



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

for

County or Counties: MEDINA

Effective Date: 1/1/2019

Plan Submission

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

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

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

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

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1. Lead Agency and Coordination with Partners

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

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

Lead Agency Name Medina County Department of Job and Family Services			
Lead Agency Address 232 Northland Drive		City Medina	State OH
Zip Code 44256			
First Name of Lead Agency Official Jeffery	Last Name of Lead Agency Official Felton	Title of Lead Agency Official Director	
Phone Number 330-661-0831		Email Address jeffery.felton@jfs.ohio.gov	

Program Contact Person Cheryl Mason		Phone Number 330-661-0855
Phone Number		Email Address cheryl.mason@jfs.ohio.gov

Fiscal Contact Person Cheryl Scheck	
Phone Number 330-661-0830	Email Address cheryl.scheck@jfs.ohio.gov

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

Agency Name Area 2 Workforce Development Board			
Agency Address 175 S. Main St.		City Akron	State OH
Zip Code 44308			
First Name of Lead Agency Official Christine	Last Name of Lead Agency Official Marshall	Title of Lead Agency Official Director	
Phone Number 330-643-5552		Email Address christine.marshall@workforcearea2.org	

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

Workforce Development Area Area 2 Workforce Development Board	
Workforce Development Board Chair Name Anthony Esposito	
Workforce Development Board Director Name Christine Marshall	
Phone Number 330-643-5552	Email Address christine.marshall@workforcearea2.org

1.4 Identify the implementation manager for the Lead Agency.

First Name of Implementation Manager Patty	Last Name of Implementation Manager Wilson	Title of Implementation Manager Supervisor
Phone Number 330-661-0873	Email Address Patricia.wilson@jfs.ohio.gov	

1.5 Lead Agency’s performance and data management contact:

Contact Person	
Phone Number	Email Address

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

Describe:
 The Medina County Department of Job and Family Services is the lead agency for CCMEP implementation in Medina County. All WIOA Youth contracts are coordinated with CCMEP contracts to assure performance standards are aligned and there is coordination of services (WIOA Youth is contracted with Area 2 WDB and TANF funded services contracted with Medina JFS). In the case of Medina County, the WIOA youth provider is the same provider as for CCMEP (TANF eligible) youth which assures coordination of program goals regardless of which category of eligibility the youth falls. This provider submits monthly reports to the Area 2 WDB as well as to Medina JFS. As CCMEP policies are drafted, policies applicable to the WIOA Youth population are reviewed by the Area 2 Board, and when necessary, approved and adopted. In the case of CCMEP dually eligible youth (WIOA and TANF), TANF funding is used first with WIOA funding used as a secondary source.

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:
 Since initially submitted, the governance structure for Area 2 has been finalized, a director of the WDB has been hired and a fiscal agency named by the Board. Although Summit County JFS served as the fiscal agent previously for Area 2, this agency was formally approved as the fiscal agency for Area 2 by the WDB.

The Area 2 WDB generally meets on a monthly basis and meetings are posted on the WDB’s website <https://www.summitomj.org/ohioworkforcearea2/aboutoharea2>. A link to this schedule is also contained on the home page for OMJ-Medina County at <http://medinacountyworks.com/about-our-company/>. Representatives from Medina County JFS attend these meetings regularly.

In addition to the employers attending the WDB meetings, business outreach is also a component of the WIOA Youth/CCMEP program. Efforts are being made to consolidate these business outreach services through the Medina County Economic Development. For example, Medina County Economic

Development has arranged tours of local manufacturing plants where CCMEP, OWF, and FAET participants have the opportunity to tour the facility, meet with plant HR representatives, discuss available positions, requisite skills, etc. The provider of both WIOA Youth and CCMEP (Jobs for Ohio's Graduates) also participants in these tours.

Our CCMEP/WIOA Youth provider has done an excellent job engaging community partners including the social services division of Medina JFS; they have a physical presence in every school district in the county; work closely with private industry, not only for subsidized and unsubsidized employment opportunities for CCMEP clients, but also for the summer youth employment program; engage mental health and substance abuse treatment providers with needed; work with the juvenile and adult courts; and volunteer organizations (habitat for humanity; clothes closets, trade unions, etc.). As the Lead Agency, we participate in numerous outreach efforts with community partners and include this activity as a deliverable in the CCMEP – TANF contract as well as the WIOA Youth contract.

All policies with regard to incentives and work experience are coordinated with Area 2 in an effort to ensure there is no disparity between what can be offered through WIOA and CCMEP (TANF) programs. See Attached. In addition, all gift cards that are used as incentives are required to comply with FAL #103. All recipients of gift cards are required to submit receipts to the lead agency regarding purchases made using the gift card. Cards with balances are kept by the agency and are either returned for cash reimbursement (with funds repaying the specific funding source) or used, in combination with other cards with balances, for other individual participants.

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:

Attached are the following policies:

- Youth procurement
- Youth program eligibility (also contains policy regarding “needs additional assistance”
- Conflict of Interest Identification and Prevention
- Youth Program Services
- Supportive Services
- Work Experience and Incentives

It is important to note that TANF funding of supportive and other services is limited to four months, WIOA funding is available to continue certain supportive services beyond the limits imposed on TANF funding.

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.

x Adult Basic Literacy and Education (ABLE) Providers

Aspire Program, formerly the Polaris ABLE Program of Medina County)

x Alcohol, Drug and Mental Health (ADAMH) Board

Medina County ADAMH Board

Businesses

3D Metals; Beacon Famers Exchange; BoralIndia, LLC; Bunker Hill; City of Rittman; Cloverleaf Rec Center; Cool Beans; Family Dental Care; Feeding Medina County; Goodwill – Medina, Brunswick, Wadsworth; Honey Bee Bakery; Johnny k’s Powersports; Lodi family Center; Medina Creative-Boutique, Medina Recycling, Inc.; Skyview Lodge; Superior Roll Forming; Supply Side; Village of Seville; Wholesale Décor; Wolff Dairy Farm; Wadsworth YMCA; Village of Spencer.

Career and Technical Education

Medina County Career Center;

Child Care Providers

Eligibility for subsidized child care, including selection of a child care provider, is processed through Medina County Job and Family Services.

Child Support Enforcement Agency

Medina County JFS – Child Support Division

Children Services Agency

Medina County JFS – Social Services Division

Community College(s)

University of Akron; Cuyahoga Community College, Lorain County Community College

Community Action Agency

County Family Service Planning Committee

Family and Children First Council

Juvenile Court System

Medina County Juvenile Probation

Local Healthier Buckeye Council

x Local School District(s)

Medina City Schools; Wadsworth City Schools; Buckeye Local Schools; Cloverleaf Local Schools; Brunswick City Schools; Black River Local Schools

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

Services provided by staff who are located that the OMJ-Medina County site.

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: 50

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

Please provide the anticipated number of volunteers the Lead Agency will serve annually in CCMEP: 65

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

Please provide the anticipated number of co-funded participants the Lead Agency will serve annually in CCMEP: 15

3. Coordination of Services

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

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

Describe:

In collaboration with Medina County Economic Development, tours of local business have been scheduled where CCMEP participants tour the business/facility. Each person working with a CCMEP client is also required to contact 10 businesses per month to determine vacancies, skills required for these vacancies, etc. to match the youth with the appropriate business. In addition, the employer education outreach staff person is working with a broad spectrum of businesses and educational organizations to and works with career specialists to match youth to those businesses.

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:

For OWF required individuals, an individual completes a Request for Cash, Food, and Medical Assistance Application (JFS 7200) through MCDJFS Eligibility Division. After a determination of TANF eligibility and an OWF requirement, the cash applicant is sent to Jobs for Ohio's Graduates (JOG) within 7 days' for consultation with a JOG Social Worker (case manager). MCDJFS eligibility worker notifies JOG, via email of the referral; notification via email is also provided to the MCJFS work activities coordinator. The applicant is given the WIOA Youth Eligibility Application (JFS 3002) to complete. The TANF applicant meets one-on-one with a JOG case manager, where the JFS 3002 is reviewed for accuracy and OWF requirements are discussed. Jobs for Ohio's Graduates complete the Assessment and IOP at the Jobs for Ohio's Graduates office. After completion of Assessment, TABE Test, and IOP, confirmation of attendance and the IOP is shared with MCDJFS work activities coordinator and they send an "authorization for benefits" to the eligibility worker for OWF approval. Depending on needs and/or goals, the client begins services with JOG's Career Specialist. Within 30 days of completing and signing the assessment and IOP, pending they have completed one of the 14 service elements, the assessment and IOP are entered into OWCMS & CFIS. While the individual is participating in CCMEP, there is constant communication between MCDJFS work activities coordinator and JOG via email, in-person, or phone. A daily attendance sheet is completed by JOG to and sent to the MCDJFS work activities coordinator twice a month. MCDJFS reviews CCMEP participant case notes, and JOG's social worker schedules monthly one-on-one meeting with participants.

For TANF Volunteers, an individual is referred to JOG within 7 days, via email, by MCDJFS. At JOG the TANF Volunteer completes the JFS 3002 and meets one-on-one with JOG's social worker/case manager. The JFS 3002 is reviewed for accuracy; TANF eligibility is determined by MCDJFS eligibility worker. JOG completes of the Assessment, TABE, and IOP. Within 30 days of completing and signing the assessment and IOP, provided they have completed one of the 14 service elements, the assessment and IOP are entered into OWCMS & CFIS. MCDJFS reviews CCMEP participant case notes, and JOG's social worker schedules monthly one-on-one meeting with participants.

For WIOA, an individual completes the JFS 3002. All JFS 3002 applications route to JOG's social worker/case manager where it's reviewed for accuracy and TANF eligibility is determined. The JOG case manager signs JFS 3002 and the case manager completes the Assessment, TABE, and IOP. Within 30 days of completing and signing the assessment and IOP, pending they have completed one of the 14 service elements, the assessment and IOP are entered into OWCMS & CFIS. Monthly enrollment numbers, job attainments, etc. are reported monthly to MCDJFS and the SAMWA COG (Area 2).

Through the MCDJFS contract with JOG summer employment and year-round employment opportunities are secured by JOG. JOG ensures all worksites used for employment opportunities have worksite agreements.

MCDJFS/SAMWA COG monitors our youth provider in two ways: first, monthly desk reviews are conducted on all invoices prior to payment to ensure accuracy, timeliness, reasonableness of expenditures, and billing in accordance with the terms of the subcontract; second, an onsite monitoring visit is made with both a fiscal and program monitor in attendance annually to review all processes and procedures, from intake and eligibility determination through invoicing, to ensure that the overall goals of the contract are met and are in compliance with all federal, state and local contractual and procurement terms and conditions. The Director of MCDJFS and the SAMWA have been directly hands-on throughout the development of the CCMEP program with our youth provider, JOG. Through these specific fiscal and program points of contact, regular communication is streamlined and efficient between our partnering provider and our agency, allowing decisions to be made quickly and effectively to meet developing and emerging needs of the 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: _____

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:

All CCMEP referrals (mandatory and volunteer) are identified by the MCDJFS eligibility worker and forwarded to Jobs for Ohio's Graduates (JOG) within 7 days via email. These referrals are screened

by the JOG CCMEP coordinator and assigned to a JOG case manager. The case manager then calls the participant to scheduled appointments to complete the comprehensive assessment and develop the IOP.

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:

- x 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 amount of time a participant receives TANF is monitored by the Lead Agency Eligibility supervisor as well as documented in the self-sufficiency contract. This information is forwarded to the contract provider. All individuals who receive TANF at the 30th month are flagged and forwarded to the contract provider.

- x 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:

All TANF applicants meet face to face with an eligibility specialist from the Lead Agency. The eligibility specialist reads the required questions on the WPA3 screen to identify whether or not domestic violence is present. If the applicant answers "yes" to relevant questions and/or identifies domestic violence as an issue without being prompted, the worker discusses the situation with their supervisor and a decision is made regarding exempting the applicant/Recipient from a work requirement. All waivers are maintained in the supervisor's office in a locked cabinet. Other than the WPA3 screen, no documentation of DV is written in the CRISe note screens. When domestic violence is present, the recipient is also provided with information regarding the Battered Women's shelter in Medina County as well as counseling services through the Battered Women's Shelter, Metro housing, and other counseling agencies in the County. In most circumstances, the work requirement is waived for a 3 to 4 month period and re-evaluated at that time. All cases, both individuals receiving CCMEP TANF funded services as well as those OWF recipients are reviewed on a 3 to 4 month time frame. If a Civil Protection Order is in place and the recipient is living in the Battered Women's shelter, following the requirements of the shelter constitute the work assignment and is stated so in the self-sufficiency contract.

Modification of hours of participation will occur if the custodial parent has an active children services case or the child(ren) or parent is involved in intensive counseling. In the former case, verification of participation in the case plan (including statements from the children services caseworker and the treatment provider) will serve as verification of participation. In the latter case, verification of attendance/participation in counseling provided by the treatment provider will use to verify hour of participation. In these cases, hours of participation for TANF will met by complying with the requirements of the case plan and/or participating in the recommended frequency and intensity of counseling.

- x 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:

Once the MCDJFS eligibility worker determines the individual is a CCMEP required or volunteer participant, the contract provider, JOG, is contacted via email, typically on the same day eligibility is determined, but no later than 10 days following eligibility determination. Following completion of the comprehensive assessment and development of the IOP, the JOG case manager notifies, via email, the MCDJFS work activities coordinator of the activities required by the IOP. Copies of the IOP are also forwarded to the work activities coordinator. Should the participant not show for the IOP, the case manager immediately, via email, notifies the work activities coordinator of the participant's failure to show. Similarly, the case manager will notify the work activities coordinator with completion of the comprehensive assessment or IOP is not completed within the 30 required time frames. Notification is also via email. The participant is informed through the interview of the requirement to notify MCDJFS of any changes in eligibility, employment status, household composition, FLSA hour maximums, good cause OWF sanctions, compliance activity assignment and completion, hourly requirements updates, changes in OWF or SNAP information, or plans to voluntarily exit from CCMEP or recipient's plans to stop participating in their IOP. When changes occur, the work activities coordinator notifies the JOG case manager of these changes and any resulting changes in work requirements. If the JOG case manager becomes aware of changes in the recipients circumstances before the work activities coordinator, the case manager will notify the MCDJFS work activities coordinator, via email, of these changes. Changes may be initially communicated via phone or in-person, but are always followed up in writing, via email.

The JOG case manager reports completed work assignment hours two times per month; however, failures to show for appointments, etc., are typically communicated immediately to the work activities coordinator via email, but always within 10 days of the "failure". The work activities coordinator then contacts the participant to inform them of their requirements and sanction process for failing to meet the requirements of the IOP.

- x 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:

If a participant notifies the work activities coordinator that they have moved to a different county, the work activities coordinator contacts the county of residence to transfer the CCMEP case to them. This worker then notifies the JOG case manager who completed the transfer of the case to the new county in OWCMS. If the JOG case manager learns of the change in county residence prior to the MCDJFS work activities coordinator, the JOG worker will contact, via email, the JFS worker to inform them of the move. The MCDJFS work activities will then contact the county of residence to transfer the case. Notification of MCDJFS worker/JOG case manager occurs within 24 hours but always no later than 10 days of the changes.

In consultation with JOG and the new county of residence, a decision will be made to determine if Medina County will retain the responsibility for providing CCMEP services rather than transferring the case. This decision will be made in consultation with the youth and what is determined to be 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.

- x 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:

CCMEP participants can be either mandatory or voluntary but in any case must meet eligibility criteria for either WIOA Youth or TANF. In some cases, individual participants may be eligible under both TANS and WIOA-Youth. Initial information is collected with the JFS form 03002 (WIOA Intake Application), where JOG gathers household members, their ages (to determine if there is a minor in the household), and income for the past 6 months. Potential WIOA-Youth participants are also asked, via the same form if they are receiving cash or food or assistance. If it reported yes, verification is sought from JFS.

For income- if income verifications appears the participant may be within the 200% poverty level for the past 30 days and have a minor JOG submits this information to JFS for review and approval, if the individual qualifies for TANF – OWF and/or PRC. We also verify they do not own any fraudulent costs. For the semiannual review, we will use the JFS form 03002 to collect and verify the same information. Individuals may qualify for TANF but Medina County JFS determines eligibility.

TANF eligibility requirements

Assistance Group Composition (AG)

1. Each category of assistance offered through this plan may have different requirements for who shall be included as part of the TANF AG. For example, one TANF service may require everyone who resides in the household to be included; another service may require only those household members who are part of the WWF AG to be included. The AG is defined as a group of individuals treated as a unit for the purpose of determining eligibility for the TANF program. All gross income, earned and unearned, of all members of the TANF AG (including ineligible members) shall be counted, unless listed as excluded income below and compared to the applicable federal poverty level.

Household Members and Income Counting for CCMEP TANF Funding Eligibility

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.

*Any of these individuals to be served may be Youth in the custody of a non-Ohio child welfare agency and the child is residing in Medina County. The AG should be determined by including only the child in the custody of the non-Ohio child welfare agency.

See attached Area 2 policy regarding WIOA Youth eligibility.

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.

x 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 Lead Agency has contracted with our provider (JOG) to conduct the Comprehensive Assessment, including the basic skills assessment (TABE), and develop the IOP. The purpose of this was to provide sufficient time to develop a relationship with the participant to obtain a complete picture of the participant. However, given that the IOP must be completed within 10 days of the referral, there is an ongoing assessment process with the IOP being amended as needed as additional information is shared by the participant.

5.2 What basic skills assessment does the Lead Agency use?

x WorkKeys®

- Basic English Skills Test (BEST)
- Comprehensive Adult Student Assessment Systems (CASAS)
- General Assessment of Instructional Needs (GAIN)
- Massachusetts Adult Proficiency Test (MAPT)

x 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.

x 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:

Each participant works with a career specialist who delivers core programming and meets with each participant at least weekly; a social worker who meets with each participant at least one time per month; and when determined "work ready" are assigned to a education and employment outreach

specialist who will connect the participant to employers, work experience program or post-secondary training opportunities. All contacts with program participants are documented in the Electronic Data Management System (case notes) within 24 hours of the contact. Critical case notes are entered into OWCMS on a monthly basis with the exception of job placements, post-test results, etc., which are entered into OWCMS within 24 hours.

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:

The program participant receives assistance with effective strategies and methods of purposeful learning. Study skills training is designed to improve learning ability and may include but is not limited to learning styles, time management, study habits, and listening and writing skills. These services are provided by JOG.

All participants are TABE tested as part of enrollment into the program and is completed by JOG. The scores are used to determine strengths and challenges and will be incorporated into their CCMEP activities as appropriate, to enhance their fundamental knowledge that will allow them to successfully complete their high school diploma, high school equivalency and/or training certification.

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

Describe:

This includes alternative secondary school services such as basic education skills training, individualized academic instruction, and English as a second language training. These services assist the program participant who has struggled in traditional secondary education. Dropout recovery services include credit recovery, counseling, and educational plan development. This is coordinated through the JOG social worker but provided through the individual school districts. Dropout recovery services assist program participants who have dropped out of school.

On-site high school equivalency classes are offered for our young adults. Additionally, we collaborate with the local career center that offers a 22+ program, which eligible students can gain their high school diploma and a certificate in an industry specific field.

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

Describe:

Work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experiences may be paid (through reimbursement to an employer) or unpaid.

JOG works with private businesses as well as non-profit organizations who offer both paid and non-paid work experience. These businesses and organizations are used both for year-round opportunities as well as for summer youth employment.

Work experience opportunities occur only after participants have reached required skill acquisition (hard and soft skills) necessary to be successful in the specific job.

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

Describe:

Occupational skill training is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual task and technical functions required by certain occupational fields of entry, intermediate, or advance levels and results in the attainment of a certificate. These services are provided by and through referrals to the Medina County Career Center, Lorain County Community College, Cuyahoga Community College as well as other providers offering specific training/certification (e.g., CDL schools).

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

Describe:

This includes programs that provide workforce preparation activities, basic academic skills, and hands-on occupational skills training being taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.

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

Describe:

Leadership development are opportunities that encourage responsibility, confidence, employability, self-determination and other positive social behaviors. The purpose of leadership development activities is to develop skills and attitudes that are important in all areas of life. It provides encouragement and support to CCMEP participants, developing skills, and instilling confidence as they transition into or move further into adulthood.

One of the biggest opportunities that is provided to our students each year, is our annual Leadership Development Conference. At this conference, students have the opportunity to listen to a well-known keynote speaker, and participate in three workshops centered around leadership development. Additionally, the students participate in team building skills and activities throughout.

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

Describe:

Supportive services are services necessary to enable an individual to participate in CCMEP and to secure and retain employment. Supportive services are available to current program participants as well as those who exited the program. See attached supportive services policy.

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

Describe:

Adult mentoring is one-to-one supportive relationship between an adult and a CCMEP participant that

is based on trust. Adult mentoring for CCMEP participants must:

Last at least 12 months and may take place both during the CCMEP program and following exit from the program;

Be a formal relationship between a CCMEP participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee;

Include a mentor who is an adult other than the assigned CCMEP case manager;

The purpose of adult mentoring is to build positive, supportive relationships between the CCMEP participant and adults and to provide positive adult role models for CCMEP.

Every participant, in addition to their case manager, works with a Career Specialist and a Job Development/Outreach Specialist. These individuals mentor, support individuals as they work towards their short and long term goals. Additionally these core staff help participants identify career interests and develop career pathways.

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

Describe:

Follow-up services are activities after completion of participation in CCMEP to monitor the participants' success during their transition to employment and further education and to provide assistance as needed for successful transition.

The types of services and the duration of the services must be determined based on the needs of the CCMEP participant and therefore, the type and intensity of follow-up services may differ for each participant depending on the needs of the individual.

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

Describe:

Comprehensive guidance and counseling is a process of helping CCMEP participants make and implement informed education, occupation, and life choices. It includes career and academic counseling, drug and alcohol counseling, mental health counseling, and referral to partner programs.

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

Describe:

Financial literacy education is activities to gain an understanding of basic financial information which is necessary to become self-sufficient. Participants receive information as it relates to financial literacy and their current situation and long term goals from their Career Specialist. Additionally, guest speakers from local banks are invited to speak and further develop their understanding.

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

Describe:

Entrepreneurial skills training is training which provides the basics of starting and operating a small business. Approaches to teaching CCMEP youth entrepreneurial skills include, but are not limited to, the following:

- Entrepreneurship education that provides an introduction to the values and basics of starting and running a business;
- Enterprise development which provides supports and services that incubate and help CCMEP participants develop their own business; and

- Experiential programs that provide participants with experience in the day-to-day operation of a business.

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

Describe:
 In-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.

Our professional staff speak with 10 employers each month to determine hiring needs, requirements, development opportunities, etc. These opportunities are presented to program participants when they are ready to work, and are intended to align with career interests along with showcase local workforce area needs.

Additionally, the Ohio Means Jobs website is used with program participants.

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

Describe:
 Follow-up services are activities after completion of participation in CCMEP to monitor the participants' success during their transition to employment and further education and to provide assistance as needed for successful transition.

The types of services and the duration of the services must be determined based on the needs of the CCMEP participant and therefore, the type and intensity of follow-up services may differ for each participant.

6.2 The Lead Agency must provide an assurance that TANF or WIOA funds are not used to pay a program participant directly for subsidized employment by the local participating agency as either a Lead Agency or as a service provider.

- x 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:
 The CCMEP WIOA-Youth provider's contract budget provides for a line item for use of subsidized employment compensation. The funds are used to reimburse employers who have employed CCMEP WIOA youth participants. Employers provide detailed wage reports to the CCMEP WIOA youth provider in order to be reimbursed.

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:
 See attached policy

All TANF funded supportive services will align with and meet the definition of TANF non-assistance regulations as described in 45 C.F.R 260.31.

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:

The career specialist contacts each participant at least monthly; if employed, the career specialist has contact with the employer and will visit the participant on-site. If involved in post-secondary education, the career specialist meets with the participant and reaches out to the educational institution to monitor progress toward their education and career goals.

When a mandatory program participant wishes to withdraw from the program they are informed that they would be sanctioned for non-compliance; those individuals who are CCMEP-TANF eligible only, are not permitted to receive follow-up services once they lose TANF eligibility. Dually eligible participants shall receive follow up services regardless of TANF eligibility of these follow up services shall be funded by WIOA. The JOG social worker uses phone, text, email, and regular mail in attempts to contact volunteers who cannot be located or wish to discontinue the program. At least five (5) attempts are made to re-engage the participant. When an individual requests to opt out of follow-up services, he/she must make the request in writing to the career specialist who forwards this request to Medina County JFS. This request is notated in OWCMS by the career specialist as is the decision to accept or reject the request to opt out of follow-up services. Follow up services are described on page 7 of the Youth Program Services policy. All follow-up services funded by TANF shall align with and meet the definition of TANF non-assistance regulations as described in 45 C.F.R 260.31.

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

Describe:

The IOP states that it is the client's responsibility to notify their JOG case manager within one business day of when they are unable to report for an assignment. The participant is to provide documentation to JOG case manager within 1-2 business days of the first failure. Documentation of illness, physician's appointments, court, etc. are collected by the contract provider and forwarded via email to JFS work activities coordinator within one business day.

Good cause reasons are limited to the following (5101: 1-3-13):

- (1) Illness of the work eligible individual or of another family member related by blood, marriage or adoption, living in the same household, when care by the work eligible individual was necessary;
- (2) For either the work eligible individual or a family member living in the same household, a previously scheduled appointment necessary for medical, dental, or vision care.
- (3) A previously scheduled job interview for a work eligible individual, including any subsequent interviews and/or testing requirements.
- (4) Court ordered appearances.
- (5) Appointment with another social service agency or program.
- (6) Death in the family, with the length of absence to be determined by the county agency. "Family" is defined as spouse, domestic partner (domestic partner is defined as one who stands in place of a spouse and who resides with the work eligible individual), child, grandchild, parents, grandparents, siblings, stepchild, 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.
- (7) A school, place of work or worksite is closed for the day.
- (8) Lack of child care.
- (9) A failure of the county agency to provide supportive services.

- (10) A failure of the county agency to provide the work eligible individual with all information necessary about the assignment.
 - (11) Circumstances involving domestic violence that make it difficult for the individual to comply in full with a provision of the self-sufficiency contract, in accordance with rule [5101:1-3-20](#) of the Administrative Code.
- Other circumstances determined on a case by case basis by the county agency.

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

Describe:
 This initial appointment for the Comprehensive Assessment have been provided in the self-sufficiency contract. However, as the self-sufficiency contract is no longer completed for CCMEP participants, the OWF worker will provide written notice of the initial appointment for the comprehensive assessment. The OWF worker from JFS is notified of all no-shows/no call. The provider attempts to call no show/no call to reschedule the assessment and provides alternative appointments that fall within the eligibility window.

6.7 For program participants without a high school diploma, how will the Lead Agency ensure those individuals are made aware of options to obtain their high school degree or its equivalent (e.g., ABLE referral, Adult Diploma option)?

More than 1 million adult Ohioans do not possess a high school diploma or equivalent. Addressing this issue is critical to Ohio’s economic health and growth. Attainment of this credential is one of the primary measures for CCMEP and an important priority for the program.

Describe:
 The discovery of a lack of diploma occurs during the development of the IOP. Depending on a variety of possible situations including access to sites, the CCMEP WIOA youth provider will make the appropriate referral to an ASPIRE program for GED classes or may enroll the youth in their on-site GED preparation classes. GED counseling and referrals is a part of the contract deliverables the CCMEP WIOA youth provider has entered into with the Area 2 WDB.

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:
 CCMEP services funded by TANF are procured in accordance with the attached plan and Medina County is the lead agency for CCMEP services in Medina County. CCMEP services for WIOA-Youth are procured in accordance with Area 2 procurement policies but in coordination with Medina County JFS. For participants who are dual eligible, funding is based on availability of funds; we have significantly more TANF funding that WIOA-Youth funding. In some cases, funding for dually eligible individuals is split 50/50. All services are procured in accordance with the Medina County Job and Family Services Procurement Plan, revised October 1, 2017 (See attached).

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

x 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:
Career specialists, social workers, and education and career outreach specialists attend all available state-sponsored CCMEP training; Bridges out of Poverty; annual staff retreats and training; customer service training, etc.

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

- 15 cases or less
- Between 15 and 25 cases
- Between 25 and 50 cases
- Between 50 and 100 cases
- 100 cases or more
- Other:

7.3 What process does the Lead Agency use for program participant feedback and how will the Lead Agency utilize this information for ongoing improvements?

Describe:
To date, feedback has been sought on an informal basis, both from individual participants as well as groups of participants. Within the summer youth employment program, information is sought from the employers regarding the strengths and weakness of the program, how participants performed, and changes, if any, they would like to see in upcoming years.

7.4 What process does the Lead Agency use for case manager's feedback and how will the Lead Agency utilize this information for ongoing improvements?

Describe:
The lead agency and contract provider meet on a regular basis to discuss feedback provided by the career specialists, social workers, and education and career specialists in an effort to continually improve the CCMEP program and services.

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 CMEP WIOA Youth contracted providers are required to make entries into the OWCMS system regarding the progress of their CCMEP participants. Verification of data is including, but not limited to, pay stubs, other proof of employment, GED certificates, diploma, or other proof of educational attainment and/or enrollments. This is scanned and copies maintained in the participant's hard file.

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	
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	
Signature	Date