



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

for

County or Counties: Monroe

Effective Date: 7/1/2018

Plan Submission

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

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

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

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

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1. Lead Agency and Coordination with Partners

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

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

Lead Agency Name — Monroe County Department of Job and Family Services			
Lead Agency Address — 100 Home Avenue		City — Woodsfield	State — Ohio
Zip Code — 43793		First Name of Lead Agency Official — Jeanette	Last Name of Lead Agency Official — Harter
Title of Lead Agency Official — Director		Phone Number — (740)472-1602	Email Address — jeanette.harter@jfs.ohio.gov
Program Contact Person — William Long			Phone Number — (740)472-1602
Phone Number — (740) 472-1602		Email Address — william.long@jfs.ohio.gov	
Fiscal Contact Person — Rebecca Safko			
Phone Number — (740)632-4671		Email Address — rebecca@omj15.com	

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

Agency Name — OhioMeansJobs-Monroe County			
Agency Address — 100 Home Avenue		City — Woodsfield	State — Ohio
Zip Code — 43793		First Name of Lead Agency Official — William	Last Name of Lead Agency Official — Long
Title of Lead Agency Official — Workforce Unit Supervisor		Phone Number — (740)472-1602	Email Address — william.long@jfs.ohio.gov

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

Workforce Development Area — 15	
Workforce Development Board Chair Name — Herman Gray	
Workforce Development Board Director Name — Rebecca Safko	
Phone Number — (740)632-4671	Email Address — rebecca@omj15.com

1.4 Identify the implementation manager for the Lead Agency.

First Name of Implementation Manager ——William	Last Name of Implementation Manager ——Long	Title of Implementation Manager —— Workforce Unit Supervisor
Phone Number ——(740)472-1602	Email Address —— william.long@jfs.ohio.gov	

1.5 Lead Agency's performance and data management contact:

Contact Person —— Rebecca Safko	
Phone Number ——(740)632-4671	Email Address —— rebecca@omj15.com

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

Describe:
[The Workforce \(WIOA\) department is housed within Monroe County Department of Job and Family Services. As the lead agency, MCDJFS staff work directly with WIOA staff and our Area 15 WIB to align CCMEP goals with workforce development. These two entities operate hand-in-hand with each other in the development of local policies, service delivery, client referrals and community outreach efforts. Our agency has recently experienced personnel changes and as a result, the incoming MCDJFS Jobs Worker will be cross-trained with our WIOA/CCMEP Case Manager to ensure a more complete understanding of the day-to-day operations of our CCMEP program.](#) ——

1.7 How does the Lead Agency plan to partner and actively collaborate with the local workforce development board including but not limited to (Please attach any relevant policies to this plan.):

- Frequency of meetings
- Engagement of local businesses
- Engagement of community partners
- Develop policies for work experience and incentives

Describe:
——[Our agency attends each WIB meeting which is generally on a quarterly basis. Our WIB board is appropriately represented by having board members representing business, labor, government and education. In addition, our agency remains in constant contact with the Director of our OVER office. This can range from daily contact to a few times per week. Local businesses and community partners are frequently represented at these WIB meetings. In addition, we have monthly partner meetings to encourage active participation and engagement of local businesses and/or community partners. See attached Work Experience and Incentive policies currently being utilized for WIOA and TANF/CCMEP 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:

—The lead agency is bound by the policies developed by our local workforce board as they pertain to the administration of our CCMEP program. Our agency utilizes TABE testing to conduct our basic skills assessments. Determination of eligibility for the WIOA Youth Program is performed by our WIOA Case Manager and is monitored by our Ohio Valley Employment Resources (OVER) office for accuracy and quality assurance. The OVER office takes the lead role in the collection and reporting of data and performance. The OVER office also monitors any contracts to ensure compliance and monitors case files to ensure that appropriate supportive services and follow-up services are being provided as required as directed by the local WIB. Attached is [Policy Letter No. 1-17 \(Follow-up\)](#), [Policy Letter No. 5-15 \(Supportive Services Policy\)](#) and [Letter No. 15-03 \(Youth Program Eligibility\)](#) which clarifies “additional assistance”.

There is a separation between the entities delivering services and the entities setting policy, monitoring providers and reviewing, recommending and procuring providers. Area 15 has a “Related Party Form” which is completed at each eligibility assessment.

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, (formerly ABLE) is a partner with our OhioMeansJobs-Monroe County facility to provide GED classes and testing as well as multiple youth elements.

- Alcohol, Drug and Mental Health (ADAMH) Board

—Tri-County Help Center provides mental health services.
Suicide Prevention Coalition provides mental health services.
Crossroads Counseling provides addiction services.

- Businesses

—MCDJFS currently has an excellent relationship with numerous existing and new businesses in the county and provides services ranging from accepting applications, use of our facility for interviews, job order placement, skills upgrade and retraining, summer youth experience, OJT contracts, etc...Examples: Dairy Queen, Valley Trucking Services, Center Port Terminal, etc.....

- Career and Technical Education

—Monroe County currently has Swiss Hills Vocational School as our local technical institution that provides training and educational opportunities.

- Child Care Providers

—MCDJFS serves as the OMJ Center Operator and the local agency responsible for certifying the local child care providers as well as determining eligibility for child care subsidies. OMJ job seekers can obtain and submit a child care application while visiting the OMJ center.

- Child Support Enforcement Agency

—MCDJFS serves as the OMJ Center Operator and the local agency responsible for Child Support Enforcement. OMJ job seekers can fulfill their child support court orders related to “Seek Work” activities and document those efforts while visiting their OMJ center.

Children Services Agency

—MCDJFS serves as the OMJ Center Operator and the local agency responsible for Children Services activities. Children Services staff regularly refer caseload participants to our OMJ center for job-seeking activities.

Community College(s)

—Monroe County currently has active partners and local approved training providers including Belmont College, Washington State Community College, Washington County Career Center, Mid East Ohio Career Center and others.

Community Action Agency

—Guernsey, Monroe, Noble Tri-County CAC is an active partner of our OMJ center. We regularly collaborate on contracts, grants, customer education and mutual referrals.

County Family Service Planning Committee

—N/A

Family and Children First Council

—Monroe County Family and Children First Council is a partner with our PCSA unit which coordinates common services and meets onsite at our agency on a quarterly basis.

Juvenile Court System

—The Monroe County Court System and Probation Office is an active partner with our agency and strongly supports our ~~Summer youth~~ Work Experience Program as well as our active CCMEP program.

Local Healthier Buckeye Council

—N/A

Local School District(s)

—The Switzerland of Ohio School District is a strong partner with our agency and provides ~~services~~ such as: tutoring, counseling, mentoring, etc...

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

—Opportunities for Ohioans with Disabilities is an off-site partner with our agency that schedules appointments and comes to our agency on an as-needed basis upon a referral from our staff. They provide “Windmills” training for our OMJ staff.

Other

OMJ—Monroe County has active and vital partnerships with our ODJFS Vet Rep, UI, Trade, Rapid Response staff, OWF worksites and Summer YouthWork Experience worksites.

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: 8 - 10

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: 12 - 15

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: 10 - 12

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:

—MCDJFS continues to develop new relationships with local businesses and strengthen existing relationships with businesses that we are already utilizing. This is accomplished via multiple methods such as: contact with our local Chamber of Commerce, radio and newspaper ads, billboard ads, utilization of work sites for our summer youthwork experience program and OWF/SNAP worksites, OJT contracts, etc....

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:

Our OMJ center is located within our MCDJFS and we share staff so the communication between these two entities is seamless. Our WIOA/CCMEP case manager is housed in the same area as our IM staff and they continue to have daily communication with one another. The summer youthwork experience subcontractor was also housed in our MCDJFS building and also serves as a partner in our resource room. Because we are such a small county, our WIOA staff and CCMEP staff have daily contact with our summer youthwork experience subcontractor. In addition, scheduled meetings and weekly reports were given to our agency by the summer youthwork experience subcontractor.

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: Screening at the Monroe CDJFS/OMJ front desk, Child Support Dept., IM Dept.

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

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

Describe:

When our agency case worker/jobs worker determines that an individual is required or has volunteered to participate in our CCMEP program, a referral is immediately made to our CCMEP case worker so the assessment process can commence immediately via the jobs worker walking the client down the hall to the CCMEP case manager's office for an immediate assessment or the jobs worker will send an email to the CCMEP case manager if she is not immediately available. This allows the CCMEP case manager to schedule and meet with the client to complete the JFS-3002 well within the 30 day time limit. In most instances, that assessment process takes place the same day the individual first arrives at our agency. Our jobs worker will frequently walk the individual directly to our CCMEP case manager's office. For non-OWF participants (WIOA youth or volunteers such as a PRC recipient), the JFS-3002 application begins the referral process and is completed by our CCMEP case manager.

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:

When the jobs worker at MCDJFS, the Lead Agency, contacts the CCMEP case manager or any additional subcontractors stating that a new participant is being enrolled into our program, they are informed as to how many months of OWF have already been used as this can affect the pathway to success that the agency and the participant may agree to follow.

- 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 —our agency discovers during the assessment and creation of the IOP that a program participant is a victim of domestic violence, their IOP is normally modified and based on the comfort level and particular circumstances of the participant-. Appropriate permission is obtained from the participant to allow our agency to communicate minimal information to the community resource/resources that we have agreed to contact and utilize thefor services. Our agency has a process in place to protect the personal information for all victims of domestic violence. In some instances it might become necessary to modify the hours of participation or even waive the participant's requirements in order to ensure their personal safety due to extenuating circumstances associated with their domestic violence barrier.

- 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 we are a small rural county and our agency staff size is minimal, our lines of communication are somewhat easy to navigate. Our jobs worker communicates directly with our CCMEP case manager regarding the participation of an individual in our CCMEP program. This communication takes place quite often on a daily basis by various forms such as an agency email from worker to worker or a direct conversation between the two workers regarding the participant's the CCMEP activities assigned to an OWF work-eligible individual, status changes, good cause, income information, FLSA hour maximums, OWF, SNAP, etc... CCMEP staff will enter the CCMEP required activities in the IOP and track participation via attendance sheets/activity logs. This information is shared with the public assistance staff as needed. From the date an OWF application is completed by an individual, the public assistance staff will refer the individual within 7 days (usually immediately) and the CCMEP staff will complete the assessment and IOP within 30 days. Via email or direct conversation, the CCMEP staff will notify the public assistance staff that the assessment and IOP have been completed. If the individual fails to comply with the terms of the IOP, CCMEP staff will notify the public assistance staff via email within 10 calendar days of the failure. CCMEP staff will continue to make an effort to contact the OWF participant to address the failure to comply. An OWF work-eligible participant will not be immediately exited from the CCMEP program per CCMEP rules. If necessary, the exit process will be followed per rule 5101:14-1-06. current status.

- 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:

—In the event that an OWF recipient relocates to another county, their IM case is immediately transferred to that new county of residence within 10 calendar days (usually immediately). That communication would be made

to the new Lead Agency by our Program Operator as a result of direct communication between our WIOA Program Operator and our IM Supervisor who physically makes that OWF case transfer through the CRIS-E system. Current local and statewide processes exist for county transfer of cases. CCMEP funding will support more intensive and timely application of those existing protocols. In the event the individual is a non-OWF participant, our county will contact the lead agency of the county to which the participant is relocating and advise them of the new resident and share all necessary information (case file and notes) on the participant. If the participant and the original county of residence mutually agree that it is in the best interest of the non-OWF participant to continue to be served in the original county, then the CCMEP case will not be transferred to the county of relocation and the participant will continue to be served by the original lead agency.

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:

—Includes all individuals residing in the household, proof of last six months income, household must contain a minor under the age of eighteen and eligibility is determined every six months. See attachment "Household Members and Income Counting for CCMEP TANF Funding 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:

The — If the individual has been determined to be a required CCMEP participant or if they are a volunteer participant, the agency immediately completes the CCMEP Comprehensive Assessment with the individual to utilize as a major determining factor as to what the capabilities and barriers exist for the participant. Monroe CDJFS CCMEP case manager completes the comprehensive assessment (forms 03003 and 03006) on CCMEP eligible youth. Our CCMEP case manager normally completes the assessment on hard copy and then enters the information into OWCMS. Either the hard copy or the printed version from OWCMS is signed by the youth and parent/guardian if applicable. The completed comprehensive assessment is utilized to develop the youth's IOP plan. Per rule, the assessment is completed within the 30 day timeframe and a hard copy of the completed comprehensive assessment is maintained in the participant's case file.

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:

[Our agency utilizes TABE testing for determining the applicant's basic skills levels. This testing is currently being administered by Aspire, our ABLE partner.](#)

5.3 Confirm that the Lead Agency has a process to ensure IOPs are developed with participants based on their needs and revised with updates when necessary.

- The Lead Agency has a process to ensure IOPs are developed with program participants based on their needs and revised with updates when necessary.

5.4 Describe how the Lead Agency ensures that case managers engage with program participants at least once every 30 days and keep them engaged.

Describe:

[Monroe County is going through a personnel change as we have recently hired a new WIOA/CCMEP case manager for our CCMEP program. Our previous case manager developed their own "tickler" system to ensure that a minimum of 30 day contact was being made with each program participant. Our recently hired WIOA/CCMEP case manager is in the process of developing a spreadsheet to utilize as a tickler system so contact can be made with each participant to ensure requirements are being met.](#)

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:

—Provided through our agency, GMN Tri-County and Mid-East Ohio Career Center to assist participants in obtaining their high school diplomas or GED so self-sufficiency may be accomplished through adequate employment. The increase in an individual's basic skills and academic proficiency will improve employability and their attainment of employment will result in their ability to care for their children in their own home and end their dependence on government benefits.

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

Describe:

—Provided through GMN Tri-County and Mid-East Ohio Career Center to assist participants in obtaining their diplomas or other avenues to enhanced employment opportunities and self-sufficiency. Obtaining a credential/GED/diploma enhances an individual's employability resulting in obtaining employment which will enable the individuals to care for their children in their own homes and end dependency on government benefits.

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

Describe:

These services are provided by —GMN Tri-County and our agency to enable our participants to develop practical and desirable job skills and positive work ethics allowing them to obtain and maintain suitable employment. The end result is unsubsidized employment which allows them to care for their children in their own home and end dependency on government benefits.

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

Describe:

This service is provided by our MCDJFS agency, GMN Tri-County, Mid-East Ohio Career Center and other local educational facilities to allow our participants the opportunity to obtain the necessary occupational skills training required to obtain employment. Education is a major contributor to an individual reaching self-sufficiency. Credential attainment enhances an individual's employability and provides a better opportunity for obtaining suitable employment which normally results in their ability to care for their children in their own home and end dependency on government benefits.

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

Describe:

This service is provided through a multitude of local educational facilities as well as GMN Tri-County and Mid-East Ohio Career Center and allows participants to obtain the necessary education and job skills ~~for~~ required to obtain self-sufficiency/reasonable and suitable employment. Education is the key to obtaining self-sufficiency. When combined with workforce preparation on employability skills and positive work ethics, the individual will have obtained the skills they need to obtain employment which will result in their ability to care for their children in their own home and end dependency on government benefits.

6. Leadership development opportunities – TANF Purpose(s) 1,2,3,4

Describe:

This service is provided by GMN Tri-County and Mid-East Ohio Career Center and allows our participants to gain soft skills such as: leadership skills, good citizenship, positive work ethics, etc... Obtainment of these skills provides a pathway for the participant to be successful in life and in the workplace resulting in the ability to care for their children in their own home and ending dependence on government benefits. ~~and touches on all four TANF purposes~~

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

Describe:

These services are provided by MCDJFS, GMN Tri-County, Mid-East Ohio Career Center and multiple other partners. The provision of supportive services is critical to the ability of our participants to complete training and educational programs. Consequently, by receiving such services, individuals are more likely to successfully meet their IOP and educational goals allowing them to obtain employment resulting in their ability to care for their children in their own home and end dependency on government benefits. and are of such a vast array that they touch on all four TANF purposes

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

Describe:

These services are provided by MCDJFS, GMN Tri-County, Mid-East Ohio Career Center and some other local partners and can meet all four TANF purposes. By providing a resource for individuals to talk about their life, issues, family, problems, career goals, etc..., adult mentoring can provide positive input and possible solutions to problems and issues, and encouragement which could positively impact their ability to obtain suitable employment and focus on their family resulting in their ability to care for their children in their own home, end dependency on government benefits, and maintain a two parent family unit. For those participants who are not already married, adult mentoring has the potential to provide them with pros, cons, and consequences of out-of-wedlock pregnancies.

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

Describe:

—The follow-up services are provided by the Lead Agency- Monroe CDJFS, with occasional assistance from GMN Tri-County. Even though a participant may complete the CCMEP program and as a result obtain suitable employment, issues may arise that could hinder job retention or cause other barriers resulting in the individual's inability to care for their children in their own home and possibly requiring government benefit assistance again. Through follow-up, case managers can remain in touch with the participants and help to resolve issues in their infant stage before they become detrimental to the individual's career.

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

Describe:

—These services are provided by the Lead Agency- Monroe CDJFS, as well as GMN Tri-County, Mid-East Ohio Career Center and other local partners. This allows participants to have someone to talk to about their life, family, issues, problems, career goals, etc... Comprehensive guidance and counseling will provide the participant with input, advice, resources and encouragement which will have a positive impact on their ability to obtain employment and focus on their family which will result in their ability to care for their children in their own home, end dependency on government benefits, and maintain their two parent family unit. For those who are not married, guidance and counseling will provide them the pros, cons, and consequences of out-of-wedlock pregnancies.

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

Describe:

—These services are provided by the Lead Agency-Monroe CDJFS, GMN Tri-County and Mid-East Ohio Career Center. To succeed in life, individuals must know the basics of numerous categories: budgeting, credit, finances, paying bills, creating and maintaining a savings account, planning for retirement, home management, purchasing necessities only, cost of raising a family, paychecks, etc... All of these life skills have an impact on an individual's ability to raise their children in their own home, end dependency on government benefits, keeping their two parent family intact, and knowing the consequences of becoming pregnant out-of-wedlock.

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

Describe:

—These services are provided by GMN Tri-County and Mid-East Ohio Career Center as well as local school district facilities. This is an employment option which would provide an individual the opportunity and ability to achieve self-sufficiency resulting in their ability to raise their children in their own home and end dependency on government benefits.

13. Labor market and employment information – TANF Purpose(s) 1,2,4

Describe:

—These services are provided by the Lead Agency-Monroe CDJFS, GMN Tri-County and Mid-East Ohio Career Center. LMI is a wonderful resource utilized to provide individuals occupational information such as requirements to obtain employment in a specific industry, earnings potential, and employment prospects. By utilizing this LMI information, individuals can make informed career decisions allowing them to successfully obtain suitable employment which leads to self-sufficiency. This provides individuals the ability to care for their children in their own home and ends any dependency for government benefits and assistance.

14. Post-secondary preparation and transition activities – TANF Purpose(s) 1,2,4

Describe:

These services are provided by the Lead Agency-Monroe CDJFS, GMN Tri-County and Mid-East Ohio Career Center. Education is the key to self-sufficiency. Having services in place to assist individuals with post-secondary preparation will facilitate their entry into post-secondary education. This will enhance their ability to obtain a credential making them more employable and providing an avenue for them to obtain self-sufficiency. As a result, the individual will have the ability to raise their children in their own home and end any dependency 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:

—Participants will be paid by the employer or a third party contracted vendor. MCDJFS will reimburse the employer or vendor as appropriate. MCDJFS has also researched developed an possible incentive program (Referenced in Section 1.7) that is currently being utilized and having a positive effect on our youth by some other counties.

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:

Our agency has various supportive services available through our PRC program to serve our participants. Another example of supportive service is mileage reimbursement/travel stipend paid through our WIOA program. See attached WIOAPL 15-10 (Youth Program Services) and OVER Policy Letter No. 5-15 (Supportive Services). Our agency plans to adopt our workforce policies and we will follow 45 CFR 260.31 regarding non-assistance for TANF funding. Our agency will not pay for medical services except for pre-pregnancy planning services while using TANF funding although WIOA funding can be used for these types of services. Our agency will follow Family Assistance Letter (FAL) 103 regarding the usage of gas cards.

6.4 Provide a description of the follow-up services that the Lead Agency makes available to program participants including documentation requirements when a program participant cannot be located or contacted or requests to opt out or discontinue follow-up services:

Describe:

—Our agency requests that each participant complete our Agency Follow-Up Form which allows the participant to provide information such as: employer name and address, hourly wage, start date, job title, benefit package, etc... Our agency makes every effort possible to make contact with our participants on a quarterly basis for a twelve months period following exit of our program-. Each attempt to contact the participant is documented

in OWCMS. This allows our agency to assist the participant if any issues arise between the participant and their employer or if the participant is experiencing any "life issues" that they might need assistance in reconciling. Consistent follow-up contact with our participant will also allow for an accurate report for our performance outcome. See attached OVER Policy Letter No. 1-17 (Follow-up) as well as the appropriate section of attached WIOAPL 15-10 (Youth Program Services). —Per OAC 5101:14-1-06 (D)(1) the lead agency shall document each attempt to make contact in OWCMS when a program participant cannot be located or contacted for follow-up services. When the program participant requests to opt-out or discontinue follow-up services the request is documented in OWCMS. This documentation contains the date, rationale pertaining to the request if applicable and any other information accurately explaining the participant's request to opt-out. Although Monroe County plans to accept Area 15's Follow-Up policy, we will provide follow-up to CCMEP participants at least once every thirty calendar days.

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

Describe:

Our agency requires OWF-eligible CCMEP program participants to provide written statements from their doctor, court system, etc... within two days of their absence from participation in a scheduled work activity.

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

Describe:

In addition to the verbal communication that has already taken place in most instances, our agency provides the participant with a written notice via mail of their scheduled CCMEP appointment.

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:

During the assessment and creation of the IOP program participants will be given multiple options for obtaining their high school diploma or equivalent. One option is for our agency to refer the participant to our local ABLE/Aspire program or offer them the option to consider one of the Adult Diploma programs.

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 has representation on the local Workforce Investment Board and attends all meetings thus allowing the Lead Agency to have an active say in the development of services through collaboration and possible co-funding options.

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:

—Our CCMEP case managers attend all trainings available throughout our area and at the state level in an effort to have reliable staff to operate our CCMEP program. These trainings can range from video conferences, webinars, actual classroom trainings and local area program operator meetings/trainings.

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 checked="" type="checkbox"/> Between 25 and 50 cases | <input type="checkbox"/> Other: |

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

Describe:

—Our agency asks the participant to complete a customer satisfaction survey to assist our agency in making positive changes and producing the best results for our program participants. Information gained from these surveys are discussed at local partner meetings and changes are implemented as warranted.

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:

—Our agency asks our local partners at each monthly partner meeting to provide any ideas or suggestions that might improve the outcome for our program participants or possibly provide a more rewarding and enjoyable experience for our participants.

8. Performance Measures

A key feature of CCMEP is strengthened accountability through the establishment of a single Lead Agency responsible for meeting common outcome measures and performance goals.

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

In addition, ODJFS also matches case records with data from various sources. Some post-exit program participant accomplishments (e.g., degree attainment) may not be captured this way.

Describe:

—Some of this data is captured through our CFIS tracking system. In addition, through our follow-up process, our agency would make contact with the participant and request a copy of the recently achieved certification/degree etc....effective case management and our CCMEP staff remaining engaged with our participants, documentation vital to measurable skills gain and credential/certificate attainment is captured by obtaining report cards, transcripts, diplomas, etc...from the participant or the applicable educational/training facility. Once obtained, this information along with any supplemental employment information can be entered into OWCMS.

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 Jeanette Harter – Director of Monroe CDJFS	
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 Herman Gray – Chairman of the Local Workforce Development Board	
Signature	Date

DRAFT