



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

for

County or Counties: Jackson

Effective Date: 09/26/2017

Plan Submission

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

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

If a board of county commissioners redesignates the Lead Agency during a fiscal biennial period, the new Lead Agency shall prepare and submit to ODJFS a new CCMEP plan not later than sixty calendar days after the resignation 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 Jackson County Job and Family Services				
Lead Agency Address PO Box 1066, 25 E. South Street		City Jackson	State Ohio	Zip Code 45640
First Name of Lead Agency Official Tammy	Last Name of Lead Agency Official Osborne-Smith	Title of Lead Agency Official Director		
Phone Number 740-688-4133		Email Address Tammy.Osborne-Smith@jfs.ohio.gov		

Program Contact Person Gwen Hollback, Workforce Development Supervisor		Phone Number 740-688-4197		
Phone Number 740-688-4197		Email Address Gwen.Hollback@jfs.ohio.gov		

Fiscal Contact Person Teri McGraw			
Phone Number 740-688-4132		Email Address Teri.McGraw@jfs.ohio.gov	

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

Agency Name OhioMeansJobs: Jackson County (Operated by JCDJFS)				
Agency Address PO Box 1006, 25 E. South Street		City Jackson	State Ohio	Zip Code 45656
First Name of Lead Agency Official Tammy	Last Name of Lead Agency Official Osborne-Smith	Title of Lead Agency Official Director		
Phone Number 740-688-4133		Email Address Tammy.Osborne-Smith@jfs.ohio.gov		

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

Workforce Development Area Area 7 Workforce Development Board	
Workforce Development Board Chair Name Swen Hunt	
Workforce Development Board Director Name John Trot, Executive Director	
Phone Number 937-525-1025	Email Address cartert@clarkstate.edu

1.4 Identify the implementation manager for the Lead Agency.

First Name of Implementation Manager Gwen	Last Name of Implementation Manager Hollback	Title of Implementation Manager Workforce Development Supervisor
Phone Number 740-688-4197		Email Address Gwen.Hollback@jfs.ohio.gov

1.5 Lead Agency’s performance and data management contact:

Contact Person Gwen Hollback	
Phone Number 740-688-4133	Email Address Gwen.Hollback@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?

<p>Describe:</p> <p>The OhioMeansJobs Center, the local Workforce Development agency, is part of the Jackson County Department of Job and Family Services (JCDJFS). The two teams will work collaboratively to ensure that seamless services are available through CCMEP. As the lead agency, the JCDJFS will work in partnership with the OhioMeansJobs Center team and Area 7 Workforce Development to align CCMEP with regional priorities for workforce development, in demand occupations and business engagement, particularly for youth ages 14-24 that will be served by CCMEP.</p> <p>The JCDJFS has hosted a series of meetings with various stakeholders, including WIOA partners. The agency will include all MOU partnership members; as well as current and future TANF, WIOA and CCMEP vendors. The partners and teams will continue to meet monthly with each of these entities to ensure engagement and open communication. The team members invested within these efforts will strive to align resources and customers through the delivery of this local plan. The efforts of these partnerships will aim to secure and/or meet:</p> <ul style="list-style-type: none"> • Referral to Resolution • Performance Measure Evaluations

- Training Opportunities
- Shared Policy and Procedure Assessments
- Co-enrollment and Service Priorities

As the Lead Agency, the JCDJFS will ensure accountability for program performance and outcomes. The JCDJFS, including the OMJ team will collaborate with Area 7 in creating this plan for administration of CCMEP. The team members will coordinate actions and services with local participating agencies, determine eligibility for WIOA youth, and TANF eligibility to ensure that TANF funds are expended for allowable services. Members will communicate our procedures and rules via scheduled meetings, correspondence and regular monitoring with data collection and progress reports. The JCDJFS will share progress reports and outcomes with members, stakeholders and the Area 7 on a regular basis.

The CCMEP policy will be subject to Area 7 review and approval. PRC funds, TANF dollars, and CCMEP dollars will be leveraged to support WIOA investments.

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

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.

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 JCDJFS will work in partnership with the Area 7 Board and its Policy Committee, as they will oversee development of policy guidance for operation and administration of the WIOA program in Area 7's member counties. The overarching framework for CCMEP within Area 7 will be inherently uniform.

In collaboration with Area 7, the JCDJFS is likely to:

- Utilize the Test of Adult Basic Education (TABE) as our basic skills assessment,
- Provide regular reports and updates on all current WIOA youth and adult services.
- Utilize Common Forms and Eligibility Determinations/Policies/Barrier Criteria
- Utilize a Common Tracking System, including collecting and reporting of data (CFIS Web WIOA)
- Collaborate in monitoring of WIOA youth contracts (fiscally, programmatically, both desk and onsite reviews).

The Area 7 Board has adopted the relevant ODJFS policy. Regarding basic skills assessment, Area 7 has not mandated a common assessment. Regarding "needs assessment", the Area 7 policy is in draft form and has not been considered yet by the Board. All relevant policies are available upon request.

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 (ASPIRE) Providers

: Aspire is a partner with the JCDJFS/ Ohio Means Jobs Center. They are part of our regular partner meetings and are involved in development of this local plan. They will be a primary referral partner for CCMEP youth.

- Alcohol, Drug and Mental Health (ADAMH) Board

The Gallia-Jackson-Meigs and Alcohol and Drug Addiction Mental Health Services Board supply community based services and assess the needs of area residents for preventative treatment services. These services can be accessed based upon the appropriateness of the situation.

- Businesses

Several business partnerships currently exist between the JCDJFS and the local business community. These relationships will remain a vital part of our service model under CCMEP.

- Career and Technical Education

The Gallia-Jackson-Vinton Joint Vocational School District is an active partner, local approved training provider, and offers partnership opportunities with customers serviced through the OMJ center.

Child Care Providers

The JCDJFS, is responsible for certifying local approved child care providers as well as determining eligibility for child care subsidies. OMJ center job seekers can obtain and submit a child care application while at the OMJ Center.

Child Support Enforcement Agency

JCDJFS acts as the OMJ operator and the local agency is responsible for Child Support Enforcement. 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

JCDJFS acts as the OMJ operator and the local agency is responsible for Children Services activities. Children Services staff refers caseload participants to OMJ for job seeking activities.

Community College(s)

Rio Grande Community College is an active partner, local approved training provider, and offers local healthcare training just a few miles from the OMJ Center. The RGCC works regularly with the JCDJFS and other local stakeholders searching for federal grant funding/programs that could serve OMJ Center customers.

Community Action Agency

The Jackson Vinton CAA is an off-site partner of the Ohio Means Jobs Center. The JCDJFS regularly collaborates with the JVCAA on contracts, customer education, and mutual referrals.

County Family Service Planning Committee

Family and Children First Council

The JCDJFS works in partnership with the Jackson County Family and Children First Council to serve transitional youth and to make referrals for families in need of employment program services.

Juvenile Court System

The JCDJFS works in partnership with the Juvenile Court System to serve the needs of families in critical needs; the court system makes referrals for families in need of various program services.

Local Healthier Buckeye Council

Local School District(s)

Wellston City Schools, Jackson City Schools and Oak Hill Union Local Schools

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

OOD is an on-site partner at the OMJ Center, an active participant in partner meetings, and a provider of services to OMJ Center customers.

Other

: The JCDJFS/OMJ Center has additional partnerships with ODJFS staff, Summer Youth vendors, OWIP vendors, Area 7 staff, the University of Rio Grande and Goodwill Industries, Oak Hill Union Local School, Jackson City School and Wellston City Schools. WIOA Staff have interaction in the local high schools on a weekly basis.

The JCDJFS/OMJ Center has negotiated a shared and mutual release document that includes the core partners listed below. In the context of referrals to resolution, the OMJ will share a completed OMJ registration form with partner members of the organization that referrals are made to.

Mature Services (Older Americans Act of 1965)
Gallia-Jackson-Vinton Joint Vocational School (Carl D. Perkins Career and Technical Education Act)
ODJFS (Trade Act)

We intend to build on these relationships in the context of CCMEP to assure the following:

- Mutual Releases of Information
- Co-Enrollment
- Procedure for Referral to Resolution
- Shared Assessment Details
- Monthly contact (phone or face to face) to align individual case plans for co-enrolled customers
- Co-location of Services
- Regular and ongoing manager one-on one meetings
- Regular Partner meetings

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: 20 - 25

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

Please provide the anticipated number of volunteers the Lead Agency will serve annually in CCMEP: 10 - 12

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: 25 - 35

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:
 The JCDJFS and the OhioMeansJobs Center teams consistently partner with local businesses through one on one outreach and engagement. Staff are responsible for connecting with HR/Hiring Managers and key decision makers within existing organizations to discuss both short and long-term staffing and training needs. As a member of the Jackson County Economic Development Partnership (JCEDP), the JCDJFS Executive Director frequently meets with area employers, JCEDP staff and the Jackson Area Chamber of Commerce Executive Director to align the Workforce and Economic Development objectives of Jackson County employers. The JCEDP Executive Director, Assistant Director, area mayors, Jackson Area Chamber of Commerce and the JCDJFS Executive Director collaboratively reach out to employers on a regular basis to discuss critical business retention and hiring needs and explain the opportunities made available through the OMJ/JCDJFS. The JCDJFS Executive Director makes every effort to meet with all potential employers prior to their commitment to locating in Jackson County to share CCMEP and OhioMeansJobs services.

Agency personnel strive to advance and maintain an understanding of the evolving needs of significant decision makers that work on the management teams within each of the county's largest employers while also making information available to other employers. The agency and partners utilize social media, Social Service/Job Fairs, annual Chamber of Commerce Spring Business Showcase, one-on-one meetings, phone calls and e-mail to contact local

employers. The Workforce Development Supervisor is responsible for scheduling touch point conversations with staff to ensure that the most timely and effective information is being shared with businesses. Staff strive to ensure that employers understand the OhioMeansJobs services that align with the needs of the CCMEP population which include, but are not limited to: On-the-Job training options, apprenticeship programs, on-site assessments and testing, individualized plans that assist individuals in overcoming barriers to employment while aligning skills and training with employment opportunities within Jackson County and the region of Southeastern Ohio.

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:

JCDJFS and the OhioMeansJobs Center are both part of the county quadruple combined agency that consists of Workforce Development, Child Support, Children Services and the Jackson County Department of Job and Family Services. The senior leadership team of each entity includes the same Executive Director, Business Administrator, Fiscal Officer and Business & Industry liaison. These individuals work almost daily with the Workforce Development Supervisor or the CCMEP Case Manager(s) to reinforce best practices involving employer outreach; as well as, business retention and engagement goals that are in alignment with the Jackson County Economic Development Partnership and the OhioMeansJobs Center.

The Workforce Development Supervisor and her immediate staff strive to maintain open lines of communication with local partners and area businesses to ensure that the team maintains emphasis on the same long-term strategies. Key staff are responsible for scheduling and conducting quarterly employer orientations while also making one on one site visits available to employers as needed. The Business Administrator, Workforce Development Supervisor and the Business & Industry liaison meet monthly to confront any challenges or concerns with program processes, timeframes and comprehensive outreach and make course corrections as necessary to ensure compliance with the goals of the CCMEP/WIOA partnership. Quarterly employer orientation may be customized to include, but not limit employers to learning more about the following: OhioMeansJobs, CCMEP, assessments and local testing; as well as, the expertise available through individualized staff consultations.

4. Outreach, Referral, and Eligibility

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

- Social media (e.g., Facebook, Twitter, Snapchat, Instagram, YouTube, Secret, & Whisper)
- Brochures, posters, flyers
- OhioMeansJobs.com
- Digital banners
- Special events
- Radio
- Promotion through partners (e.g., schools, community centers, etc.)
- Other: _____

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

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

Describe:

CCMEP eligible WIOA youth are enrolled by one of the Employment Navigators or local provider. On-going enrollees will be co-enrolled based upon individual needs and barriers.

The CCMEP required OWF participants will be enrolled by the JCDJFS. A referral is made to the Employment Navigator prior to the 7th calendar day to engage in an interactive interview. Some individuals may be co-enrolled to address individual objectives, barriers and needs.

CCMEP volunteers will be assessed and enrolled by an Employment Navigator at the JCDJFS to ensure that mandated populations are matched with appropriate services.

As the lead agency, the JCDJFS will maintain a streamlined approach that provides continuity of services for the CCMEP population. The agency will continue to collaborate efforts to expedite access for priority populations such as foster care youth, juvenile justice youth, apprentice enrollees, etc. The lead agency will provide regular reporting to support continued partnerships and strategic planning.

The JCDJFS will conduct regularly scheduled training sessions and meetings between the lead agency and partner agencies to continue building on strengths and isolate challenges.

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:

The JCDJFS is a quadruple combined agency, which also consists of the Child Support, Children Services and Workforce Development (OhioMeansJobs Center). The Employment Navigators assigned to work within the wide-ranging environment of Workforce Development, which includes both CCMEP and WIOA in Jackson County, are charged with the responsibilities of aligning the comprehensive and individualized needs of the customers they serve. Staff are to review, document and maintain specific customer details within an electronic case file, which is generally inclusive of OWCMS and other state provided systems to monitor the number of months a program participant has participated in the OWF. Once staff have verified time limit details via the Ohio Benefits, CRIS-E or other electronic database, they are accountable for addressing hardship and good cause to ensure the time limits are not exceeded for Ohio Works First benefits. Since CCMEP and OhioMeansJobs staff are each cross trained, and often responsible for sharing workloads, they maintain a comprehensive understanding of the program requirements for each area. Staff propose questions to a shared team lead and Workforce Development Supervisor that may provide insight and guidance for any nuances that may exist as the program continues

to evolve with customer needs. The JCDJFS staff will be addressing any hardship or good cause reasons to serve this TANF population efficiently and accurately.

- 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:

As with all programs that require the awareness and protection of domestic violence victims, the JCDJFS staff follow standard and required screening processes to identify participants that may be victims of domestic violence during the initial assessment. The JCDJFS take exceptional care to ensure that the highest level of discretion and compassion are observed when working with these individuals. Each team member responsible for the caseload maintains close contact with the program participants to schedule, discuss and monitor hours of participation, initiate waivers from requirements and to make referrals to counseling and other appropriate community resources when an issue of domestic violence is identified.

- 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:

JCDJFS is a combined agency. The Employment Navigators have access to all State systems and have the ability to review each case record pertaining to OWF work eligible individuals. The Eligibility Referral Specialist will also notify the Employment Navigators of any changes that could impact FLSA, good cause, exemptions, etc. Because the CCMEP and WIOA staff exist within the same team and, in fact, have the same Team Lead and Workforce Development Supervisor, the individuals share customer information daily. The team members are located within the same office quad which allows these cross-trained individuals to engage in frequent communication both in person and via electronic correspondence. The Lead Agency and the local participating agency are the same team with a comprehensive understanding of participants that are being assigned. Team member, and their counter partner, work together with the Workforce Development Supervisor to ensure that work-eligible individuals are appropriately tracked and aligned with overarching program requirements involving FLSA hours, good cause, OWF sanctions, compliance and activity assignments, completion, updates and other factors that impact CCMEP activity hours or OWF eligibility verification and requirements. After the initial assessment, the Employment Navigators work in conjunction with other team members to

schedule and confirm participant follow-up activities. Each individual staff member has been cross trained to maintain a comprehensive understanding of the activities that must take place to ensure compliance with the standards of the IOP, OWF or SNAP recipient. Verifications are documented, maintained and updated within the appropriate electronic tracking system and also conveyed in person when appropriate with other team members and partner staff. JCDJFS will complete the comprehensive assessment and IOP within 30 calendar days from the date of application. OWF work eligible participants will not be exited from the CCMEP program.

- 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:
JCDJFS will make contact with the new county in which the required participant is residing within 10 calendar days. JCDJFS will transfer the case within 10 calendar days once informed of the move by the work-eligible individual. As with most other elements of CCMEP current local and statewide processes exist for county transfer of cases. If a non-owf program participant relocates to another county and it is in the best interest of the program participant to not be transferred to the new county, the lead agency will continue to serve the participant until the participant requests a transfer or it no longer is in the best interest of the participant.

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:
Household Members and Income Counting for CCMEP TANF Funding Eligibility
Is one of the following:
(i) A minor child;
For the minor child*, which household member(s)'s income will be counted to determine whether they meet the 200% FPL? (e.g., Minor Child to be served, Parents, Step-Parents, Domestic Partner, Boyfriends, Girlfriends, Roommates, Grandparents, Aunts, Uncles, Adult Siblings, Minor Siblings, Cousins, etc.)
(ii) The parent, specified relative, legal guardian or legal custodian of a minor child;

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

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

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

(iv) A pregnant individual; or

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

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

For the individual age 18 to 24*, which household/family member(s)'s income will be counted to determine whether they meet the 200% FPL? (e.g., Individual (18-24) to be served, Parents, Step-Parents, Domestic Partner, Boyfriends, Girlfriends, Roommates, Grandparents, Aunts, Uncles, Adult Siblings, Minor Siblings, Cousins, Owner of the house, Leaseholder of the apartment, etc.) For this individual, would there need to be a relationship between the individual and the minor child other than living in the same household?

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

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

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

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

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

Describe:

The JFS 03003 may be completed by staff or the provider(s) contracted to support TANF and WIOA functions at application and/or recertification for services or benefits. Some providers may assist with administering the CCMEP assessment tool and will continue to use the form when CCMEP is in place. WIOA Youth providers will incorporate the JFS 03003 assessment into their current WIOA assessment.

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:

JCDJFS Employment Navigators (or appropriate staff) engage participants at least once every 14 days or at a minimum of 30 days. An internal monthly monitoring sheet is kept with all participants documenting the last contact and a follow-up date for the next contact. The monthly monitoring sheet is shared with the lead agency so that monitoring can be completed

to ensure the participants are engaged at least every 30 days. Participants are engaged by face to face contact, telephone, texting, email and social media. The use of incentives is used to motivate and keep participants interested in obtaining their short and long-term goals. Incentives are issued to the participants when identifiable milestones tied to their Individual Opportunity Plan (IOP) are achieved.

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:

- Academic deficiencies are addressed in the appropriate subject areas and may be customized depending upon the needs of the participant.
- Tools and resources are utilized to assist participants in achieving passing scores on required or needed placement skills/competency testing.
- Aspire for tutoring and assessments
- Assistance in completing job applications and reviewing interview methods

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

Describe:

- Assists “home-schooled” students in academic subjects with tutoring and follow-up services

- Provide students with financial resources that would include; books, supplies, transportation and mentoring
- Administering Adventure Club activities that provide soft skills and mentoring activities that assist participants in attaining and maintaining employment.

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

Describe:

- A wide variety of structured employment opportunities, including those in the summer, are available to participants. Individuals are linked with possible employment connections that align career choices with actual work experience. This experience allows youth to learn and understand appropriate workplace behavior.
- Connections to pre-apprenticeship programs that are designed to prepare individuals to enter in and succeed in an apprenticeship program; access to educational and/or career counseling that assist in aligning the needs of regional employers.
- Internships and job shadowing that enable participants to apply real world experience with both long and short-term career goals.
- On-the-Job training opportunities that provide participants with the knowledge and skills needed to promote success in the performance of a job.
- Employment Navigators will promote strategies to align students/participants in paid employment positions that are directly linked to their academic and/or occupation/career goals (as identified in their IOP).

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

Describe:

- Youth will have the opportunity to explore careers and the skill development needed for various occupations and/ in the workplace. These goal specific options will assist in leading individuals to consider training and/or post-secondary options for in demand careers.
- Staff will be coaching participants to understand and meet pre-enrollment requirements for area career and technical centers.
- Providing resources for laboratory tool kits and other skill-related materials.
- Assisting out-of-school students in meeting pre-enrollment requirements for area community colleges, universities and career technical centers.
- Providing pre-employment/work readiness/maturity training through bi-weekly Adventure Club meetings.

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

Describe:

- Allied Health programs
- Construction Trades programs
- Human Resource programs

- Transportation programs
- Business programs

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

Describe:

- Leadership opportunities will be provided through Adventure Camp, where students work within assigned groups during experiential learning activities focused on decision making, team work, determining priorities and problem solving.
- Camp activities such as high ropes and socialization games provide opportunities to develop competencies that promote quality of life, community and personal skills while encouraging responsibility, self-confidence and leadership skills needed for employment. Activities promote safe, stable and responsible decision making that promotes positive engagement, personal growth and goal setting that assist individuals in overcoming barriers.
- Participants will be engaged with opportunities to become exposed to option in post-secondary education and training.
- Participants are encouraged to take part in community service activities that promote engagement with influential and positive community leaders that model strong and encouraging leadership skills. These civic activities reinforce the importance of maintaining positive job attitudes, healthy social relationships and problem solving.

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

Describe:

- Resources/funding for driver's education training, work attire, work/training related books or tools and other items necessary to gain employment.
- Assistance, referrals and linkages to community resources such as educational testing, transportation, child care, dropout prevention, housing and needs-related payments will be customized according to the needs of each individual.
- Comprehensive case management services that assist in promoting responsible decision making that encourages engaging in positive interactions. Participants will be mentored and coached on strategies to assist in overcoming barriers related to generational/familial poverty, socioeconomic struggles known to Appalachia, community resources and the importance of accountability and goal setting for both short and long-term objectives.
- Mentoring, tutoring support and counseling will be aligned during weekly/bi-weekly meetings that recognize and promote responsible behavior and choices.

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

Describe:

The staff will continuously recruit and partner with area employers whom will act as adult mentors in a formal relationship while providing part-time/full-time employment for enrolled participants. These individuals will be committed to mentoring participants in dealing with a myriad of familial issues as they pertain to parents, children, child care, parenting,

socioeconomic barriers and responsible decision making. Staff will conduct weekly and/or bi-weekly contact with participants to provide encouragement, guidance, support, referrals and coaching for ongoing or new concerns/challenges. Staff and mentors will promote strategies to increase positive social behavior, self-sufficiency, self-care, education, career choices, workplace readiness and person-centered planning and self-advocacy.

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

Describe:

- Critical services and resources, such as: leadership development, regular contact with employer and individual, supportive services, financial literacy, labor market information, fundamental skills to maintain employment and assist youth in securing better paying employment and assistance in aligning long term educational goals will be provided for exited participants.
- Follow-up services will be available for a period of one year.
- Participants will be aligned with services that promote accountability that recognizes responsible decision making and long-term goals that align with their selected career pathway.

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

Describe:

Staff will promote and administer education/awareness classes in drug/alcohol abuse, career & educational counseling, anger management, parenting and social skills. Referrals and guidance to the appropriate mental health or counseling agency (ies) will be made for participants who may need comprehensive services. Supplemental guidance, support and activities will be aligned for Drug Court participants as a team effort of the partnership.

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

Describe:

Budgeting workshops are offered to provide education to assist individuals with developing healthy spending habits and consumer choices to maintain functioning household budgets. Financial education is provided to participants in a variety of aspects, including how to apply for student loans, how to prevent identify theft, and how to make informed financial decisions.

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

Describe:

. The JCDJFS OMJ will make individual referrals to the Ohio State University Extension Office and the Jackson County Economic Development Partnership to secure entrepreneurial skills training that align with Business and Industry standards. The courses offered through these organizations focus on promoting the development of budgets, forecasting, taking initiative and communicating effectively. The business startup educational program for youth includes a viable business model that has been utilized for day-to-day business operations throughout the region.

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

Describe:

During career counseling the Ohio Means Jobs Center or designated staff will utilize Labor Market Information, available through resources such as Ohio LMI, OhioMeansJobs and federal LMI data sites (My Next Move and Get My Future) to provide education and information about careers, career pathways or occupational skills training related to long-term employment goals and the local labor market.

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

Describe:

- Assistance with college applications
- Assisting with completing FAFSA
- Providing assistance with ACT testing and registration
- Assisting with scholarship applications and other post-secondary training opportunities

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:

CCMEP participants will be paid by the employer of record or a third party contracted vendor/provider. The JCDJFS will reimburse the 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:

Jackson County follows Area 7 Workforce policy as described in WIOAPL 15-10. Jackson County (Lead Agency) follows 45 CFR 260.31 TANF non-assistance requirements. JCDJFS will follow FAL 103 and the use of TANF for gas/gift cards.

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:

Area 7 Workforce policy has been adopted as described in WIOAPL 15-10.

All program participants are offered follow-up services that align with their Individual Opportunity Plan (IOP) for a minimum duration of twelve months unless the participant declines to receive follow-up services or the participant cannot be located or contacted. The lead agency shall document when a program participant cannot be located or contacted for follow-up services and when the program participant requests to opt out or discontinue follow-up services in the Ohio Workforce Case Management System (OWCMS).

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

Describe:

JCDJFS accepts good cause verifications to be submitted within 10 days of any requirement failure. Good cause is defined as:

- Illness of the work eligible individual or of another family member related by blood, marriage or adoption living in the same household, if care by the work individual is necessary.- (Medical provider statement)
- For either the work eligible individual or of another family member living in the same household, a previously scheduled appointment necessary for medical, dental or vision care.- (written verification from a medical provider)
- A previously scheduled job interview for a work eligible individual including any subsequent interviews/and or testing requirements. – (written verification, email, etc.)
- Court ordered appearances. – (copy of summons)
- Appointment with another social service agency or program. – (appointment card or written documentation)
- Death in the family, with the length of absence to be determined by the JCDJFS. “Family” is defined as spouse, domestic partner (domestic partner is defined as one who stands in the place of a spouse and who resides with the work eligible individual), child, grandchild, parents, grandparents, siblings, step-child, stepparent, step-siblings, great-grandparents, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, or legal guardian or other person who stands in the place of a parent. – obituary in local paper, online or memorial card)
- A school, place of work or worksite is closed for the day. – (agency known or organizational calendar)
- Lack of child care.
- A failure of the JCDJFS agency to provide supportive services – (documentation will be completed in agency case notes)
- A failure of the county agency to provide the work eligible individual with all information necessary about the assignment. – (included in agency case notes)
- Circumstances involving domestic violence which make it difficult for the individual to comply in full with a provision of their plan. – (self-attested and referral)

- Other circumstances determined on a case by case basis by the county agency. – (will be discussed with supervisor and documented in case notes)

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

Describe:

JCDJFS provides a program participant with a written notice of a scheduled CCMEP appointment by mail or hand delivered.

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:

JCDJFS ensures that individuals are made aware of the options that are made available for them to obtain their high school degree or its equivalent, through programs such as ASPIRE, during the initial assessment; and during on-going meetings with the program participants.

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:

WIOA youth procurement procedures will follow Area 7 Policy and Procedures as guided by the Ohio Department of Job and Family Services. The process will be inclusive of maximizing coordinated program resources to provide streamlined services to customers. When necessary, the TANF services will be procured separately in order to maximize funding resources and according to county policy and procurement procedures.

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 managers have been provided with the four-level case management training to enrich their knowledge of outreach and developing individual plans for program participants. All case managers will be required to complete all CCMEP webinar trainings or in person trainings relating to CCMEP.

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

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

In the coming year, the lead agency will be conducting semi-annual surveys vial mail.

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:

JCDJFS conducts weekly meetings with case managers to gain feedback. The feedback received will be evaluated to better serve program participants.

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:

The JCDJFS will obtain copies of certificates, credentials, diplomas, wage or employment verifications from participants, employers or the school or training facility of record. All pertinent wages, raises and credentials will be recorded in OWCMS to ensure the information is captured and continually tracked as performance data.

CCMEP Plan Certification

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

Name and Title Tamy Osborne-Smith, 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 John Trott, Executive Director	
Signature	Date