



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

for

County or Counties: Crawford

Effective Date: 07/1/2018

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 Crawford County Job & Family Services			
Lead Agency Address 224 Norton Way	City Bucyrus	State OH	Zip Code 44820
First Name of Lead Agency Official Cassandra	Last Name of Lead Agency Official Holtzmann	Title of Lead Agency Official Director	
Phone Number 419-562-0015 #331	Email Address cassandra.holtzmann01@jfs.ohio.gov		

Program Contact Person Angela Neef	Phone Number 419-563-1568
Phone Number	Email Address angela.neef@jfs.ohio.gov

Fiscal Contact Person Melinda Crall	
Phone Number 419-562-0015 #203	Email Address melinda.crall@jfs.ohio.gov

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

Agency Name OhioMeansJobs - Crawford County			
Agency Address 225 E. Mary St.	City Bucyrus	State OH	Zip Code 44820
First Name of Lead Agency Official Cassandra	Last Name of Lead Agency Official Holtzmann	Title of Lead Agency Official Director	
Phone Number 419-562-0015 #331	Email Address cassandra.holtzmann01@jfs.ohio.gov		

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

Workforce Development Area Area 10	
Workforce Development Board Chair Name Jenni Paramore	
Workforce Development Board Director Name Teresa Alt	
Phone Number 419-774-5442	Email Address teresa.alt@jfs.ohio.gov

1.4 Identify the implementation manager for the Lead Agency.

First Name of Implementation Manager Angela	Last Name of Implementation Manager Neef	Title of Implementation Manager Supervisor
Phone Number 419-563-1568	Email Address angela.neef@jfs.ohio.gov	

1.5 Lead Agency’s performance and data management contact:

Contact Person Angela Neef	
Phone Number 419-563-1568	Email Address angela.neef@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:
Crawford County Job & Family Services is the lead agency and consists of four units: Income Maintenance, Childrens Services, Child Support Enforcement Agency, and OhioMeansJobs - Crawford County/Work Activities. All units are co-located in one building with two entrances. We are part of Area 10 Workforce Development Agency along with Richland County and report to the Area 10 Workforce Development Board for WIOA Adult, Dislocated Career Services as well as operation of our county OhioMeansJobs center. Additionally, effective July 1st, 2017 Crawford County JFS was awarded the CCMEP WIOA Youth contract. All CCMEP WIOA Youth eligibility files are reviewed and approved by the Area 10 Workforce Development Board Director and is consulted on enrollment issues. CCMEP-TANF eligibility is approved by Crawford County Job & Family Services

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 Workforce Development Board as a whole meets once a quarter. Representatives of Crawford County Job & Family Services attend regularly to update the board on progress and events. Workforce Development Board Executive Committee meets every other month and representatives of Crawford County Job & Family Services attend on occasion to discuss specific topics.

Supervisor of OhioMeansJobs - Crawford County is primary Business Services contact and organizes and facilitates a local HR Council for area HR Managers and business owners for networking and professional development. Markets on-the-job training, incumbent worker training, subsidized "try-out" employment for youth and low income adults.

Supervisor of OhioMeansJobs - Crawford County attends Community Council meetings every month to network and share information with community partners, social service agencies, and business. Work closely with formal OMJ Center partners ODJFS (Wagner-Peyser/DVOP) and Opportunities for Ohioans with Disabilities. Promote partner programs, services and make referrals as needed. Attends and/or organizes partner meetings.

Both WIOA and TANF funding streams will share a common work experience policy. It is noted in the policy that only WIOA funding can utilize stipends. (see attached WIOAPL 15-13) and incentive policy (see attached Incentive Policy).

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:

As an Area, we use TABE (Test of Adult Basic Education) for our basic skills assessment to evaluate math, reading, and language levels. Crawford County Job & Family Services ensures completion of all eligibility paperwork and collects all required verifications for CCMEP WIOA eligibility. Eligibility documents are forwarded to the Area 10 Workforce Development Board Director for review and final approval. Once approved for CCMEP WIOA services, Crawford County Job & Family Services determines eligibility for CCMEP TANF. We use OWCMS to record and collect eligibility, service, and case management information for CCMEP program. We are attaching the following Area 10 policies: Youth Eligibility, Monitoring, Supportive Services, Sixth Barrier, Disclosure of Relationship, ITA, OJT, Procurement, Dependent Status, Procurement, and Training Services We are adopting the Area 10 policy on Supportive Services for CCMEP TANF funding stream also. See Attached.

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

Crawford County Job & Family Services works closely with Aspire which is administered by Mansfield City Schools to assess and refer individuals to classes for GED attainment or for brush up. Staff at our OMJ Center administer the TABE assessment and refer individuals in need of these services to the most appropriate location for GED classes.

Alcohol, Drug and Mental Health (ADAMH) Board

Businesses

We have a number of businesses who participate in CCMEP as worksites: Signature Health Care, Dean's Trophy House, The Edible Landscape, Sara Beegle Daycare, The Herald Inc., Tramec Sloan LLC, Scott Chiropractic, Sycamore Animal Hospital, Bucyrus Dental, Lifetouch.

Career and Technical Education

Flyers and brochures for area training providers are made available. Open informational sessions/recruitment events are held at our job center. Area career tech schools include Pioneer Career & Technology Center, Madison Adult Career Center, Ashland County West Holmes Career Center, and Tri-Rivers Adult Career Center.

Child Care Providers

Child Support Enforcement Agency

CSEA is a part of our quadruple combined agency. We have a referral process in place for CSEA to connect appropriately aged youth they are working with to CCMEP services.

Children Services Agency

Childrens Services is part of our quadruple combined agency. We have a referral process in place for Children's services to connect appropriately aged youth they are working with to CCMEP services

Community College(s)

A branch of North Central State College is located within walking distance of our agency. We will be working closely with them both as a referral source and as a resource for participants to learn about and gain familiarity with the college experience. Flyers and brochures for degree and certificate programs are made available at our job center.

Community Action Agency

County Family Service Planning Committee

Family and Children First Council

Crawford County Job & Family Serves as a member of the council. We will be working closely with them both as a referral source and as a resource for youth.

Juvenile Court System

Currently working with and obtaining referrals from our county diversion program.

Local Healthier Buckeye Council

Local School District(s)

Most of our local school districts are actively participating in CCMEP as worksites for in-school youth, These include Bucyrus School District, Galion School District, Wynford School District, and Buckeye Central School District. Our CCMEP TANF contractor meets regularly with CCMEP TANF in-school youth at the schools while in session.

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

OOD is one of our formal partners in our OMJ center. Referrals made as needed.

Other

We contract with Goodwill Industries to provide services (including payroll) to CCMEP TANF youth. We contract with Acloche staffing agency to provide payroll services for CCMEP WIOA youth. Receive referrals from several community partners such as Help Me Grow and Crawford Works.

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: 50

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: 10

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: Approximately 40 will be eligible for both, approximately 20 will be co-funded.

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:

Currently, we are contracting with Goodwill Industries to provide CCMEP TANF services, while we are providing CCMEP WIOA services. Each organization has a Youth Employment Specialist that engages business in a coordinated fashion. We share a common worksite agreement so that business only has to fill out one and can be used by both organizations. As worksites are signed up, information is shared for better coordination. In addition to business engagement in the field by the Youth Employment Specialists, engagement occurs as part of

OMJ Business Services, which are primarily handled by OMJ Center/CCMEP Supervisor. OMJ Center supervisor markets On the Job Training, Subsidized Employment, Job Shadowing, and other workforce development products to business and facilitates a local HR Council to network with area HR Managers and business owners.

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:

Cash Authorization Process: Open CCMEP Orientations are held twice a week on consistent days/times. Orientations are facilitated by the CCMEP Coordinator or the JFS Youth Employment Specialist depending on whether youth is in school or out of school. The program is explained and the eligibility process initiated. Applications and associated eligibility documents are forwarded to Area 10 Workforce Board Director for review and approval of CCMEP WIOA funding. Review and approval of CCMEP TANF eligibility is completed by OMJ Center Supervisor. For OWF applicants, the Income Maintenance Worker sets up an individual one-on-one appointment with the JFS Youth Employment Specialist to complete assessment and IOP within 7 days of application. Crawford County Job & Family Services has a Pay-For-Performance policy for OWF applicants which entails successful completion of 4 weeks of job search prior to authorization. Job Search classes take place at the OMJ Center and attendance is documented and reported back to IM Worker. If successfully completed, OWF is authorized and CCMEP enrollment is confirmed. If not completed, OWF is not authorized and individual is not mandatory enrolled in CCMEP, although they may still choose to pursue enrollment in CCMEP through another entry point. If pay for performance is waived due to some type of incapacity or due to domestic violence waiver, CCMEP enrollment will begin immediately upon authorization with first service.

Summer Employment: Crawford County Job & Family Services contracts with Goodwill Industries for CCMEP TANF services, primarily working with In-school youth ages 14-18. CCMEP WIOA services are provided in-house at Crawford JFS as contractor for Area 10 Workforce Development Board. Each organization has their own Youth Employment Specialist who is responsible for arranging summer employment opportunities for youth on their caseload. This entails recruiting additional worksites as needed, matching youth with worksites based on interests, location, abilities, and other relevant factors, facilitating payroll set-up, providing job readiness/soft skill training prior to placement and mentoring during summer employment experience. Communication occurs weekly between Youth Employment Specialists and CCMEP Coordinator to ensure program consistency and effective coordination. CCMEP Supervisor reports progress to the board at regularly scheduled meetings and communicates as needed with Board Director and Goodwill Supervisor.

Monitoring: Fiscal Administer monitors CCMEP TANF contract and OMJ Supervisor reviews and evaluates performance of youth contractors with input from CCMEP Coordinator and ensures program is operating smoothly and consistently as one program with two funding sources.

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: SNAP E&T Program

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:

Other than OWF applicant referrals (see 3.2) all CCMEP referrals come through the OMJ Center at Crawford County Job & Family Services, in a common orientation process. CCMEP open orientations are held twice a week. At orientation, the program is explained and eligibility and assessment process initiated. TABE assessments are held weekly and are scheduled within 7 days. Upon eligibility approval, an IOP is developed and services commence.

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:

CCMEP Coordinator and JFS Youth Employment Specialist have access to CRISE system to look up number of OWF months used to include in IOP. Upon phase out of CRISE, staff will transition to Ohio Benefits as information source.

- 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:

Crawford County Job & Family Services's staff (CCMEP Coordinator or JFS Youth Employment Specialist) are responsible for completing IOP and screening for domestic violence and informing applicant about waiving or modifying participation requirements due to domestic violence concerns. Referrals to counseling and domestic violence shelter are included as part of assessments as needed. When a domestic violence waiver is requested for an OWF applicant, CCMEP staff will also complete the JFS 03803 Domestic Violence Waiver Request Form. All domestic violence information will be kept strictly confidential.

- 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:

JFS Income Maintenance Worker makes referral via email to JFS Youth Employment Specialist and JFS Work Activities/OMJ Supervisor when household applying for OWF includes a work eligible individual of CCMEP age. JFS Youth Employment Specialist schedules an appointment within 7 days via phone and sends follow up letter with appointment date/time/location. The comprehensive assessment and IOP are completed at that time and no later than 30 days from the date of application for OWF. At Assessment/IOP appointment, JFS Youth Employment Specialist informs applicant of OWF program rules including time limits, participation requirements, good cause, sanctions, and compliance. requirements. JFS Youth Employment Specialist determines hourly requirements and FLSA hour maximums and shares this information with CCMEP TANF contract staff if/when services are to be provided with TANF funding. CCMEP TANF contract staff meet weekly with JFS Staff at JFS facility to share information. Information is also shared via phone and email when needed and appropriate. JFS Youth Employment Specialist uses the CCMEP Benefits Matrix to ensure CCMEP activities align with allowable OWF assignments. JFS Youth Employment Specialist ensures that participation is monitored and tracked. JFS Youth Employment Specialist ensures that CCMEP TANF contract staff, if applicable, are kept informed on any changes or updates to the OWF case that impact activity hours or OWF eligibility. CCMEP contract staff, if applicable, will notify JFS Youth Employment Specialist immediately of non-participation and no later than 10 calendar days after failure. Per local good cause policy, written verification of Good Cause is required within 4 calendar days. JFS Youth Employment Specialist will share any information received from participant that may impact SNAP or OWF case with Income Maintenance Department. All information is scanned into shared system. An OWF work eligible, referred to CCMEP, is a mandatory participant. Failure to participate as outlined in the IOP without verified good cause will result in a sanction imposed on OWF benefits. A notice of adverse action will be issued by the agency according to 5101:6-2-04. CCMEP TANF contract staff and/or JFS Youth Employment Specialist will continue to attempt engagement, but if after at least 5 occasions the participant has not engaged, then the 90 day exit process will commence and we will issue adverse action notice at least 30 days before all services end. We will document all attempts in OWCMS. If participant re-engages during this period then we will re-evaluate service strategy and if needed, CCMEP exit process will stop and participant will continue in CCMEP.

- 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:

When a CCMEP Participant moves to another county, we will discuss with participant whether it is in their best interest to transfer CCMEP services or not. If CCMEP participant wishes to continue to receive services in Crawford County, we will allow them to do so. However, OWF recipients must be transferred to new county within 10 days and CCMEP staff will reach out to specified contact in new county after being informed by IM Worker and/or participant of move so seamless transfer of services can occur.

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:

TANF eligible individuals must either be 1) a minor child; 2) the parent, specified relative, legal guardian or legal custodian of a minor child; 3) a non-custodial parent who lives in the state but does not reside with his/her minor child(ren); 4) a pregnant individual; or 5) an individual age 18-24 that is part of a household that includes a minor child. Income guidelines are at 200% FPL. TANF eligibility will be reviewed every 6 months for participants not in receipt of OWF and will follow the same criteria. See attached Income Counting for TANF Eligibility Policy.

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:

Crawford County Job & Family Services is responsible for administering the CCMEP Comprehensive Assessment. CCMEP open orientations are held twice a week. At orientation, the program is explained and eligibility and assessment process initiated. TABE assessments are held weekly and are scheduled within 7 days. Upon eligibility approval, and after all assessments are completed, an IOP is developed and services commence.

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:

We use the TABE Assessment. Group TABE testing is available every week or can be scheduled on an individual basis if needed.

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:

Youth Employment Specialists engage at minimum every two weeks. However there may be times when more frequent contact is beneficial such as when a participant first starts a job, is experiencing problems, or is newly enrolled. Youth Employment Specialists will engage participants using phone, instant message, text, and/or in person. Contacts and attempted contacts will be documented in OWCMS case notes.

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:

Youth Employment Specialists provide guidance with options for drop out prevention or credit recovery. . Goodwill Industries provides tutor for enrolled youth funded with TANF and Crawford County Job & Family Services contracts with a private tutor for enrolled youth funded with WIOA. These strategies are aimed at completion of a secondary diploma or it's equivalent or a recognized post secondary credential.

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

Describe:

Youth Employment Specialists provide guidance to help determine best options for drop out recovery based on individual situation. Several options are available to youth including private online schools and a locally developed online program through Bucyrus High School which provides additional in person instruction as needed. Assist youth to enroll in alternative secondary school if needed.

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

Describe:

All youth participating in work experience receive job readiness/soft skill training prior to or in conjunction with work. A variety of work experiences are available depending on needs of youth. For youth with very limited or no work experience, a work experience at a local non-profit may be a good first step. For youth with specific career interests, worksites are developed in those sectors. Youth also have the opportunity to try out occupations they had not previously considered. When possible, work experience is combined with basic vocational training relevant to the worksite. Subsidized employment serves as a stepping stone to unsubsidized employment and is an important step in the process of developing a career pathway.

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

Describe:

CCMEP Coordinator assists Youth Employment Specialists to develop ITAs for CCMEP participants who are in need of occupational training and relates to the occupational goals specified in the IOP. ITAs are developed for in-demand occupations after assessing suitability for desired training program and results in attainment of a recognized post-secondary credential.

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

Describe:

Youth Employment Specialists work with youth in educational components to ensure they are ready to join the workforce upon completion. Includes job readiness training, job shadowing, and job search.

6. Leadership development opportunities - TANF Purpose(s) 2

Describe:

Youth Employment Specialists arrange opportunities for youth to practice leadership through community service and volunteerism to encourage responsibility, confidence, employability, self-determination and other positive behaviors. May also include attending leadership seminars and workshops, post-secondary school visits, and participating in youth leadership council.

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

Describe:

Youth Employment Specialists identify supportive service needs and work closely with CCMEP Coordinator to authorize various services that support work, education, and/or participation in the CCMEP program. Assistance with supportive services may include, but not be limited to, transportation, child and/or dependant care & housing. See attached Supportive Service policy that applies to both WIOA and TANF funding.

8. Adult mentoring - TANF Purpose(s) 2,3,4

Describe:

Youth Employment Specialists advise youth on a wide range of life issues to build and provide a positive supportive relationship between participant and advisor. Includes advising on such issues as work-life balance, problem-solving, stress management, professionalism, and ethics. May also include family planning, marriage/relationship building, and parenting which can help reduce the incidence of out of wedlock pregnancies and encourage the formation and maintenance of two parent families. Will last at least 12 months and occur both pre & post exit.

9. Follow-up services for not less than 12 months - TANF Purpose(s) 1,2, 3, 4

Describe:

Follow up services generally include the services available to youth while they are enrolled in the program and are available for at least 12 months after exit as needed to monitor the participant's progress during their transition to employment and/or advanced education to ensure successful outcomes. These include leadership development, supportive services, work retention counseling, career advancement counseling and assistance, adult mentoring (see #8). As such, follow up services meet one or more of the four purposes of TANF depending on service, including to help reduce the incidence of out of wedlock pregnancies and encourage the formation and maintenance of two parent families.

10. Comprehensive guidance and counseling - TANF Purpose(s) 2,3,4

Describe:

CCMEP youth in need of comprehensive guidance and counseling are referred to local community partners with expertise in the area of need by Youth Employment Specialists. Includes career and academic counseling, drug and alcohol counseling, mental health counseling, family planning, parenting classes, and marriage/relationship counseling. Guidance and counseling can help youth not only be more successful in work, school and life but can also help reduce the incidence of out of wedlock pregnancies and encourage the formation and maintenance of two parent families.

11. Financial literacy education - TANF Purpose(s) 2

Describe:

Basic Financial Literacy education and activities to assist youth gain an understanding of basic financial competency which is essential for self-sufficiency. Basic Financial Literacy is provided to all CCMEP Youth by the Youth Employment Specialists.

12. Entrepreneurial skills training - TANF Purpose(s) 2

Describe:

Youth are provided resource materials and referred to community partners that specialize in Entrepreneurial Skills Training such as the Small Business Administration and SCORE to provide the basics of starting and operating a business.

13. Labor market and employment information - TANF Purpose(s) 2

Describe:

Youth Employment Specialists use various online tools such as OhioMeansJobs.com, Ohio Labor Market Information, and O'Net to inform and educate CCMEP Youth on occupational information, providing youth with career awareness and career exploration services.

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

Describe:

Youth Employment Specialists help youth research post-secondary schools and programs, apply for federal financial aide, enroll in educational programs, and generally prepare for post-secondary attendance..

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:

Payroll services for CCMEP TANF are provided by Goodwill Industries and payroll services for CCMEP WIOA are provided by Acloche Staffing. Crawford County Job & Family Services does not pay participants directly for subsidized employment.

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:

Transportation: We provide public transportation assistance through a contract with Seneca-Crawford Area Transportation. Trips are pre-authorized for employment, training or participation as needed. Gas vouchers are available to assist with costs of gasoline for employment, training, or participation as needed.
Documents: We assist with the cost of obtaining documents needed for employment such as state id.
Other supportive services include required work clothes and tools, uniforms, tools or equipment needed for training, schools or licensing fees, and hygiene packs. Supportive services follow Federal TANF regulations for non-assistance:45 CFR 260.31. See attached Supportive Service Policy.

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:

CCMEP Participants are informed that follow up services will be available for at least 12 months after obtaining unsubsidized employment or enrolling in post-secondary training. Participants are given a choice to opt out of follow up services if they wish and this will be documented in OWCMS case notes. Services offered during enrollment will continue to be available in follow up such as adult mentoring, leadership activities, career counseling, and supportive services. Follow up services will be provided based on participant's needs, but at minimum will include regular contact in order to ensure work or training is going well and to address any issues that may arise. Any instance of being unable to contact participant during follow up will be documented in OWCMS case notes. If and when a youth in follow-up requires a tangible supportive service, we will first seek to secure those services through other funding or community partners. When significant services are requested, we will evaluate the need to re-enroll into the program. Our Follow Up Services policy for WIOA & TANF is attached. Follow up services will be nonrecurrent, short-term benefits that are designed to deal with a specific crisis situation or episode of need and will not extend beyond four months. See attached Follow Up Policy.

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

Describe:

All OWF work-eligible participants receive both verbal and written explanation of our Good Cause policy at application, which details acceptable good cause reasons for failing to participate and time frame for submitting verification of good cause. Written verification of Good Cause must be received within 4 calendar days of failure and can be submitted in person, by mail, by fax, or by email. Policy attached.

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

Describe:
When scheduling appointments we will first make attempts to call participants or contact via private message on social media and then follow up with written appointment notice. If unable to confirm verbally or through private message, we will mail out written notice, providing a ten day window for the appointment to be received and to be responded to.

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:
Attainment of a high school diploma or equivalent is a priority of our program and will be stressed from day one. For those applicants who do not possess a diploma or equivalent, the CCMEP Coordinator and/or Youth Employment Specialist will assist them in determining the best option for attaining this important credential. We work closely with both the Aspire program and the Adult Diploma program and provide the initial assessment (TABE) for both. Other alternative options for obtaining diploma or equivalent will be explored with individuals.

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 Lead Agency for CCMEP, Crawford County Job & Family Services is the procured contractor for CCMEP WIOA and as such, was not involved in the procurement process other than to submit a proposal which detailed the services we would provide, how we would collaborate, and when we would look at co-funding. CCMEP WIOA eligibility and enrollment decisions are cleared through the Area 10 Workforce Development Board Director. Crawford County Job & Family Services will work closely with our Area 10 Workforce Board to adhere to the procurement process as outlined in WIOAPL 17-03 and rules 5101:14-1-03(C)15, 5101:9-4-07, and 5101:9-4-07.1 of the Administrative Code.

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:
Youth Employment Specialists have attended the 3 day CCMEP Training for Case Managers that was provided by ODJFS. We will encourage on-going professional development through various in-person, webinar, or video conference trainings.

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:
 A Youth Satisfaction Survey has been developed in order to get feedback from youth. We will provide the survey to youth early on in enrollment, after various services such as training, workshops, etc., and then at exit when possible. Survey results will be compiled and reviewed to identify problem areas and for continuous improvement.

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:
 Regular meetings are held at the Lead Agency to not only get performance updates on the program but to get feedback from Youth Employment Specialists on challenges they are facing or questions they may have about the program. CCMEP Supervisor use that feedback to make adjustments to program and/or to clarify policies and rules, getting technical assistance from ODJFS when needed.

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:
 Through follow up services we will continue to contact or attempt to contact participants who have been exited from program to monitor status. Through this process we will collect any data needed to supplement what is collected through ODJFS. Any information collected will be entered into OWCMS. If unable to contact participants to collect supplemental data we will use signed releases to contact relevant organizations and attempt to collect data.

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 See Signature Page	
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 See Signature Page	
Signature	Date

