



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

for

County or Counties:

Morrow

Effective Date: 10/1/17

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 Morrow County Job & Family Services			
Lead Agency Address 619 W. Marion Rd.		Mt. Gilead	Ohio 43338
First Name of Lead Agency Official Sundie	Brown		Director
Phone Number 419-949-2606		Email Address Sundie.Brown@jfs.ohio.gov	

Program Contact Person Jennifer Kennon		
Phone Number 419-949-2634	Email Address Jennifer.Kennon@jfs.ohio.gov	

Fiscal Contact Person Denise Sayre-Rogers	
Phone Number 419-949-2660	Email Address Denise.Sayre@jfs.ohio.gov

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

Agency Name OhioMeansJobs-Morrow County				
Agency Address 619 W. Marion Rd.		City Mt. Gilead	State Ohio	Zip Code 43338
First Name of Lead Agency Official Sundie	Last Name of Lead Agency Official Brown	Title of Lead Agency Official Director		
Phone Number 419-949-2606		Email Address Sundie.Brown@jfs.ohio.gov		

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

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

1.4 Identify the implementation manager for the Lead Agency.

First Name of Implementation Manager Jennifer	Last Name of Implementation Manager Kennon	Title of Implementation Manager Administrator
Phone Number 419-949-2634		Email Address Jennifer.Kennon@jfs.ohio.gov

1.5 Lead Agency’s performance and data management contact:

Contact Person Jennifer Kennon		
Phone Number 419-949-2634		Email Address Jennifer.Kennon@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?

Morrow County Job & Family Services (MCJFS) is quadruple combined and includes the following departments: Income Maintenance, The Office of Child Support, Family and Children Services, and Work Activities/OhioMeansJobs. OhioMeansJobs-Morrow County staff, Morrow County Job and Family Services (MCJFS) staff, Work Activities, Family and Children Services, Child Care staff, and Office of Child Support are all co-located and have a strong working relationship. Morrow County Job and Family Services is the lead agency for CCMEP. This current structure facilitates communication and coordination among our workforce and public assistance programs. CCMEP referrals come through a variety of channels that flow through a central CCMEP Coordinator.

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

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

This Lead Agency is a member of the Area 7 Workforce Area. Area 7 Board meetings are open to the public and are held on the first Wednesday of even-numbered months. Engagement of local businesses and community partners is the utmost importance. The Board consists of members who represent the following: business, labor, community-based organizations, joint apprenticeship program, economic development, Wagner-Peyser, WIOA, Title1, TANF, vocational rehabilitation, post-secondary education, and Aspire. Within Area 7, every workforce entity (i.e., provider of career services or Job Center) has also been identified as the Lead Agency by their respective county commissioners. In each case, coordination between the Lead Agency and the workforce entity will be maximized because they are, in fact, the same organization. Morrow County Job & Family Services will actively collaborate with the Area 7 Board. MCJFS staff attend Area 7 Board meetings on a regular basis and actively participate in program and youth committee meetings. The Area 7 Board and its Policy Committee oversee development of policy guidance for operation and administration of the WIOA program in Area 7’s member counties, so the overarching framework for CCMEP within the area is inherently uniform. While some elements of CCMEP will vary from county to county due to factors such as county size, allocation, participant demographics, etc., a large portion of the CCMEP program

administration within Area 7 will be uniform. Some of the current items in place which foster uniform administration within Area 7 include things such as: common forms, common basic skills assessment (TABE), common eligibility determination/policy/barrier criteria, tracking system, including collecting and reporting of data (currently SwipeIT/Gazelle/MIP, and CFIS Web WIOA), provider approval process (described in Section 1.5), monitoring contracts fiscally and programmatically, both desk reviews and onsite visits, sharing of best practices, innovative ideas, and documents via the Area 7 website (**see Area 7 By Laws: attachment A**).

MCJFS refers to and follows WIOAPL 15-13 Work Experience for Youth and the Area 7 Youth Work Experience Policy when administering work experience activities for WIOA and TANF CCMEP (**see attachment B & C**). Work experience as a CCMEP service includes: paid and unpaid work experience, summer employment opportunities and other employment opportunities available throughout the school year; pre-apprenticeship programs; internships and job shadowing; on-the-job training opportunities; and traditional work experience program (WEP) assignments used in the OWF program (and defined in rule 5101:1-3-12.3 of the Administrative Code).

Incentives are offered to work experience CCMEP participants and are made available via our our incentive policy and worksheet and are provided by our vendor (**see attachment D**). MCJFS does not use stipends.

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.

The Area 7 Workforce Board does not have any CCMEP-specific policies, with the exception of 1) basic skills assessments (**attachment E**), 2) the "needs additional assistance" policy (**attachment F**). The Area 7 Board has adopted the relevant ODJFS policies in whole as local policy. Regarding, basic skills assessment, Area 7 has not mandated a common assessment. Morrow County elects to utilize Test of Adult Basic Education (TABE). MCJFS refers to and follows the rules and Ohio Administrative Code set forth in the Comprehensive Case Management and Employment Program Manual.

To ensure determination of eligibility for the Workforce Innovation and Opportunity Act (WIOA) youth program, MCJFS agency shall ensure that the JFS 03002 "WIOA Youth Program Eligibility Application" (rev. 10/2017) or its Ohio workforce case management system (OWCMS) generated equivalent is completed prior to the comprehensive assessment for each mandatory or voluntary individual. The lead agency shall use the JFS 03002 to determine if the individual is eligible to receive funding through Workforce Innovation and Opportunity Act (2014) (WIOA) and temporary assistance for needy families (TANF).

Report and Collect data: The comprehensive assessment is utilized to collect data and the results are reported in the individual opportunity plan (IOP).

MCJFS monitors contracts, while communicating and meeting regularly with our vendor and staff to ensure compliance is taking place. MCJFS completes the Contract Compliance Review and Monitoring Report per contract period (**attachment G**).

Supportive Services: All of the 14 core WIOA elements, along with supportive services, will be made available to participants via our vendor. Supportive services note: MCJFS elects to not use gas cards for transportation services and MCJFS will not use supportive services for medical related items such as physical exams or eye glasses. TANF funded services will align with 45 C.F.R 260.31 following non-assistance regulations for both supportive services and follow up services.

Follow up services: As part of the contracts issued to our vendor, the vendor is required to conduct follow-up for all participants and is doing this on a frequent basis (**see attachment H: Area 7 Career Services Policy** which we follow for supportive services and follow up for WIOA and TANF CCMEP).

Disclosure of relationship: Area 7 sub-grantees are required to report to the Area 7 Board Office any time an enrollment in the WIOA program is made for a customer who is related to an Area 7 official or employee, or sub-grantee or employee, or other stakeholder in the WIOA program. Relationship statement is included in the JFS 3002. We utilize Area 7 WIOA Code of Ethics policy for WIOA and TANF CCMEP (**see attachment I**).

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

Applicants are referred to the Aspire Program at Marion Technical College, Knox County Career Center. Aspire services include but are not limited to: basic math, reading and writing skills, adult secondary education, GED preparation, English for speakers of other languages, transition services, life skills, employability skills, computer literacy, family literacy, and workplace literacy. We also can refer participant to Pioneer Adult Career and Technology Center, Southeast- Mental Health and Recovery Services, and Center of Vocational Alternatives (COVA), or OOD.

- Alcohol, Drug and Mental Health (ADAMH) Board

Applicants requiring ADAMH will be referred to Recovery and Prevention Resources (RPR) for treatment of substance, drug and alcohol abuse and/or Maryhaven for addiction recovery and mental health programs and services.

- Businesses

Multiple business partnerships currently exist between MCJFS (via OMJ) and the local business community. These partnerships have developed over the years of operating the WIA/WIOA and TANF programs. We continue to identify and partner with businesses who have employment opportunities and a willingness to mentor and hire CCMEP participants.

- Career and Technical Education

Marion Technical College is an active partner and is on site at various times throughout the year. We also serve clients in conjunction with Tri-Rivers Career Center, Pioneer Career Center, and Knox County Career Center. We have held multiple open-house events for the Pioneer adult diploma program.

- Child Care Providers

Morrow County Job and Family Services is the local agency responsible for the administration of Ohio's subsidized child care program. Staff is available to work directly with WIOA/OWF participants to provide access for eligible families and also work with Child Care Providers.

- Child Support Enforcement Agency

The Office of Child Support is under the direction of Morrow County Job and Family Services. Child support staff regularly refer parents to OMJ-Morrow for employment and training as well as coordinate access to public assistance benefits for eligible families.

- Children Services Agency

Family and Children Services is under the direction of Morrow County Job and Family Services. Staff is available to work directly with WIOA/OWF participants.

- Community College(s)

Marion Technical College is an active OhioMeansJobs-Morrow partner and has had a career services specialist on site various times throughout the year.

- Community Action Agency

Morrow County Job and Family Services have a good working relationship with Ohio Heartland Community Action Commission. Referrals are made for HEAP, Headstart, and Home Weatherization programs.

- County Family Service Planning Committee

Morrow County Job and Family Services Planning Committee meets with many area agency representatives to coordinate the needs and services to our youth.

- Family and Children First Council

Morrow County Job and Family Services Director is a council member and communicates information on various agency programs to council members to leverage resources in support of families. Family First Council operates in conjunction with the Healthier Buckeye Council.

- Juvenile Court System

The court system refers youth to MCJFS for a variety of services. There is also a link through the local Healthier Buckeye Council and the operations of the ENGAGE (Engaging The New Generation To Achieve Their Goals Through Empowerment) grant.

Local Healthier Buckeye Council

The Local Healthier Buckeye Council operates in conjunction with the Family First Council. MCJFS Director is a member of the Board. Morrow County Job and Family Services Director actively participates in board meetings and has assisted with grant writing.

Local School District(s)

We play a very active role within our local school systems, are visible and available to youth, and have a close working relationship with the administration.

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

We have a strong relationship with the Opportunities for Ohioans with Disabilities, which is co-located within the agency. Referral and communication processes are in place.

Other

2. Population Served

Lead Agencies must serve individuals in the CCMEP program in compliance with the following:

- Individuals **required** to participate: 1) work-eligible participants in the Ohio Works First (OWF) program; and 2) individuals who are in-school youth or out-of-school youth as a condition of enrollment in workforce development activities funded by WIOA.
- Individuals who may **volunteer** to participate: 1) OWF participants determined not to be work eligible; and 2) individuals receiving benefits and services through the Prevention, Retention and Contingency (PRC) program.

2.1 How many CCMEP **required** participants will the Lead Agency serve annually?

Please provide the anticipated number of required individuals the Lead Agency will serve annually in CCMEP: 3-5

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: 30-75

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: 2-10

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?

A combination of continuously making new contacts and building on existing relationships. Morrow County JFS has engaged and informed local business about our CCMEP program. Over the past year, our concentration of work experience sites has been developed in conjunction with the local school districts, with some placements at business and local nonprofits locations. As the program expands, we plan to work with Marion Goodwill to develop more business contacts and connect participants in a targeted career based WEP assignments.

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)?

Morrow County Job & Family Services and OhioMeansJobs-Morrow is one of the same and we currently utilize Marion Goodwill to provide services, outlined in current contracts, for TANF, CCMEP and summer youth participants. Morrow County JFS has at least weekly if not daily contact with Marion Goodwill employment specialists. During these meetings, we continue to improve our process and integrate new ideas into our CCMEP program process. While Morrow JFS is the program eligibility determination entity, our partnership with Marion Goodwill keeps us informed on participant progress through the CCMEP process.

4. Outreach, Referral, and Eligibility

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

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

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

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

MCJFS clerical unit screens all applications for assistance (JFS 7200) for potentially eligible CCMEP participants. Any applications that includes a potentially eligible

CCMEP participant are given to our workforce staff. This process ensures that referrals are made to our Workforce staff within 7 days of the receipt of the application. If applications for assistance, for Morrow County residents, are received in another county, the referral is completed immediately via the Collabor8 mailbox in Outlook. See the attached OWF CCMEP Applicant Referral Policy (**attachment J**).

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.

Our workforce staff and CCMEP staff work closely together and are co-located. Information is shared internally, in both verbal and written format (email). Hours are verified documented and verified monthly. The IOP will include information on the number of months used and the number of months remaining, status changes, reduction to required numbers of hours, activities, etc. as described in OAC 5101:14-1-05 (**attachment K**). Staff will review and monitor CRIS-E TLIN screen.

- 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.

MCJFS shall be aware of the signs of domestic violence. Domestic violence barriers are identified and documented throughout the OWF and WIOA processes as well as at each appraisal and reappraisal. See the attached Domestic Violence Screening policy (**attachment L**). MCJFS will make the necessary community referrals. If domestic violence is determined, it will be explored with the customer to determine if a domestic violence waiver will be needed. Changes in circumstances will be communicated via phone, email, and CRIS-E and/or OB alerts. Work requirements can be waived if the allegation of domestic violence are found to be credible. MCJFS staff refer to OAC 5101:1-3-20 for domestic violence.

- 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.

Processes for assigning OWF and WIOA participants currently exist. The work activities staff and CCMEP staff work closely together and are co-located. Communication, in both verbal and written format, is taking place daily to ensure enrollment for individuals in CCMEP, assigned activities and services, and to ensure all the terms of the IOP is being met. Work Action Notice (WAN) forms are being sent to work activity staff when actions are needed to be processed in CRIS-E or OB. OMJ Morrow County staff and Work Activities staff collaborate to develop the IOP. Participant's changes that could impact eligibility are communicated as they occur. Information regarding CCMEP activities assigned in accordance with rule [5101:14-1-05](#) of the Administrative Code, including but not limited to: the location, schedule, and nature of the activity; and other factors impacting continued CCMEP or OWF eligibility including but not limited to: changes in an OWF work-eligible individual's status, OWF recipient income information, OWF sanctions, FLSA hour maximums, good cause, compliance activity assignment and completion; and updates to OWF hourly requirements in accordance with rule [5101:1-3-12](#) of the Administrative Code. CCMEP case manager follows required timeframes and is documented. Quality assurance processes are in place to ensure assignments are appropriate and meet mandates. Staff refer to OAC 5101:1-03 for good cause, sanctions, compliance activities, exiting and other factors impacting CCMEP. Staff utilize reports in CONTROL-D to track participants hours. Once an application for OWF is received, the clerical unit hand-delivers a copy of the application to a member of our CCMEP team. This staff member contacts will track the process to ensure that all CCMEP required timelines are being met. We also utilize Northwoods Compass Pilot, applications are scanned and the system tracks timeliness. Completion of the comprehensive assessment and IOP will take place no later than 30 calendar days form the date of application for OWF, failure to comply with the terms of an IOP within 10 calendar days of the failure is tracked and communicated. OWF or Supplemental Nutrition Assistance Program recipient's information and acting upon it in accordance with rules 5101:1 and/or 5101:4 of the Administrative Code.

- 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.

As with most other elements of CCMEP, current local and statewide processes exist for county transfer of cases. CCMEP funding will support more intensive and timely application of those existing protocols. MCJFS staff refer to OAC 5101:14-1-04, which addresses the timeliness of transfers and of the completion of the comprehensive assessment and IOP. OWF recipients will be are transferred within 10 calendar days of a move, but the lead agency reserves the right to keep a program participant who is not an OWF recipient in their county if it is in the best interest as described in paragraph (I) of rule 5101:14-1-04.

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.)

MCJFS follows the PRC Plan that is in place for Morrow County. Definitions can be found in this plan. (A) Assistance group means a group of individuals treated as a unit for purposes of determining eligibility for the PRC program. (ORC 5108.1) (B) Minor child means either of the following: 1. An individual who has not attained age eighteen (18), or 2. An individual who has not attained age nineteen (19) and is a full-time student of a secondary or vocational school. Eligibility for TANF CCMEP participants is reviewed every six months. Please see **attachment M: Income Counting for TANF 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.

OMJ/WIOA Staff will complete the JFS 03003 and the JFS 03004 forms with the applicants/participants. Participants will be scheduled to attend a CCMEP orientation prior to the assessment appointment which will provide a program overview and allow for applicant questions. A period of two hours will be scheduled for each session.

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: Basic skills assessment is given at the initial orientation session and prior the CCMEP comprehensive assessment.

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.

Morrow JFS has a very active role in the case management of participants. We ensure that there is frequent and consistent contact with program participants. We connect with our vendor's (Marion Goodwill) staff on a weekly basis and respond to any urgent needs with little notice. Goodwill sends case notes to us on a regular basis. We have implemented incentives for CCMEP participants in work experience. We believe that these incentives will help to keep participants engaged in 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

When tutoring services are required and documented on the IOP, the youth service provider will investigate the various options for connecting a client to tutoring, study skills and dropout prevention services. Services may include utilizing existing services provided at no-cost by an education facility, paying for a study skills program or procuring a private tutor. Youths' skills are improved which leads to GED, diploma or other credential(s) and gainful employment, thus meeting TANF purpose 2.

2. Alternative secondary school services/dropout recovery services

Clients in need of a secondary school diploma are referred to various service providers within the county including the local ASPIRE provider. Youths' skills are improved which leads to GED, diploma or other credential(s) and gainful employment, thus meeting TANF purpose 2.

3. Paid and unpaid work experience (with an academic and occupational education component)

Clients who require additional work experience or evaluation of work readiness (skill sets or work behaviors) are placed in work experiences with area employers. Clients are linked to these employers based on specific training areas outlined on the worksite agreement and in the IOP. The youth service provider will approach the employer prior to the client's first day of work and complete a worksite agreement. Youth learn employment skills which lead them to gainful employment, and less dependence on government benefits, thus meeting TANF Purposes 1 and 2.

4. Occupational skill training

Clients who have identified OST services on their IOP and are pursuing advanced training may receive assistance with tuition, fees, supplies, transportation, etc. related to completing the training program. The youth service provider works directly with the training institution to arrange payments.

Youth learn employment skills which lead them to gainful employment, and less dependence on government benefits, thus meeting TANF Purposes 1 and 2.

Education offered concurrently with workforce preparation

The youth service provider works with clients individually to identify areas of strength and weakness related to obtaining and maintaining employment. Training services may include job search activities, assistance with applications, résumé development, career exploration, etc.

Youth learn employment skills which lead them to gainful employment, and less dependence on government benefits, thus meeting TANF Purposes 1 and 2.

5. Leadership development opportunities

Clients are strongly encouraged to participate in school organizations/events as a means of connecting with their local communities. Assistance with membership fees or special event fees, transportation, etc. are provided as a service to keep the client engaged in leadership opportunities.

Youth learn employment skills which lead them to gainful employment, and less dependence on government benefits, thus meeting TANF Purposes 1 and 2.

6. Supportive services

Supportive services are provided to clients as necessary and to keep the client engaged in services and moving toward goal attainment. Services vary based on individual client needs and may include assistance with rent, utilities, transportation, child care, uniforms, work/school related equipment, referrals to outside agencies, etc. All supportive services are recorded on the IOP and in OWCMS case notes.

Youth are given supportive services to keep them in their home and/or to assist them in finding housing to maintain family structure. Youth are encouraged to use their resources to pay for other services not offered by our program and to start and maintain an emergency savings, thus meeting TANF Purposes 1 and 2.

7. Adult mentoring

Clients who identify a need for mentoring services are linked to area mentoring organizations with an established program. The youth service provider also encourages area employers to implement a workplace mentoring program (“work buddy”). Mentoring youth helps them to maintain employment and have less dependence on government benefits, thus meeting TANF Purposes 1 and 2.

8. Follow-up services for not less than 12 months

Clients who exit the program are provided with twelve (12) months of follow-up services to maintain their progress toward self-sufficiency. A follow-up plan is developed with exiting clients that outlines the services available during follow-up, contact requirements and documentation required to monitor progress during follow-up. All activity during follow-up is documented in the youth case file and in OWCMS.

Having a safety net in place for youth helps them to maintain employment and have less dependence on government benefits once services conclude, thus meeting TANF Purposes 1 and 2.

9. Comprehensive guidance and counseling

When appropriate and indicated on the IOP, clients are referred to accredited area counseling agencies to address mental health issues and addiction concerns. Services include referral to counseling, transportation and, in some qualifying cases, assistance with fees for counseling.

Providing this service helps youth to maintain employment and have less dependence on government benefits, thus meeting TANF Purposes 1 and 2.

10. Financial literacy education

All clients entering CCMEP work with the youth service provider to evaluate and address areas of concern related to budgeting, use of credit, price comparison, etc. using a curriculum developed by the FDIC. The youth service provider may refer the client to an outside agency for more specialized services related to financial literacy.

This helps the youth to budget money, seek employment that will cover their expenses and have less dependence on government benefits, thus meeting TANF Purposed 1 and 2.

11. Entrepreneurial skills training

Clients who express an interest in entrepreneurship are connected with local resources to assist with business planning and product development. (Economic Development Corporation, Chamber of Commerce, etc.) The activities related to the development of the new business are documented in the IOP and in case notes in OWCMS.
This helps youth to maintain employment and have less dependence on government benefits, thus meeting TANF Purpose 2.

12. Labor market and employment information

The youth service provider maintains a staff member in the OMJ Center to assist CCMEP clients with navigating OhioMeansJobs.com for LMI-related searches. The client is instructed on the use of the functions, resources and applications available on OhioMeansJobs.com for career planning.
This helps youth to maintain employment and have less dependence on government benefits, thus meeting TANF Purpose 2.

13. Post-secondary preparation and transition activities

The youth service provider works on an individual-basis with clients who identify an interest in post-secondary training. The clients are given resources and supportive services to assist with evaluating training providers to meet their needs, applying for training, assistance with FAFSA, etc. All activities are documented on the IOP and in OWCMS.
Increasing a youth's skills helps youth to secure and maintain employment and have less dependence on government benefits, thus meeting TANF Purpose 2.

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:

Participants receive bi-weekly paychecks, for work experience, via Goodwill (our service provider).

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:

Supportive services will be based on the participants needs as determined through the CCMEP assessment and IOP. These services may include transportation, child care, housing and work clothing. Referrals or assistance to customer obtaining behavioral health services and/or drug and alcohol services are also available. Staff refer to WIOAPL 15-10 policy for supportive services (**see attachment N**) and Area 7 Career Services policy for TANF and WIOA CCMEP supportive services (**see attachment H**). Supportive services note: MCJFS elects to not use gas cards for transportation services and MCJFS will not use supportive services for medical related items such as physical exams or eye glasses. TANF funded services will align with 45 C.F.R 260.31 following non-assistance regulations for both supportive services and follow up services.

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:

Follow up services will be provided to participants for a minimum of 12 months after their completion of participation in CCMEP. These services will assist participants during their transition to employment and/or further education. If the participant cannot be located or chooses to opt out, this is noted in case notes. The lead agency shall document when a program participant cannot be located or contacted for follow-up services and when the program participant requests to opt out or discontinue follow-up services in the Ohio workforce case management system. Follow-up services may be provided beyond twelve months at the discretion of the lead agency. For TANF and WIOA CCMEP, **staff refer to WIOAPL 15-10 for follow-up (See attachment N) and OAC 5101:14-1-06 for WIOA and TANF CCMEP.** TANF funded services will align with 45 C.F.R 260.31 following the non-assistance regulations.

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

Participants are required to contact their case manager and the site supervisor each time (and no later than one (1) hour after the scheduled start of any activity or appointment) to explain why he/she is not participating as scheduled. This reporting time may be extended if compelling circumstances prevented timely contact. Documentation must be provided to the case manager within seven (7) calendar days of the absence. Documentation requirements for good cause depend on the specific reason for the absence. Requirements may include a doctor's statement, an obituary, school/work schedule, etc. Good Cause is determined by the lead agency and includes circumstances beyond the participants control. This process is explained to the participant in the Rights and Responsibilities included in the IOP. When a mandatory OWF participant fails or refuses without good cause to comply with the terms of an IOP, the lead agency shall notify the county department of job and family services of each failure or refusal and shall provide the county department of job and family services with information necessary to impose an OWF sanction in accordance with rule [5101:1-3-15](#) of the Administrative Code. The lead agency shall be the sole determiner of good cause as described in rule [5101:1-3-13](#) of the Administrative Code and any OWF sanction compliance activities. Good cause is only for OWF sanction purposes and is not necessarily related to the continuation of CCMEP services.

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

During initial contact with the participant, an appointment card will be given with the date, time and location of the appointment. Subsequent appointment notices will be sent via email or will be mailed to the participant.

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.

After the assessment, we discuss GED and diploma options with the participant. We assist them with contacting the appropriate program leads and follow-up to make sure that participants move forward with their plans.

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.

Lead agency follows WIOAPL 17-03 (procurement of the CCMEP provider for WIOA youth-funded activities and services) which includes selection of the provider of WIOA youth-funded CCMEP services by the Area 7 WDB. The provider of CCMEP WIOA youth-funded services will be selected by awarding competitive contract(s) to youth service providers to carry out some or all of the youth activities on a competitive basis.

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

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

7. Case Management

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

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

Describe:
Case managers attend all available State held training.

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

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

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

We utilize a survey which is given to the participant at the time of exit. The results of the survey are compiled and discussed within the unit and at our monthly PQI (Program Quality Improvement) meetings. Plans are put into place for ongoing improvements.

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?

Feedback is given during one-on-one meetings and in unit meetings. All feedback is taken into consideration when making plans for continuous improvements.

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.

Case notes are kept up-to-date in each participant file. All participants are logged on an in-house spread sheet that is updated by a member of the WIOA unit. Data is maintained in CFIS and OWCMS. The case manager notifies each participant of the program reporting requirements and will make regular contact to collect relevant information and documents.

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 Sundie Brown, Director	
Signature	Date

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

Name and Title John Trott, Executive Director	
Signature	Date