



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

for

**County or Counties:** Defiance and Paulding

**Effective Date:** July 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 re-designates 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 re-designation 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 Defiance/Paulding Consolidated JFS			
Lead Agency Address 6879 Evansport Rd.	City Defiance	State OH	Zip Code 43512
First Name of Lead Agency Official Corey	Last Name of Lead Agency Official Walker	Title of Lead Agency Official Director	
Phone Number 419-399-6101	Email Address Corey.Walker@jfs.ohio.gov		

Program Contact Person Tiffany Dargenson	Phone Number 419-399-6116
Phone Number 419-399-6116	Email Address tiffany.goings@jfs.ohio.gov

Fiscal Contact Person Cynthia Thatcher	
Phone Number 419-785-2767	Email Address Cynthia.Thatcher@jfs.oh.gov

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

Agency Name Ohio Means Jobs - Defiance and Paulding Counties			
Agency Address 1300 E. Second St. Suite 202	City Defiance	State OH	Zip Code 43512
First Name of Lead Agency Official Melinda	Last Name of Lead Agency Official Wenzlick	Title of Lead Agency Official	
Phone Number 419-785-2751	Email Address Melinda.Wenzlick@jfs.ohio.gov		

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

Workforce Development Area Area 7	
Workforce Development Board Chair Name Swen Hunt	
Workforce Development Board Director Name John Trott	
Phone Number 937-525-1025	Email Address <a href="mailto:trottj@clarkstate.edu">trottj@clarkstate.edu</a>

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

First Name of Implementation Manager Tiffany	Last Name of Implementation Manager Dargenson	Title of Implementation Manager Workforce Supervisor
Phone Number 419-399-6116	Email Address tiffany.goings@jfs.ohio.gov	

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

Contact Person Same as above	
Phone Number	Email Address

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

Describe:  
 Defiance/Paulding Consolidated Job and Family Services is a triple combined agency. Defiance/Paulding Consolidated Job and Family Services houses the OhioMeansJobs Center in both Defiance and Paulding County. A strong partnership and pattern of collaboration already exists. Staff are cross-trained to assist clients. Referrals to CCMEP can be made from OMJ Center, County Public Assistance and Public Children’s Services Agency Staff to the current CCMEP Coordinator and CCMEP vendor. Case managers across the units communicate during referral, eligibility determination and ongoing 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:  
 This Lead Agency is a member of the Area 7 Workforce Area. Within that area every workforce entity (i.e., provider of career services of 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. The Board will consist of no less than 51% business members. The Chief Elected Officials will appoint Board members consistent with the Workforce Innovation and Opportunity Act. 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.

Currently, the Lead Agency has chosen to adopt WIOA Policy P7-401: Youth Work Experience from Area 7 for both WIOA and TANF funded Work Experience; policy attached. Area 7 does not create a CCMEP Incentive Policy. The Lead Agency has adopted a local CCMEP Incentive Policy for Defiance and Paulding County consistent with OAC 5101:14-1-03 and WIOAPL 15-13 Work Experience for Youth; policy attached. TANF funding will not be used for stipends.

**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.

TANF funding will not be used for medical services. TANF funding will follow regulations as defined in 45 C.F.R. 260.31 (i.e. supportive services for employed individuals can last longer than 4 months).

The Lead Agency has adopted the following Area 7 board policies for CCMEP:

- 1. Area 7 WIOA Policy P7-302: Career Services includes Supportive Services and Follow up services; policy attached**
- 2. Area 7 WIOA Policy P7-103: Code of Ethics includes Disclosure of Relationship; policy attached**
- 3. Area 7 WIOA Policy: “Needs Additional Assistance Policy;” policy 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

Aspire is an active CCMEP partner in both Defiance and Paulding Counties. Vantage Career Center is the Aspire program provider for Paulding County and Four County Career Center is the Aspire program provider for Defiance County; both providers offer Aspire classes on-site several times per week at the OMJ Centers in both counties. The CCMEP Coordinator maintains regular communication with both providers and provides them with information on CCMEP Orientation sessions and how to refer students to the CCMEP Program.

Alcohol, Drug and Mental Health (ADAMH) Board

Tri County Board of Mercer, Van Wert and Paulding Counties and Four County Board are both deeply involved in our existing efforts.

Businesses

DPCJFS is a member of the Workforce Committee in Defiance; this committee includes representatives of Economic Development, Chamber of Commerce and local business. The committee discusses and decided on community initiatives for workforce development in Defiance County. This is a group of businesses and agencies charged with creating a pro-business environment and developing a workforce to address those needs.

In Paulding County, the agency works closely with Economic Development with Job Fairs and activities geared towards creating a positive employment situation.

Career and Technical Education

DPCJFS works with both Four County Career Center and Vantage Career Center as active partners, local approved training providers, and offers on-site services at the OMJ centers. The CCMEP Coordinator is in regular communication with guidance, teachers and career planning staff at local CTEs.

Child Care Providers

DPCJFS acts as the OMJ operator and contracts with Northwest Ohio Community Action as the local agency certifying local approved child care providers. DPCJFS will assure that OMJ center job seekers can get and submit a child care application while at the OMJ center.

Child Support Enforcement Agency

DPCJFS will continue to work with Defiance County & Paulding County CSEA's. OMJ center job seekers can fulfill child support court orders related to seek work activities and document those efforts while at the OMJ center.

Children Services Agency

DPCJFS acts as the OMJ operator and the local agency responsible for Children Services activities. Children Services staff regularly refers caseload participants to OMJ for job seeking activities. That relationship is particularly close with regard to emancipating youth.

Community College(s)

DPCJFS works with Northwest State Community College through the Defiance workforce initiative, job fairs and training programs. DPCJFS is working with NSCC on the Impact419 initiative, a regional workforce collaboration, to improve outreach and recruitment efforts of CCMEP and develop customized career exploration and technical training opportunities for young adults in CCMEP.

Community Action Agency

Northwest Ohio Community Action Commission is an off-site partner at the Ohio Means Jobs of Defiance and Paulding counties. We regularly collaborate on contracts, grants, customer education, and mutual referrals. NOCAC provides supportive services such as housing and utility assistance, child care assistance and financial education programming. Recently, NOCAC has worked with the Lead Agency to develop a series of soft skill and work readiness workshops that they facilitate for CCMEP enrolled youth.

County Family Service Planning Committee

DPCJFS recently established a joint county Family Service Planning Committee. This body will drive policy related to PRC services.

Family and Children First Council

DPCJFS has a well-established relationship with the Family and Children First Council in each county. Representatives of the Lead Agency attend FCFC meetings and provide information on CCMEP services and work to serve multi-service involved individuals and families.

Juvenile Court System

DPCJFS has a well-established relationship with the Juvenile Court system in each county through our Children Services department. The CCMEP Coordinator works in conjunction with Juvenile Court staff including probation officers to serve CCMEP young adults. In Summer of 2018, DPCJFS is piloting a Summer Leaders program that combines a summer work experience, work readiness workshops and weekly one on one check-ins specifically to re-engage youth ages 14-17 referred from probation. The Juvenile Court System will continue to be an active partner in CCMEP.

Local Healthier Buckeye Council

Neither county has a Healthier Buckeye Council

Local School District(s)

The agency is involved or establishing relationships in each school district in both Defiance and Paulding county. The CCMEP Coordinator will establish regular contact with local school districts.

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

OOD is an on-site partner at both county OMJs and are active participants and partners

Other

## 2. Population Served

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

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

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

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

**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: 60

**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: 15

**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:  
DPJFS is engaging local businesses by providing the opportunity to employ program participants, while offering program participants additional learning opportunities through JobWorks. OhioMeansJobs offers job fairs and testing for local businesses. CCMEP also partners with the Defiance Workforce Development Committee. WIOA and TANF funding are available to eligible clients to obtain supportive services and education which help integrate clients into the workforce.

**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 CCMEP Coordinator determines eligibility and refers clients to JobWorks, the current contracted vendor. DPJFS and JobWorks then work together on all processes and use identical paper work when processing program participants.

**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: Newspaper



#### 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:

CCMEP eligible WIOA youth will be enrolled by DPCJFS staff immediately upon local initiation of CCMEP. Ongoing enrollees will be co-enrolled simultaneously. CCMEP eligible OWF participants will be enrolled by DPCJFS immediately upon local initiation of CCMEP. Ongoing enrollees will be co-enrolled simultaneously. CCMEP participation will be adopted as an OWF enrollment participation requirement. CCMEP volunteers will be assessed and enrolled by the OMJ operator immediately after mandated populations are assured adequate service and capacity is confirmed. Seven day timeliness standards will be monitored and documented in all cases.

The DPCJFS will develop a streamlined process that provides a continuity of services for the CCMEP population. DPCJFS will identify and expedite access for priority populations such as foster care youth, juvenile justice youth, apprentice enrollees, etc. DPCJFS will provide regular reporting to support ongoing collaboration and strategic/tactical planning with the Area 7 Board. There will be regularly scheduled training sessions and meetings between the lead agency and partner agencies to build on strengths and identify challenges.

Phase Two: Create written procedures for WIOA & TANF as noted above.

#### 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:

Both the Work Activities case manager and the CCMEP Coordinator will meet with the CCMEP required individual and explain the basic OWF requirements which include time frames. Once the IOP is signed the Work Activities case manager will review the number of months remaining for OWF for the applicant and number of required hours for OWF. The WA case manager will keep record of the number of months the participant has left and will advise the CCMEP Coordinator each month. The CCMEP will communicate all information regarding OWF time limits to the CCMEP vendor.

- 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:

Each work eligible individual will be screened at the appraisal/reappraisal for possible signs of domestic violence. If a required individual has been determined to be a victim of domestic violence, the individual may be granted a waiver from with work requirement if the requirement would make it more difficult for the participant to escape domestic violence, pursuant to rule 5101:1-3-20 of the Ohio Administrative Code.

However, the individual may choose to participate and may be assigned to and engaged in a work activity. However, if the individual fails to comply with the work requirement as a result of domestic violence, the individual will be excused from the work requirement and a sanction for failure to comply with the work activity requirement will not be imposed, as pursuant to rule 5101:1-3-20 of the Ohio Administrative Code. The excused non-participation will be reviewed at least once every six months or more frequently if necessary.

Cases are either made confidential or sensitive documents are scanned under medical records to ensure protected. The individual will be referred to the Paulding County Victim's Assistance Unit in Paulding or Sarah's House in Defiance County for connection to resources for domestic violence victims.

- ☒ 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:

OWF Self-sufficiency case manager will inform CCMEP Coordinator of the following:

- Number of months remaining of OWF for the applicant
- Number of required hours for OWF
- Schedule for Job Find (job search) \*\* This needs to be listed on the signed IOP- IOP is the SSC\*\*
- Any supportive services to be received (PRC, child care, etc.) \*\* This needs to be listed on the signed IOP- IOP is the SSC\*\*

OWF case manager will follow-up regularly with CCMEP Coordinator to provide the following information:

- Applicants progress in Job Find
- Approval date of OWF
- Any reported changes that may require revision of the IOP
- Decisions concerning any good cause for non-participation

CCMEP Coordinator will also follow up regularly with OWF case manager to inform the worker of the following:

- Participation in CCCMEP services including failures  
Must notify within 7 days; if not sooner  
Any good cause requested for non-participation
- Number of hours completed in CCMEP activities on a monthly basis
- Any reported changes that may affect OWF eligibility
  - The OWF case manager will be responsible for the following:
- Entering all hours of participation in the state eligibility system
- Determining good cause and sanctions

The Lead Agency is communicating internally and externally with the local participating agency OWF status changes, OWF recipient income information, FLSA hour maximums, good cause, OWF sanctions, compliance activity assignment and completion, hourly requirement updates, 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 within 30 days, failures to comply with the IOP within 10 days, OWF or SNAP recipients' information and acting on it, or exiting processes will be communicated through email.

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

Describe:

Once the lead agency has been notified that a participant has moved out of the county, the lead agency will immediately contact that county's lead agency by phone and email and alert them that a new CCMEP participant is arriving in their county. The participant will also receive a letter with the contact information of their new CCMEP Lead Agency. When the lead agency is notified that a participant moved into the county, the lead agency will work with the prior county to transfer information. The new Lead agency will make an immediate appointment with the participant to get acquainted and continue with assignments.

If the participant is moving to a surrounding county, but would still like to receive services in current county and it is in the best interest of the participant to continue, then the new county of resident will not be notified and the client will remain in CCMEP in Defiance or Paulding County. OWF recipients will always be transferred to their new county of residence within 10 calendar days.

**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:  
For TANF funded individuals – please see attached policy.  
For WIOA funded individuals – please see attached policy, WIOAPL 15-03 Youth Program Eligibility.  
Semi-annual process - The vendors use an excel spreadsheet that lists all the eligible participants and the dates of when their semi-annual determination is due.

**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:  
After initial intake of the application CCMEP Youth Advisor and/or Coordinator will sit with client to complete the CCMEP comprehensive assessment to determine fit.

**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:

**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:

DPJFS works with JobWorks to engage program participants at least once every 30 days through a variety of formats which could include: individual meetings, phone calls, text messages, emails etc. It is understood that some clients may require more contact throughout the program. All contact attempts and interactions are documented in client case notes and in OWCMS.

**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:

These services are made available through JobWorks trainings or by tutoring through other resources connected with JobWorks. These services will help to provide individuals opportunities to participate in the WEX program.

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

Describe:

These services are made available through JobWorks trainings or by offering dropout recovery services and/or helping program participant to obtain GED through other resources connected with DPJFS and JobWorks. These services will help to provide individuals opportunities to complete their education which will allow for better and possibly permanent job placement.

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

Describe:

These services are made available through JobWorks trainings or by offering work experiences to help program participant to obtain skill and experience and help build their resume for future job placement. There is also potential opportunity for program participants to take part in on-job-training and/or apprentices with local

businesses. The academic and/or occupational component make the program participant a more desirable employee candidate.

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

**Describe:**

JobWorks will use OhioMeandJobs to determine if a training opportunity is in and in-demand industry. The client will work with the CCMEP Coordinator and/or JobWorks to develop a career pathway that will ensure proper training with the outcome of job placement and/or a credential. These services are made available through JobWorks trainings, offering work experiences, or through local training providers to help program participant to obtain skill and experience and help build their resume for future job placement. The occupational skills training helps make the program participant a more desirable employee candidate.

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

**Describe:**

JobWorks provides these services, which are made available through community resources and are funded through TANF. The purpose of the offered education is to help program participants gain a credential in desired field. The academic component helps make the program participant a more desirable employee candidate.

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

**Describe:**

JobWorks will provide Leadership Development opportunities for youth as determined by their Comprehensive Assessment and outlined in their Individual Opportunity Plan. Additional community resources may be used when offering Leadership Development opportunities to the program participants. These leadership development opportunities could include but not limited to parenting classes, marriage classes, pregnancy prevention, workplace leadership etc.

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

**Describe:**

JobWorks will provide Supportive services for youth as determined by their Comprehensive Assessment. These supportive service opportunities could be used for clothing related to work or school, childcare, transportation needs, or other related barriers to education and/or employment.

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

**Describe:**

JobWorks provides adult mentoring, which is set up through community resources. This mentoring can be geared towards any of the four TANF purposes.

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

**Describe:**

JobWorks will provide follow-up services. Follow-up will occur at least once every 30 days for no less than 12 months after program exit. Follow-up services may take place but not limited to in-person, text messages, phone calls, emails etc. Through follow-up DPJFS and JobWorks can provide assistance to any of the four TANF purposes.

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

**Describe:**

JobWorks provides comprehensive guidance and counseling to program participants with occupation, education, and general life guidance. It also includes referral to additional community resources.

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

Describe:  
JobWorks provides financial literacy education to program participants, which offers knowledge and understanding of financial matters with the goal of helping the client become self-sufficient. DPJFS and JobWorks also refers program participants to additional community financial literacy education resources.

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

Describe:  
JobWorks provide entrepreneurial skills training, which provides the program participants with understanding with building and running a small business.

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

Describe:  
JobWorks will provide this element, and it will be customized based on the participants Comprehensive Assessment and Individual Opportunity Plan. The participant will complete all the elements on OhioMeansJobs.com backpack. All Labor market and employment information services are provided to the program participant for in-demand industries and occupations. DPJFS and JobWorks also provides career awareness and exploration.

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

Describe:  
JobWorks will provide this element and help program participants prepare for post-secondary and transition activities. These activities will be customized to meet the needs of the program participant.

**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:  
Participants will be paid by the employer or a third party contracted vendor. DPJFS will reimburse the employer or vendor as appropriate.

**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:  
DPJFS and JobWorks will arrange for program participants to obtain services as needed, including but not limited to medical, housing, childcare and nutrition through government assistance programs. TANF funding will not be used for medical services. TANF funding will follow regulations as defined in 45 C.F.R. 260.31 (i.e. supportive services for employed individuals can last longer than 4 months).  
Policy attached for Area 7.

**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:  
JobWorks will provide follow-up services via contact with exited participants no less than once every 30 days for no less than 12 months after program exit. Follow-up services may take place but not limited to in-person, text

messages, phone calls, emails etc. Through follow-up the DPJFS and JobWorks can provide assistance to any of the four TANF purposes. Document attempts to locate, contact, or participant request to opt out are documented in case notes. If a young adult wants to discontinue follow-up services, the case managers will have youth complete discontinuation of follow-up service form. If they refuse, CM will make notation in OWCMS system and client file.

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

Describe:  
Participants are required to contact their case manager and the site supervisor each time (and no later than one (1) hour after the scheduled start of any activity or appointment) to explain why he/she is not participating as scheduled. This reporting time may be extended if compelling circumstances prevented timely contact.

Documentation must be provided to the case manager within seven (7) calendar days of the absence. Documentation requirements for good cause depend on the specific reason for the absence. Requirements may include a doctor's statement, an obituary, school/work schedule, etc.

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

Describe:  
DPJFS and JobWorks provides written notice of scheduled CCMEP appointments through text, appointment cards.

**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:  
Program participants that are determined to not have a high school diploma or equivalent are informed of the opportunity to enroll in ABLE and/or GED prep classes through community resources. If client is still in school dropout prevention is offered. It is also addressed and written as a goal for the participants IOP.

**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 is a part of the Area 7 WDB. Area 7 ;provides the greatest flexibility possible for Lead Agencies to design and structure services to maximize customer care, program funding and program performance. Job Works is currently the contracted provider for CCMEP for both TANF and WIOA. Area 7 allowed DPJFS to complete procurement for both funding streams together and work with one provider. The CCMEP Coordinator determines eligibility and works with the vendor staff to assign funding eligibility and make determinations on co-funding as most appropriate.

**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:  
Case management is currently provided by Job Works. The vendor provides CCMEP training to their staff. Both vendor and county staff participate in monthly CCMEP webinars, attend regional and conference trainings on CCMEP and Workforce topics. County and vendor staff are encouraged to use ODJFS training resources as a reference and to review the training materials provided regularly.

**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: **30**

**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:  
There is no participant feedback form at this time. DPJFS and JobWorks does have monthly interactions with clients and verbal feedback is received at that time.

**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:  
The CCMEP Coordinator and JobWorks youth coordinator have weekly meetings to give feedback on the program and the clients.

**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:  
Data will be collected through CRIS-E and other employment verification sources, and various education attainment resources.  
  
Each quarter, participants who received services during the reference quarter or four previous quarters; combined with participants who exited the program during the reference quarter or four previous quarters. These participants will be matched against the Ohio Wage Record data identified in the Data Sharing and Confidentiality Agreement.

**CCMEP Plan Certification**

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



	
	Date December 27, 2017

**Signature of the chairperson of the local workforce development board (or the chairperson's designee):**

Name and Title John Trott, Executive Director	