



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

for

County or Counties: **MEIGS**

Effective Date: October 1, 2017 through September 30, 2019

Revised June 29, 2018

Revised August 6, 2018

Plan Submission

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

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

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

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

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1. Lead Agency and Coordination with Partners

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

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

Lead Agency Name Meigs County Department of Job and Family Services			
Lead Agency Address P O Box 191-175 Race Street		City Middleport	State Ohio
Zip Code 45760			
First Name of Lead Agency Official Christopher	Last Name of Lead Agency Official Shank	Title of Lead Agency Official Director	
Phone Number 740 992 2117, ext 102		Email Address chris.shank@jfs.ohio.gov	

Program Contact Person Theresa Lavender		Phone Number 740 992 2117, ext. 127
Phone Number 740 992 2117, ext 127		Email Address theresa.lavender@jfs.ohio.gov

Fiscal Contact Person Vincent Reiber	
Phone Number 740 992 2117, ext 109	Email Address vincent.reiber@jfs.ohio.gov

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

Agency Name Meigs County Department of Job and Family Services			
Agency Address P O Box 191-175 Race Street		City Middleport	State Ohio
Zip Code 45760			
First Name of Lead Agency Official Christopher	Last Name of Lead Agency Official Shank	Title of Lead Agency Official Director	
Phone Number 740 992 2117, ext 102		Email Address chris.shank@jfs.ohio.gov	

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

Workforce Development Area 14	
Workforce Development Board Chair Name Robert Ogden	
Workforce Development Board Director Name Jean Demosky	
Phone Number 740 566-4395	Email Address jdemosky@athensoh.org

1.4 Identify the implementation manager for the Lead Agency.

First Name of Implementation Manager Theresa	Last Name of Implementation Manager Lavender	Title of Implementation Manager Program Administrator
Phone Number 740-992-2117, ext 127		Email Address theresa.lavender@jfs.ohio.gov

1.5 Lead Agency's performance and data management contact:

Contact Person Theresa Lavender	
Phone Number 740 992 2117, ext 127	Email Address theresa.lavender@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:
Meigs County Department of Job and Family Services is a quadruple combined agency consisting of the four major human services programs, Child Support, Public Assistance, Children Services and Workforce Development.

In Meigs County, the workforce development agency and the lead agency are one in the same. In other words, the Meigs County Department of Job and Family Services administers workforce development programs and is also the lead agency for CCMEP.

The Ohio Means Jobs center is co-located within the agency and follows the same guidelines, policies and principals as the department of job and family services. This co-location and unified chain of command allows for a more efficient operation of the workforce development programs and is easier for customers to be served as services are being provided in one location by staff who answer to one supervisor and one director.

The Meigs County Department of Job and Family Services already does some of the things now required by CCMEP. For example, there are established policies and procedures already in place between the OMJ center and the public assistance division. Generally, workers are cross-trained, or at a minimum, have knowledge of public assistance or workforce development activities.

In addition, since the lead agency and the OMJ center are the same staff, everyone is familiar with the policies and procedures necessary to have an effective program. With the implementation of CCMEP, the policies, procedures and referral process will need little modification to come into compliance with CCMEP.

Furthermore, "super teams" have been set up in the agency. These teams consist of worker from all four divisions. At team meetings, the hardest to serve cases are discussed and plans are made. By having a person from each division present, barriers can be eliminated, one point of contact is established and each case can be discussed thoroughly, bring about greater successes.

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:

Businesses and employers needs will be the driving force behind the goals and objectives of the WDB. It will be up to the WDB to determine what programming and training is needed in the area. This needs assessment will be conducted with the assistance of the lead agency and the local OMJ center.

Meigs County Department of Job and Family Services is the former administrative agent for the board, so there is a great understanding of the role of the WDB and the lead agency. The local OMJ center actively plans and collaborates with the WDB in most areas. Board meetings are held at least quarterly and businesses are engaged locally at least quarterly by OMJ staff. Recruitment efforts are shared by the partners and the community partners work together daily to provide services to clients. Area 14 has common policies already in place for work experience and incentives.

Each county in Area 14 has business representatives on the WDB. By having these local contacts, collaboration with the entire WDB is easier. Generally, all the business partners have the same interests in mind, I.E., they want well trained and dependable employees. The OMJ centers can help deliver that to local employers and to the WDB.

[Meigs County CCMEP has adopted all Area 14 WDB policies for the purpose of the CCMEP implementation. Meigs County created and adopted a Work Experience Policy for CCMEP program that provides guidance for both WIOA and TANF funded CCMEP programs.](#)

[Attached in this plan is Meigs County's CCMEP Work Experience Policy, CCMEP Procedural letter 17-05. Incentive policy is included in CCMEP Procedural letter 17-01, also attached.](#)

1.8 List policies developed by the local workforce board relevant to the administration of CCMEP, including but not limited to (Please attach any relevant policies to this plan.):

- Select basic skills assessment(s);
- Ensure determination of eligibility for the Workforce Innovation and Opportunity Act (WIOA) youth program;
- Report and collect data;
- Monitor contracts and ensure compliance;
- Supportive services;
- Follow up services;
- "Needs additional assistance" policy; and
- Disclosure of relationship.

Describe:

The Meigs County Board of Commissioners designated the Meigs County Department of Job and Family Services to serve as the lead agency for CCMEP. The WDB is responsible to procure the WIOA youth program elements and will assist in the establishment of guidelines to ensure a uniform administration of CCMEP.

The Meigs County Department of Job and Family Services, aka, Ohio Means Jobs-Meigs County conducts all WIOA youth framework activities (including case management) which ties into the CCMEP model. The Meigs County Department of Job and Family Services, aka, Ohio Means Jobs-Meigs County has a long history of successful outcomes in youth programming and has been the youth

provider, one-stop operator and provider of career services for many years. The WDB has provided the oversight of the OMJ center programs.

The Meigs County Department of Job and Family Services, aka, Ohio Means Jobs-Meigs County, along with the two other OMJ operators, Athens and Perry Counties use the TABE test for basic skills assessment. This tool is approved by the Department of Labor for WIOA programs. The CCMEP case managers have been trained to administer and interpret the TABE with the CCMEP participants.

WIOA eligibility determination is a part of the youth framework activities. All CCMEP case managers are trained in eligibility determination processes and paperwork for the WIOA youth program.

The Meigs County Department of Job and Family Services, aka, Ohio Means Jobs-Meigs County staff (CCMEP case managers) will perform all case management and CCMEP oversight. The Meigs County Department of Job and Family Services, aka, Ohio Means Jobs-Meigs County staff will ensure all data entry into OWCMS is complete. OWCMS is the state system used to collect and report data about the program.

The Workforce Development Board staff will conduct all monitoring required for CCMEP and WIOA vendors through a contract with a consultant. The consultant monitors the counties each year and provides a report.

All supportive services are provided by the local OMJ center or referred to community partners, such as the local job and family services if additional services are needed.

All follow up services are provided by the OMJ center staff or contracted staff and follow the applicable rules and regulations dictated by WIOA.

Each OMJ center has a "needs for additional assistance policy.

Each OMJ center has a form that each client signs as it relates to any relationships that may present a conflict as it relates to their eligibility.

- ~~See attached for the list of policies~~ ~~See attached for list of policies.~~ Basic Skill Assessment: See Area 14 Policy 16-06, page 5, Meigs CCMEP Procedural Letter 17-01, page 2
- Ensure Determination of eligibility for WIOA youth program: See Area 14 Policy 16-07
- Report and collect data: See Area 14 Policy 16-07, page 6
- Monitor Contracts and ensure compliance: See Area 14 Policy 16-07, page 6
- Supportive Services: See Area Policy 16-05, Meigs CCMEP Procedural letter 17-04
- Follow-up: See Meigs CCMEP Procedural letter 17-01 and 17-02
- "Needs additional Assistance: See area Policy 16-07, page 4-5, Section V, c-7.
- Disclosure of relationship: See Area Policy 16-04

1.9 What other partners/providers are the Lead Agency collaborating with to implement CCMEP? Please provide name(s) and services to be provided. Check all that apply.

Adult Basic Literacy and Education (ABLE) Providers

Aspire is co-located in the OMJ center. Classes are held three days a week. Since co-location, the number of Aspire attendees have increased dramatically. With CCMEP, Aspire will be a large part of the services and since they are located one office down the hall from the CCMEP case manager, direct contact and referrals can be made easily.

Buckeye Hills is the Aspire provider.

Alcohol, Drug and Mental Health (ADAMH) Board

The ADAMHS board does not provide direct services; however, they do coordinate with drug and alcohol treatment providers. There are a number of these providers in Meigs County including TASC, Woodland Centers, Intergrated Services and Health Recovery Services. Relationships are already established with these providers and working with them through CCMEP will not be an issue. These providers are within a couple miles of the OMJ center and staff of the OMJ center has provided training to these providers as it relates to the programs and services we can offer to their clients.

The Gallia-Jackson-Meigs Board of Alcohol, Drug Addiction and Mental Health Services is the local agency serving Meigs County.

Businesses

The OMJ center will and has been engaged with the business community. In addition, OMJ staff routinely visit local businesses to check on any job openings and ask if the OMJ center can be of assistance. We anticipate this effort will intensify with CCMEP as we will need more employers and businesses available for employment opportunities.

In addition, the WDB is comprised of 51% business owners. The WDB will help guide the local provider of services and offer suggestions as to what types of trainings are needed. The agency intends to use businesses as internships, job shadowing, and paid and unpaid work experience, with the ultimate goal of finding as much employment as necessary for those enrolled in CCMEP.

Career and Technical Education

With efforts on short term, high demand occupational training, MCDJFS will work closely with local career and technical educational centers, including, but not limited to, Buckeye Hills Adult Technical Center, Tri-County Adult Career Center.

The local geographic area is served by three universities located in Ohio. They are, The Ohio State University, University of Rio Grande and Ohio University. Marshall University, located in West Virginia also serves the geographic area. In addition to the universities, there are two community colleges, Rio Grande Community College and Columbus State. Two technical schools, Hocking College and Washington State are also located within the geographic region.

All three counties in the geographic region have a university, community college, technical school or a branch campus in their respective county. Athens County has Ohio University and Hocking College, Meigs County has a branch of the University of Rio Grande and Perry County has a branch of Hocking College. Ohio University also has branches in Chillicothe, Lancaster and Zanesville. Marshall University has a branch in Point Pleasant, West Virginia which is located directly across the river from Meigs County. In addition, Tri-County Career Center is located in Athens County as well as Buckeye Hills Career Center, which is located in Gallia County.

All three counties in the geographic area are served by an Aspire program with both Athens and Meigs County operating the programs out of the Ohio Means Jobs Center (Meigs is operated by Buckeye Hills Career Center, but co-located in the OMJ Center) while Perry County's program is operated by the Muskingham Valley Educational Service Center (ESC.)

Athens County consists of five school districts, Meigs County has three and Perry County has four school districts. Athens and Meigs are served by the same ESC, while Perry is served by an adjacent ESC.

The geographic area has adequate educational agencies and post-secondary opportunities. All the universities, community colleges, technical schools and vocational schools are reached with an hour's drive depending where one lives and which school one attends. There are seven providers on the WIA eligible Provider Training list, which are based in the geographic area. However, there may be

additional provides serving the area, but have their base of operations in a county outside the geographic area. There are 654 providers in total on the eligible training provider list for Ohio.

The geographic area has a number of post-secondary schools in the area. There are four Universities: University of Rio Grande, Ohio University, The Ohio State University and Marshall University, which is located in West Virginia. These institutions are within a 100 mile radius of the geographic area. There are two community colleges, Rio Grande Community College and Columbus State as well as two technical schools, Washington State and Hocking College. In addition, many of these schools have branch campuses located in their respective county or within a short distance. Three vocational schools are in the area:

Eastland-Fairfield Career & Technical Schools, Buckeye Hills Career Center and Tri-County Adult Career Center. Southern State Community College, located in Hillsboro offers CDL truck driver instruction and from time to time, holds these training sessions in the area.

Several ITAs are written to these institutions. We will continue are relationships with the institutions and view them as a way to provide long and short term training to those enrolled in CCMEP.

Child Care Providers

Our child care unit is located within the OMJ center. If child care is an issue for CCMEP participants, it can be easily resolved while they are at the office. There are a number of childcare providers to choose from, or if the participant wishes to have someone licensed, that can be done as well. The same supervisor oversees CCMEP and childcare, so there is a seamless transition and knowledge of both programs.

Child care staff are an active member of the “super team” as referenced in section 1.6.

Child Support Enforcement Agency

The CSEA is also located within the DJFS. CSEA can help modify orders, establish new orders or paternity and a variety of other things. It is the intent to work with CCMEP participants, if there are CSEA, issue to resolve them. Many times, a person gets behind in payments and then has issues with the court. By addressing the issues up front, some of the court action can be delayed, if they become employed, start making the payments. The CCMEP case manager came from the CSEA unit, so she has vast amount of knowledge and experience dealing with CSEA issues and has a working relationship with the CSEA unit, which will be beneficial in helping the CCMEP participants.

CSEA staff are an active member of the “super team” as referenced in section 1.6.

Children Services Agency

The PCSA is part of the local DJFS. The supervisor of PCSA is familiar with the CCMEP concept. It is anticipated that some of the CCMEP participants will have PCSA issues. As part of the PCSA case plan, elements of the CCMEP IOP can be incorporated. That way, a participant can fulfill both program requirements at the same time. For example, if a father who is involved with the PCSA for drug related issues, it may be those drug issues that is preventing him from working. By working together, the participant can receive the treatment he needs which will give him a better chance of having his children returned and will also give him a better chance at finding and maintaining employment.

Children Services staff are an active member of the “super team” as referenced in section 1.6.

Community College(s)

The geographic area has a number of post-secondary schools in the area. There are four Universities: University of Rio Grande, Ohio University, The Ohio State University and Marshall

University, which is located in West Virginia. These institutions are within a 100 mile radius of the geographic area.

There are two community colleges, Rio Grande Community College and Columbus State as well as two technical schools, Washington State and Hocking College. In addition, many of these schools have branch campuses located in their respective county or within a short distance. Three vocational schools are in the area:

Eastland-Fairfield Career & Technical Schools, Buckeye Hills Career Center and Tri-County Adult Career Center.

Southern State Community College, located in Hillsboro offers CDL truck driver instruction and from time to time, holds these training sessions in the area. There is also Washington County Career Center and Gallipolis Career College.

Several ITAs are written to these institutions. We will continue are relationships with the institutions and view them as a way to provide long and short term training to those enrolled in CCMEP

Community Action Agency

The local DJFS already has an established relationship with the CAA. CAA provides transportation services and Help Me Grow services, as well as HEAP, weatherization and help with utilities. The Non-Emergency Transportation helps transport clients to Medicaid eligible providers. If a CCMEP participant has medical, or drug and alcohol needs and unable to get to the appointments or counseling sessions, CAA can provide transportation. By having such a contract, a barrier is eliminated. In addition, the DJFS plans to coordinate and procure certain services from the local CAA. This could be anything from job readiness classes to other work related items.

Gallia-Meigs Community Action is the local agency serving Meigs County.

County Family Service Planning Committee

The JFS director, Family Children First Coordinator, Children Services Supervisor work activities supervisor and a community member, all serve on the planning committee. This committee is appointed by the county commissioners. This committee reviews the JFS Prevention, Retention and Contingency plan and makes recommendations.

Family and Children First Council

The Family and Children First Council is located within the DJFS office. The director of the DJFS serves on the Council and is part of the Executive Committee. CCMEP participants with children that could benefit from services coordination through FCFC will be referred. For example, if a parent enrolled in CCMEP is having significant behavioral or health problems with his or her child and that problem is a barrier to employment, FCFC service coordination may be able to help the family obtain a specialist or other professionals, which might be able to help. The FCFC may also be able to refer the family to childcare providers that have experience with children with behavioral or medical issues and in some instances, be able to help with transportation costs.

The FCFC coordinator for Meigs County is Brooke Pauley.

Juvenile Court System

There may be instances in which a child in a CCMEP family has issues with the juvenile court. The CCMEP case manager has experience working with the court and can try to address any issues which may come up. In addition, there are times in which the family has both Juvenile Court and PCSA issues.

A coordinated effort will be made to address those issues, see the PCSA section above. These are not juvenile justice services, coordination with the juvenile court in most instances would be with the diversion officer. Diversion is an allowable expense under TANF. Our services or case management would not be to supplant the juvenile justice services, but to coordinate with the diversion officer if needed.

The Honorable L. Scott Powell is the Juvenile Judge for Meigs County.

Local Healthier Buckeye Council

NA

Local School District(s)

All three school districts in Meigs County are active members of the community. MCDJFS has a good working relationship with the schools and the guidance counselors. Many referrals for services come from the school districts. From time to time, school board administrators come to WDB meetings for input or brief the board on training trends in the secondary school world.

Also, each superintendent serves on the FCFC and their guidance counselors come to team meetings, when necessary.

The superintendents are:

Steve Ohlinger, Eastern Local; Scot Gheen, Meigs Local and Tony Deen, Southern Local.

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

OOD is a partner in the local OMJ center. Many referrals are already made to them. With the implementation of CCMEP, that is expected to continue.

Appointemnts are made as needed and a variety of OOD staff come to the OMJ center.

Other

HUD, to assist with housing.

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: 15-20

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?

Please provide the anticipated number of co-funded participants the Lead Agency will serve annually in CCMEP: 35-40

3. Coordination of Services

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

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

Describe:

The Meigs County Department of Job and Family Services is a quadruple combined agency administering the four-major core human services programs; Children Services, Child Support, Public Assistance and Workforce activities. The Meigs County Department of Job and Family Services is the lead agency for CCMEP.

Historically, MCDJFS has had a good relationship with local employers. Job fairs have been held, space has been provided to employer for interviews, on-the job-training programs have been provided and many local businesses will hire someone just based off of our recommendation. The OMJ center also coordinates the work component of CCMEP.

Many of the local businesses utilize the OMJ center as their first point of contact. Seven businesses represent Meigs County on the Workforce Development Board. Many of these businesses are very active on the board and serve on sub-committees or special committees established by the Chair.

On occasion, the OMJ has been able to provide specialized training to meet the needs of employers. When new businesses open or consider Meigs County a location, OMJ staff will meet with them, offer our services and explain how we can help them be successful.

Before the advent of CCMEP, Meigs County was the administrative agency for Area 14. Therefore, there is a greater understanding of the role of the WDB and the local employers. Thus, the transition to CCMEP and the on-going relationship with the WDB and employers have been far easier.

The Meigs County Department of Job and Family Services assures that it is in compliance with 5101:14-1-03, the CCMEP program plan.

Furthermore, very few, if any sub-contractors, are used. However, when needed, their services are procured or referrals are sent to the appropriate service provider.

In addition to the above, The Meigs County Department of Job and Family Services conducts Workforce Wednesdays. This is an opportunity to high-light a local business or schedule open interviews. This has been highly successful.

The Meigs County Department of Job and Family Services also has a strong relationship with the county commissioners who oversee the economic development office and the local chamber of commerce. This relationship allows the departments to co-mingle and explain services to potential employers.

The Summer Employment Program and other CCMEP work experience programs provide significant resource benefit to local businesses. Our future planning will continue to engage local businesses throughout the year to provide work experience opportunities for CCMEP participants and address workforce needs for area businesses, through one-on-one case management and community events, such as job/career fairs, and Workforce Wednesdays.

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:

In Meigs County, the workforce development agency and the lead agency are one in the same. In other words, the Meigs County Department of Job and Family Services administers workforce development programs and is also the lead agency for CCMEP.

The Ohio Means Jobs center is co-located within the agency and follows the same guidelines, policies and principals as the department of job and family services. This co-location and unified chain of command allows for a more efficient operations of the workforce development programs and is easier for customers to be served as services are being provided in one location by staff who answer to one supervisor and one director.

The Meigs County Department of Job and Family Services already does some of the things now required by CCMEP. For example, there are established policies and procedures already in place between the OMJ center and the public assistance division. Generally, workers are cross-trained, or at a minimum, have knowledge of public assistance or workforce development activities.

In addition, since the lead agency and the OMJ center are the same staff, everyone is familiar with the policies and procedures necessary to have an effective program. With the implementation of CCMEP, the policies, procedures and referral process will need little modification to come into compliance with CCMEP.

In addition, with services being co-located, clients will receive coordinated services, linkages to job market information, access to CCMEP services, services for non-eligible youth or CCMEP and co-location, within, the same facility of WIOA, CCMEP and DJFS staff. This streamlines the process.

As for sub-contracting, there is none or very little.

The OMJ center also coordinates the work component of CCMEP. If other services are needed, for example GED, housing, tutoring the agency connects with the appropriate resource and that resource provides the service.

As for the work component, the agency tries to schedule it so it falls in the summer months consistent with past practices. The work component is administered by the case workers. In 2017, 45 CCMEP participants were served and around 15 employers were used.

This summer component helps market the program and allows businesses to see what the OMJ has to offer.

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: Job fair

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:

Since the lead agency for CCMEP is also the DJFS, an internal procedure has been created to assure the referral is sent within 7 days. The CCMEP caseworker and the work activities coordinator will communicate on a daily basis to make sure all those eligible are referred.

In the case of Meigs County, the CCMEP population is estimated to be between 30-40 individuals. CCMEP caseworker will complete the comprehensive case management assessment (JFS 03003) to determine barriers to employment. The Individual Opportunity Plan will then be developed (JFS 03004) with strategies to reach employment goals for self-sufficiency.

In CCMEP, the individual will undergo a comprehensive assessment which will be used to identify necessary services and will be the foundation of the individual opportunity plan (IOP). The IOP replaces the current self-sufficiency plan the individual signed to receive cash benefits. The IOP will be the contract between the individual and the agency to allow the individual to continue to receive cash benefits.

If the individual does not participate in the IOP (e.g., does not attend services and activities without good cause), the individual may be sanctioned, just like an individual may be sanctioned for not adhering to the self-sufficiency plan.

Referrals will be sent via internal mail, e-mail or hand delivered. It is also anticipated that when a work required individual is identified, the CCMEP caseworker will be present so everyone is hearing the same message and know whom the primary point of contact will be.

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 work activities supervisor will track program participant's number of months used. The work activities supervisor will communicate with the CCMEP case manager prior to 36 month time limit. This will occur around the 30th month. The CCMEP case manager will utilize TLAG in CRISE to track months used and as the CCMEP participant nears the 30th of 36 months, priority will be given to those near the limit so the client is prepared for employment or the possibility of employment once the cash assistance is exhausted.

The CCMEP case manager will track program participants number of months used and will communicate this during the IOP development process with the participant. OWF months used/remaining is included on the IOP, which is signed by both case manager and participants, acknowledging the time limit. This occurs at eligibility determination and every time the IOP is updated to ensure adherence to time limits. Although redetermination is not required with OWF recipients, time limits will be reviewed at least every six months.

- 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:

If the OWF Caseworker determines domestic violence is a factor in an OWF case, the OWF caseworker indicates the domestic violence in dictation and on CRISE-E screen WPA3. The OWF caseworker will communicate any concerns pertaining to domestic violence with the CCMEP caseworker on the phone, in person, and by notating domestic violence on the CCMEP OWF Referral form. Appropriate measures will be taken to ensure confidentiality is maintained throughout the process.

Both the work activities supervisor and the CCMEP caseworker will communicate with each other either by phone or in-person, when it is determined that a client may be a victim of domestic violence. This information may be relevant as it relates to required hours and for the safety of the participants and the agency staff.

If domestic violence is a barrier, CCMEP case worker can work with the local advocate to develop other resources. If domestic violence is a barrier, the CCMEP case worker can work with the local victims advocate to develop other resources. The safety of the victim is the top priority of the both OWF and CCMEP casemangers. If domestic violence is a barrier, the CCMEP case worker can work with the local victims advocate in developing services available to assist them through community resources. If CCMEP case manager determines that the individual has been subjected to domestic violence and requiring compliance with hours of participation would make it more difficult for the individual to escape domestic violence or unfairly penalize the individual, the CCMEP shall excuse the individual from the OWF requirement hours of participation. CCMEP case manager will actively work with the participant in actively connecting them to community resources and services to assist them in the escaping their domestic violence situation. After the initial referral from OWF case manager and the CCMEP later determine waiver of OWF hours for domestic violence, the CCMEP case manager will communicate findings with OWF case manager.

- 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:

Since the lead agency for CCMEP is also the DJFS, an internal procedure has been created to assure the referral is sent within 7 days. The CCMEP caseworker and the work activities coordinator will communicate on a daily basis to make sure all those eligible are referred.

In the case of Meigs County, the CCMEP population is estimated to be between 40-50 individuals. CCMEP caseworker will complete the comprehensive case management assessment (JFS 03003) to determine barriers to employment. The Individual Opportunity Plan will then be developed (JFS 03004) with strategies to reach employment goals for self-sufficiency.

In CCMEP, the individual will undergo a comprehensive assessment which will be used to identify necessary services and will be the foundation of the individual opportunity plan (IOP). The IOP replaces the current self-sufficiency plan the individual signed to receive cash benefits. The IOP will be the contract between the individual and the agency to allow the individual to continue to receive cash benefits. If the individual does not participate in the IOP (e.g., does not attend services and activities without good cause), the individual may be sanctioned, just like an individual may be sanctioned for not adhering to the self-sufficiency plan.

Referrals will be sent via internal mail, e-mail or hand delivered. It is also anticipated that when a work required individual is identified, the CCMEP caseworker will be present so everyone is hearing the same message and know whom the primary point of contact will be.

The interim report model will be used in CCMEP. This will be done every six months by the CCMEP caseworker. It will be used for those who are TANF eligible, but not receiving assistance (OWF). In addition, during the six-month review, 200% of poverty will be looked at as well as any documentation for work-required cases, such as CRISE screens, AEWAA, IQEI, and IQCP. This review by the CCMEP will take place informally during each visit and formally every sixth visit, based on one visit per month model.

A CCMEP worksite will be created in CRISE (WPEL) for OMJ Center. This site will generate a work slip that is the same as other sites. This way, there is a standard form being used. The CCMEP caseworker will use the work slip to track hours and participation. If a CCMEP client fails to meet the CCMEP required activities, the CCMEP caseworker will return the work slip, marked "failed hours" to the work activities supervisor. It is then the responsibility of the work activities supervisor to impose a sanction on the client. This will be done within 10 days.

The work activities supervisor will track program participant's number of months used. The work activities supervisor will communicate with the CCMEP case manager prior to 36-month time limit. This will occur around the 30th month. The CCMEP case manager will utilize TLAG in CRISE to track months used and as the CCMEP nears the 30th of 36 months, priority will be given to those

near the limit so the client is prepared for employment or the possibility of employment once the cash assistance is exhausted.

This will be accomplished by adding the CCMEP caseworker into "casebank". By doing this, the CCMEP caseworker can see what documents or activities have occurred in the case. She will also be able to do it in the reverse, any information the CCMEP caseworker gets, the work activities unit will see it as well.

The work activities supervisor is responsible for monitoring the FLSA allowable monthly hours. If and when the monthly benefit amount changes, the CCMEP case worker and the work activities supervisor will communicate the change. The work activities supervisor monitors and issues sanctions, determines good cause, reviews compliance activities and other factors.

As the CCMEP case worker will be meeting once a month with the participant, one of the things that will be asked is "are there any changes to your case" if no, things will proceed as normal, if yes, change will be noted and communicated to all those requiring the information.

Within 10 days of the referral, the CCMEP caseworker will schedule a visit. A face to face interview with the participant will be conducted to include an explanation of CCMEP, goals, objectives and expectations as well as conducting the assessment.

Once the assessment has been completed, and goals identified, the CCMEP case worker and participant will move on to the completion of the IOP. By doing this together, the CCMEP participant has a sense of participation and is able to drive the process. That way it will be meaningful to the participant and there is a greater chance of success.

The TABE test is the tool used in the basic skills assessment. The TABE is administered by the CCMEP case worker at the OMJ center. The TABE test is the tool used by Area 14.

All OWF and SNAP rules and regulations are followed.

Furthermore, the Meigs County Department states it has or is in the process of developing the following:

- 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.

- 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:

CCMEP transfers will occur in the same manner as all other public assistance case transfers. It will be done electronically or in some instances, the hard copy case will be sent. When a case is transferred in, the CCMEP caseworker will contact the participant and schedule an appointment within ten days to review the previous IOP or to develop a new one.

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

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

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

Describe:

Household Members and Income Counting for CCMEP TANF Funding Eligibility

Is one of the following:

(i) A minor child;

For the minor child*, 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% FPL 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.

A household is determined by the amount of support that is offered by the parents. For example, if the parents are providing less than 50%, the participant is considered a household of one and the eligibility for that size of household is used. In the event, the parents are providing more than 50% support, then the household is considered three, (based on a two parent example) and the guidelines for that household size is used.

A family is defined as two or more persons related by blood, marriage, or decree of the court, who are living in a single residence and are included in one or more of the following categories: two spouses and dependent children, a parent or guardian and dependent children; and/or two spouses.

~~Low income individuals are defined as: received TANF, SNAP or SSI in the past six months, the total family income does not exceed the poverty line or 70% of the lower living standard income level, is a homeless individual, receives or is eligible to receive free or reduced lunch, is a foster child or is an individual with a disability whose own income meets the eligibility income requirement of clause (b) but who is a member of a family whose income does not meet the requirement.~~

~~For the purposes of counting income, all household income is used to determine eligibility. TANF eligibility is verified by the income maintenance supervisor.~~

~~In addition, OAC 5101:10-3-01 Workforce Innovation and Opportunity Act youth program eligibility requirements are followed when determining youth eligibility.~~

~~A household is determined by the amount of support that is offered by the parents. For example, if the parents are providing less than 50%, the participant is considered a household of one and the eligibility for that size of household is used. In the event, the parents are providing more than 50% support, then the household is considered three, (based on a two parent example) and the guidelines for that household size is used.~~

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~~For the purposes of counting income, all household income is used to determine eligibility. TANF eligibility is verified by the income maintenance supervisor.~~

~~In addition, OAC 5101:10-3-01 Workforce Innovation and Opportunity Act youth program eligibility requirements are followed when determining 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.

- 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:

MCDJFS assures that a qualified, trained CCMEP caseworker is conducting the assessment. The worker began working on CCMEP in October 2015 and has been involved in the development of the program since the beginning.

Within 10 days of the referral, the CCMEP caseworker will schedule a visit. A face to face interview with the participant will be conducted to include an explanation of CCMEP, goals, objectives and expectations as well as conducting the assessment.

Once the assessment has been completed, and goals identified, the CCMEP case worker and participant will move on to the completion of the IOP. By doing this together, the CCMEP participant has a sense of participation and is able to drive the process. That way it will be meaningful to the participant and there is a greater chance of success.

The TABE test is the tool used in the basic skills assessment. The TABE is administered by the CCMEP case worker at the OMJ center. The TABE test is the tool used by Area 14.

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:

The TABE test is used by the OMJ center in Meigs County. It is also the tool used by Area 14.

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.

The CCMEP case manager will engage participants every 30 days. This is tracked by the CCMEP case manager using an Excel spreadsheet or the Microsoft Outlook calendar.

The supervisor also tracks the 30 days by using the same tools and reminds the case manager if the 30 day limit has been reached.

As for engagement, a variety of techniques are used including face to face, telephone or other forms of communication. If the participant is not engaging, home visits or visits to the school are approved. The most successful engagement tool is the use of incentives. Incentives can be earned for follow-up, engagement, good school grades or retaining employment.

Several attempts are made to keep the participant engaged before the person is exited the program.

6. Program Services

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

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

1. **TANF Purpose 1** - Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives

2. **TANF Purpose 2** - End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage
3. **TANF Purpose 3** - Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies
4. **TANF Purpose 4** - Encourage the formation and maintenance of two-parent families

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

Describe:

Tutoring, study skills, training and instruction and school dropout prevention strategies will lead to completion of a secondary education and/or training. Tutoring, study skills training, instruction and dropout prevention, to be provided by ASPIRE by Buckeye Hills, - Meigs County Local Schools, post-secondary institutions, among others. The need for these service will be identified during the comprehensive assessment, IOP development and through case management. CCMEP case managers will work close with area high school guidance counselors to ensure the participants are on track with school and to prevent dropout.

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

Describe:

Alternate secondary school services or dropout recovery services to be provided by ASPIRE or the local school districts. Meigs CCMEP case managers will build on partnerships and continue to expand knowledge on available resource for dropout recovery services, such as collaborated efforts with local school districts, e-learnings opportunities, and Aspire services to best fit the needs of the youth.

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

Describe:

Paid and unpaid work experiences can be provided by any public or private sector employer and as the lead agency, we coordinate the work experience and assure academic and occupational education component is addressed. Comprehensive Assessment will be used to determine the needs of the youth and IOP will be used to outline service delivery. This experience allows the youth the gain additional skills that enable them to expand their employability development to seek and obtain permanent employment.

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

Describe:

Occupational skills training to be provided by the lead agency. The needs will be identified through the assessment process and IOP. The program will promote demanding occupations in the workforce, leading to long term employment with self-sufficient wages.

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

Describe:

Education offered concurrently with workforce preparation activities to be provided by the lead agency. This element consist of offering an opportunity for the participant to explore and understand an occupational industry, through job shadowing and paid/unpaid experiences.

6. Leadership development opportunities – TANF Purpose(s) 1, 2-and 4

Describe:

Leadership development opportunities to be provided by any mental/behavioral health agency, civic organization with the expertise or through partnerships with other agencies whether public or private. Participants can develop self-reliance, community awareness, employment opportunities, healthy life choices, etc.

7. Supportive services – TANF Purpose(s) 1, 2, ~~3~~ and 4

Describe:

Supportive services to be provided by the lead agency through the CCMEP plan which details allowable expense

Participant needs will be evaluated on an ongoing basis; financial support will be provided through the purchase of goods or services that enhance and encourage successful progress and outcomes. When possible, referrals will be made to other agencies before CCMEP funds are spent. Examples of supportive services include incentives, assistance with driver's education, school fees, transportation and related costs, child care, housing, vehicle purchase, needs related payments, work supports such as uniforms, appropriate work clothes, or work-related tools, etc. The CCMEP case management will reference and follow the Service Matrix to ensure identified supportive services as allowable expense under the funding streams.

Removing barriers such as child care allows the parent to end the need for government assistance by removing obstacles to being gainfully employed.

~~8.~~

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

Describe:

Adult mentoring will be done on an informal basis unless it is a specific objective with the Individual Employment Plan. When an adult mentor become identified, we will work to develop and create the match on an individual basis. Some adult mentoring opportunities to be provided: mental/behavioral health agency, civic organization with the expertise or through partnerships with other agencies whether public or private, such as Big Brothers Big Sisters.

Adult mentoring promotes job preparation, work, and marriage which in turn ends dependence on government benefits.

~~Adult mentoring opportunities to be provided by any mental/behavioral health agency, civic organization with the expertise or through partnership with other agencies whether public or private, such as Big Brother Big Sisters. Adult mentoring opportunities to be provided by any mental/behavioral health agency, civic organization with the expertise or through partnerships with other agencies whether public or private, such as Big Brothers Big Sisters.~~

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

Describe:

Follow-up services for not less than 12 months to be provided by lead agency, immediately after being exited from the program. Follow-up will be seen as an extension of the program during which staff help participants create their own solutions to the challenges they continue to face as they transition to employment, the military or post-secondary education. The goal of follow up services is to enable participants to continue lifelong learning and achieve a level of self-sufficiency to ensure job retention, wage gains, and career progress.

~~y.~~

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

Describe:

Comprehensive guidance and counseling opportunities to be provided by any mental/behavioral/alcohol/drug addiction services. Career counseling to be provided by OMJ center or OMJ partners. CCMEP case manager will continue to provide case management and support while the participant is receiving treatment.

Removing barriers through guidance and counseling leads to self-reliance. Self-worth promotes confidence to obtain and education and employment to end dependence on government benefits.

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

Describe:
Financial literacy and education to be provided by Community Action, OSU extension, behavioral/mental health agencies or financial institutions in the county.
Education on money management leads to self-sufficiency to the individual and the household, providing family stability to end dependence of government benefits.

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

Describe:
Entrepreneurial skills training to be provided by the local economic development office or chamber of commerce. Small Business development workshops, through AceNet, is also available through the OhioMeansJobs-Meigs County.

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

Describe:
Labor market and employment information to be provided by the lead agency. OMJ -Meigs County actively uses and markets the OhioMeansJobs.com website so participants can research occupations for demand and wage information. Education on LMI promotes awareness to high demand, economically stable careers.

14. Post-secondary preparation and transition activities – TANF Purpose(s) 2 and 4

Describe:
Activities to prepare for and transition to post-secondary education and training to be provided by the lead agency. CCMEP case manager will work with participants on the transitioning a participant from high school to post-secondary education, and provide resources and connection to services as it relates to enrollment, and financial aid.
Completed skill training promotes self-confidence, advancement in the workforce, and stability in the family to end dependence on government benefits.

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

- The Lead Agency certifies that it does not use TANF or WIOA funds to pay a program participant directly for subsidized employment by the local participating agency as either a Lead Agency or as a service provider. Provide a description of how participants will be compensated for subsidized employment:

Describe:
Program participants will not be paid directly. Typically, MCDJFS has a MOU with employers that describe the reimbursement process. Laid out in the MOU are the hourly rate, fringes and reimbursement schedule along with what documentation is required for reimbursement. MCDJFS pay the employer directly, not the employee.

6.3 Provide a description of the supportive services that the Lead Agency makes available to program participants and attach local policies on supportive services:

Describe:

Supportive services will be capped at \$~~355~~,000 per participant to complete any of the 14 WIOA elements. These supportive services will include such things as housing, rent and deposits, work related items, automobile repair or other services deemed appropriate by the CCMEP staff to help remove barriers toward career pathway. These supportive services are paid for by the CCMEP allocations under TANF or WIOA, depending on the youth's eligibility and program affiliation. These are not Prevention, Retention and Contingency (PRC) services under the PRC plan.

~~In addition, for TANF eligible participants, there is the PRC plan. This plan is similar to the CCMEP supportive plan and pays for similar items and can be utilized for TANF eligible clients.~~

Other community resources may be tapped into in the unlikely event the CCMEP or TANF plan does not cover a situation. Counties have at their disposal local or county general revenue funds that may be used, however, this would be worst case scenario.

In addition, no more than 4 months of assistance can be provided in a row. This is deemed ongoing assistance and is unallowable under TANF rules.

See Meigs CCMEP Procedural 17-04

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:

Meigs CCMEP program provides 12 month follow up service immediately after exiting a participant from the CCMEP program. Supportive services are available during this time to help the participant in maintaining their stability.

Individuals may opt out of the program on their own. There is no penalty to them provided they are not enrolled in OWF or SNAP. Should a participant wish to opt out or is considering the possibility, the case manager will try to meet with the participant and explain the benefits of staying in the program. This conversation may include what supportive services can be offered and what other services may be provided should the participant wish to remain enrolled.

When a participant opts out or cannot be located, written documentation and written appointment letters are the formal mechanism used to notify the participant, however, texts, e-mails or phone calls may also be utilized to reach a participant who has failed to follow-up. These are not primary tools, but secondary tools used to try to increase the likelihood of reaching the participant.

See Meigs CCMEP Follow up Procedure #17-02

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

Describe:

Good cause may include but is not limited to domestic violence issues, court ordered appearances, lack of child care, death or serious injury or illness to an immediate family member. Other reasons will be addressed on a case by case basis.

Depending on the type of good cause, for instance, if it is DV issue, the agency may choose to take a self-assessment or ask the participant to provide a copy of the protection order.

In other instances, documentation may be required such as subpoena or other court document detailing when and where the participant must appear in court.

Good cause will be determined within 7 days of the failed hours or before it is submitted to the work activities supervisor for a proposed sanction.

All documentation is in the written letter form.

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

Describe:

Appointments Program participants will receive prior written notice of a scheduled appointment. Even if an appointment is schedule with the participant in person or by phone, written notice will still be mailed as a reminder of the appointment. Within 7 calendar days of the appointment unless the participant agrees to waive the notice. within 7 calendar days of the appointment unless the participant agrees to waive the notice. The written notice will be mailed to the current address on file.

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:

Aspire, formerly known as ABLE, is co-located within the OMJ center. In person referrals are made to Aspire as the need arises. Services are discussed with the participant by both the Aspire staff member and a member of the lead agency, to insure the participant knows what options are available. The IOP will drive the referral for service to help each individual in need. Therefore, if a participant does not have their high school diploma or equivalent, that will a first priority in the participants career pathway and will be included in the IOP.

6.8 Describe the Lead Agency's role in the design of the CCMEP services procured through the workforce development board including collaboration and co-funding.

Describe:

The lead agency is prohibited from being involved in the procurement of services if the lead agency plans on responding to the Request for Proposals (RFP). The lead agency cannot bid on a RFP it helped develop because it would be a conflict of interest and WIOA rules and regulations prohibit such conflicts. If the lead agency chooses not to bid on the RFP, then it is acceptable for the lead agency to be involved in the development and review of any submitted proposals.

In Area 14, The Workforce Development Board(WDB) issues an RFP, a committee appointed by the Chair, will then review the proposals, score the proposals and make recommendations to the full Board. Once the WDB votes to accept a proposal, ultimately, the board of county commissioners, in each county, awards the contract.

Historically, the OMJ centers have always been the provider of career services, youth and adult and dislocated services. The Ohio Means Job Centers will work together with the WDB and make suggestions for training or provide information on the job market which will better assist the WDB to make informed decisions.

In Area 14, a resolution has been adopted by the WDB authorizing the use of CCMEP and TANF funds for serving participants.

The CCMEP plan is the guiding document that describes how the lead agency and WDB collaborates on CCMEP and TANF services. Each county is required to develop and submit it for signature by the WDB Chair. Once that is done, the CCMEP plan is submitted to the Ohio Department of Job and Family Services for approval and every two years the plan is updated.

The CCMEP case manager who determine eligibility will co-enrollment for both WIOA and TANF funded CCMEP, if deemed eligible so funds could be utilized and leverage to meet youth long term employment goals.

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:

The lead agency does not require any specific training for case managers, however, each case manager has attended or will attend any trainings, conference and/or meetings sanctioned by the Ohio Department of Job and Family Services or similar organizations such as the Workforce Directors Association or trainings sponsored by other workforce areas.

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

Surveys are used as the formal tool to gain feedback. This information is used to make program improvements or address any shortfalls. Generally, surveys are conducted quarterly.

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

Describe:

The CCMEP case manager and supervisor meet on a monthly basis to staff cases and meet on a regular basis to go over rules, procedures, etc.

In addition, the CCMEP case managers attends the Area 14 meeting of county coordinators. This group meets quarterly.

Furthermore, case managers and the supervisor are evaluated annually regarding his/her performance. Throughout the year, if any problems issues or concerns arise, it is handled quickly to prevent disruption or ineffective services. Case managers are also free to discuss successes and make valuable suggestions to for program improvement.

Agency director meets with supervisor and workers on an as needed basis.

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:

Any supplemental data collected will be placed in the case file, entered into OWCMS and date stamped. This supplemental data will be used to track performance measures or verify performance not already captured by the ODJFS system.

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 Christopher T. Shank, Director	
Signature	Date

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

Name and Title Robert Ogden, Chair	
Signature	Date