services to participants to complete CCMEP activities such as transportation, child care, housing, educational testing, uniforms or other work attire, interview clothing, school fees, auto repair and insurance, drivers licensing, drivers education and incentive payments for accomplishing goals as noted on their IOP. When paid with TANF funds, these supportive services must align with 45 C.F.R. 260.31(b) because TANF does allow for help beyond the four months for OWF recipients, employed individuals, and for activities such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support. TANF funding will not be used to provide basic needs such as food, clothing or shelter past the four month limit for ANY participant. See Area 7 supportive services policy for more specifics for WIOA and TANF funding. WIOA supportive services policy states support accounts can pay for medical related items such as physical exams and eyeglasses. TANF funding cannot be used for medical services besides pre-pregnancy family planning services. TANF funding is not being used for medical services listed in Sec. 1.8 or Sec. 6.3. Also, support accounts section of P7-302 allows gas cards to be used for WIOA eligible customers only. FAL 103 will be followed for TANF funded gas cards and agency will reconcile these cards monthly.

**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:  
Follow-up services are specific based on each individual's goals and progress or lack there-of. After five failed contacts follow-up services are discontinued.

Being a combined agency can make follow up slightly easier with access to public assistance, child support and children services. If a participant would choice to opt out of follow up services, the CCMEP case manager would continue to contact the individual monthly to try and administer said services. Any contact by way of phone, social media, written, or documentation would be placed in OWCMS in case notes and in the case manger's personal drive. When a participant cannot be located or contacted, after five attempts, all services are ended and the case is closed or exited.

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

Describe:  
Good cause rules for the agency reflect the OWF good cause rules for CCMEP participants. Clients have 7 business days to provide good cause documentation.

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

Describe:  
Participant receive a monthly calendar that schedules the Ready, Set, Go workshops and trainings. Appointments are also scheduled by phone and letters.

**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:  
AS stated earlier CCJFS hosts an ASPIRE program on site and CCMEP case workers are familiar with and assist ASPIRE teachers with issues that propose barriers to the CCMEP student. Through ASPIRE students can earn a GED or use the Adult Diploma option. We also enroll Out-of-School youth into our Jobs for Ohio Graduates program where they can earn their High School Diploma.

**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:  
The specifics of WIOA youth procurement as of the date of plan submittal, has not been finalized by ODFJS. For this reason, this response will be limited. However, the Area 7

Board plans to provide the greatest flexibility possibility for Lead Agencies to design and structure services to maximize customer care, program funding, and program performance. Area 7 Board plans to provide the greatest flexibility possibility for Lead Agencies to design and structure services to maximize customer care, program funding, and program performance. Coshocton County fosters collaboration and co-enrollment. TANF Procurement will be followed according to Lead Agency's local Procurement Plan.

Lead Agency follows WIOAPL 17-03 (Procurement of the CCMEP Provider for WIOA Youth-Funded Activities and Services) which includes Selection of the Provider of WIOA Youth-Funded CCMEP Services by the Area 7 WDB. The provider of CCMEP WIOA youth-funded services will be selected in by the following ways:

1. Award Competitive Contracts to youth service providers to carry out some of the youth workforce investment activities on a competitive basis.
2. Using Partner Resources with an agreement in place with the partner organization to ensure the program element will be offered where they are already provided at no-cost.
3. Determination by Area 7 WDB that the Coshocton County CCMEP lead agency could most efficiently and cost-effectively provide specific youth services and activities. Therefore, Area 7 WDB will subgrant with the CCMEP lead agency to conduct the following services and activities within the lead agency's county of designation:
  - a. Outreach;
  - b. WIOA youth program eligibility determinations;
  - c. Completion of the CCMEP comprehensive assessment (WIOA objective assessment);
  - d. Completion of the CCMEP individual opportunity plan (WIOA individual service strategy);
  - e. Case management;
  - f. Development and management of individual training accounts (ITA) and on-the-job training (OJT);
  - g. Provision of labor market information and labor exchange activities, including but not limited to, resume development and job placement;
  - h. Supportive services; and
  - i. Follow-up services.

The provision of the remaining activities and program services and/or elements will either be competitively procured or provided through partner resources

**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:  
The case managers are required to go to any State provided training as well as ECort training that is pertinent to the CCMEP program. Caseworker has additional training in motivational interviewing, addiction studies institute and the JFS Directors training.

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

- |   |   |
|---|---|
| <input type="checkbox"/> 15 cases or less                   | <input type="checkbox"/> Between 50 and 100 cases |
| <input checked="" type="checkbox"/> Between 15 and 25 cases | <input type="checkbox"/> 100 cases or more        |
| <input type="checkbox"/> Between 25 and 50 cases            | <input type="checkbox"/> 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:  
Caseworker interviews have been the current source of feedback. We are currently looking for alternative options for expanded feedback opportunities.  
**Caseworker interviews remain the best source of information from program participants. The administrator of the program will interview participants regarding the positive and negative aspects of the CCMEP program once the participant has been active for 30 days. Subsequent interviews will be conducted as issues arise or changes to the program necessitate additional participant feedback. Participating participants leaving the program will be invited to meet with the Administrator or assigned staff for an exit interview.**

**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:  
Case managers have the opportunity to communicate issues or positive outcomes of the program in the Tuesday morning debrief and through scheduled monthly meetings with the Unit Administrator.

**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:**

Follow-up for client data is often gleaned through contact with partner agencies and social media. The most utilized efforts are through direct client contact.

Being a combined agency can allow for easy access for some supplemental data collection through other units in the agency including, public assistance, child support and children services. Contact with outside agencies and organizations also can glean information. Information is shared to the CCMEP case manager through personal contact, access to the customers social media profile, phone calls, private messenger, email or written correspondence. The case manager attempts to make personal contact with the employer or school to confirm information. If this is not available, outside resources including Work Number and WRIS are used. All supplemental information is placed in OWCMS within 7 business days of the discovery of the employment or academic change/completion.

**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 Danny Brenneman, Director	
	Date 6/29/2018

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

Name and Title John Trott, Executive Director	
	Date 6/29/2018