



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

for

**County or Counties:** Preble

**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 Preble County Job and Family Services			
Lead Agency Address 1500 Park Avenue	City Eaton	State Ohio	Zip Code 45320
First Name of Lead Agency Official Rebecah	Last Name of Lead Agency Official Sorrell	Title of Lead Agency Official Director	
Phone Number 937-472-2549	Email Address Rebecah.Sorrell@jfs.ohio.gov		

Program Contact Person Loretta E. Puckett	Phone Number 937-472-2513
Phone Number 937-472-2513	Email Address Loretta.Puckett@jfs.ohio.gov

Fiscal Contact Person Jennie Kaltenback	
Phone Number 937-472-2505	Email Address Jennie.Kaltenback@jfs.ohio.gov

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

Agency Name Ohio Means Jobs Preble County			
Agency Address 1500 Park Avenue	City Eaton	State Ohio	Zip Code 45320
First Name of Lead Agency Official Rebecah	Last Name of Lead Agency Official Sorrell	Title of Lead Agency Official Director	
Phone Number 937-472-2549	Email Address Rebecah.Sorrell@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 Loretta	Last Name of Implementation Manager Puckett	Title of Implementation Manager Eligibility Referral Supervisor II
Phone Number 937-472-2513	Email Address Loretta.Puckett@jfs.ohio.gov	

**1.5 Lead Agency’s performance and data management contact:**

Contact Person Loretta Puckett	
Phone Number 937-472-2513	Email Address Loretta.Puckett@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:  
 Preble County Department of Job and Family Services (PCDJFS) is a quadruple combined agency. The Job and Family Services and WIOA agency are operated under the same administrative structure and within the same office building. Policies concerning CCMEP will be developed across the agency. Referrals to CCMEP will be sent from the Public Assistance Eligibility and Referral Unit to OhioMeansJobs.

**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:  
 This Lead Agency is a member of the Area 7 Workforce Area. Within that area 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. All of Area 7’s Lead Agencies communicate and coordinate regularly with the staff and members of the Area & Workforce Development Board, providing input to policy development and operational practices. Board meetings take place bi-monthly. Area 7 technical assistance meetings take place continually (e.g., there are monthly all-county webinars) throughout the program year. The Lead Agency holds job fairs several times through the year and invites local businesses and community partners. The Lead Agency also meets frequently with local employers to discuss CCMEP and the benefits of being a subsidized employer. TANF funding will not be used for stipends as it may constitute as TANF “assistance” as defined in 45 C.F.R. 260.31. TANF funded gift and gas cards will follow FAL 103.

**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:

Please see the attached Career Services which includes the follow up services and supportive services, Youth Needs Additional Assistance, Youth Work Experience, and Code of Ethics which includes the disclosure of relationship policy. These are all of the relevant policies for the Preble County CCMEP program. TANF funded gift and gas cards will follow FAL 103. TANF will not be used for medical services besides pre-pregnancy family planning services. TANF funding will follow TANF “nonassistance” regulations as defined in 45 C.F.R. 260.31

**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

Provides ASPIRE classes in partnership with OMJPreble County at a local community college.

- Alcohol, Drug and Mental Health (ADAMH) Board

Referrals will be made for customers having mental health or drug/alcohol issues.

- Businesses

Preble County Developmental Partnership Inc. and the Preble County Chamber of Commerce will be used to locate employers who may benefit from CCMEP participants.

- Career and Technical Education

CCMEP participants that need additional education or training will be referred to Miami Valley CTC.

- Child Care Providers

Local child care providers will be given brochures to distribute to parents that might benefit from CCMEP.

- Child Support Enforcement Agency

Referrals will be made between Preble County CSEA and JFS for CCMEP participants.

- Children Services Agency

Referrals will be made between Preble County CSD and JFS for CCMEP participants.

Community College(s)

There is a local Sinclair Community College branch in Preble County that CCMEP customers may benefit from.

Community Action Agency

Referrals will be made between Preble County Community Action Partnership and JFS for CCMEP participants.

County Family Service Planning Committee

Family and Children First Council

Referrals will be made between Preble County Family and Children First Council and JFS for CCMEP participants

Juvenile Court System

Referrals will be made between Preble County Family and Children First Council and JFS for CCMEP participants

Local Healthier Buckeye Council

Local School District(s)

Referrals will be made between local school districts and JFS for CCMEP participants

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

Referrals will be made between OOD and JFS for CCMEP participants

Other

Referrals will be made between Goodwill Industries and JFS for CCMEP participants that may have a felony conviction

## 2. Population Served

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

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

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

Please provide the anticipated number of required individuals the Lead Agency will serve annually in CCMEP: 20

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

Please provide the anticipated number of volunteers the Lead Agency will serve annually in CCMEP: 0

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

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

## 3. Coordination of Services

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

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

Describe:

Preble County JFS as the lead agency is meeting the needs of and engaging local businesses to provide employment and learning opportunities for program participants by attending the County Workforce Development meetings with our youth provider. Preble County JFS has also introduced the youth provider to our local employers thereby opening up the number of WEX sites for our participants.





**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:  
Preble County JFS/OhioMeansJobs is a combined agency that offers the convenience of an on-site service provider. JobWorks is the provider of program elements and determines eligibility for CCMEP services. Daily discussions concerning cases and processes ensue regularly between supervisors, JFS staff and CCMEP Caseworkers. An official meeting of record is held weekly to review procedures, caseloads, policies, recruitment, community partners etc.

**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: Collaboration with local workforce development board, College & Career Fairs, Local Manufacturing Days within County school district

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

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

Describe:  
All referrals will be screened for eligibility by the CCMEP staff on the day the application is received. Applicants for OWF are required to meet with the Eligibility Referral Specialist the day they apply for OWF. Referrals are then made to the CCMEP Youth Coordinator within seven business day of receipt of the application. An appointment is scheduled for the youth to meet with the CCMEP Youth Coordinator within 7 days of the date of the referral.

**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 CCMEP case worker makes contact with the OWF caseworker via phone call to obtain the number of months a program participant has participated in OWF at the completion of the IOP.

- 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:

The OWF worker makes contact with the CCMEP worker to relay domestic violence information prior to the completion of the IOP. If the customer discloses domestic violence or the caseworker suspects domestic violence, a conversation will ensue. All domestic violence victims are referred to the domestic violence shelter at the time of discovery by phone with the customers permission. Community resources are made available to all domestic violence victims by the local shelter. The OWF worker and the customer will have the conversation on if they feel safe going to a worksite. If they do not feel safe, a waiver could be implemented. All documentation is confidential per the state regulations.

- 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:

As the OWF and CCMEP case workers are located in the same building, there is constant communication between the two programs regarding their like customers through meetings, e-mails, phone calls, etc. CCMEP activities assigned for OWF work eligibles, OWF work eligible status changes, OWF recipient income information, FLSA hour maximums, good cause, OWF sanctions, compliance activity assignment and completion, hourly requirement updates, and other factors impacting CCMEP activity hours or OWF eligibility. There is also daily communication via phone calls and emails about verification and participation in CCMEP activities for OWF work eligible, 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 to comply with the IOP within 10 days, OWF or SNAP recipients' information and acting on it, and exiting processes.

- 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:

The process for transfers in Preble County is to notify the transfer coordinator in the receiving county of the youth's new address and contact information within 10 calendar days. If it is a non OWF recipient, and is in the best interest of the customer, the case will remain in Preble County.

**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:

1. A minor child - An AG will consist of the minor child that is residing with a biological parent / step parent and all siblings / step siblings living in the home with the minor child.
2. The parent, specified relative, legal guardian or legal custodian of a minor child - An AG will consist of the minor child, the parent, specified relative, legal guardian or legal custodian of the minor child and all siblings of the minor child.
3. A non-custodial parent who lives in the state, but does not reside with his/her minor child(ren) - An AG would consist of the non-custodial parent of a minor child, and the minor child that does not reside with the parent but resides in the state, and the spouse of the non-custodial parent.
4. A pregnant individual - An AG would consist of the pregnant individual, the father of the unborn child, and any minor siblings.
5. An individual age 18 to 24 that is part of a family that includes a minor child - An AG would consist of the individual age 18 to 24, the family and the minor child.

**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:

After initial intake of the application CCMEP Youth Advisor and/or Coordinator will sit with client to complete the CCMEP comprehensive assessment to determine fit. The basic skills assessment is administered by the CCMEP Youth Advisor.

**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:

Test of Adult Basic Education (TABE®)

**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:

.Program participants may require more engagement at the beginning of their enrollment but receive no less engagement than once every 30 days. Clients elect to engage through a variety of options which include: (1) individual meetings; (2) phone calls; (3) text messaging; (4) emails; and (5) Facebook messaging. All interactions and attempts to contact are documented in case notes in OWCMS and printed in the clients file. Performance benchmarks successfully met are verified, documented in OWCMS and in client case notes. IOPs are updated accordingly.

**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:

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 - TANF Purpose(s) 2

Describe:

Increase chances for sustainability via increased productivity utilizing credit recovery/tutoring, outreach presentations to schools.

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

Describe:

Clients who require additional work experience or evaluation of work readiness (skill sets or work behaviors) are placed in subsidized 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. Work experience helps youth understand proper workplace behavior and what is necessary in order to attain and retain employment. All work experiences offered through CCMEP include academic and occupational education components.

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

Describe:

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 bursar for 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.



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

Describe:

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.

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

Describe:

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.

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

Describe:

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.

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

Describe:

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 with OJT placements to assist clients with integrating into the social environment of a facility.

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

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

Describe:

Clients who exit the program are provided with twelve (12) months of follow-up services to maintain their progress toward career advancement and 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.

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

Describe:

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. WIOA funding can

assist with fees for counseling as TANF funding cannot be used for medical services besides pre-pregnancy family planning services.  
Providing CG&C helps youth to maintain employment and have less dependence on government benefits, thus meeting TANF Purposes 1 and 2.

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

Describe:

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 National Endowment for Financial Education in tandem with Financial Edge. The youth service provider may refer the client to an outside agency for more specialized services related to financial literacy. This helps 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.

#### 12. Entrepreneurial skills training - TANF Purpose(s) 2

Describe:

Clients who express an interest in entrepreneurship are connected with local resources to assist with business planning and product development. 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

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

Describe:  
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.

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

Describe:  
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:

Describe:  
JobWorks Inc. is the employer of record and pays the participants

**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:  
Gas cards used for transportation assistance. Work attire as necessary for subsidized or unsubsidized employment. Any other supportive service necessary to help the participant become self-sufficient.

**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:  
Follow up services include: incentives, pooled services related to program elements, supportive services. If the participant cannot be located or opts out, this is noted in case notes.

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

Describe:

Participants are required to contact their case manager and the site supervisor each time (and no later than one hour after the scheduled start time 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 calendar days. 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.

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

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

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

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

Describe:  
Referral to Aspire (formally known as ABLE). Will also encourage online and private tutoring options in tandem with Aspire participation.

**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 designed the CCMEP services by following the rule and utilizing the WDB direction for collaboration and co-funding.

**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 will participate in Area 7 and State Webinars in addition to on-site trainings. Furthermore, an associates degree is required/bachelors preferred as a condition of employment.

**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:  
Participant surveys

**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:  
Discussed in regular meetings.

**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:  
Case Manager will collect supplemental data and report using OWCMS. Many performance standards can be verified using online venues for credential verification, and measurable skills gain. Additionally, there is a national registry to verify college enrollment and multiple platforms to confirm employment. Once these metrics are verified they must be entered appropriately in OWCMS for performance calculation.

**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 Rebecah A. Sorrell	
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