



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

for

County or Counties: Putnam County

Effective Date: July 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 Putnam County Job and Family Services			
Lead Agency Address 575 Ottawa-Glandorf Road, Suite 1	City Ottawa	State OH	Zip Code 45875
First Name of Lead Agency Official Suzy	Last Name of Lead Agency Official Wischmeyer	Title of Lead Agency Official Director	
Phone Number 419-538-0124	Email Address Suzy.Wischmeyer@jfs.ohio.gov		

Program Contact Person Kelly Schroeder	Phone Number 419-538-0122
Phone Number 419-538-0122	Email Address Kelly.Schroeder@jfs.ohio.gov

Fiscal Contact Person Brenda Schimmoeller	
Phone Number 419-538-0125	Email Address Brenda.Schimmoeller@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-Putnam County			
Agency Address 575 Ottawa-Glandorf Rd. Suite 1	City Ottawa	State Ohio	Zip Code 45875
First Name of Lead Agency Official Suzy	Last Name of Lead Agency Official Wischmeyer	Title of Lead Agency Official Director	
Phone Number 419-538-0124	Email Address suzy.wischmeyer@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 Kelly	Last Name of Implementation Manager Schroeder	Title of Implementation Manager Eligibility Referral Specialist II
Phone Number 419-538-0122	Email Address Kelly.Schroeder@jfs.ohio.gov	

1.5 Lead Agency’s performance and data management contact:

Contact Person Kelly Schroeder	
Phone Number 419-538-0122	Email Address Kelly.Schroeder@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:
Putnam County Department of Job and Family Services is a quadruple combined agency. The Job and Family Services and WIOA/OMJ Job Center are operated under the same administrative structure and within the same office building. Policies concerning CCMEP have been developed across the agency. Referrals to CCMEP are 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. The Area 7 Board meets bi monthly. The Board consists of no less than 51% business member. The Chief Elected Officials appoint Board members consistent with the Workforce Innovation and Opportunity Act. By Laws are attached. Work experience and incentive policies attached. Area 7 P7-401 work experience policy is being used for TANF and WIOA. TANF funding will not be used for stipends as it may constitute TANF “assistance” as it is likely meeting basic needs. Only WIOA funding will be used for 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.

Describe:

PCJFS adheres to State, Area 7, and local policies, rules and guidance in the administration of the CCMEP youth program. The following Area 7 policies are guidance on the following subjects(policies attached):
 Select basic skills assessments P7-400 Youth Eligibility
 Ensure determination of eligibility for the WIOA youth program P7-400: Youth Eligibility
 Report and collect data: P7-104 Information Security
 Monitor contracts and ensure compliance: Monitoring and Oversight Policy
 Supportive services: P7-302: Career services and Putnam County Supportive Services
 Follow up services P7-302 Career services and Putnam County Follow up Services
 Needs additional assistance policy P7-400 Youth Needs Additional Assistance Policy
 Disclosure of Relationship p7-103 Code of Ethics

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

PCJFS will refer any CCMEP participants needing such services to the Putnam County Educational Service Center or Apollo Career Center

- Alcohol, Drug and Mental Health (ADAMH) Board

PCJFS will refer any CCMEP participants with mental or substance abuse barriers to work with a counselor at Pathways Counseling Center in Ottawa.

- Businesses

PCJFS will collaborate with local employers, the Chamber and CIC(Economic Development) to link CCMEP participants to jobs or to provide work experience.

- Career and Technical Education

PCJFS will collaborate with local educators such as Vantage and Apollo when CCMEP participants need to gain technical skills to become employable.

- Child Care Providers

PCJFS administers the State funded daycare program and keeps an up to date list of certified providers that is available to all CCMEP participants to assist them in locating a daycare provider.

- Child Support Enforcement Agency

PCJFS houses the Putnam County CSEA in our agency. We currently collaborate in seek work activities. The CCMEP participants could benefit from this service if they need assistance in finding work so they can pay their child support.

- Children Services Agency

PCJFS houses the Putnam County CSEA in our agency. We currently collaborate in seek work activities. The CCMEP participants could benefit from this service if they need assistance in finding work so they can pay their child support.

Community College(s)

PCJFS will collaborate with the local community colleges for skill upgrading or training needed to help the CCMEP participant become employable.

Community Action Agency

PCJFS will collaborate with HHWP CAC to refer CCMEP participants who could benefit from the WIC program, housing assistance or any other of the many programs that they offer. There is a CAC office in Ottawa which will not require them to travel long distances for services.

County Family Service Planning Committee

County Family Service Planning Committee not established.

Family and Children First Council

PCJFS will refer any CCMEP participants in need of the council's services or wrap around to address barriers to become employable. The wrap around team generates here and pulls professionals in to address individual barriers.

Juvenile Court System

PCJFS will work in conjunction with the Putnam County Juvenile Court System for any CCMEP participants who are involved with them and need assistance to address barriers to finding employment. Any supportive services will be funded by WIOA if the participant is eligible for such services. PCJFS will ensure that TANF funding is not utilized for juvenile justice services in accordance with section 404(a)(1) of the Social Security Act.

Local Healthier Buckeye Council

The Commissioners are not going to establish a council at this time.

Local School District(s)

PCJFS collaborates with the local school districts to offer assistance to CCMEP participants needing help with job search and skills necessary to enter the job market.

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

The OhioMeansJobs Center-Putnam County partners with OOD in accepting and referring any CCMEP participants that may benefit from their programs. They have helped our clients in the past with job coaches and it has been very successful.

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: 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: 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: 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:
PCJFS meets the needs of the local business to provide employment and learning opportunities for program participants through our efforts in a team that we formed and named ELEVATE. Local leaders from the Educational Service Center, Chamber, Economic Development and Putnam County Job and Family Services stay connected and make referrals from local business to our team as necessary. All team members work together to provide an annual event that has been named ELEVATE where we engage all the leaders of the county's schools and area employers and career professionals to participate in this event that prepares youth for their future work opportunities in this area.

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:
OMJ staff and TANF staff work closely to ensure the success of our TANF recipients. Our staff coordinates the services between the WIOA youth, CCMEP and OMJ Center. Our staff makes sure that all youth activities occur

through the WIOA youth program and we provide linkages for the youth to employers that are hiring and who post jobs with our OMJ center. Putnam County's public assistance staff determines the eligibility for CCMEP services and our Workforce OMJ staff provides the program elements. Our staff communicates continually and holds meetings on the progress of our youth as we are all located in the same office building. With the WIOA youth program now being housed within the county agency we will have the opportunity to create and develop a summer youth program. With our ELEVATE event held annually we added a summer employment piece to it this year where we invited local employers who hire out for the summer to help us man our OMJ booth at the event. We also placed job orders for them and have been taking applications for them for youth summer help. This collaboration will help us to develop a program for summer youth.

4. Outreach, Referral, and Eligibility

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

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

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

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

Describe:
The Putnam County Job and Family public assistance unit determines the eligibility for CCMEP. Once approved the referral is made to the OMJ staff within 24 hours by email. The email will include details as to whether the CCMEP participant will be mandatory or voluntary in the program.

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 workforce development counselor/eligibility referral specialist 2 in the lead agency has access to Ohio Benefits and WPA1 and knows the rules regarding the OWF time limits so the tracking will be maintained. If a domestic violence individual is not already working with Crime Victim Services, Ottawa Ohio then a referral will be made by the Workforce Development caseworker.

- 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.

PCJFS has each participant complete a Domestic Violence Questionnaire. If the customer indicates there are concerns of domestic violence, the Eligibility Referral Specialist will discuss with that individual their concerns and refer the individual to counseling and community resources. A Domestic Violence Waiver Request and Verification (JFS03803) form will be completed if the individual deems necessary. All information regarding domestic violence is kept confidential.

- 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.

The Workforce Development Eligibility Referral Specialist determines the participant's required participation hours by following the required Federal guidance requirements. Participant's required hours are tracked monthly and entered onto timesheets which are completed by WEP site supervisors and/or the case manager. Once the timesheets are received, the Workforce Development Eligibility Referral Specialist will enter case notes in OWCMS stating the monthly timesheet has been received and the hours have been completed. If hours were not met, then notification will also be entered in casenotes stating why(if known). Monthly hours of participation are kept on an Excel spreadsheet. If an individual is participating in the Education and Training component, an attendance sheet is required to be returned back to the Workforce Development worker monthly so their hours can be verified. Job Search/ Job Readiness timesheets are also required to be turned into the Workforce Development worker every two weeks for work performance verification. The Workforce Development Eligibility Referral Specialist is also the person at PCJFS who completes all the work program screens in CRISE and in the new OHIO BENEFITS system. This worker tracks all the CCMEP activity assignments for OWF work-eligible individuals. She tracks status changes, OWF recipient income information, FLSA hour maximums, good cause, OWF sanctions, compliance activity assignment and completion, hourly requirement updates, and any 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 within 30 days, failures to comply with the IOP within 10 days, OWF or SNAP recipients' information and acting on it, and all exiting processes. If we have any customer cross county lines we have a good rapport with other counties surrounding us and know who the contact is to communicate with to help the participant get what will be best for them and to make them successful in attaining self sufficiency.

- The Lead Agency has a process of notifying the new Lead Agency within 10 calendar days when a program participant moves to another county and it is in the best interest of the program participant to be served in the new county. OWF recipients must be transferred to a new county within 10 calendar days of the move.

Describe: If an individual no longer resides in our county, the workforce development job counselor in the lead agency will notify the county that the CCMEP participant has moved to and inform them of the services that have been provided for OWF recipients within 10 days. When the workforce job counselor in the lead agency is notified of a CCMEP participant moving into our county the participant will be contacted to meet in the lead agency to begin developing a new service strategy in this county with our resources within 10 days of notification. If an individual no longer resides in our county and it is known which county the participant has moved to, an email and/or phone call will be made to that county requesting to transfer the case and all the information if it is in the participant's best interest which is discussed with the participant and the county the participant has moved to.

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:

The Lead Agency forms a household based upon Title IV-A federal regulations and state law for income counting purposes for TANF funding eligibility and for the semi-annual process by verifying the individual has a gross household income in the previous thirty-day period of less than two hundred percent of the federal poverty level and is a minor child or the parent of a minor child or part of a family has a gross household income in the previous thirty-day period of less than two hundred percent of the federal poverty level. The semi-annual process for ensuring that a program participant that is enrolled in TANF and that is not receiving OWF must have their eligibility verified semi-annually starting from the time of enrollment.

To count income for a minor child: the income for a minor child, their parents and or step parents or domestic partner in the home will be counted to determine whether the group meets the 200% FPL. For the parent, specified relative, legal guardian or legal custodian of a minor child all of the above will be included in the income calculation to determine if the income falls below the 200% FPL for that assistance group including a domestic partner if they reside in the home. For a non custodial parent who lives in the State, but does not reside with their minor children: The non custodial parent, parents, step parents, domestic partner income will be counted to determine whether they meet the 200% FPL. A pregnant individual : For a pregnant individual , parents, step parents, domestic partner's income will be counted to determine whether they meet the 200% FPL if the pregnant individual is a minor. If the pregnant individual is an adult, only the income of her domestic partner would be counted if they live in the HH. An individual age 18-24 that is part of a family that includes a minor child the income is counted for the 18-24 year old individual, the 18-24 aged individual to be served, parents, step-parents and the domestic partner to determine if they meet the 200% FPL. For this individual there would not need to be a relationship between the individual and the minor child other than living in the same household.

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 has formed 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 Putnam County Job and Family Services public assistance staff determines the CCMEP eligibility and then refers the participant to the OMJ staff so that the comprehensive assessment and basic skills assessment can be completed.

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:

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:
Putnam County Job and Family Services engages the CCMEP participants and keeps participant's engaged at least once every 30 days through a variety of ways including meeting face to face, phone conversations, texting and emails. Some participants require more one on one contact and all interactions and contact attempts are documented in the client case notes.

6. Program Services

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

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

- 1. TANF Purpose 1** - Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives
- 2. TANF Purpose 2** - End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage
- 3. TANF Purpose 3** - Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies
- 4. TANF Purpose 4** - Encourage the formation and maintenance of two-parent families

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

Describe:
Tutoring, study skills training, instruction and dropout prevention is made available through the Putnam County Educational Service Center.

TANF Purpose 2 Promoting job preparation, work and marriage

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

Describe:
Alternative secondary school services/dropout recovery services are made available through the Putnam County Educational Service Center.
TANF Purpose 2 Promoting job preparation, work and marriage

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

Describe:
Paid and unpaid work experience (with an academic and occupational education component) is made available through the Putnam County Educational Service Center , Putnam County Job and Family Services and OOD.
TANF Purpose 2 Promoting job preparation, work and marriage

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

Describe:
Occupational skill training is made available through the Putnam County Educational Service Center, Putnam County Job and Family Services and OOD.
TANF Purpose 2 Promoting job preparation, work and marriage

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

Describe:
Education offered concurrently with workforce preparation is made available through the various Career Centers in our area such as Vantage, Apollo and Millstream.
TANF Purpose 2 Promoting job preparation, work and marriage

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

Describe:
Leadership development opportunities are made available through organizations within our 9 High Schools in Putnam County.
TANF Purpose 2 Promoting job preparation, work and marriage

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

Describe:
A variety of supportive services are offered to CCMEP youth participants using CCMEP funds that include, but are not limited to daycare, transportation, work attire and work related tools, etc. Appropriate supportive services are identified to assist in reducing barriers. All supportive services are tracked. Other funding sources such as WIOA youth are explored for supportive services if the CCMEP TANF participant is unemployed and is within one month of their 4 month usage. This service is provided for the following purposes:
TANF Purposes 1 and 2. Providing assistance to needy families so that children may be in their own homes or in the homes of relatives and promoting job preparation, work and marriage.

8. Adult mentoring – TANF Purpose(s) 2

Describe:
Adult Mentoring services are made available through Putnam County Job and Family Services Work Experience Program and Big Brothers/Big Sisters.

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

Describe:
Follow-up services for not less than 12 months are made available through the Putnam County Job and Family Services Workforce Development Team.
TANF Purpose 2 Promoting job preparation, work and marriage

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

Describe:
Comprehensive guidance and counseling is made available through Pathways.
TANF Purpose 2 Promoting job preparation, work and marriage

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

Describe:
Financial literacy education is made available through our HHWP Community Action Commission and Putnam County Job and Family Services.
TANF Purpose 2 Promoting job preparation, work and marriage

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

Describe:
Entrepreneurial skills training is made available through this area's Small Business Institute Center.
TANF Purpose 2 Promoting job preparation, work and marriage

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

Describe:
Labor market and employment information is made available through Putnam County Job and Family Services Workforce Development Team.
TANF Purpose2 Promoting job preparation, work and marriage

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

Describe:
Post-secondary preparation and transition activities are made available through our ELEVATE collaboration team consisting of Putnam County Job and Family Services, Community Improvement Corporation, Chamber of Commerce and Putnam County Educational Service Center.
TANF Purpose 2 Promoting job preparation, work and marriage

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:
The CCMEP participants will be compensated for subsidized employment by the employer they are working for if they are eligible for an OJT. If an employer is found suitable and meets the criteria for an on the job training contract then the employer will be reimbursed 50% for the hourly wage that was paid to the CCMEP participant who is also co enrolled as a WIOA adult. Putnam County Job and Family also has a contract with NESCO to be the employer of record for work experience so the participant's can be paid. The appropriate funding source will be used to reimburse NESCO depending on the customer's eligibility.

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:

Possible supportive services include but not limited to: Background checks, child care, clothing or uniforms, electronics necessary for training or employment, counseling. Please see attached policy.

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

Describe:
The Lead agency case manager will follow up with the CCMEP participant for no less than a 12 month period after they have found employment, training or other services to make sure that they are continuing to be successful. Also to make sure that they are not in need of any additional supportive services and also to meet performance measures that are expected by the State and DOL due to the funding being used. The case manager will document in OWCMS every contact attempt that is made or that occurs with the participant as well as any communication by the participant that they want to opt out of follow-up or discontinue the follow-up services.
Please see Putnam County Follow up policy attached.

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

Describe:
The lead agency currently limits good cause to the following: Illness, previously scheduled medical, dental or vision appointment, previously scheduled job interview, court ordered appearance, appointment with another social service agency, death in the family, if a school, place of work or worksite is closed, a lack of child care. Putnam County Good Cause policy attached.

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

Describe:
The written notice is mailed or emailed 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.

Describe:
The lead agency case manager will make the CCMEP Participant aware of the necessity of getting a GED and how that is crucial to finding employment as most employers require a high school diploma or GED before they will even consider hiring them. The participant will be referred to ABLE or to one of the Adult Education training centers in our area where they could get their adult diploma. The CCMEP case manager will continue to assist them as they work towards that first step to having the tools they need to find employment.

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:
Putnam County Job and Family is the provider for the CCMEP, TANF and WIOA funding. Putnam County was approved by the Area & Workforce Development Board to provide the following youth elements: Tutoring,

Dropout Recovery, Work Experience, Leadership, Mentoring, Comprehensive Guidance, Financial Literacy, Entrepreneurial Skills and Transition to Post Secondary Education. Putnam County was reviewed and recommended for approval as defined by board criteria to provide WIOA Youth Framework Services and Elements. The Area 7 board approved Putnam County at the June 6, 2018 board meeting.

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

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

7. Case Management

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

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

Describe:
The lead agency will require our case manager to attend all CCMEP case management trainings that are made available to us.

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

- 15 cases or less Between 50 and 100 cases
X Between 15 and 25 cases 100 cases or more
Between 25 and 50 cases 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:
The lead agency currently has a survey monkey that can be used for CCMEP participant feedback. There is also a box in the OMJ center available for surveys to be completed and dropped in the box for feedback. A survey will also be mailed to them during their follow-up period. The lead agency will discuss any feedback that is received at our monthly Family Focus meetings.

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

Describe:
The lead agency will listen to the CCMEP case manager's suggestions and continuously work on improving any areas that we see may need adjusting to provide the best customer service and program performance.

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?

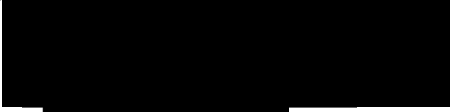
In addition, ODJFS also matches case records with data from various sources. Some post-exit program participant accomplishments (e.g., degree attainment) may not be captured this way.

Describe:

In the CCMEP assessment an informational sharing form will be signed by the participant so that the case manager can easily gain access to accomplishments for degrees, changes in employment etc. that have occurred in the event that the CCMEP participant is not timely in sharing that information with the CCMEP case manager. We have contacts and collaborate with the local school systems and local employers.

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 Suzy Wischmeyer, Director Putnam County Job and Family Services		
Signature		Date 6.20.18

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		
Signature		Date 6.20.18