



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

for

County or Counties: Scioto

Effective Date: October 1, 2017

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 Scioto County Department of Job & Family Services			
Lead Agency Address 710 Court Street, PO Box 1347	City Portsmouth	State OH	Zip Code 45662
First Name of Lead Agency Official Paige	Last Name of Lead Agency Official Robbins	Title of Lead Agency Official Director	
Phone Number 740-355-8931	Email Address paige.robbsins@jfs.ohio.gov		

Program Contact Person Cheryl Swick	Phone Number 740-353-9791
Phone Number 740-353-9791	Email Address cheryl.swick@jfs.ohio.gov

Fiscal Contact Person Tamela Moore	
Phone Number 740-355-8893	Email Address tamela.moore@jfs.ohio.gov

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

Agency Name Workforce Development Area Board #1			
Agency Address 951 Vern Riffe Drive	City Lucasville	State OH	Zip Code 45648
First Name of Lead Agency Official Rosie	Last Name of Lead Agency Official Pickelsimer	Title of Lead Agency Official WBD #1 Director	
Phone Number 740-259-6877	Email Address rosie.pick@sciototech.org		

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

Workforce Development Area Workforce Development Area 1 Board	
Workforce Development Board Chair Name CB Herrman, Portsmouth Insurance Agency	
Workforce Development Board Director Name Rosie Picklesimer	
Phone Number 740-259-6877	Email Address rosie.pick@sciototech.org

1.4 Identify the implementation manager for the Lead Agency.

First Name of Implementation Manager Cheryl	Last Name of Implementation Manager Swick	Title of Implementation Manager IM Administrator
Phone Number 740-353-9791	Email Address cheryl.swick@jfs.ohio.gov	

1.5 Lead Agency's performance and data management contact:

Contact Person Cheryl Swick	
Phone Number 740-353-9791	Email Address cheryl.swick@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: The SCDJFS works in partnership with the Workforce Board to implement CCMEP. Our coordination and collaborations include developing joint policies, partnering to provide a wide variety of services that can be offered through CCMEP, establishing processes for client referral, cross-training of case managers, and developing community outreach efforts. SCDJFS and Workforce Development Board both contract with CAO for program services.
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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: <p>Frequency of meetings – The Lead agency will have meetings with the WDB as seen necessary for productive implementation of the CCMEP program. They will also exchange information through email, phone and text to keep each group up to date on the program.</p> <p>Engagement of Local Businesses – As the Lead Agency SCDJFS receives daily listings of openings in the local area from OhioMeansJobs Scioto County. OhioMeansJobs Scioto County staff works directly with local business to develop work experience sites and to assist in taking applications for current open positions.</p> <p>Engagement of Community Partners – SCDJFS also participates in quarterly One Stop Partner meetings where the locally Partners shares information on their respective programs. During these meeting an update is given from the OhioMeansJobs Scioto County's Business Resource Network Account Executive on the business services being provided. The business services include job orders that have been created for current opening in the local area.</p> <p>Develop policies for work experience and incentives – SCDJFS participates in meetings discussing client progress throughout the TANF and WIOA work experience programs. See attached programs (C) (18) of rule 5101:14-1-03 and WIOAPL 15-13.</p> <p>During these meetings input is given as to how they can achieve their goals through work experiences and incentive programs. The Lead Agency will work with the Workforce Development Board #1 on development of work experience and incentive policies.</p>
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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:

Typically, the basic skills assessment used has been the Test of Adult Basic Education (TABE) and it is expected this will continue to be the assessment of choice. In addition, the current Youth RFP includes CCMEP as a required component and activity to be used to address barriers faced by youth. The RFP also lists the 14 key elements under WIOA and requires data entry into the Ohio Workforce Case Management System (OWCMS). Contract and performance monitoring will continue under successful practices established under WIOA. See attached CCMEP policies for: Supportive Services; Serving Immediate Family Members; Incentive Policy; Incentives Grid Sheet; Follow-up ; Needs Additional Assistance Policy

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

Provide referral from case manager or through OMJ Scioto County (One Stop Partner)

Alcohol, Drug and Mental Health (ADAMH) Board

Provide referral from case manager or through OMJ Scioto County (One Stop Partner)

Businesses

Provide referral of qualified individuals through OMJ Scioto County (One Stop Partner) to businesses for Work Experience/OJT Services

Career and Technical Education

Provide referral from case manager or through OMJ Scioto County (One Stop Partner)

Child Care Providers

Direct in-house referral to SCDJFS child care from CCMEP Case Manager

Child Support Enforcement Agency

Direct in-house referral to CSEA from CCMEP Case Manager

Children Services Agency

Direct in-house referral to CSB from CCMEP Case Manager

Community College(s)

Provide referral from case manager or through Shawnee State University (One Stop Partner)

Community Action Agency

Provide referral from case manager or through OMJ Scioto County (One Stop Partner)

County Family Service Planning Committee

Provide referral from case manager or through OMJ Scioto County (One Stop Partner)

Family and Children First Council

Provide referral from case manager or through OMJ Scioto County (One Stop Partner)

Juvenile Court System

Provide referral from case manager or through OMJ Scioto County (One Stop Partner)

Local Healthier Buckeye Council

N/A

Local School District(s)

Provide referral from case manager or through OMJ Scioto County (One Stop Partner)

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

Provide referral from case manager or through OMJ Scioto County (One Stop Partner)

Other

Provide referral from case manager or through OMJ Scioto County (One Stop Partner) to the Counselling Center and ODJFS Vets

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: 150-200

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: 150-200

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:
SCDJFS meets regularly with the subcontractor, CAO, who in turn engages directly with local businesses to provide employment and learning opportunities for CCMEP 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:
The SCDJFS will collaborate and co-ordinate with the OhioMeansJobs Scioto County to offer a full array of services to meet the needs of participants as they work toward their employment, education and/or training goals.

This includes access to supportive services such as child care, child support, and transportation in order to address barriers to employment. The coordination and integration of TANF and WIOA services will improve the outcomes for our participants OhioMeansJobs will utilize various formats in their recruitment/outreach strategies for the summer employment component to the paid and unpaid work experience element, including outreach ads to be posted in the local newspaper, on social media platforms, etc. The Lead Agency communicates both by phone and email with the local participating agency and the subcontractor, CAO. Since CAO provides contracted case management services for CCMEP, daily emails between SCDJFS and CCMEP Case Managers occur to keep services on track. CCMEP services may include a summer employment program. The use of available technology between SCDJFS and OhioMeansJobs Scioto County will utilize available technology which may include Video Conferencing, SKYPE, FaceTime, etc.) SCDJFS also communicates directly with the fiscal agent at CAO to ensure billing is accurate and timely.

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 SCDJFS will work with CAO to refer eligible WIOA and TANF participants to CCMEP through a locally designed referral process. SCDJFS will determine TANF eligibility and email a CAO Career Specialist with 7 days of eligibility determination. Ensuring the individual meets TANF program eligibility requirements.

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 SCDJFS will inform CAO of the number of months of OWF received subject to the time limit at initial eligibility and referral to the CCMEP program. SCDJFS will also communicate with CAO the number of months remaining during the individual's participation in CCMEP at 6 month interval's and 3 months prior to the exhaustion of OWF benefits (36 months approaching).

- 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:

When the SCDJFS determines a participant to be a victim of domestic violence, SCDJFS will immediately make referrals to ensure safety for the participant and allow the participant to access services needed. Both SCDJFS and CAO will provide a list which includes contact information for all available shelters in our community. SCDJFS shall review the individual's continued eligibility for the waiver of OWF work activit requirements. There is no limit on the number of times, or length of times that a waiver can be extended. SCDJFS shall review the necessity for a waiver at least once every six months or more frequently if needed. Personal information is protected under confidentiality section of ODJFS rules and regulations in the OAC. .

When a program participant is determined to be a victim of domestic violence the OhioMeansJobs Scioto County will notify SCDJFS immediately and referrals will be made to ensure their safety and allow the participant to access services needed.

- 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:
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.

Daily communication through email or phone conversations between SCDJFS and CAO Scioto County provide updates to all of the above. . If there is any change in the status of a participant, the participant will be contacted within the business day. SCDJFS and OhioMeansJobs Scioto County will have face-to-face monthly meetings to express concerns and discuss newly referred participants. SCDJFS and OhioMeansJobs Scioto County will maintain open lines of communication concerning participant services to ensure information about an OWF or SNAP recipient is shared with SCDJFS) (e.g., telephone, email, alerts, face-to-face meetings, etc.).

. SCDJFS has a communication process in place to transfer the information regarding assigned activities for OWF participants; work eligible status changes, OWF recipient income information, etc. These open lines of communication allow an issue to be acted upon in accordance with the Ohio Administrative Code 5101:4.

- 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 SCDJFS and OhioMeansJobs Scioto County will notify another area's Lead Agency within 10 days of becoming aware an OWF work required participant moves out of the county in which the participant had been receiving CCMEP services. If the participant is not OWF work required and the participant wants to continue to participate and it is in the participant's best interest, an initial telephone call will start the process and then the entities will decide the best process for sharing information as needed. Within 10 days of being notified that a program participant has moved into the County the OhioMeansJobs Scioto County Case Manager will work with the referring County to determine if the participant is a volunteer or mandatory. If the participant is mandatory, OhioMeansJobs Scioto County will work with the SCDJFS staff to meet the requirements for the participants. A new IOP service strategy will be developed. If the participant is a volunteer, OhioMeansJobs will determine if the participant wants to continue services before continuing the referral process. If this is a CCMEP WIOA Participant or is co-enrolled, the WDB #1 Director will also be notified.

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 SCDJFS will determine if the individual is a minor child in a living arrangement eligible for TANF or the parent of minor child sharing the same HH or part of a family which contains either a minor child residing with a parent, specified relative, legal guardian or legal custodian OR a pregnant individual OR a non-custodial who lives in the state but does not reside with his/her minor child(ren).

Household Members and Income Counting for CCMEP TANF Funding Eligibility

Is one of the following:

(i) A minor child;

For the minor child*, Parents, Step-Parents, and Domestic Partners' income will be counted to determine whether the group meets the 200% FPL.

(ii) The parent, specified relative, legal guardian or legal custodian of a minor child;

For the parent, specified relative, legal guardian or custodian*, Parent, Specified Relative, Legal Guardian or Legal Custodian to be served, the Parents, Step-Parents, Domestic Partner income will be counted to determine whether they meet the 200% FPL.

(iii) A non-custodial parent who lives in the state, but does not reside with his/her minor child(ren);

For the non-custodial parent*, Parents, Step-Parents, Domestic Partner income will be counted to determine whether they meet the 200% FPL.

(iv) A pregnant individual; or

For the pregnant individual*, Parents, Step-Parents, and Domestic Partner income will be counted to determine whether they meet the 200% FLP if the pregnant individual is a minor. If the pregnant individual is an adult, only the income of her domestic partner would be counted.

(v) An individual age 18 to 24 that is part of a family that includes a minor child.

For the individual age 18 to 24*, the Individual (18-24) to be served, Parents, Step-Parents, Domestic Partner income will be counted to determine whether they meet the 200% FPL? For this individual, there would not need to be a relationship between the individual and the minor child other than living in the same household.

*Remember any of these individuals to be served may be "couch surfing" or in the household temporarily and not receiving financial support other than shelter.

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:

A qualified, trained OhioMeansJobs Scioto County Case Manager will interview each CCMEP participant. They will inform the mandatory participant or voluntary applicant of the process they will be following and why the assessment is being conducted. The basic skills assessment will be given to the participant and administered by the Case Manager. The OhioMeansJobs Scioto County Case Manager will use the Comprehensive Assessment tool, JFS03003. They will inform mandatory participant or volunteer applicant that adequate time is allowed for the assessment to be completed. The OhioMeansJobs Scioto County Case Manager will also share the expectation of CCMEP on both sides, what the participant can expect to receive and what is expected of them. The components of the interview process/framework activities will include but not be limited to the Comprehensive Assessment tool (JFS03003), the Individual Opportunity Plan (JFS 03004), and OhioMeansJobs.com Backpack (Career Profile, Budget Calculator, WorkKeys, etc.).

5.2 What basic skills assessment does the Lead Agency use?

- WorkKeys®
- Basic English Skills Test (BEST)
- Comprehensive Adult Student Assessment Systems (CASAS)
- General Assessment of Instructional Needs (GAIN)
- Massachusetts Adult Proficiency Test (MAPT)
- Test of Adult Basic Education (TABE®)
- Standardized tests – secondary school students only
- Other formalized testing instruments to measure skills-related gains (Specify below).

Describe:

The TABE is a three part basic skills assessment which assesses reading, math and language abilities. It is administered by a qualified case manager at CAO Scioto County.

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:

The Lead Agency subcontracts the Case Mangement of CCMEP to CAO Case Managers who will require each participant to contact them once per week. Documentation of these contacts will be kept in the participant's case file kept at CAO. Participant files are monitored for compliance.

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 2

Describe:

Promotes a foundation for employment readiness.

SCDJFS and OhioMeansJobs Scioto County will assure the above service will be made available to meet the needs of youth as they prepare for employment; and/or further education/training. These customer-focused services will be based on the needs and circumstances of the individual. The element/service is accomplished by organizing one on one instruction, using classroom activities, or web-based tutoring sites or a combination of all strategies. Not all Participants will need this service and others may need it more than others. Participants are provided with the services under Rule 5101:14-1-02 (C) (3).

SCDJFS and OhioMeansJobs Scioto County will utilize OhioMeansJobs.com expansive resources whenever possible to assist CCMEP participants with several youth Program elements (e.g. tutoring, study skills, etc.).

SCDJFS and OhioMeansJobs Scioto County will also utilize One Stop Partners programs services to assist in the providing the required elements, as appropriate

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

Describe:

Promotes a foundation for employment readiness.

SCDJFS and OhioMeansJobs Scioto County will assure the above service will be made available to meet the needs of youth as they prepare for education/training. Our rural area has limited Alternative School options. Not all Participants will need this service.

SCDJFS and OhioMeansJobs Scioto County will utilize OhioMeansJobs.com expansive resources whenever possible to assist CCMEP participants with several youth Program elements (e.g. tutoring, study skills, leadership development, financial literacy education, entrepreneurial skills information, and labor market and employment information).

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

Describe:

Promotes a foundation for employment readiness.

SCDJFS and OhioMeansJobs Scioto County will assure the above service will be made available to meet the needs of youth as they prepare for employment; and/or further education/training. These customer-focused services will be based on the needs and circumstances of the individual. OhioMeansJobs Scioto County, the Provider/Sub-recipient, will cultivate Work Experience sites from local businesses according to the interest of the participant. They will prepare Worksite Agreements with each business including individual job descriptions for each participant. Work Experience could include: work experience during the school year, summer employment, pre-apprenticeships, internships, job shadowing and on-the-job training. The academic component will also be customized to meet their job description, individual need and the industry.

4. Occupational skill training – TANF Purpose 2

Describe:

Promotes a foundation for employment readiness.

SCDJFS and OhioMeansJobs Scioto County will assure the above service will be made available to meet the needs of youth as they prepare for employment; and/or further education/training. OhioMeansJobs Scioto County will prepare ITA's for occupational skills training for those participants who are interested in training (in-demand occupation) that leads to a credential. The training providers must be on the State's WEIT training provider list, unless training is paid from a local source.

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

Describe:

Promotes a foundation for employment readiness.

SCDJFS and OhioMeansJobs Scioto County will assure the above service will be made available to meet the needs of youth as they prepare for employment; and/or further education/training. These customer-focused services will be based on the needs and circumstances of the individual. OhioMeansJobs Scioto may provide Education offered concurrently with and/or in the same context as workforce preparation activities and training for a specific occupation. OhioMeansJobs Scioto County will also provide information in demand job skills and knowledge expected by the local business community. Not all Participants will need this service.

SCDJFS and OhioMeansJobs Scioto County will utilize OhioMeansJobs.com expansive resources whenever possible to assist CCMEP participants with several youth Program elements (e.g. tutoring, study skills, leadership development, financial literacy education, entrepreneurial skills information, and labor market and employment information).

6. Leadership development opportunities – TANF Purpose 2

Describe:

Promotes a foundation for employment readiness.

SCDJFS and OhioMeansJobs Scioto County will assure the above service will be made available to meet the needs of youth as they prepare for employment; and/or further education/training. OhioMeansJobs Scioto offers Leadership development on an individual basis. This is accomplished through opportunities that encourage responsibility, confidence, employability, self-determination and other positive social behaviors. OhioMeansJobs Scioto County may accomplish this in a variety of ways: encouraging athletics, other group membership participation, written and e-learning activities.

SCDJFS and OhioMeansJobs Scioto County will utilize OhioMeansJobs.com expansive resources whenever possible to assist CCMEP participants with several youth Program elements (e.g. leadership development, entrepreneurial skills information, and labor market and employment information).

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

Describe:

Provides access to child care to promote the care of children in their own homes and promotes a foundation for employment readiness.

SCDJFS and OhioMeansJobs Scioto County will assure the above service will be made available to meet the needs of youth as they prepare for employment; and/or further education/training. These customer-focused services will be based on the needs and circumstances of the individual. Supportive services include but are not limited to travel/gas assistance, child care, interview clothes, work clothes/boots, tools, background checks, etc. for employment and training. Not all Participants will need this service and others may need it more.

SCDJFS and OhioMeansJobs Scioto County will also utilize One Stop Partners programs services to assist in the providing the required elements, as appropriate.

8. Adult mentoring – TANF Purpose 2

Describe:

Promotes a foundation for employment readiness.

SCDJFS and OhioMeansJobs Scioto County will assure the above service will be made available to meet the needs of youth as they prepare for employment; and/or further education/training. These customer-focused services will be based on the needs and circumstances of the individual. Not all Participants will need this service and others may need it more.

SCDJFS and OhioMeansJobs Scioto County will also utilize One Stop Partners programs services to assist in the providing the required elements, as appropriate.

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

Describe:

Provides access to child care to promote the care of children in their own homes and promotes a foundation for employment readiness.

SCDJFS and OhioMeansJobs Scioto County will assure the above service will be made available to meet the needs of youth as they prepare for employment; and/or further education/training. CCMEP participants will be informed of the availability of a 12 months follow-up period. These customer-focused services will be based on the request of the individual. Not all Participants will want the 12 months of follow-up service.

10. Comprehensive guidance and counseling – TANF Purpose(s) 1 & 2

Describe:

Provides access to child care to promote the care of children in their own homes and promotes a foundation for employment readiness.

SCDJFS and OhioMeansJobs Scioto County will assure the above service will be made available to meet the needs of youth. These customer-focused services will be based on the needs and circumstances of the individual. Not all Participants will need this service and others may need it more.

SCDJFS and OhioMeansJobs Scioto County make referrals as needed to the appropriate Community Service Provider. And will utilize One Stop Partners programs services to assist in the providing the required elements, as appropriate.

11. Financial literacy education – TANF Purpose 2

Describe:
Promotes a foundation for employment readiness.
SCDJFS and OhioMeansJobs Scioto County will assure the above service will be made available to meet the needs of youth as they prepare for employment; and/or further education/training. These customer-focused services will be based on the needs and circumstances of the individual. Not all Participants will need this service and others may need it more.

SCDJFS and OhioMeansJobs Scioto County will utilize OhioMeansJobs.com expansive resources whenever possible to assist CCMEP participants with financial literacy.

SCDJFS and OhioMeansJobs Scioto County will also utilize One Stop Partners programs services to assist in the providing the required elements, as appropriate.

12. Entrepreneurial skills training – TANF Purpose 2

Describe:
Promotes a foundation for employment readiness.
SCDJFS and OhioMeansJobs Scioto County will assure the above service will be made available to meet the needs of youth as they prepare for employment; and/or further education/training. These customer-focused services will be based on the needs and circumstances of the individual. At the same time, OhioMeansJobs Scioto County will be providing the in-demand job skills and knowledge expected by the local business community. Not all Participants will need this service and others may need it more.

SCDJFS and OhioMeansJobs Scioto County will utilize OhioMeansJobs.com expansive resources whenever possible to assist CCMEP participants with entrepreneurial skills information.

SCDJFS and OhioMeansJobs Scioto County will also utilize Community Partners programs services to assist in the providing the required elements, as appropriate.

13. Labor market and employment information – TANF Purpose 2

Describe:
Promotes a foundation for employment readiness.
SCDJFS and OhioMeansJobs Scioto County will assure the above service will be made available to meet the needs of youth as they prepare for employment; and/or further education/training. These customer-focused services will be based on the needs and circumstances of the individual. At the same time, OhioMeansJobs Scioto County will be providing the in-demand job skills and knowledge expected by the local business community. Not all Participants will need this service and others may need it more.

SCDJFS and OhioMeansJobs Scioto County will utilize OhioMeansJobs.com expansive resources whenever possible to assist CCMEP participants with labor market and employment information.

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

Describe:
Promotes a foundation for employment readiness.
SCDJFS and OhioMeansJobs Scioto County will assure the above service will be made available to meet the needs of youth as they prepare for employment; and/or further education/training. These customer-focused services will be based on the needs and circumstances of the individual. At the same time, OhioMeansJobs Scioto County will be providing the in-demand job skills and knowledge expected by the local business community. Not all Participants will need/want this service and others may need it more.

SCDJFS and OhioMeansJobs Scioto County will utilize OhioMeansJobs.com expansive resources whenever possible to assist CCMEP participants with several youth Program elements (e.g. tutoring, study skills, leadership development, financial literacy education, entrepreneurial skills information, and labor market and employment information).

SCDJFS and OhioMeansJobs Scioto County will also utilize One Stop Partners programs services to assist in the providing the required elements, as appropriate.

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 Workforce Board is the local participating agency in Scioto County and the Board does not employ CCMEP participants directly. SCDJFS and the Workforce Board subcontract with CAO to provide employment for CCMEP 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:
Scioto CDJFS provides direct services, such as, child support services, child care services, PRC services and transportation services. SCDJFS and OhioMeansJobs Scioto County may provide various individualized supportive services to allow CCMEP participants to participate in CCMEP activities. The CCMEP staff will assess the supportive service needs of the participant and determine if a One Stop Partner or other community provider offers the service. If so, a referral will be made and, if no other provider is found, the CCMEP staff will confirm program funds can be used to provide the needed service. Services may include but not limited to child care, travel/gas assistance, appropriate clothes for interviews or employment, car repairs, and/or background checks. Scioto county will follow 45 CFR 260.31 definition for TANF non-assistance when issuing gas cards. Scioto county will follow Family Assistance Letter (FAL) 103.

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 has a subcontract with CAO Scioto County to conduct follow-up services. SCDJFS and OhioMeansJobs Scioto County will assure the above service will be made available to meet the needs of youth as they prepare for employment; and/or further education/training. CCMEP participants will be informed of the availability of a 12 months follow-up period. These customer-focused services will be based on the request of the individual. Not all Participants will want the 12 months of follow-up service. Contact sheets (or other forms that are developed) will be utilized to document follow-up contacts or attempts to contact. Participants will be encouraged to participate in follow-up but they have the ability to opt out.

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

Describe:
CCMEP Participants must notify their case manager within 1 (one hour) of their assignment time if they are unable to report to an assignment. Participants are to provide written verification to their case manager within 3 working days verifying the reason they were unable to report to their assignment. Verifications include but are

not limited to appointment letters, court papers, letter from an employer, medical statement, letter from a school, etc.

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

Describe:
All appointment letters will be mailed to the individual not less than 10 days before a scheduled appointment. Additional contact through email, phone or in-person walk-ins may be utilized as well.

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 CAO Case Manager will discuss with each participant who have no high school diploma options available in the community to obtain their high school diploma or equivalent. This information will be documented in the CCMEP case file kept by the CAO Case Manager.

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:
SCDJFS is working toward a joint procurement effort with the Workforce Board.

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:
CCMEP Case Managers have attended training offered through the Office of Workforce Development and/or ODJFS and will continue to utilize training at various venues regarding CCMEP including available webinars.

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?

Describe:
 Scioto CDJFS will send the CCMEP participants a survey every 6 months which the participant will return the the SCDJFS in the returned envelope provided with the survey.

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:
 Scioto CDJFS will conduct quarterly meetings with CCMEP Case Managers to discuss rules, procedures and policies and how these areas impact the case manager’s ability to manage CCMEP participants.

8. Performance Measures

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

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

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

Describe:
 All supplemental information provided by the participant or other source will be manually added to OWCMS and any other case record by OhioMeansJobs Scioto County case managers to verify achievements and to be used in performance. .The supplemental data may include but not limited to, some employment or other countable post-exit participant accomplishments (e.g. employment not included in the wage data records – Rail Road, degree attainment, etc.). OhioMeansJobs Scioto County will try to maintain contact with participants, employers, and training providers after exit to capture supplemental data on employment, education, and wage information for performance outcomes. The data collected will be entered into OWCMS in the appropriate sections for performance reporting.

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	
Paige Robbins, Director, Scioto County Department of Job & Family Services	
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	
C.B. Herrman, Chairman, Workforce Development Area 1	
Signature	Date