



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

for

**County or Counties:** Tuscarawas

**Effective Date:** 10/01/2017 to 9/30/2019

**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 Workforce Initiative Association			
Lead Agency Address 822 30 <sup>th</sup> St. NW	City Canton	State OH	Zip Code 44709
First Name of Lead Agency Official JoAnn	Last Name of Lead Agency Official Breedlove	Title of Lead Agency Official Chief Operating Officer	
Phone Number 330-491-2634	Email Address jbreedlove@omjwork.com		

Program Contact Person JoAnn Breedlove	Phone Number 330-491-2634
Phone Number	Email Address jbreedlove@omjwork.com

Fiscal Contact Person Chuck Byrd	
Phone Number 330-491-2630	Email Address cbyrd@omjwork.com

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

Agency Name Tuscarawas County Job and Family Services			
Agency Address 389 16th St SW	City New Philadelphia	State OH	Zip Code 44663
First Name of Lead Agency Official David	Last Name of Lead Agency Official Haverfield	Title of Lead Agency Official Director	
Phone Number 330-339-7791 x229	Email Address David.Haverfield@jfs.ohio.gov		

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

Workforce Development Area Area 6 - Stark and Tuscarawas Counties	
Workforce Development Board Chair Name David Wheeler	
Workforce Development Board Director Name Jennifer M. Meek Eells	
Phone Number 330-491-2627	Email Address jmeekeells@omjwork.com

**1.4 Identify the implementation manager for the Lead Agency.**

First Name of Implementation Manager JoAnn	Last Name of Implementation Manager Breedlove	Title of Implementation Manager Chief Operating Officer
Phone Number 330-491-2634	Email Address jbreedlove@omjwork.com	

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

Contact Person Dan Sipe	
Phone Number 330-491-2601	Email Address dsipe@omjwork.com

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

Describe:  
The Lead Agency (Workforce Initiative Association) and the other local participating agency (Tuscarawas County Job and Family Services) have coordinated a process of communication and referral to implement CCMEP.

The CCMEP Referral Process from Tuscarawas County Job and Family Services (TCJFS) to Workforce Initiative Association at the OhioMeansJobs Tuscarawas County Center is described below. Applicants for Ohio Works First (OWF) cash assistance that are work-required and between the ages of 14-24 will be referred to the Lead Agency (Workforce Initiative Association). Workforce Initiative Association will send TCJFS a weekly schedule of open appointment times for the month which is known as the "Referral List".

1. Applicants initially apply for OWF cash assistance at TCJFS and are scheduled for a one-on-one appointment within one day. At this appointment, the applicant is informed of OWF cash requirements, and pre-assessed for CCMEP framework activity needs such as transportation or child care assistance. Applicant is provided a CCMEP flyer which provides information about CCMEP and available services and is scheduled an appointment at the OhioMeansJobs Tuscarawas County Center for the following week. Their appointment is sent via secure email to the CCMEP case manager at OhioMeansJobs Tuscarawas County.
2. The applicant's first CCMEP appointment at OhioMeansJobs Tuscarawas County consists of completing CCMEP framework activities. The applicant completes a CCMEP application and CCMEP assessment with a case manager. The time allotted for this activity is 1.5 hours. Applicants are also scheduled for basic skills testing at an appointment the same or following week.
3. Applicants complete their basic skills testing utilizing CASAS (Comprehensive Adult Student Assessment Systems) and will also register/create an account on www.OhioMeansJobs.com. An additional appointment is scheduled for the same week of testing for the client to sign their Individual Opportunity Plan (IOP) which is their employment and/or training plan (time allotted is 1/2 hour). Once the IOP is signed, it is scanned and emailed to TCJFS staff via secure email as a requirement for for the applicant's cash assistance to be approved.

The client is assigned activities and/or referred directly to a local vendor for CCMEP services (procured by the Workforce Development Board) for their standard 20 hours/week of required activity or in accordance with rule 5101:1-3-12 of the Administrative Code, whichever is higher.

Workforce Initiative Association staff (CCMEP case managers) perform all case management and CCMEP oversight.

TCJFS staff continue to monitor the TANF Work participation and complete all CRISE entry, including all OWF eligibility determinations and changes, adding/removing sanctions, and work activity changes.

Workforce Initiative Association staff will ensure all data entry into OWCMS is complete. The Workforce Development Board staff will see that all monitoring required for CCMEP and WIOA vendors is completed.

**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:

The Workforce Development Board (WDB) serving Tuscarawas County has a long history of successfully procuring youth services under Workforce Investment Act and now Workforce Innovation and Opportunity Act legislation. The Lead Agency (Workforce Initiative Association) will work closely with WDB and TCJFS to ensure procurement is addressed when needs arise for additional service delivery and case management for CCMEP participants.

Frequency of Meetings

>Workforce Initiative Association is the procured One Stop operator, designated career services/WIOA Title 1 service provider, and provider of employer services in the OhioMeansJobs Tuscarawas County center. Workforce Initiative Association also participates in the bi-monthly WDB meetings.

>STWDB maintains a standing Youth Committee that meets quarterly and Workforce Initiative Association is a participant in the committee and meetings.

Engagement of Local Businesses

>Workforce Initiative Association is the provider of business services in the OhioMeansJobs center and also uses the Business Resource Network (BRN) economic development model to work directly with businesses.

>The Business Services department works closely with the youth department in the center.

Engagement of Community Partners

>Workforce Initiative Association, as CCMEP Lead Agency, in partnership with the STWDB completed a survey of community partners in alignment with the 14 WIOA youth program elements in 2016. Workforce Initiative Association and STWDB also procured other comprehensive and community based programming to provide services under CCMEP. Workforce Initiative Association and STWDB actively collaborate to engage community partners through efforts such as presentations to schools, civic organizations, and community based organizations, as well as local job fairs.

>Work Experience and Incentives policies (Support Services Policy) are attached.

\*PP15 - Work Experience for Youth

\*Youth Wage Recommendations

\*PP13 - Supportive Services Policy for WIOA Participants Enrolled in WIOA Programs

**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:  
Policies are attached to this plan's submission and include:

Basic Skills Assessment Selection  
\*PP16- WIOA Basic Skills Assessment Selection for Youth

Ensure determination of eligibility for the Workforce Innovation and Opportunity Act (WIOA) youth program  
\*PP05 - Suitability and Priority Requirements for WIOA Programs  
\*PP08 - Individual Training Account Policy (ITA)  
\*PP06 - On-The-Job Training Policy

Reporting and collection of data  
\*A07 - Reporting and Data Collection

Monitoring of contracts and ensuring compliance  
\*Monitoring and Oversight Policy

Supportive Services  
\*PP13 - Supportive Services Policy for WIOA Participants enrolled in WIOA programs

Follow Up Services  
\*PP01 - Youth, Adult & Dislocated Worker Follow-Up After WIOA Program Exit

Needs Additional Assistance  
\*PP11 - Youth Who Faces Serious Barriers Definition  
\*PP10-A - Requires Additional Assistance Barrier Definition for Out-of-School Youth Policy  
\*PP10-B - Requires Additional Assistance Barrier Definition for In-School Youth Policy

Disclosure of Relationship  
\*PP05 - Suitability and Priority Requirements for WIOA Programs

**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

Buckeye Career Center Aspire Program- Nate Hackenbracht  
Referral Source - CCMEP Case Mgrs can come into classes to see how students are doing; will provide space for meetings with students; attendance tracking; BCC will provide GED instruction.

- Alcohol, Drug and Mental Health (ADAMH) Board

ADAMHS Board - Potential coordination with Family and Children First Council as well as any Healthier Buckeye Council initiatives.

- Businesses

STWDB/Tuscora Society for Human Resource Management (TSHRM) and Tuscarawas County Chamber of Commerce.  
Business members represented on the STWDB have discussed the program and are discussing ways they and their companies can assist with the youth and the program; TSHRM will also promote the CCMEP with their membership. The OhioMeansJobs Center will reach out to the local chambers to promote the program with their business members.

Career and Technical Education

Buckeye Career Center  
- Provide training through ITAs

Child Care Providers

Approved through the state and TCJFS - the JFS will assist OWF work-required and CCMEP volunteers in need of child care assistance to fully participate in CCMEP.

Child Support Enforcement Agency

As needed through Tuscarawas County Child Support Enforcement Agency (TCCSEA).

Children Services Agency

As needed through TCJFS - Will coordinate training for CCMEP case mgrs with CPS staff to understand reunification plans and impact on TANF; referral process if necessary.

Community College(s)

Stark State College  
- WIOA Training through ITAs; coordination of specific short term trainings such as STNA, welding; general office; general medical; etc.  
Kent State University at Tuscarawas  
- Short term; in-demand training

Community Action Agency

Example:  
HARCATUS  
- Alison Kerns, Director - Contracted youth program/CCMEP services vendor; work experience

County Family Service Planning Committee

Community Resources as needed - Jennifer Meek Eells, STWDB Director, is a member fo the committee.

Family and Children First Council

Community Resources as needed. FCFC serves as the Healthier Buckeye Council in Tuscarawas County.

Juvenile Court System

Local Healthier Buckeye Council

FCFC serves as Healthier Buckeye Council in Tuscarawas County

Local School District(s)

Buckeye Career Center

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

OOD - Cynthia Dyer and Marc Manheim  
-Coordinate services such as training and OJT w/WDB and WIOA Title 1



Other

Goodwill Industries/CommQuest/JOGS/Choices/United Way/Mature Services  
- procured/contracted vendors as well as other OhioMeansJobs partner agencies will provide referrals as well as other community supports for CCMEP participants.

## 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: The lead agency will expect to serve 50 individuals annually.

### 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: The lead agency will expect to serve 25 individuals annually.

### 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: The lead agency will expect to co-fund approximately 45 individuals.

## 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:

The Lead Agency has a history of providing services to businesses with employment/hiring needs as well as other service needs through the Business Resource Network (BRN). Employers with hiring needs can be connected to prospective candidates through an array of business services at the OhioMeansJobs center.

Job order postings are regularly communicated to OhioMeansJobs center partner staff including all CCMEP youth services staff.

STWDB contracted youth service providers provide an array of services to youth which include opportunities to receive paid work experience.

### 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 CCMEP Lead Agency staff and local participating agency (Tuscarawas County Job & Family Services) and youth vendor staff communicate regularly and often. Communication between the Lead Agency, local participating agency and CCMEP contracted vendors occurs through phone calls, in person meetings, email communication and in-person group meetings throughout the program year

Lead Agency (WIA), local participating agency (TCJFS) and contracted vendor representatives additionally serve on the STWDB Youth Committee. The Lead Agency (WIA) has also worked closely with ODJFS to bring the Mathematica Policy Research team and their services to enhance the case management process among all of the CCMEP coordinating entities which also helps increase communication, dialogue, and coordination with everyone delivering CCMEP young adult services in the workforce area.

Regarding summer employment services, the Lead Agency and Stark Tuscarawas Workforce Development Board (STWDB) will review their budget to see if funding may be available for stand-alone summer employment programming. Contracted youth vendors are encouraged to provide year-round work experiences as part of their service delivery. Stand-alone summer employment programming will be offered first through existing CCMEP vendors and additionally, through other procured (WIOA) or TANF-approved vendors, as needed. Contracted vendors running summer employment programs outreach to potential youth through the secondary schools, social media, community based organizations, word of mouth and peer messaging referrals.

## 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: direct referral from TCJFS

### 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 CCMEP Referral Process from Tuscarawas County Job and Family Services (TCJFS) to Workforce Initiative Association at the OhioMeansJobs Tuscarawas County Center is described below.

Applicants (between the ages of 14-24) for Ohio Works First (OWF) cash assistance that are work-eligible or who are non-work eligible and wish to volunteer, individuals receiving benefits and services through the Prevention, Retention, and Contingency program interested in referral to the CCMEP program, will be referred to the Lead

Agency (Workforce Initiative Association). Walk-ins and vendor referred 14-24 year old individuals are accepted directly through the Lead Agency's OhioMeansJobs center and scheduled for appointment/assessment.

Workforce Initiative Association will send TCJFS a weekly schedule of open appointment times for the month which is known as the "Referral List".

Applicants initially speak with a TCJFS representative over the phone and then are scheduled for an in-person pre-assessment the following day. At this appointment, the applicant is informed of OWF cash requirements, pre-assessed for CCMEP framework activity needs (transportation need to attend their assessment at OhioMeansJobs Tuscarawas County and application for child care assistance is initiated if needed). Applicant is provided a CCMEP flyer which provides information about CCMEP and available services and is scheduled an appointment at the OhioMeansJobs Tuscarawas County Center the following week. Their appointment is entered into the "Referral List" which is sent weekly to the CCMEP department at OhioMeansJobs Tuscarawas County.

**4.3 Confirm that the Lead Agency has a process for working with the other local participating agency and/or any subcontractors to ensure the following:**

- The Lead Agency has a process to share the number of months a program participant has participated in OWF that were subject to the time limit described in rule 5101:1-23-01 of the Administrative Code for inclusion in the IOP.

Describe:

When an OWF applicant is referred to the Lead Agency for CCMEP framework activities, TCJFS (other local participating agency) provides a comprehensive CCMEP Participant Referral information sheet that includes the maximum number of OWF months available of the 36 month maximum upon referral to the Lead Agency for assessment and IOP development. TCJFS staff will continue to track the number of months of OWF participation monthly for those work-eligible individuals receiving cash assistance and communicate this information with the CCMEP case manager via phone/email when updating an 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 CCMEP Lead Agency staff refer participants to the Harbor House Domestic Violence Shelter which provides emergency, safe shelter and supportive services for women and children who are victims of domestic violence. A 24-hour hotline is available for victims to access the shelter and other resources. CCMEP Lead Agency staff can assist the participant with making a phone call directly to the Harbor House Domestic Violence Shelter. CCMEP case managers can provide participants with a list of additional crisis and legal services.

Once a participant reports that they are living in a local domestic violence shelter, the CCMEP case manager obtains documentation from the local shelter to verify the participant's living status and this information is submitted directly to TCJFS. The CCMEP case manager and TCJFS case worker will document the course of action/activities the shelter engages with the participant and will do so as long as the family gets stabilized at the shelter and the CCMEP participant can reengage in CCMEP allowable activities.

Participant's personal information is protected in accordance with all policies for enrolled participants.

- 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:

A communication process is in place between the CCMEP Lead Agency and local participating agency for each of the bulleted items listed above. The Lead Agency and local participating agency (Tuscarawas County Job & Family Services) communicate regularly. TCJFS staff is available and accessible to Lead Agency staff by phone/email to help access information from the CRISE system as well as Ohio Benefits.

1. OWF work-eligible individuals receive a copy of their signed IOP (Individual Opportunity Plan) which outlines their standard 20 hour/week activities or in accordance with rule 5101:1-2-12 of the Administrative Code, whichever is higher. A signed IOP copy is scanned/sent secure email to TCJFS CCMEP staff.
2. The Lead Agency coordinates and communicates with the TCJFS. A participant referral sheet provided by TCJFS includes such information as required hours of participation and number of OWF months exhausted. TCJFS will also determine compliance activity, hourly requirement updates, and will enforce compliance failures. Good cause is determined by the Lead Agency.
3. The Lead Agency created a participation tracking form to take the place of the CRISE-generated calendars. The CCMEP case manager verifies the hours completed, signs off on the form, and electronically sends to the TCJFS. If a CCMEP client fails, the CCMEP case manager sends a form to the TCJFS that notes the client's name, date of failure, and activity and hours of failure and sends to the TCJFS immediately upon discovery of failure. For OWF work-required applicants, upon completion of the signed IOP, TCJFS is immediately notified by secure email with IOP copies scanned/attached.

4. Verification of an individual's completion of the CCMEP comprehensive assessment and IOP within 30 days is communicated via email correspondence. The Referral List provides information as to the date the IOP is signed.  
5. Failure of an OWF work-eligible participant to comply with their IOP terms within 10 days is communicated via the JFS Failure Form which is electronically communicated by the Lead Agency to the TCJFS.

6. TCJFS CCMEP staff will continue to monitor the TANF Work participation and complete all CRISE entry, including all OWF eligibility determinations and changes, adding/removing sanctions, and work activity changes. The Lead Agency Youth Program Supervisor has been assigned as the CCMEP point person.

7. As long as the CCMEP participant is OWF work-eligible, they are not permitted to be exited from the CCMEP program as stated in rule 5101:14-1-06. Case managers shall make persistent and reasonable attempts to engage with the program participant no less than once every thirty calendar days. The Lead Agency staff will make reasonable efforts to provide the program participant with CCMEP services and if the program participant has failed to utilize them on at least five occasions without explanation, the 90 day exit process will begin after issuing notice of adverse action to the program participant at least thirty days prior to ending all services in accordance with rule 5101:6-2-04 of the Administrative Code, and notwithstanding the fifteen day notice period referenced in paragraph (A) of rule 5101:6-2-04 of the Administrative Code. This information will be documented in case notes. If the participant reengages during the 90 day period, the Lead Agency will reevaluate the service strategy appropriate for the participant and determine what additional services (if any) are needed to remain in CCMEP. When services are not provided for ninety consecutive days and future services have not been scheduled, the program participant shall be exited from CCMEP

- 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:

When a CCMEP program participant moves to another county and it is in the best interest of the program participant to be transferred to the new county for which the Lead Agency does not oversee, the Lead Agency will notify the new Lead Agency of the move within ten calendar days as described in paragraph (D)(1)(m) of rule 5101:14-1-02 of the Administrative Code. OWF recipients shall be transferred to a new county within ten calendar days of the move. A revised IOP shall be developed within 10 calendar days of the transfer notification if the new county is served by a new or existing Lead Agency.

If the CCMEP participant is not an OWF recipient and it is in their best interest to remain in the existing county per the CCMEP Lead Agency, the Lead Agency will evaluate how best to service the participant to either stay/continue in the existing activity with the current Lead Agency until activity/goal completion. An example of such would be a CCMEP participant enrolled in occupational skills training in the county and if the participant moved outside of the Lead Agency county, service delivery would continue to be provided to assist the participant in completion of the activity.

**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:

Please see attached updated policy regarding "Household Members and Income Counting for CCMEP TANF Funding Eligibility". The policy also includes and references the semi-annual eligibility review process.

**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:

Tuscarawas County CCMEP Assessment Process

The CCMEP case managers will have the young adults complete the CCMEP questionnaire assessment of barriers and challenges. The CCMEP case managers will provide an in-depth explanation of why the assessment is being conducted. The CCMEP assessment/interview is conducted over a 1 to 1 1/2 hour time slot.. Responses from the assessment will be documented/written by case manager on a paper copy of the assessment.

Young adults are scheduled the same or following week for basic skills assessment and to register/create an account on the OhioMeansJobs online website ([www.ohiomeansjobs.com](http://www.ohiomeansjobs.com)).

**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 CASAS and TABE are utilized by the Lead Agency and/or contracted providers as approved basic skills testing tools..

**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 CCMEP case managers will engage/follow-up with participants at a minimum of once every 30 days. Clients are contacted by phone, e-mail and mail. Contacts are documented in case notes via an online form. Case notes are printed out for the file at exit. Exit case notes are kept from that point forward each quarter until fourth quarter after exit when they are printed out for the file.

**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:

This service is provided through referral to Buckeye Career Center (BCC), the Aspire provider for Tuscarawas County. CCMEP case managers have been working with BCC and have assigned CCMEP participants to these activities in their IOPs for tutoring and attainment of their equivalency diploma. These services assist participants with skills in completing/advancing their education and opportunities for employment.

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

Describe:

This service is provided through referral to Buckeye Career Center (BCC), the Aspire provider for Tuscarawas County and Quaker Digital Academy. CCMEP case managers have assigned CCMEP participants to these activities in their IOPs for attainment of their high school diploma. These services assist participants with skills in completing their education which expands opportunities for employment.

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

Describe:

The WDB procured the following vendor(s) for this activity: Goodwill and Harcatus, CAO. The vendor contracts are in place and this information has been shared with the CCMEP Lead Agency staff. CCMEP case managers have been working with the procured service vendors and have assigned the CCMEP participants to these activities in their IOPs. These services provide opportunities to learn about work and gain technical and soft skills experience.

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

Describe:

CCMEP case managers work with participants interested in training using WIET approved training programs and have assigned CCMEP participants to these activities in their IOPs. Some participants are already attending occupational skills training on their own before enrolling in CCMEP. In these cases, their hours are tracked and submitted to the local CJFS to meet their requirements to receive OWF. These services provide in-demand skill attainment for employment in in-demand jobs.

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

Describe:

The STWDB procured the following vendor(s) for this activity: Goodwill and Harcatus, CAO. The vendor contracts are in place and this information has been shared with the CCMEP Lead Agency staff. CCMEP case managers have been working with the procured service vendors and have assigned the CCMEP participants to these activities in their IOPs. This service offers exposure to activities preparing participants for the workforce with the goal of employment.

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

Describe:

The STWDB procured the following vendor(s) for this activity: Goodwill and Harcatus, CAO. The vendor contracts are in place and this information has been shared with the CCMEP Lead Agency staff. CCMEP case managers have been working with the procured service vendors and have assigned the CCMEP participants to these activities in their IOPs..This service offers participants opportunities for exposure to develop leadership skills. These skills are important for job preparation and employment activities as well as the stability of the family.

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

Describe:

The STWDB procured the following vendor(s) for this activity: Goodwill and Harcatus, CAO. The vendor contracts are in place and this information has been shared with the CCMEP Lead Agency staff. CCMEP case managers have been working with the procured service vendors and have assigned the CCMEP participants to these activities in their IOPs. CCMEP Lead Agency case managers also provide supportive services, as necessary. This service assists those participants in helping them achieve goals such as education/training which leads to employment and provides for the stability of the family.

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

Describe:

The STWDB procured the following vendor(s) for this activity: Goodwill and Harcatus, CAO. The vendor contracts are in place and this information has been shared with the CCMEP Lead Agency staff. CCMEP case managers have been working with the procured service vendors and have assigned the CCMEP participants to these activities in their IOPs.This service provides exposure to and connection with adults that serve as mentors with life experience. The mentoring relationship can assist with gaining skills, information, and experience in job preparation and employment as well as stabilizing the home.

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

Describe:

The STWDB procured the following vendor(s) for this activity: Goodwill and Harcatus, CAO. The vendor contracts are in place and this information has been shared with the CCMEP Lead Agency staff. CCMEP case managers have been working with the procured service vendors and have assigned the CCMEP participants to these activities in their IOPs. In addition, CCMEP Lead Agency case managers also provide follow-up with participants. This service provides an opportunity for the participant to be connected to a case manager for additional needs, services and support, such as employment, after program exit.

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

Describe:

The STWDB procured the following vendor(s) for this activity: Goodwill and Harcatus, CAO. The vendor contracts are in place and this information has been shared with CCMEP Lead Agency staff. CCMEP case managers have been working with the procured service vendors and have assigned the CCMEP participants to these activities in their IOPs. This service helps participants get connected to valuable counseling services including proper diagnoses/treatment to stabilize families and help participants reach their training and/or employment goals.

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

Describe:

The STWDB procured the following vendor(s) for this activity: Goodwill and Harcatus, CAO. The vendor contracts are in place and this information has been shared with the CCMEP Lead Agency staff. CCMEP case managers have been working with the procured service vendors and have assigned the CCMEP participants to these activities in their IOPs. This service provides participants skills and information about finances, credit, and budgeting which are important in stabilizing the family and help participants reach their training and/or employment goals.

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

Describe:

The STWDB procured the following vendor(s) for this activity: Goodwill and Harcatus, CAO. The vendor contracts are in place and this information has been shared with the CCMEP Lead Agency staff. CCMEP case managers have been working with the procured service vendors and have assigned the CCMEP participants to these activities in their IOPs. This service provides participants with information and resources about starting their own business as an employment option which promotes job preparation and employment.

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

Describe:

The STWDB procured the following vendor(s) for this activity: Goodwill and Harcatus, CAO. The vendor contracts are in place and this information has been shared with the CCMEP Lead Agency staff. CCMEP case managers have been working with the procured service vendors and have assigned the CCMEP participants to these activities in their IOPs. This service provides participants labor market and employment information so that participants have the skills, resources, and information available to make informed decisions regarding employment opportunities in their local communities. This service promotes job preparation and employment.

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

Describe:

The STWDB procured the following vendor(s) for this activity: Goodwill and Harcatus, CAO. The vendor contracts are in place and this information has been shared with the CCMEP Lead Agency staff. CCMEP case managers have been working with the procured service vendors and have assigned the CCMEP participants to these activities in their IOPs. These services promote activities to prepare participants for post-secondary education/training opportunities with the goal of employment.

**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:

Any subsidized employment (TANF) will be paid through one of the procured youth program vendors. The Workforce Initiative Association will not use TANF or WIOA funds to pay a CCMEP participant directly. CCMEP participants may also be paid WIOA youth wages for work experience. Ohio statute excludes this income as countable income for OWF cash assistance and SNAP. Any youth wages paid for work experience will be paid through one of the procured youth program vendors. A temporary staffing service has also been contracted by the WDB to provide subsidized employment and youth wages for work experience to 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:

The Lead Agency has adopted the STWDB policy as their Supportive Services policy and aligns TANF and WIOA funding. The Lead Agency agrees to follow 45 CFR 260.31 regarding TANF non-assistance requirements for this policy. In addition, the Lead Agency will not use TANF funding for medical service with the exception of pre-pregnancy family planning services; and will follow Family Assistance Letter 103 in regards to issuing gas cards.

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

Describe:

The Lead Agency adopts the STWDB Follow-Up Services policy and aligns TANF and WIOA funding. The Lead Agency agrees to follow 45 CFR 260.31 regarding TANF non-assistance requirements during follow-up; no work experience or training services will be provided to the participant during the follow-up period. The Lead Agency will document in case notes when a participant cannot be located or contacted and will also provide an option for

CCMEP participants to opt-out of follow-up services when they are not interested in receiving them. For participants declining follow-up services, a written statement must be kept in the file. These follow-up services exemptions will be documented in case notes and in OWCMS.

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

Describe:

Good cause must be provided within 7 days from the date of the failure to participate. CCMEP participants will be required to contact their CCMEP case manager if they are unable to participate in their CCMEP activity(ies). Documentation of doctor appointments and other good cause reasons may be requested of the CCMEP participant by the CCMEP case manager. Failure to provide documentation when requested, may result in a sanction being proposed by the TCJFS.

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

Describe:  
TCJFS staff provide OWF work-eligible applicants a packet of information which includes the applicant's appointment date and time for their first CCMEP appointment at OhioMeansJobs Tuscarawas County.

After their first CCMEP appointment at OhioMeansJobs, case managers list two additional appointment dates to complete framework activities on a sticky label on the inside of client's OhioMeansJobs folder. Once clients are attending their CCMEP activity, client appointments are arranged through e-mail and phone.

**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 CCMEP case managers will be trained/made aware of the options for CCMEP participants without a High School Diploma in Tuscarawas County:

Buckeye Career Center ASPIRE program is highly successful in assisting adults to prepare for and pass the GED test, a high school equivalency test.

The Adult Diploma Program through Stark State College is a local option (for 22 year olds and older) and is a competency-based diploma model, using Work Keys as the measure for the diploma, as well completion of study for an industry-recognized credential (STNA, CDL, etc.).

The 22+ Program is available locally at Stark State College and is an online program targeted for individuals with only a few credits needed to graduate.

**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 (Workforce Initiative Association) and STWDB deliver joint Request For Proposals (RFP) for CCMEP as the Lead Agency is also the fiscal agent for the STWDB. The Lead Agency also notes co-funding (WIOA and TANF) on agency forms for all CCMEP funded ITAs and On-The-Job (OJT) training contracts for data entry purposes into OWCMS and CFIS systems.

**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 various training opportunities made available locally by the Mental Health Addiction Recovery Board as well as other providers. CCMEP case managers have participated in the following training:

TIP (Transition to Independence)  
Motivational Interviewing  
Mental Health First Aid for Teens/Young Adults

The Lead Agency will continue to explore opportunities for training/professional development that will help CCMEP case managers serve their clients.

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

- |  |  |
|--|--|
| <input type="checkbox"/> 15 cases or less        | <input checked="" type="checkbox"/> Between 50 and 100 cases |
| <input 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:  
The Lead Agency will seek feedback from participants via a focus group scheduled once per year.

**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 Workforce Initiative Association's Program Manager and Youth Program Supervisor will meet regularly (no less than once per month) to discuss CCMEP participants, progress of individuals as well as overall program goals, and how the CCMEP policies and procedures are working.

**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:  
The Lead Agency will continue to communicate and collaborate with those entities that can provide CCMEP supplemental data such as training vendors and employers as well as from the participant. Information is captured from the Lead Agency's Exit forms and is reported into OWCMS.

**CCMEP Plan Certification**

**Please provide the name, title, and signature of the administrator, director or executive director of the CCMEP Lead Agency:**

Name and Title JoAnn Breedlove Chief Operating Officer	Date 07/17/2018
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**\_\_\_\_\_ the chairperson of the local workforce development board (or the chairperson’s designee):**

Name and Title _____ nt Board	Date 07/17/2018
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## CCMEP Policy & Procedure Letter 1

Subject: Comprehensive Case Management and Employment Program (CCMEP) -Definition of Family and Household (Members and Income Counting for CCMEP TANF Eligibility)

Effective Date: 10/1/2017, revised June 1, 2018; revised August 28, 2018

References: Not Applicable

Attachments: WIOA Youth Program Eligibility Application (JFS 03002)

### I. **Purpose**

To provide a definition for “Family” and “Household” as it relates to Comprehensive Case Management and Employment Program (CCMEP) TANF eligibility.

### II. **Background**

Ohio has implemented the Comprehensive Case Management and Employment Program (CCMEP) in July 2016 which is a new framework for serving low-income Ohioans ages 14 to 24, through an integrated intervention program that combines the Temporary Assistance for Needy Families (TANF) program and the Workforce Innovation and Opportunity Act (WIOA) Youth program. Individual’s served by TANF and the WIOA Youth programs are served through CCMEP as a single population under a consolidated system of service delivery. Workforce Initiative Association is the lead agency for CCMEP in Stark and Tuscarawas Counties.

For purposes of CCMEP TANF eligibility, consistency should be maintained for definitions of “family” and “household”.

### III. **Definitions**

*Dependent Children:* Those in the household up to and including age 18 attending secondary school or may be the applicant, 14-24 years of age, if determined dependent by the WIOA Youth Program Eligibility Application (JFS 03002)

*Family:* A pregnant individual or two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- A. Married couple and dependent children
- B. A parent(s) or guardian(s) and dependent children
- C. A married couple
- D. An independent pregnant individual

*Household:* A pregnant individual or two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- A. Married couple and dependent children
- B. A parent(s) or guardian(s) and dependent children
- C. A married couple
- D. An independent pregnant individual

#### IV. **Policy**

Household members and income counting for CCMEP TANF eligibility is one of the following:

(1) A minor child:

For the minor child, parent(s), specified relative, legal guardian, legal custodian including step-parent, income will be counted to determine whether the group meets the 200% FPL.

(2) The parent, specified relative, legal guardian or legal custodian of a minor child:

For the parent, specified relative, legal guardian or legal custodian of a minor child to be served, the income of the following will be included: the parent(s), specified relative, legal guardian, legal custodian and their spouse's income to determine whether they meet the 200% FPL.

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

For the non-custodial parent to be served, the non-custodial parent and their spouse's income will be counted to determine whether the group meets the 200% FPL.

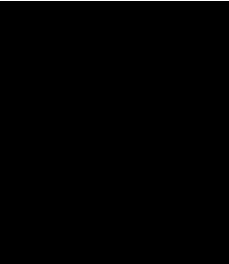
(4) A pregnant individual:

For the pregnant individual, if the individual is a minor, follow guidelines in (1). If the individual is determined to be dependent, the individuals, parents and step-parents' income will be counted to determine whether they meet the 200% FPL. If the pregnant individual is not dependent, only their income will be counted.

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

For the individual age 18 to 24, if the individual to be served is determined to be dependent, then parents and step-parents' income will be counted to determine whether they meet the 200% FPL. If the individual is not dependent, only their income will be counted.

CCMEP TANF eligible participants will be reviewed semi-annually for TANF eligibility utilizing the JFS-03002.



Chief Operating Officer

Chief Fiscal Officer