



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

For

County or Counties: Marion

Effective Date: December 1st 2017

Plan Submission

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

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

If a board of county commissioners redesignates the Lead Agency during a fiscal biennial period, the new Lead Agency shall prepare and submit to ODJFS a new CCMEP plan not later than sixty calendar days after the redesignation takes effect.

The plan review process will be used to ensure that Lead Agencies meet program requirements. If ODJFS determines that a CCMEP plan is not consistent with the requirements of program rules, the plan will be returned to the Lead Agency for amendment.

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1. Lead Agency and Coordination with Partners

Each board of county commissioners is required to choose a single Lead Agency, either the CDJFS or workforce development agency that serves the county, to administer CCMEP. A single Lead Agency is necessary to ensure accountability for program performance and results.

1.1 Identify the Lead Agency designated to administer the CCMEP program.

Lead Agency Address 363 West Fairground Street	City Marion	State OH	Zip Code 43302
First Name of Lead Agency Official Roxane	Last Name of Lead Agency Official Somerlot	Title of Lead Agency Official Director, MCJFS	
Phone Number 740-386-1000	Email Address Roxane.Somerlot@jfs.ohio.gov		

Program Contact Person Ronald Meade	Phone Number 740-386-1003
Phone Number 740-386-1003	Email Address Ronald.Meade@jfs.ohio.gov

Fiscal Contact Person Matt Primmer	
Phone Number 740-386-1004	Email Address Matt.Primmer@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/Marion County			
Agency Address 622 Leader St. (co-located with MCJFS)	City Marion	State OH	Zip Code 43302
First Name of Lead Agency Official Jason	Last Name of Lead Agency Official Lambert	Title of Lead Agency Official Center Manager	
Phone Number 740-386-1067	Email Address Jason.Lambert@jfs.ohio.gov		

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

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

1.4 Identify the implementation manager for the Lead Agency.

First Name of Implementation Manager Jason	Last Name of Implementation Manager Lambert	Title of Implementation Manager OhioMeansJobs Center Manager
Phone Number 740-386-1067	Email Address Jason.Lambert@jfs.ohio.gov	

1.5 Lead Agency’s performance and data management contact:

Contact Person Ronald Meade	
Phone Number 740-386-1003	Email Address Ronald.Meade@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:
Marion County JFS is a triple combined agency. OhioMeansJobs Center staff, Marion County Job and Family Services (MCJFS) staff, and Child Support Enforcement Agency staff . Also on site we have ODJFS Veteran Services, and Opportunity for Ohioans with Disabilities (OOD). All have a strong working relationship.

OhioMeansJobs Center and MCJFS staff facilitate a daily OWF/CCMEP orientation that all required CCMEP TANF applicants must attend. The orientation is facilitated by Work Activities(W.A.) staff and includes the Youth Employment Specialist (Y.E.S.), and additional OhioMeansJobs Marion Staff. A team (consisting of a Y.E.S. and W.A. staff) is used to initially address immediate barriers and enter information into CRIS-E. Y.E.S and Work W.A. staff meet weekly (or daily as needed) to update applicants progress.

OhioMeansJobs Staff meet with provider (Goodwill Industries) on a weekly basis to discuss youth participants progress and make adjustments (if needed) to the participant’s IOP. All changes are approved by the OhioMeansJobs Marion Y.E.S. staff.

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:
Our Y.E.S. staff will follow (adopt) Area 7 Policy P7-401: Youth Work Experience (**Attachment A**) and Workforce Innovation and Opportunity Act Policy Letter (WIOAPL) No. 15-13 Work Experience for Youth (**Attachment B**) for work experiences and incentives.

MCJFS is the lead agency and a member of the Area 7 Workforce Area. Area 7 board meetings are held every other month and are attended by Marion staff. Area 7 also conducts quarterly regional information/training sessions for county fiscal and program staff (Marion staff regularly attend these sessions), and monthly webinars that provide updates on programs.

Within Area 7, every workforce entity (i.e., provider of career services or job center) has also been identified as the Lead Agency by their respective county commissioners. In each case, coordination between the Lead Agency and the workforce entity will be maximized because they are, in fact, the same organization.

Please Note: Area 7 Policy P7-401 mentions the use of stipends. TANF funding cannot be used for stipends, Only WIOA funding can be used for stipends.

Marion County conducts local bi-monthly workforce committee meetings and attends/facilitates semiannual (2 times/year) the Delaware, Knox, Marion, and Morrow counties workforce policy meetings. Engagement of Local

Businesses: Presentations to local Chamber of Commerce, Marion Rotary Club. We work closely with our Economic Development office (CanDo). We provide many business services through our OhioMeansJobs Center.

Engagement of Community Partners: All OhioMeansJobs Center staff serve on community committees or boards. We provide program information through these contacts.

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:

All participants are required to take the Test of Adult Basic Education (TABE).

Staff use the JFS 03002: WIOA Youth Program Eligibility Application for eligibility determination. All required documents will be collected and scanned into Unity On-Base. Staff adhere to WIOAPL No. 15-03: Youth Program Eligibility (**Attachment C**).

Y.E.S. staff visit various sites weekly to speak with participants, Youth provider provides (at a minimum) monthly notes on each participant. All notes are entered into OWCMS and shared, as needed, with Work Activities team member. Youth provider staff and Y.E.S. Staff meet weekly to discuss and update progress of all participants.

During site visits (conducted by Y.E.S, staff), a site monitoring form is completed and inserted into their files. The Contracts Manager reviews all invoices and makes corrections as needed. OhioMeansJobs Manager and Workforce Administrator also review invoices.

Staff follow (adopt) the following policies for both CCMEP WIOA and CCMEP TANF funded youth unless precluded by federal law or regulation: Area 7 Policy P7-302 Career Services (**Attachment D**), WIOAPL 16-09 (**Attachment E**), and OAC 5101:14-1-01 (**Attachment F**). Y.E.S. staff will approve all supportive services. These services are provided to support individuals in overcoming barriers to participation in the CCMEP program.

The invoice from the provider will include the cost and documented description of any ancillary items or supportive services that may be needed, receipt of incentives and supportive services received by the participant. These services include (not all inclusive): Linkages to community services; Assistance with transportation; Assistance with child care and dependent care; Assistance with housing; Assistance with educational testing; Reasonable accommodations for youth with disabilities; Referrals to health care; and Assistance with uniforms or other appropriate work attire and work-related tool costs Supportive services may be provided to youth both during participation and after program exit. All services are tracked in the OWCMS system.

Staff follow OAC 5101:14-1-06 CCMEP Program exit and follow-up services (**Attachment G**), not less than twelve months after the completion of participation in CCMEP as described in paragraph (D) of rule of the Administrative Code. Follow-up services may vary dependent on each program participant's needs and the IOP in effect upon exit, and are intended to provide the necessary support to ensure the program participant's post-program success, including but not limited to:

Supportive services; Regular contact with program participants and their employers including assistance addressing work-related problems; Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; Financial literacy education (this service is provided by the vendor at the beginning of the program); Adult mentoring; and Activities that help the program participant prepare for and transition to post-secondary education. The youth providers provide all the services mentioned above, however the Y.E.S. staff may assist. Method of follow-up will include home visits; employer visits; phone call or text; social media; and mail as a last resort. All contacts and attempts will be annotated in the notes section of OWCMS.

Some youth participants may decline follow-up services and for follow-up services to stop if the participant cannot be located or contacted (ref 20 C.F.R. 681.580 and OAC 5101:14-1-06 CCMEP Program exit and follow-up services **(Attachment G)**).

Please Note: When issuing TANF funded gas cards, FAL #103 will be followed (reconciliation process). Also please note that TANF funding cannot be used for medical related items such as physical exams and eyeglasses. All TANF funded services will align with 45 C.F.R 260.31 following the non-assistance regulations.

MCJFS and OhioMeansJobs-Marion will utilize (adopt) the needs additional assistance policy established by the Area 7 Workforce Investment Board, dated 10/9/2017 **(Attachment H)**. It is as follows: Part of Youth Eligibility Policy WIOAPL No. 15-03 **(Attachment C)**. Requires local definition for Needs Additional Assistance.

“Requires additional assistance to complete an education program or to secure or hold employment.” - In Area 7, this is defined as one or more of the following:

- Has a core grade point average (GPA) of less than 1.5
- Has been suspended five or more times, or has been expelled within the previous 12 months
- Has been referred to or is being treated by an agency for substance abuse
- Has experienced recent traumatic events, is a victim of abuse, or resides in an abusive environment, as documented by a school official or other professional
- Has been fired from a job for cause within the six months prior to enrollment
- Is over the age of 18 and has never had a job
- Is over the age of 18 and not enrolled in post-secondary education (not a traditional college student), but has not held a full-time job for more than 12 consecutive weeks
- Has a family history of chronic unemployment, including long-term public assistance

MCJFS and OhioMeansJobs-Marion will adopt and follow Area 7 policy P7-103 (Code of Ethics, **Attachment S**) and utilize the Area 7 Conflict of Interest Disclosure form **(Attachment T)**.

MCJFS and OhioMeansJobs-Marion will utilize (adopt) the Area 7 Conflict of Interest Disclosure form **(Attachment U)**. All applicants will complete the form. All potential conflicts and relationships will be reported to the OhioMeansJobs Center Manager and Administrator.

If a relationship exists, the Area 7 Related Customer Compliance Reporting form will be submitted to Area 7.

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

We work closely with Marion Technical College (MTC). MTC is responsible for the ASPIRE program. We refer participants to improve basic skills and GED. We assist with coordinating enrollment and completion of required documentation. Our point of contact is Kathy Rice.

Alcohol, Drug and Mental Health (ADAMH) Board
And

Applicants requiring ADAMH assistance will be referred to the Marion Area Counseling Center (MACC). MACC also refers clients to OhioMeansJobs-Marion for assistance. This agency will also be part of the team assisting in the development of the IOP

We also refer applicants/participants to Mary Haven counseling center for treatment of substance abuse We assist our participant with the initial contact.

We also receive referrals from both centers. Our contact at MACC is Karen Knapp, the contact at Maryhaven is Stephanie Grabiell

Businesses

Multiple business partnerships currently exist between MCJFS and OhioMeansJobs-Marion County. OhioMeansJobs-Marion County provided services to 200+ employers in calendar year 2016.

The Marion County Workforce Advisory Committee meets on alternate months. Committee is comprised of business leaders (and additional agencies) from the Marion Community.

Presentations were given to the Marion Area Chamber of Commerce, Marion Rotary, and the local Workforce Advisory Committee.

Currently we have the following businesses volunteering to participate as a worksite and mentors: Ivy Tree Landscaping, Hessler's, Marion Area Humane Society, Marion Public Health (WIC), Marion YMCA, Nathan's Barbershop, Nature's Image, Primrose, The Door Guys, The Tree Guy, and Goodwill-East and West.

Career and Technical Education

Presentations and information were provided to our local training providers. Tri-Rivers Career Center is an active OhioMeansJob-Marion Center Partner. Tri Rivers and RAMTEC have both received presentations on the program. Referrals are sent and received from the training providers. Our contact is Richard George.

Child Care Providers

MCJFS is the local agency responsible for the administration of Ohio's subsidized child care program. Dedicated child care program staff are assigned to the Work Activities unit. Staff work directly with WIOA/OWF participants to provide access to eligible families and work with Child Care Providers. Our contact is Missy Davidson.

Child Support Enforcement Agency

The CSEA is under the direction of Marion County Job and Family Services. Child support staff regularly refer parents to OhioMeansJobs-Marion for employment and training as well as coordinate access to public assistance benefits for eligible families. Referrals are escorted or scheduled to visit the center and speak with the Youth Employment Specialists. Our contact is Rod Pennington.

Children Services Agency

The Children Services agency is a 'stand-alone' entity. Leadership from the Children Services Agency serves on the MCJFS Family Service Planning Committee. The agency also received a presentation on the CCMEP program. Our Contact is Jacque Ringer.

Community College(s)

Presentations and information was provided to our local community college, Marion Technical College (MTC). MTC is an active OhioMeansJob-Marion Center Partner. Our contact is Tami Galloway.

Community Action Agency

MCJFS has a strong working relationship with Ohio Heartland Community Action Commission (OHCAC). OHCAC participates on the Marion County Family Service Planning Committee (facilitated by MCJFS). Referrals are made for HEAP, Head Start, Fatherhood, and other programs. Our contact is Tracy Rector.

County Family Service Planning Committee

MCJFS is responsible for coordinating meetings of the Family Service Planning Committee whose membership includes representatives from Legal Aid, Community Action, Children Services, post-secondary education, United Way, ADAMH, Center Street Health Clinic, and OSU Extension Service. This committee participates in reviewing and recommending services and benefits through the local PRC (TANF) program. Our contact is Roxane Somerlot (Director).

Family and Children First Council

MCJFS Director is a council member and communicates information on various agency programs to council members for leveraging resources in support of families.

Juvenile Court System

Information/overview was provided to the probation department and to the family courts. Our Youth Employment Specialist meets periodically with the judges to discuss youth who may be eligible for the program. Our contact is Judge Fragale.

Local Healthier Buckeye Council

Marion County JFS (**Roxane Somerlot, Director**) serves on the local council and is a project participant in the Employer Resource Network project. This project provides an on-site "Success Coach" to Marion General Hospital, Anderson Windows Manufacturing, and Proscap Landscaping for the purpose of assisting employees with resolving work/life issues (i.e. transportation, car repair, etc.) Contact is Heidi Jones, Executive Director of Marion Matters.

Local School District(s)

We play a very active role within our local school systems and have a close working relationship with administration. OhioMeansJobs-Marion has provided presentations and information to the city and county schools. We currently have approximately 23 In School Youth participating in the program. All IOPs for the In-School Youth, are developed with the schools input. CCMEP staff also participate in a grant funded project which tracks and supports students in their first year following graduation from high school. Marion's JFS Director, Workforce Administrator, and OMJ Center Manager are all members of Marion City School's Leadership Forum which is tasked to identify and develop career pathways and work place learning curriculum. Contact is Amy Wood.

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

We have a strong relationship with the Opportunities for Ohioans with Disabilities, which is co-located within the agency. Referral and communication processes are in place. OOD has received an overview on the program. Referrals are shared. Our contact is Katie Loyer.

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: 20

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: 50-75

2.3 How many CCMEP participants do you expect to be eligible for both TANF and WIOA funding?: 50

Please provide the anticipated number of co-funded participants the Lead Agency will serve annually in CCMEP: 90

3. Coordination of Services

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

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

Describe:

A sub-grant is in place with Goodwill Industries. As the vendor they are responsible for recruiting employers. We collaborate on presentations to the Marion Area Chamber of Commerce, Marion Rotary, and Workforce Advisory Committee. We also provide flyers to all businesses that utilize our facilities. Information is posted on various websites and we periodically use local media (radio) to provide information on our programs. Information will be provided to employers that attend our annual multi-county hiring fairs.
All participant changes will immediately be communicated between the employers, vendor and Y.E.S.

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:

OhioMeansJobs-Marion Youth Employment Specialists meet with Goodwill (WIOA and TANF vendor), weekly to discuss participants and changes/updates in programming, supportive services and outreach. They also discuss processes and fine tune as needed.
Y.E.S. and contract providers make referrals for services as necessary. Participants sign releases to allow staff to coordinate services with other entities. Referrals are made verbally, electronically, written, or in person.
Summer Youth programs will be coordinated with vendor and may include a CCMEP or PRC summer program.

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: Partner information sharing with MCJFS staff, United Way, Marion Community Planning, Marion County Workforce Advisory Committee, Marion County and City schools, Domestic Violence shelter, and the McKinney-Vento Homeless Education Assistance Act Representative.

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:

Marion County JFS is a triple combined agency (Marion County JFS/OhioMeansJobs/Child Support Enforcement).

OWF Required/Volunteers:

Applicant completes the OWF application and is scheduled for the OWF/CCMEP Orientation the following day. An OWF/CCMEP Orientation is scheduled daily, all OWF applicants must attend. The orientation is an overview of program requirements and includes staff from OhioMeansJobs/Marion, W.A. Staff, Y.E.S. staff to discuss employment opportunities, CCMEP?OWF program requirements, and next steps for participants.

At the conclusion of the OWF/CCMEP orientation the CCMEP Y.E.S. will meet with the OWF required/volunteer participant to complete the JFS 03002 (Application) and the JFS 03003 (Comprehensive Assessment). This meeting provides more information on the CCMEP program. At the conclusion of the Comprehensive Assessment, the CCMEP participant will be scheduled for the TABE and IOP completion (within 48 hours). An appointment letter with date and time will be given to the applicant. Letter will also include the OhioMeansJobs.com registration requirement and a copy of their Rights and Responsibilities.

The Y.E.S. will work with his/her W.A. team member and review the Assessment. Both (Y.E.S. and W.A.) will enter detailed notes into OWCMS and CRISE. Both will discuss barriers and various plans to overcome them.

The number of required hours and number of months remaining for OWF will also be identified, referring to 5101:1-3-12 (**Attachment I**), and 5101:1-23-01 (**Attachment J**). This information will be added into the Assessment and the IOP. They will also contact appropriate service providers (court, counseling, medical...) to discuss options or get status on participant. The information sharing will assist in developing a plan to address barriers. Information will be entered into OWCMS and CRIS-E.

CCMEP applicant meets with Y.E.S., completes the IOP and Rights and Responsibilities/Good Cause. The IOP will be developed with the participants input. Short and long term goals will be developed and entered OWCMS. Provide a copy of the IOP and schedule to applicant. Y.E.S. will then enter information into OWCMS, do not enter a service in OWCMS. First assignment will be to attend Transitions (21st Century Skills Workshops).

All participants must be assigned or participate for a minimum of 20 (or more) hours per week.

Applicant completes/attends Transitions 3-5 days the Y.E.S. will enter the services into OWCMS and send an email to W.A. informing them to submit Work Action to approve OWF. W.A. will also run the CRIS E Driver, enter the assignment into CRIS E and request the Work Allowance for the individual.

All work required will be assigned to a work experience (if appropriate) and referred to our Youth provider, Goodwill Industries, referrals are made via email and phone call.

No Call No Shows: Attempt to contact via call or text. If unable to contact, send Close/Deny/Sanction request to W.A. and WD Supervisor

All applicant contacts will be entered into OWCMS and sent via email to Work Activities (at a minimum, biweekly/monthly). Progress reports will be cross communicated between OhioMeansJobs Center staff, W.A. staff and vendor. All data that affects eligibility will be shared within the C8 guidelines, via email.

All appropriate assignments will be entered into CRIS E.

PRC Volunteers: OhioMeansJobs staff and MCJFS staff are included in processing PRC applications. Many referrals are made from staff to the Y.E.S. case managers the same day via a phone call and/or an email. The Y.E.S. will then attempt to contact via phone or email. A letter will be sent if unable to contact via phone and email.

WIOA participants will be referred to the OhioMeansJobs staff for eligibility determination. Based on the immediate needs the applicant will meet with the Y.E.S. to complete the assessment and application, within

seven days of the referral. WIOA referrals may be received via email, walk-in or via phone from other community agencies. Referrals will be contacted within 72 hours of receipt of individuals information.

All eligible participants will be referred to our youth provider (Marion Goodwill Industries) when the IOP is completed. Goodwill will then conduct the onboarding process required for their agency.

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 IOP will include information on number of months used and the number of months remaining.

W.A. and Y.E.S. staff have access to CRIS E (TLIN/WPA1 screens) to verify time limits. The W.A. staff will receive biweekly/monthly progress reports on the required participant. The reports will also include change in the participants status, employment, participation failures, good cause, change of locations in an employment element.

- 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:

MCJFS staff and OhioMeansJobs-Marion Staff (we are a combined agency), will follow ORC 5101:1-3-20 (**Attachment K**) and 5101:14-1-04 (**Attachment L**).

Domestic Violence screening takes place during the OWF application and during the CCMEP processes (During the appraisal/reappraisal/ processes), the case manager shall screen for possible victims of domestic violence. MCJFS staff will use the screening questions developed by ODJFS. MCJFS and OhioMeansJobs Marion will maintain and protect the confidentiality of the information about an individual who has been subjected to domestic violence. If the domestic violence is discovered later in the process, the information will be shared between the W.A. and Y.E.S. team.

As appropriate, case managers from other programs or systems that the youth may be involved with (Children Services, Marion Area Counseling Center, Ohio Domestic Violence Network...), may be invited to participate in the development of the IOP and ongoing case management, if agreed to by the participant.

Proper referrals and adjustments in hours of participation are completed as needed.

If an individual is assigned to a work activity and fails to comply with the work activity as a result of domestic violence, the individual shall be excused from participation and will not be subject to a sanction.

All domestic violence individuals will be referred to the Ohio Domestic Violence Network. Individuals excused from participation will be reviewed at least once every six months. This will be treated as a barrier. The IOP will include a plan to address overcoming the DV.

- 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.

Staff will use 5101:14-1-03 (**Attachment M**), Comprehensive case management and employment program policy as a guide:

Youth Employment Specialist and Work Activities (co-located) staff will collaborate to develop information and requirements for the IOP. This information includes 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 Work Activities staff will determine the maximum number of monthly hours and remaining months of OWF, prior to the applicant attending the OWF/CCMEP orientation.

Y.E.S. staff and W.A. staff meet weekly to discuss and provide updates and changes on participants. This includes new employment, no-call no-shows, missing assignments without good cause. W.A. will submit all actions using a C-8 Work Action Request Form. The youth provider is required to submit unscheduled changes or failures daily/weekly.

Verification of participation will be completed by the vendor and the Y.E.S. for subsidized work activities. All work site agreements have a clause that state all no shows must be reported within 10 days to the vendor and Y.E.S. Participation in all other activities/elements will be confirmed by the Y.E.S. via call or documentation submitted by the participant.

The comprehensive assessment and IOP will be completed no later than 30 calendar days from the date of application for OWF: As a member of the C8 Call center all applicants are referred (the next day) to attend an OWF/CCMEP orientation. The CCMEP application and Comprehensive Assessment are completed the same day. An appointment will then be scheduled with the applicant to complete the IOP (within 5 days).

All exiting of OWF required work eligible individuals will be approved by the OhioMeansJobs-Marion County Manager. All exits will be in accordance with rule 5101:14-1-06 (**Attachment N**) and CCMEPMTL 3 (**Attachment O**)

Participant eligibility will be reviewed (at a minimum) every 6 months or when there are changes in income.

- 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:

Marion County has a supervisor that serves as a transfer coordinator. The coordinator updates CRIS E to receive and transfer out cases. An email is also sent to the case transfer box. When receiving transfers in the coordinator will run the AEOTR driver with 24 hours of transfer. The email transfer box is monitored daily as well as the CLWA CRIS E screen. The Y.E.S. will inform the W.A. staff member to submit the C8 Work Action Request form to conduct the transfer as soon as possible (*within 10 days*). All CCMEP transfers will be identified as CCMEP participant in the email. Transfers will only be made when it is in the best interest of the client. Lead Agency may keep a program participant who is not an OWF recipient in Marion County if it is in their best interest; OWF recipients must be transferred within 10 days.

4.4 The Lead Agency must provide an assurance that it will comply with all requirements of the Americans with Disabilities Act (ADA) including that participants will have the right to request reasonable modification in CCMEP activities, including hours.

- The Lead Agency certifies compliance with ADA in accordance with rule 5101:9-2-02 of the Administrative Code and section 188 of WIOA.

4.5 Define how the Lead Agency forms a household based upon Title IV-A federal regulations and state law for income counting purposes for TANF funding eligibility for WIOA youth individuals and for the semi-annual process. (Please attach any related policies.)

Describe:
Is one of the following:

(i) A minor child;
For the minor child*, Parents, Step-Parents, and Domestic Partners' income will be counted to determine whether the group meets the 200% FPL.

(ii) The parent, specified relative, legal guardian or legal custodian of a minor child;
For the parent, specified relative, legal guardian or custodian*, Parent, Specified Relative, Legal Guardian or Legal Custodian to be served, the Parents, Step-Parents, Domestic Partner income will be counted to determine whether they meet the 200% FPL.

(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*, Parents, Step-Parents, Domestic Partner income will be counted to determine whether they meet the 200% FPL.

(iv) A pregnant individual; or
For the pregnant individual*, Parents, Step-Parents, and Domestic Partner income will be counted to determine whether they meet the 200% FLP if the pregnant individual is a minor. If the pregnant individual is an adult, only the income of her domestic partner would be counted.

(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*, the Individual (18-24) to be served, Parents, Step-Parents, Domestic Partner 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.

*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.

MCJFS will use this policy for your TANF semi-annual review process for CCMEP TANF recipients not in receipt of OWF cash assistance (OAC 5101:14-1-04).

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:
Ohio Works First Required Individuals
The Assessment will be conducted the same day referred. The required individuals will attend the OWF/CCMEP orientation facilitated by Work Activities and OhioMeansJobs Center staff. The orientation is an overview of program requirements.

At the conclusion of the OWF/CCMEP orientation the CCMEP Youth Employment Specialist will meet with the required participant to complete the JFS 03002 (Application) and the JFS 03003 (Paper Comprehensive Assessment).

The assessment will include conversation on job readiness; identifying barriers to self-sufficiency; and identifying the services necessary to overcome the identified barriers. The Y.E.S. will also identify employability, interests, aptitudes, supportive service needs and developmental needs. If the participant is working with other agencies such as the courts, probation, counseling, let the participant know that they will be contacted and provided periodic updates on the participation. An appointment will be scheduled (within 5 days) to complete the IOP and TABE assessment. The assessment will be entered OWCMS and shared with Work Activities staff.

CCMEP Volunteers (ISY/OSY)

Volunteers include any OWF participant who has not been determined to be a work-eligible individual or an individual receiving benefits and services from the Prevention, Retention, and Contingency (PRC) program who volunteers for CCMEP within thirty days of the date that PRC benefits are received.

All volunteers must complete the application (JFS 03002), CCMEP Youth and Young Adult Program Eligibility Application, Complaint Rights form, Release of Information form, the OhioMeansJobs.com Registration Consent form and Parental Consent (if youth is under the age of 18). If eligible, an appointment will be scheduled to complete the Comprehensive Assessment or complete the assessment at that point.

OhioMeansJobs Center Manager will review all eligibility packets.

At the conclusion of this appointment, a TABE test will be scheduled and a follow-up appointment to complete the Individual Opportunity Plan.

Before the IOP appointment, the Y.E.S. will contact the other agencies that the participant is involved with. He/she may need to explain the program so that information can be shared and identify any restrictions the participant may have. For "In School Youth", the school must be contacted and informed that the youth is participating in the program

Applicant information must be entered in the Ohio Workforce Case Management System (OWCMS). The notes should be very detailed.

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:

Staff will use Area 7 Policy P7-401 (**Attachment A**) and ORC 5101:14-1-03 (**Attachment M**), paragraph (C)(8) as a guide

Y.E.S. staff visit various sites weekly to speak with participants, they also speak on phone, text, or email more often than that. Youth provider visits sites daily/weekly and provides (at a minimum) monthly notes on each participant. All notes are entered into OWCMS and shared, as needed, with Work Activities team member.

Youth provider staff and Y.E.S. Staff meet weekly to discuss and update progress of all participants. During site visits (conducted by Y.E.S. staff) a site monitoring form is completed.

Contracts Manager reviews all invoices and makes corrections as need. OhoMeansJobs Manager and Administrator also reviews invoices.

Incentives will be provided to induce engagement as well as positive reinforcement.

All contacts are entered into OWCMS and if appropriate into CRIS E (OB). Site visits may be conducted to engage with participants. All participant calendars will be reviewed 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:

All participants, ISY or OSY, requiring one (or multiple) of these services, will be referred to the following agencies:

OhioMeansJobs Center staff for OhioMeansJobs registration and training.

Tutoring, Study Skills Training, Drop Out Prevention: ASPIRE, Rushmore Academy (Alternative Community School), or

Transitions Workshops via a sub-grant agreement with Tri-Rivers Career Center, that provides the "21st Century Skills-Career Transition" workshops;

High School Diploma Equivalent: ASPIRE.

All 14 elements are reviewed and explained to participants when developing the IOP.

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

Describe:

All participants will have an option to participate in any of the following: Credit/dropout recovery have the options of attending Rushmore Academy (Alternative Community School), Jobs for Ohio Graduates, or TRECA Digital Academy.

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

Describe:

All work experiences are provided through a sub-grant agreement with Marion Goodwill. The number of hours vary per participant based on the Comprehensive Assessment, IOP, and OWF requirement. All participants will have a job coach. The site supervisor will serve as a mentor. Goodwill is the employer of record. Participants are assigned to an employer site in accordance to their career goals (as close as possible, based upon the availability of employer sites).

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

Describe:

Based on the appropriateness, participants may be able to attend training to learn a skill that is in demand. An Individual Training Account (ITA) will be established. All youth attending training will be tracked very closely. At the conclusion of training the training providers and OhioMeansJobs Center staff will assist in job placement. OJTs will also be offered as an incentive to hire the youth (if additional on the job training is needed).

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

Describe:

Participants may participate in the Work Experience Program and short term apprenticeship programs. In some cases an ITA may be developed to cover the education expenses.

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

Describe:

A sub-grant agreement is in place with Tri-Rivers Career Center that provides the "21st Century Skills-Career Transition" workshops. This is a 12 day program that includes workshops on leadership skills. All OSY participants are assigned to attend. ISY are provided this opportunity as part of their curriculum

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

Describe:

(OWF Participants will (if needed) be provided Publicly Funded Child Care.)
Appropriate fund source/s will be selected to provide the following supportive services (not all inclusive):
Transportation, Child Care, Uniforms, Insurance, Housing, Utilities, and other remediations of identified barriers as appropriate. (At exit and during the 12 month follow-up period, contact will be made monthly and address emergent needs as needed.)

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

Describe:

Adult Mentoring is made available to all participants. Mentoring will include building appropriate supportive relationships to provide encouragement and guidance. The Youth Employment Specialists can serve as Mentors or participant can be referred to a partner agency

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

Describe:

Contact for follow-up services will be conducted at least once a month (more often to overcome barriers), preventing success.

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

Describe:

"Comprehensive guidance and counseling" includes career and academic counseling, drug and alcohol

counseling, mental health counseling, and referral to partner programs for additional services not provided through the OhioMeansJobs Center.

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

Describe:
These services are provided by various vendors: WIOA CCMEP participants receive this service from Marion Goodwill, TANF CCMEP (OWF Required and Volunteers) receive this service through a sub-grant agreement with Tri-Rivers Career Center). This element is reviewed and explained to participants when developing the IOP.

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

Describe:
Participants interested in these services will be referred to the Marion Area Chamber of Commerce and the local SBDC.

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

Describe:
All participants are provided an in-depth presentation on OhioMeansJobs. To include local and statewide in-demand occupations, salary information, and local employment opportunities.

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

Describe:
These services may be provided through the ABLE/ASPIRE programs. They will also be provided through site visits to training providers and completing activities through OhioMeansJobs.com

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:
A sub-grant agreement is in place with Marion Goodwill. They are the employer of record but assign the youth to various work locations throughout Marion County. We attempt to assign the participants to sites that are in line with career goals. This may vary based on available employers.

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:
MCJFS will follow (adopt) the following Area 7 policies for both WIOA CCMEP and TANF CCMEP funded youth unless precluded by federal law or regulation:: Area 7 Policy P7-302 (**Attachment D**) State Administrative Code 5101:14-1-03 (**Attachment M**), and WIOAPL 15-10 (**Attachment P**).
Supportive service needs will be identified in the assessment and IOP. Supportive Services may include, but are not limited to, assistance with transportation, housing, eyeglasses, counseling, food, licensing fees, physical examinations and personal protective equipment required for work or training, and job readiness tools such as paper, envelopes, hygiene kits, clothing for interviews and other approved supportive services
Please Note: When issuing TANF funded gas cards, FAL #103 will be followed (reconciliation process). Also please note that TANF funding cannot be used for medical related items such as physical exams and eyeglasses All TANF funded services will align with 45 C.F.R 260.31 following the non-assistance regulations.

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:
MCJFS will follow (adopt) Area 7 Policy (**Attachment H**), State Administrative Code 5101:14-1-03 (**Attachment M**), and WIOAPL 15-10 (**Attachment P**) for both WIOA and TANF funded youth

Follow-up services are based on the participant needs and will continue for 12 months (or more) after exit. They can include (but not limited to), adult mentoring, supportive services, financial literacy, etc.

Follow-up for participants after completion of a program: Participant is contacted via phone, text, face-book messenger and/or a contact letter is sent. All contact requests, attempts and responses are documented in OWCMS.

Participants who opt out: This communication usually happens via phone or facebook messenger. A screen shot is taken and scanned into onbase. Every attempt is made to have the individual document the "sign-off".

Participants who can't be located: Every effort is made to contact these participants: phone, text, facebook messenger and/or a contact letter and a home visit. All information is entered into OWCMS.

All information on OWF required participants will be sent to the Work Activities case managers.

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

Describe:
Participants have 24 hours to make verbal contact with MCJFS/OMJ Marion County WIOA/TANF staff to establish "good cause" and 72 hours to provide written verification of "good cause" when written verification is requested/required. The participant may also contact the worker before the required activity if there is a good cause reason for not participating. Good cause reasons for not reporting to a program component or activity (verification may be required):

- Illness of participant
- Illness of another family member in same household, if care be participant is required
- Previously scheduled appointment for medical, dental or vision care
- Death in the immediate family
- Incarceration
- Previously scheduled job interview
- Previously scheduled Civil Services examination
- Other absence excused at the discretion of the case manager after consideration of the facts
- If participant or any of their children are involved in a domestic violence situation which makes it difficult for them to complete assignments

If work eligible individual or member of an assistance group fails or refuses, without good cause, to comply in full with a provision of the IOP, the Y.E.S. will inform the W.A. Case Manager. The W.A. Case Manager will submit a work action form requesting the sanction, rule 5101:1-3-15 (**Attachment Q**).

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

Describe:
Prescheduled appointments may be included in the participant's IOP, a written notice of scheduled appointment may be sent via mail or by various forms of electronic media.

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:
This information will be provided during the development of the IOP. Those who are short on credits will be referred to JOG, Townsend Academy or Rushmore Academy Marion Community School. Others will be referred to ASPIRE. The Y.E.S. will assist in the registration process.

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:
OMJ Marion County follows WIOAPL 17-03 (**Attachment R**), Procurement of the CCMEP Provider for WIOA Youth-Funded Activities and Services which includes Selection of the Provider of WIOA Youth-Funded CCMEP Services by the Area 7 WDB.

The provider of CCMEP WIOA youth-funded services will be selected in by the following ways:
1. Award Competitive Contracts to youth service providers to carry out some of the youth workforce investment activities on a competitive basis. 2. Using Partner Resources with an agreement in place with the partner organization to ensure the program element will be offered where they are already provided at no-cost.

MCJFS will provide the following services and elements:
a. Outreach (shared with youth provider);
b. WIOA youth program eligibility determinations;
c. Completion of the CCMEP comprehensive assessment (WIOA objective assessment);
d. Completion of the CCMEP individual opportunity plan (WIOA individual service strategy);
e. Case management (shared with youth provider);
f. Development and management of individual training accounts (ITA) and on-the-job training (OJT).

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

6.9 Confirm that the Lead Agency is not utilizing Prevention, Retention, and Contingency (PRC) funding for CCMEP program participants.

Yes, the Lead Agency is not utilizing PRC funding for CCMEP program participants.

7. Case Management

Case managers and their efforts to build relationships with program participants are the key to the success of CCMEP and program participants' outcomes.

7.1 What case management training has or will the Lead Agency require for CCMEP case managers?

Describe:
Youth Employment Specialist have attended numerous trainings sponsored by ODJFS. Marion County JFS also sponsored training provided by Central Ohio Technical College (3 days covering Comprehensive Case Management Program-Building Competencies for Youth Service Professionals Training). Youth Employment Specialist will continue to attend training provided by ODJFS and local board.

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:
Youth Employment Specialist and/or OhioMeansJobs Center staff will ask for feedback during monthly face to face meetings. The information, if appropriate, will be used to improve our processes.

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:
Staff are encouraged to and do provide feedback through weekly unit and staff meetings. Processes or changes will be made to improve the program. This also includes the comments from Marion Goodwill (sub-grantee) and work sites.

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.

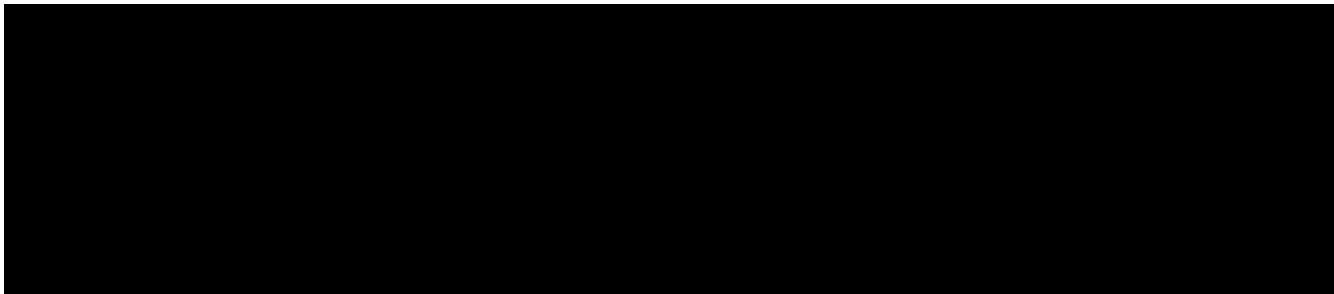
8.1 How will the Lead Agency collect and report any supplemental data to be included?

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:
All information is entered into OWCMS. Youth Employment Specialist will collect information and documentation from agencies who are working with the participant (schools, employers, counseling...)

CCMEP Plan Certification

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



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

