



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

for

**County or Counties: Harrison County**

**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 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 Harrison County Department of Job and Family Services			
Lead Agency Address 520 N Main Street – Box 239	City Cadiz	State Ohio	Zip Code 43907-0239
First Name of Lead Agency Official Scott	Last Name of Lead Agency Official Blackburn	Title of Lead Agency Official Director	
Phone Number 740-942-2171	Email Address scott.blackburn@jfs.ohio.gov		

Program Contact Person Deb Knight	Phone Number 740-942-2171
Phone Number 740-942-2171	Email Address Debra.Knight2@jfs.ohio.gov

Fiscal Contact Person Marcia Thompson	
Phone Number 740-942-2171	Email Address marcia.thompson@jfs.ohio.gov

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

Agency Name Jefferson County CAC, Inc.			
Agency Address 114 N 4 <sup>th</sup> Street	City Steubenville	State OH	Zip Code 43952
First Name of Lead Agency Official Michael	Last Name of Lead Agency Official McGlumphy	Title of Lead Agency Official Chief Executive Officer	
Phone Number 740-282-0971	Email Address mmglumphy_cac@hotmail.com		

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

Workforce Development Area 16
Workforce Development Board Chair Name Tammy Sanderson
Workforce Development Board Director Name Robert Guentter, Jr.

Phone Number 740-683-9019	Email Address rfgassoc@gmail.com
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**1.4 Identify the implementation manager for the Lead Agency.**

First Name of Implementation Manager Deb	Last Name of Implementation Manager Knight	Title of Implementation Manager Assistant Director
Phone Number 740-942-2171	Email Address Debra.Knight2@jfs.ohio.gov	

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

Contact Person Marcia Thompson	
Phone Number 740-942-2171	Email Address Marcia.thompson@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:

Harrison County Department of Job and Family Services (HCDFJS) is the lead agency and the workforce development agency. HCDJFS is currently contracting with the Jefferson County Community Action Council, Inc. (JCCAC) for provision of the WIOA and CCMEP (both TANF and WIOA) programs. JCCAC has provided Workforce Services for HCDJFS through WIA, WIOA and now CCMEP since the inception of CCMEP. HCDJFS will contract eligibility, career assessment and training services to JCCAC. Procurement will be by extending the current WIOA contract which was competitively procured on July 1, 2015 and can be extended for 2 one year periods. HCDJFS will treat JCCAC as a sub-recipient for TANF procurement. JCCAC has and will continue attending training at ODJFS along with viewing webinars as available. Utilizing TANF rules, WIOA regulations, and CCMEP rules, HCDJFS and JCCAC will develop policies and procedures as necessary. HCDJFS and JCCAC have an existing OWF referral process in place that has worked successfully. We will continue to utilize this process to ensure a smooth transition for OWF participants into the CCMEP program. JCCAC administrators and direct service staff will continue to attend training offered by ODJFS to have the information necessary to administer the program and make decisions about strategic ways to use TANF and WIOA funding.

HCDJFS eligibility staff (ERS2) will complete their intake interview for OWF and then will make a referral to the OWF work activity worker (ERS1). The ERS1 will then email the JCCAC CCMEP worker to advise of the need for an assessment and IOP development. The email will include the number of hours/month that the participant is required under OWF rules, as well as the number of OWF months that the participant has already used. The JCCAC CCMEP worker will schedule the participant for an assessment within 7 days of the referral date and completion of the IOP will occur in less than 30 days. Notification will then be made to the ERS1 via email so that the application can be authorized.

JCCAC will use the standardized comprehensive assessment form issued by ODJFS (JFS-03003). This assessment will identify barriers to self-sufficiency and determine the job readiness of program participants. JCCAC has workshops for resume writing, job search, financial, interviews and basic computer skills. All CCMEP participants will be registered on OhioMeansJobs per CCMEP Rules. The comprehensive assessment has two portions: the common assessment tool (administered by a case manager) and a basic skills assessment (TABE).

Under CCMEP, the IOP refers to the overall approach (or strategy) for providing service to program participants. The Individual Opportunity Plan (JFS-03004) will be used to identify strengths, barriers, long and short term goals, supportive services and assignments to activities in which the program participant will participate. Once completed and upon every revision/update, the JCCAC CCMEP case manager will provide a copy to the ERS1. This copy will be kept in the participant's OWF work activity file with the Lead Agency, as well as with the CCMEP case file with JCCAC. JCCAC and HCDJFS will continue to work together to develop local implementation of the Individual Opportunity Plan. At a minimum, the review of an IOP will include an evaluation of the participant's service strategy and identify whether short and/or long term goals have been achieved or need to be refined. The IOP will be amended and revised as circumstances warrant. Regardless of whether the individual is referred to CCMEP either as a mandatory or a voluntary participant, the individual will receive a comprehensive assessment and an Individual Opportunity Plan and will have access to the same set of services, including follow-up services, based upon the individual's needs. All participants will have a common client experience irrespective of how the participant entered the program.

**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:

WDB meetings are held quarterly. At these meetings, HCDJFS and JCCAC will ask the WDB for input on how to engage local business and community partners to use them as valuable resources to assist CCMEP youth. This could range from direct contact with the businesses and community partners to media promotion. The HCDJFS and JCCAC will also meet with the WDB director outside of the WDB meetings to discuss plans and strategies pertaining to CCMEP outreach. The HCDJFS and JCCAC have existing relationships established with businesses through job fairs and OhioMeansJobs postings so a solid foundation is in place. These businesses will be contacted for potential work experience sites, job placement, and other areas needed by CCMEP youth. By being the one-stop operator, the JCCAC has relationships established through the MOU with one-stop partners. These partnerships will facilitate the referral of CCMEP youth for services. The HCDJFS and JCCAC already have relationships established with the local school districts through the promotion of CCMEP to the schools in the spring of 2017 and through 2017 summer work experience. The HCDJFS and JCCAC plan to promote CCMEP again to the schools in the upcoming 2017 – 2018 school year. The HCDJFS and JCCAC will enhance and build upon its connections with community partners by holding meetings to inform the partners about CCMEP and to learn more about the community partners' services. An incentive policy is already in place. A WIOA work experience already exists but is being modified for CCMEP.

**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 Supportive Services Policy, the Follow-up Policy, the “Needs additional assistance” Policy, and the “Disclosure of relationship” Policy are attached to this plan.

**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

JCCAC is the OMJ Center operator for Harrison County. Aspire is a partner in the OMJ system. JCCAC will assist HCDJFS with referrals to Aspire for GED obtainment. They also utilize Aspire for tutoring assistance as needed.

- Alcohol, Drug and Mental Health (ADAMH) Board

Harrison County DJFS (lead agency) collaborates on a regular basis with the Belmont, Harrison, and Monroe Counties Mental Health and Recovery Board through Family and Children First Council and the Creative Options committee. Work occurs beyond those groups as well in order to meet service gaps that are identified.

- Businesses

OhioMeansJobs Harrison County coordinates with OhioMeansJobs Jefferson County to hold a semi-annual job fair in which approximately eighty employers participate. Our job center also processes over 100 job orders every year. Private sector employers are also used as work sites for paid work experience. These employers will be used as potential resources for youth to participate in work experience activities, positive work ethic instruction, and ultimately unsubsidized employment

- Career and Technical Education

Partnerships and working relationships are already in place to serve youth. Belmont College and Eastern Gateway Community College are Area 16 MOU partners. CCMEP funds are used to support training activities for youth to attend college to earn a certificate or degree. Ohio University-Eastern, West Virginia Northern Community College, Great Lakes Truck Driving School, Eastern Gateway Community College and other local training providers that are currently on the State of Ohio’s WIET list are frequently chosen by participants for career and technical education.

- Child Care Providers

All requests for child care must go through the HCDJFS. If subsidized child care services are denied by HCDJFS and the individual is eligible for CCMEP, CCMEP program will pay \$5.84 per hour per child while in an employment or training activity. (If the participant is eligible under the subsidized child care program to obtain child care services then CCMEP would not approve child care for the participant.)

- Child Support Enforcement Agency

The Harrison County Child Support Enforcement Agency is located in the Harrison County Government Center, near the Job and Family Services Office. Harrison County DJFS works closely with CSEA on OWF cases due to the rules that require assignment of child support to the State of Ohio for any children receiving Ohio Works First benefits. In addition, Harrison County DJFS will refer single parents who do not receive child support to the child support office in order to begin the process.

Children Services Agency

HCDJFS is the Children Services Agency. Children Services staff and CCMEP staff will coordinate services as needed.

Community College(s)

OMJ Harrison County is partnered with all local community colleges in our county. This relationship is through a MOU for our OMJ Center and also a working relationship for occupational skills training for our WIOA participants. CCMEP funds are used to support training activities for youth to attend the college to earn a certificate or degree. Currently Harrison County uses Belmont College and Eastern Gateway Community College in Jefferson County

Community Action Agency

HCDJFS will contract with JCCAC to provide CCMEP services for Harrison County. They are currently the CCMEP/WIOA provider and OhioMeansJobs Center Operator. JCCAC is part of the Community Action system and will work closely with Harcatus Tri-County Community Action Organization to ensure all CAA services are available.

County Family Service Planning Committee

Family and Children First Council

Both the lead agency Director and Assistant Director attend Family and Children First Council meetings. The Assistant Director is very involved with the FCFC Creative Options Committee and in its activities related to multi-need children and local services.

Juvenile Court System

HCDJFS and JCCAC are working with the Juvenile Court System to establish a CCMEP referral system. We are having meetings and discussions on referral processes and procedures.

Local Healthier Buckeye Council

- Local School District(s)

The local school districts are Harrison Hills Local School District, Conotton Valley Union Local Schools and Belmont-Harrison Career Center. CCMEP has already been promoted to the schools through personal contact by CCMEP Staff. This practice will carry forward into the 2017 – 2018 school year to recruit new CCMEP youth.

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

OOD is a partner in the OhioMeansJobs Harrison County and is also housed in Harrison County. With JCCAC being the OMJ Center Operator in Harrison County, referrals to OOD will be made seamlessly and efficiently.

- 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: 45

### 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: 26

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

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

### 3. Coordination of Services

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

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

Describe:

HCDJFS has contracted with JCCAC to provide all WIOA and CCMEP (WIOA and TANF) services in Harrison County. In addition, JCCAC serves as the Job Center operator in Harrison County. These roles (and the semi-annual job fairs that JCCAC holds) have allowed JCCAC to develop excellent relationships with many employers in the county. These employers will serve as resources in assisting CCMEP eligible youth to achieve the ultimate goal of unsubsidized employment and self-sufficiency. The employers could be asked to provide soft skills training to the youth while placed in subsidized work experience through CCMEP. These work sites have been established over the course of several years through year-round work experience and summer work experience programs.

#### 3.2 How does the Lead Agency communicate and streamline processes between the Lead Agency, the local participating agency, and any subcontractors?

Describe:

HCDJFS has contracted with JCCAC to provide CCMEP services. HCDJFS and JCCAC CCMEP staff are co-located at OhioMeansJobs Harrison County where CCMEP services are delivered including intake, assessment, IOP development and coordination of services. The CCMEP staff and HCDJFS staff are currently co-located in the same building. This co-location allows for better communication and streamlines the processes to implement plans, strategies, policies, coordination, etc. in order to meet the needs of CCMEP youth.

### 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: Promotion through screening in the job center.

#### 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:

When OWF applicants are determined to be CCMEP required, the HCDJFS work activity worker (ERS1) will immediately (same day) email a referral to the JCCAC CCMEP worker with the application date, the number of required monthly participation hours, and the number of OWF months already used. The JCCAC CCMEP worker will schedule the participant for assessment and IOP development within seven (7) days of the OWF application date.

For individuals who are not OWF required CCMEP participants, the CCMEP case manager will schedule each participant for assessment and IOP development within seven (7) days of the eligibility determination completion. All CCMEP participants, whether OWF required or volunteers, will receive the same services through JCCAC.

#### 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:

HCDJFS contracts with JCCAC. JCCAC will work closely with HCDJFS to ensure that time limits are strictly followed. When HCDJFS staff (work activity workers – ERS1) make a written referral to the CCMEP case manager, the email will include the number of OWF months already used. CCMEP staff will track this in the participant file and by the use of participant timesheets, and the information will be recorded into a spreadsheet. The outside of the participant file will include notation of the end date of participation to ensure we stay in compliance with the Ohio Administrative Code Rule 5101-1-23-01. All communications regarding months used will be in writing. Co-location of OWF and CCMEP staff will streamline communication between the two programs.

- 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:

Individuals who are applying for OWF who may be CCMEP required or voluntary participants are screened for domestic violence during the appraisal/assessment process. Potential or required CCMEP OWF applicants are referred to the HCDJFS work activity workers, who now make a referral for CCMEP services directly to the contracted CCMEP staff, who are located in the agency. During the CCMEP assessment and IOP development, CCMEP staff (Jefferson County CAC staff) will ask about domestic violence as part of the assessment, but will also provide a brief questionnaire to the

clients regarding potential domestic violence. If responses on the questionnaire are indicative for domestic violence, a referral will be made back to the JFS work activity workers who will initiate action to research a domestic violence waiver in regard to the OWF work requirements. During the course of the screening, referrals will be made to agencies that can assist with identified needs. Any necessary action to protect the client will also be taken by the JFS, in conjunction with the CAC CCMEP staff, and any necessary modification of hours will be provided.

- 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:

Harrison County Department of Job and Family Services (HCDJFS) is the lead agency. They are contracting with Jefferson County Community Action Council, Inc. (JCCAC). JCCAC's CCMEP case managers will track participants' attendance. All assigned activities will be included in the participants' signed IOP, which will include required hours for each activity for each month. A copy of the revised IOP will be sent to OWF case workers every time a change is made in an IOP. Participant hours will be tracked by timesheets that will be maintained by the JCCAC Case Managers. By the 3<sup>rd</sup> day of each month, the CCMEP case manager will email all completed hours totals to the HCDJFS ERS1. In the event that an individual fails to comply with their IOP, an email will be sent to the HCDJFS ERS1 with the non-compliance information within 10 days of occurrence. OWF participants (in accordance with State guidance) will not be exited from CCMEP while the participant is enrolled in the OWF program. Exits will occur after successful completion of CCMEP activities or after failure of participant to utilize CCMEP services. Upon exit, a letter will be sent to the participant which is generated by OWCMS upon program closure. Co-location of the programs will assure that smooth lines of communication are maintained throughout the course of participation for all mandated participants.

Once the comprehensive assessment and IOP are completed by the CAC CCMEP staff, written notification via email will be provided to the JFS staff so that the OWF application can be approved. The comprehensive assessment and IOP will be completed no later than 30 days after the application date.

Any and all changes to the OWF work-eligible individual's status with CCMEP and with their OWF benefits will be communicated between the lead agency and Jefferson County CAC CCMEP staff to insure documentation and to provide for follow-up. This written communication will flow both ways to insure that all parties involved are in full understanding of the individual's status at all times, and will include, but not be limited to the following information: OWF work-eligible 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.

- 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:

Upon notification by a participant of relocation, the party receiving the information will contact the other party of the new information regarding a client who moves to another county. This information exchange will occur through email. The CAC CCMEP staff will make all appropriate changes in OWCMS and the JFS staff will update the OWF case information, if necessary. The CCMEP staff will determine if a transfer of the case is in the best interest of the CCMEP participant, documenting all information related to the decision to transfer or not. The lead agency (JFS) staff will transfer the OWF case (if applicable) to the new county of residence, also documenting all pertinent information in the eligibility system. If the CCMEP case is to be transferred to the new county of residence, information and records will be shared with the CCMEP agency upon request of the new CCMEP agency. All communication within Harrison County and communication to the new county agency(ies) will occur within 10 days of the initial receipt of information regarding the move.

**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:

The following guidelines will assist in determining household members and income counting for CCMEP TANF funding eligibility if the individual is one of the following:

- 1 – A minor child – parents' and step-parents' income will be counted to determine whether the group meets the 200% FPL.
- 2 – The parent, specified relative, legal guardian, or legal custodian of a minor child – for the parent, specified relative, legal guardian, or custodian to be served, the parents'/step-parents' income will be counted to determine whether they meet the 200% FPL.
- 3 – A non-custodial parent who lives in the state, but does not reside with his/her minor children – parents'/step-parents' income will be counted to determine whether they meet the 200% FPL.
- 4 – A pregnant individual – parent's/step-parents' income will be counted to determine whether they meet the 200% FPL if the pregnant individual is a minor. If the pregnant individual is an adult, only the income of her and her partner will be counted.
- 5 – An individual 18 to 24 that is part of a family that includes a minor child – the individual (18 to 24), their parents'/step-parents' income will be counted to determine whether they meet the 200% FPL. For this individual, there would not need to be a relationship between the individual and the minor child other than living in the same household.

**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:  
For OWF work-required mandatory CCMEP participants, the lead agency will make a written referral via email to the CCMEP staff within 3 days of completion of the eligibility intake interview for OWF. If a voluntary CCMEP client contacts the lead agency, the same process will occur. Once the written referral has been made to the CAC CCMEP staff, the assessment will be scheduled within 7 days. The entire assessment process will be completed by CAC CCMEP staff, including the basic skills assessment and the completion of JFS 03003. Completion of the IOP (JFS 03004) with the CCMEP participant is the last step in the assessment process.

**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:  
In accordance with the rules, JCCAC CCMEP case managers will make efforts to contact participants every 30 days via email, texting, phone calls, letters, social media, or other means deemed appropriate and effective. These contact efforts will be documented in OWCMS case notes. Each case manager maintains a spreadsheet on their total participants by name. JCCAC tracks expenditures on participants and completion of training and/or work experience and participant contact date. Files are also reviewed by the supervisor any time a payment is made. HCDJFS will provide annual monitoring of JCCAC to ensure that case managers are engaging participants at least once every 30 days.

## 6. Program Services

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

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

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

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

Describe:

JCCAC will provide tutoring, study skills training, instruction and dropout prevention as needed on a case by case basis for both secondary school students and post-secondary school students. The attainment of credentials is essential to participants to gain self-sufficiency by getting employed so they are able to properly care for their children at home and to end the dependence on government benefits.

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

Describe:

JCCAC will determine if a participant is suitable for alternative secondary school services/dropout recovery services upon completion of the Comprehensive Objective Assessment. Referrals will be made to Aspire and Quaker Digital Academy (Diploma Program) on a case by case basis as needed. Credential attainment is essential to participants gaining self-sufficiency by getting employed so they are able to properly care for their children at home and to end the dependence on government benefits.

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

Describe:

JCCAC will determine if a participant is suitable for paid and unpaid work experience upon completion of the comprehensive objective assessment. Youth may be placed in a public or private worksite with an academic and occupational educational component. JCCAC will compensate participants at a rate of \$9.00 per hour for a limited amount of hours. Work experience is a key component to gaining the necessary skills to succeed in the workforce. Work experience is essential to participants gaining self-sufficiency by getting employed so they are able to properly care for their children at home and to end the dependence on government benefits.

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

Describe:

JCCAC will determine if a participant is suitable for occupational skills training upon completion of the comprehensive objective assessment. JCCAC will utilize training providers that are currently on the State of Ohio's Workforce Inventory of Education and Training (WIET) list. JCCAC will also ensure that the field of study the participant is looking to enter into is an in-demand occupation. Credential attainment is essential to participants gaining self-sufficiency by getting employed so they are able to properly care for their children at home and to end the dependence on government benefits.

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

Describe:

JCCAC will determine if a participant is suitable for education offered concurrently with workforce preparation upon completion of the comprehensive objective assessment. JCCAC will place suitable participants into this service on a case by case basis as needed and available. Education offered concurrently with workforce preparation is essential for participants working toward self-sufficiency by getting employed so they are able to properly care for their children at home and to end the dependence on government benefits.

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

Describe:

JCCAC will determine if a participant is suitable for leadership development opportunities upon completion of the comprehensive objective assessment. JCCAC will place suitable participants into this service on a case by case basis as needed. Leadership development opportunities are essential to participants gaining self-sufficiency by getting employed so they are able to properly care for their children at home and to end the dependence on government benefits.

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

Describe:

JCCAC will determine if a participant is suitable for supportive services upon completion of the comprehensive objective assessment. JCCAC will provide participants with allowable supportive services such as mileage, child care (upon denial from subsidized child care), car repairs, work attire/interview clothing for employment or work experience, along with other supportive services allowable under CCMEP upon Program Operator approval. Supportive services will be provided corresponding with WDA 16 Policy Letter 01-2016. All supportive services must be necessary to enable an individual to participate in career and training services. Without the provision of supportive services, participants will not be able to gain the training necessary to enable themselves to gain self-sufficiency by getting employed so they are able to properly care for their children at home and to end the dependence on government benefits.

8. Adult mentoring – TANF Purpose(s) 1, 2, 3, 4

Describe:

JCCAC will determine if a participant is suitable for adult mentoring upon completion of the comprehensive objective assessment. JCCAC will place suitable participants into adult mentoring on a case by case basis. This may be done by referral to other local agencies. Adult mentoring is essential to participants gaining self-sufficiency by getting employed so they are able to properly care for their children at home and to end the dependence on government benefits. Adult mentoring can also be critical to prevent and reduce the incidence of out of wedlock pregnancies and establishing annual numerical goals for preventing and reducing the incidence of these pregnancies. Adult mentoring can also play a role in encouraging the formation and maintenance of two parent families.

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

Describe:

JCCAC will provide follow-up services to all exited youth for a period of not less than 12 months. The goal of follow-up services is to help ensure that youth are successful in employment and/or postsecondary education and training. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise. Follow-up services are essential to participants gaining self-sufficiency by getting employed so they are able to properly care for their children at home and to end the dependence on government benefits.

10. Comprehensive guidance and counseling – TANF Purpose(s) 1, 2, 3, 4

Describe:

JCCAC will provide (or make referrals for) comprehensive guidance and counseling services to suitable youth upon completion of the comprehensive objective assessment. JCCAC will place suitable participants into comprehensive guidance and counseling on a case by case basis as needed. Referrals will be made to qualified agencies and counselors to handle such issues as drug/alcohol addiction, mental illness, etc. Comprehensive guidance and counseling is critical to maintaining a healthy mind and is essential to participants gaining self-sufficiency by getting employed so they are able to properly care for their children at home and to end the dependence on government benefits. Comprehensive guidance and counseling can also be critical to prevent and reduce the incidence of out of wedlock pregnancies and establishing annual numerical goals for preventing and reducing the incidence of these pregnancies. Comprehensive guidance and counseling can also play a role in encouraging the formation and maintenance of two parent families.

11. Financial literacy education – TANF Purpose(s) 1, 2, 3, 4

Describe:

JCCAC will provide financial literacy education to suitable youth upon completion of the comprehensive objective assessment. JCCAC will place suitable participants into financial literacy education on a case by case basis as needed. Financial literacy education can be addressed through workshops utilizing; power point presentations, hands on activities, OhioMeansJobs.com backpack tools, and guest speakers. Financial literacy education is essential to participants gaining self-sufficiency by getting employed so they are able to properly care for their children at home and to end the dependence on government benefits. Financial literacy education can also be critical to prevent and reduce the incidence of out of wedlock pregnancies and establishing annual numerical goals for preventing and reducing the incidence of these pregnancies. Financial literacy education can also play a role in encouraging the formation and maintenance of two parent families.

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

Describe:

JCCAC will provide entrepreneurial skills training to suitable participants upon completion of the comprehensive objective assessment. JCCAC will place suitable participants into entrepreneurial skills training on a case by case basis as needed. This training helps youth develop the skills associated with entrepreneurship, such as the ability to take initiative, creatively seek out and identify business opportunities, develop budgets and forecast resource needs, understand various options for acquiring capital and the trade-offs associated with each option, and communicate effectively and market oneself and one's ideas. This training will be done in workshops using power point presentations, guest speakers, and hands on activities. Entrepreneurial skills training may be essential to participants gaining self-sufficiency by getting employed so they are able to properly care for their children at home and to end the dependence on government benefits.

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

Describe:

JCCAC will provide labor market and employment information to suitable participants upon completion of the comprehensive objective assessment. JCCAC will place suitable participants into labor market and employment information on a case by case basis as needed. Labor market and employment information answers the critical questions many of our participants may have such as: What industries and occupations are growing in my area? How much do different occupations pay? Which careers match my skills? What are the job openings in my area? What education, training, and credentials do I need for specific careers? This information can be provided utilizing tools in the backpack of OhioMeansJobs.com backpack. This information is necessary for a participant to gain self-sufficiency by getting employed so they are able to properly care for their children at home and to end the dependence on government benefits.

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

Describe:

JCCAC will provide post-secondary preparation and transition activities to suitable participants upon completion of the comprehensive objective assessment. JCCAC will place suitable participants into post-secondary preparation and transition activities on a case by case basis as needed. Post-secondary preparation and transition activities are activities that help youth prepare for and transition to postsecondary education and training. These services include helping youth explore postsecondary education options, including technical training schools, community colleges, 4-year colleges and universities, and registered apprenticeship programs. Some examples are: assisting youth to prepare for SAT/ACT testing (OMJ backpack), assisting with college admission applications, searching and applying for scholarships and grants, filling out the proper financial aid applications and adhering to changing guidelines, connecting youth to postsecondary education programs. Preparing youth for post-secondary education is essential to gain self-sufficiency by getting employed so they are able to properly care for their children at home and to end the dependence on government benefits.

#### **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:

HCDJFS contracts the entire WIOA/CCMEP program through the WDB procurement process. As per state guidance, the JCCAC as a contractor can and will compensate 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:**

Supportive services will be available in the form of childcare (if not available through the lead agency), mileage/transportation, clothing and tools necessary for training, car repairs, work attire, tools, and other supportive services allowable under the Area 16 Workforce Innovation Opportunity Act or Comprehensive Case Management and Employment Program supportive services policy. Supportive services policy attached. The same supportive services will be available to all participants regardless of funding; all services will be available through WIOA/CCMEP and TANF/CCMEP funds. It should be noted that TANF cannot be used to pay for medical services (except pre-pregnancy family planning services) and CCMEP TANF funds will not be used for medical services.

**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:**

Per the Area's follow-up policy, all CCMEP participants, regardless of funding stream, will receive follow-up services. The types of follow-up services and the duration of those services will be determined based on the needs of the participant. Follow-up services must include more than only a contact attempted or made for securing documentation. All attempts to provide follow-up services will be documented in case notes in OWCMS. Various methods of contact will be used; the type of contact will be documented as well.

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

**Describe:**

Any individual who is on OWF and is required to participate in CCMEP will report absences to the JCCAC CCMEP case manager. The individual will be directed to bring supporting documentation within 10 calendar days from a doctor, court or other appointment to JCCAC. All absences will be reported via email to the HCDJFS ERS1 within 10 days of occurrence and any supporting documentation will be immediately forwarded to the ERS1 upon receipt by the CCMEP case manager. The ERS1 will make all good cause determinations as it applies to OWF policy. Hours will be tracked by the CCMEP case manager and reported to the ERS1 by the 3<sup>rd</sup> day of each month for the preceding month. Good cause is outlined in detail in the participant's IOP. If good cause is not provided within the 10 day requirement, the ERS1 will process a sanction.

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

**Describe:**

Most appointments will be scheduled face-to-face and a written notice will be handed to them at the time the appointment was made. Appointments made over the phone will be documented and a written notice will be sent to the participant by mail or email.

**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:

The importance of obtaining a GED for obtaining employment and enrolling in postsecondary education will be stressed to participants during the assessment process and incorporated into the IOP as necessary. Referrals will be made to Aspire and Quaker Digital Academy. GED and adult diploma information (Quaker Digital Academy) is available at the center and will be discussed in detail with participants in need of this service.

**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 will ensure that the 14 elements are available in the county. HCDJFS has contracted out this program through WIA and WIOA. The last RFP was published in PY15 with 2 one year extensions available. JCCAC is providing all elements not already available in the county for PY17; through mapping with the youth council, JCCAC has identified which elements are available in the county. Any element not available is being provided by JCCAC. Referrals to local agencies will be made according to participant needs. Co-funding of participants will be determined on a case by case basis as needed and as available.

**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:

JCCAC CCMEP staff has and will continue to attend any and all state sponsored case manager/CCMEP training.

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

- |   |  |
|---|--|
| <input type="checkbox"/> 15 cases or less                   | <input checked="" type="checkbox"/> Between 50 and 100 cases |
| <input type="checkbox"/> Between 15 and 25 cases            | <input type="checkbox"/> 100 cases or more                   |
| <input checked="" 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:

We will issue customer surveys at random times throughout the individual's participation with CCMEP. Surveys will be developed by HCDJFS and JCCAC. The information gained from these surveys will be used to implement new procedures to allow a better customer experience.

**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:  
HCDJFS will have regular communication with JCCAC CCMEP Staff. The feedback gained throughout the course of the year will be discussed among all case managers to make changes as needed to program integrity.

**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:  
HCDJFS has contracted with JCCAC. JCCAC will utilize OWCMS as the data system for all case documentation. We have the ability and will add information that is not captured, such as employment in other states, and measurable skills gains. If entered into the system, backup documentation will be maintained in the file. We will utilize BIC Cognos reports on OWCMS to find data that is missing.

<b>CCMEP Plan Certification</b>
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**Please provide the name, title, and signature of the administrator, director or executive director of the CCMEP Lead Agency:**

Name and Title Scott Blackburn, Director	
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 Tammy Sanderson	
Signature	Date