



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

for

County or Counties: Van Wert

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 Van Wert County Department of Job and Family Services			
Lead Agency Address 114 E. Main St		City Van Wert	State OH
Zip Code 45891			
First Name of Lead Agency Official Marcia	Last Name of Lead Agency Official Drake	Title of Lead Agency Official Director	
Phone Number (419)238-5430		Email Address marcia.drake@jfs.ohio.gov	

Program Contact Person Mindy Eales		Phone Number (419)238-5430	
Phone Number (419)238-5430		Email Address mindy.eales@jfs.ohio.gov	

Fiscal Contact Person Marcia Drake			
Phone Number (419)238-5430		Email Address marcia.drake@jfs.ohio.gov	

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

Agency Name Van Wert County OMJ			
Agency Address 114 E. Main St		City Van Wert	State OH
Zip Code 45891			
First Name of Lead Agency Official Mindy	Last Name of Lead Agency Official Eales	Title of Lead Agency Official Workforce Development Supervisor	
Phone Number (419) 238-5430		Email Address Mindy.eales@jfs.ohio.gov	

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

Workforce Development Area Ohio Area 8 Workforce Development Board	
Workforce Development Board Chair Name Arthur Swain	
Workforce Development Board Director Name Matthew Kinkley	
Phone Number (419)586-6409	Email Address kinkleyarea8@gmail.com

1.4 Identify the implementation manager for the Lead Agency.

First Name of Implementation Manager Mindy	Last Name of Implementation Manager Eales	Title of Implementation Manager Workforce Development Supervisor
Phone Number (419)238-5430	Email Address mindy.eales@jfs.ohio.gov	

1.5 Lead Agency’s performance and data management contact:

Contact Person Marcia Drake	
Phone Number (419)238-5430	Email Address marcia.drake@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:
 Van Wert County Department of Job and Family Services is the lead agency for CCMEP. As such they will follow the policies and regulations of the Ohio Area 8 board and work with the selected WIOA youth provider to maximize services to dually eligible youth. CCMEP applications will be available at the Lead Agency, OhioMeansJobs Center, and with other local partners. The Lead Agency and the WIOA youth contract provider commit to ongoing communications in the event of co-enrollment, as well as cross train staff and coordinate outreach to potential participants, partners and local businesses.

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:
 Van Wert County Department of Job and Family Services as the Lead Agency for Van Wert County will work in partnership with the Ohio Area 8 Workforce Development Board on the development and implementation of CCMEP. Currently Area 8 policies are being updated regarding the administration of CCMEP. Policies regarding work experiences and incentives were approved during the July 2017 board meeting. The Area 8 work experience policy will be followed by the Lead Agency, Area 8 and the CCMEP WIOA youth contract provider. Van Wert County has created an Incentive policy that will be followed the Lead Agency and CCMEP WIOA youth provider (see Appendix A). TANF funding will follow TANF "nonassistance" as defined in 45 C.F.R. 260.31. The Lead Agency, Area 8 and the CCMEP WIOA youth contract provider commit to ongoing communications in the event of co-enrollment and engagement of local businesses and community partners. This communication will be done by phone, email, and face to face communication as necessary. The Lead Agency will also have representatives at the quarterly Area 8 Board meetings. (See Appendix A for policies). The Lead Agency and CCMEP WIOA youth contract provider will not use TANF funding to provide stipends.

1.8 List policies developed by the local workforce board relevant to the administration of CCMEP, including but not limited to (Please attach any relevant policies to this plan.):

- Select basic skills assessment(s);
- Ensure determination of eligibility for the Workforce Innovation and Opportunity Act (WIOA) youth program;

- Report and collect data;
- Monitor contracts and ensure compliance;
- Supportive services;
- Follow up services;
- “Needs additional assistance” policy; and
- Disclosure of relationship.

Describe:

1) Select Basic Skills Assessment - The TABE (Test Adult Basic Education) test will be the assessment used to determine basic skills for all CCMEP youth.

2) Ensure Determination of Eligibility for the Workforce Innovation and Opportunity Act (WIOA) Youth Programs - The WIOA youth service provider will collect data for youth who need eligibility determined. The Lead Agency will be responsible for the determination of eligibility for the WIOA youth program. All files will be periodically monitored by the Area 8 Workforce Development Board.

3) Report and Collect Data - OWCMS and CFIS Databases will be used to collect data and develop reports for CCMEP

4) Monitor Contracts and Ensure Compliance - Area 8 Workforce Development Board Director and other representatives will be responsible for monitoring contracts and ensuring compliance of said contracts.

5) Supportive Services - For Supportive services Van Wert county will follow the Area 8 Youth Services Policy #151. As referenced in the policy referrals for health care will be completed and utilized. TANF funding will not be used for health care services. Van Wert County will also follow the incentive policy attached in Appendix A.

6) Follow Up Services - Follow up services will be completed by the Lead agency and follow the guidelines in the Area 8 youth services policy #151.

7) Needs Additional Assistance Policy - See Appendix A

8) Disclosure of Relationship - The Lead Agency and WIOA youth service provider will follow the conflict of interest policy established by the Ohio Area 8 Workforce Development Board (See Appendix A)

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

Vantage Career Center is an active OhioMeansJobs partner. Vantage Career Center offers Aspire and other services to eligible Van Wert County residents. Vantage is also a partner in identifying and referring potential participants of CCMEP service. Vantage staff also actively communicate with CCMEP staff for verification of participation in program services and follow up.

Alcohol, Drug and Mental Health (ADAMH) Board

The Lead Agency and WIOA youth contract provider makes referrals to the local mental health provider, Westwood Behavioural Health in Van Wert. These referrals are based on information that is obtained from a clients comprehensive assessment and/or ongoing case management with the client.

Businesses

The Lead Agency and the WIOA youth contract provider will work together and in conjunction with the Van Wert County Economic Development Directors to build effective relationships with local employers. This will be done by reaching out to them to share information about the programs and as potential work experience locations. The Lead Agency also is a participant in the local manufacturing consortium held by Vantage Career Center and Northwest State Community College.

Career and Technical Education

Vantage Career Center is the local career and technical education facility that offers hands on training at their facility and through partnerships. The Lead Agency and WIOA youth service provider will work with Vantage to refer CCMEP eligible individuals.

Child Care Providers

Van Wert County Department of Job and Family Services has an established contract with the Northwest Ohio Community Action Commission (NOCAC) to determine eligibility for publicly funded child care. CCMEP participants in need of child care assistance will be referred to NOCAC by the Lead Agency or WIOA youth service provider.

Child Support Enforcement Agency

Van Wert County Department of Job and Family Services is a triple combined agency including public assistance, child support enforcement and children services. Van Wert CSEA, as a partner in CCMEP, will refer potential participants to the CCMEP program.

Children Services Agency

Van Wert County Department of Job and Family Services is a triple combined agency that includes public assistance, child support enforcement agency and children services. As a partner with CCMEP, Van Wert County Childrens Services refers potential participants to the CCMEP program.

Community College(s)

The Lead Agency and WIOA Youth Provider work with Rhodes State College (Lima), Wright State Lake Campus (Celina) and Northwest State Community College (Archbold/Van Wert) on an as needed basis. Case Managers identify this need while working with participants through ongoing case management.

Community Action Agency

The Northwest Ohio Communication Action Commission (NOCAC) is committed to their mission to plan, develop and coordinate programs and services to combat problems of poverty and to seek the elimination of the conditions of poverty as they affect the residents of counties they serve. NOCAC programs are available for eligible CCMEP participants. NOCAC offers emergency assistance (utility, rental and homelessness) as well as self-sufficiency programming like individual development accounts and weatherization.

County Family Service Planning Committee

Members of the Van Wert County Family Service Planning Committee are appointed by the County Commissioners. The committee meets four times per year to review the needs of the community, discuss solutions and report back to the Commissioners.

Family and Children First Council

Van Wert County Family and Childrens First Council and Van Wert City Schools (the FCFC administrative and fiscal agent) have been active in on-going communication about the development of CCMEP programming. The council is committed to identifying, referring and continuing on-going communication for the purposes of case management and referral of eligible participants and their families.

Juvenile Court System

The Juvenile Court System in Van Wert County has been engaged in referring potential participants to the CCMEP program. They have also been committed to ongoing communication for the purposes of case management.

Local Healthier Buckeye Council

The Family and Children First Council is designated as the local Healthier Buckeye Council in Van Wert County. Partnering with Hardin and Auglaize Counties, a joint application was submitted for programming and resources to be able to expand and enhance services provided for both CCMEP and Non-CCMEP eligible individuals.

Local School District(s)

Crestview, Lincolnview and Van Wert City Schools are three of the school districts in Van Wert County. The districts have participated in CCMEP Community partner and planning meetings and refer potential participants to the Lead Agency and WIOA youth service provider. On-going communication will also be maintained in order to assist participants.

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

Opportunities for Ohioans with Disabilities is a partner with Van Wert County OhioMeansJobs and is co-located in the same site. If determined necessary during assessment, a referral will be initiated by the CCMEP case manager for OOD services.

Other

YWCA Transitional Housing Program: YWCA of Van Wert County provides transitional housing for women and children as well as emergency housing for victims of domestic violence, human trafficking, and sexual assault. YWCA refers potential participants to the Lead Agency and the WIOA youth services provider. The Lead Agency and WIOA youth services provider also refer CCMEP participants to the YWCA as needed.

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: 9

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

Please provide the anticipated number of volunteers the Lead Agency will serve annually in CCMEP: 30

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: 10

3. Coordination of Services

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

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

Describe:
The Lead Agency and WIOA youth services provider participate in outreach to local businesses in an attempt to cultivate a lasting relationship and provide potential employment and training opportunities for CCMEP youth. The Lead Agency and WIOA youth service provider also work with the Van Wert County Economic Development Director to reach out to businesses and share information on the CCMEP program.

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 Lead Agency, WIOA Youth Service Provider and Summer Employment Service Provider are all co-located in the OhioMeansJobs Center in Van Wert County. This assist with the referral and eligibility determination process as participants have one point of access to CCMEP for TANF and WIOA youth.

4. Outreach, Referral, and Eligibility

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

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

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 OhioMeansJobs Center of Van Wert County (where the CCMEP case managers are housed) is located in the same building as the Lead Agency. Due to this the current practice is for the OWF case manager to walk the OWF work eligible participants to the OMJ Center and schedule an intake appointment at that time within 7 calendar days of the JFS 07200 cash application. If this is not possible the OWF Case Manager has a point of contact in the OMJ Center that can be communicated with via phone, or email to schedule an appointment within 7 calendar days of the JFS 07200 cash application. This allows both case managers to verify the participant has started the necessary steps for enrollment. Fo OWF volunteers, WIOA youth, and PRC colunteers a referral is made to CCMEP no later than 7 calendar days from the date when the individual is required or volunteers to participate in CCMEP

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:
Van Wert County Department of Job and Family Services (Lead Agency) will track the number of months a participant has participated in OWF. Thirty days prior to reaching the final month, the Lead Agency will notify the CCMEP program provider. The CCMEP Case Manager will track the hours of participation and submit them

monthly to the appropriate contact. Should the participant fail to comply with CCMEP, the CCMEP Case Manager will notify the Lead Agency in writing with documentation within 10 business days.

- 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:

Currently the process for screening, referring, and communicating about a program participant is decided on a case by case basis. All participants meet with the OWF case manager for an assessment, at that time if they client indicates that they are a victim of domestic violence and have a police report or court document that will be used. However, if a client does not have documentation of this, JFS 03803 will be utilized. Once this is completed, waivers and modified hours will be completed. If a client would like to volunteer for CCMEP, a release will be signed and the client will be referred. Cases of clients in this situation are marked confidential and only seen by select case managers.

- 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:

Both the OWF Case Manager and CCMEP Case Manager are co-located in the same building, this allows for quick and easy communication about OWF participants. CCMEP activities assigned for the work-eligible participants, verification and participation in said activities, completion of the comprehensive assessment and IOP within 30 days from the date of the JFS 07200 cash application as well as failure to comply with the program will be shared by the CCMEP Case Manager to the OWF Case Manager. This information is shared as soon as the information is determined. The IOP is also shared with the OWF Case Manager as soon as completed since this is now done in place of the Self Sufficiency Contract. The CCMEP Case Manager is responsible for sharing status changes, income information changes, good cause, sanctions, compliance activity assignment and completion, hourly requirement updates, with the OWF Case Manager. CCMEP participants are exited for reasons listed in paragraph (A) of 5101:14-1-06. All communication regarding FLSA hour maximums, CCMEP Activity hours, or other factors impacting CCMEP activity hours or OWF eligibility, and OWF/SNAP recipients information and acting on it is done via email with the appropriate case managers.

- 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 Lead Agency or WIOA youth contract provider will notify the new county of residence that the individual is enrolled in CCMEP and is now a resident of their county within 10 calendar days of the move for OWF recipients. CCMEP case files will be transmitted to the county of residence. If a CCMEP enrolled participant who is not an OWF recipient moves to Van Wert county, the Lead Agency or WIOA youth contract provider will coordinate with the former county or residence to transfer the case if it is in their best interest. If a non OWF recipient moves from

Van Wert county, a discussion with the participant and new county will occur and the case will be kept in Van Wert county if it is in the participants best interest.

4.4 The Lead Agency must provide an assurance that it will comply with all requirements of the Americans with Disabilities Act (ADA) including that participants will have the right to request reasonable modification in CCMEP activities, including hours.

- The Lead Agency certifies compliance with ADA in accordance with rule 5101:9-2-02 of the Administrative Code and section 188 of WIOA.

4.5 Define how the Lead Agency forms a household based upon Title IV-A federal regulations and state law for income counting purposes for TANF funding eligibility for WIOA youth individuals and for the semi-annual process. (Please attach any related policies.)

Describe:

The Lead Agency forms a household based on the TANF guidelines, See Appendix A for additional information.

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:

The Lead Agency or WIOA Youth Services Provider will complete both the Comprehensive Assessment and the Individual Opportunity Plan with the participant. The reason for both of these will be explained to the participant and adequate time will be scheduled for these to be done, including an additional day if needed. All Case Managers will have training on how to complete these as well as understanding of the sensitive nature of the information being asked. A private area will be available for these to be completed. Any barriers identified in the Comprehensive Assessment will be documented in case notes and addressed in the IOP with the referral process being started.

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 test will be given to all participants at the time of enrollment. The test is given to participants in a quiet room with the time limits set by the assessment observer. If multiple individuals are being tested at the same time, space is set between each individual. For in school youth, their standardized test results will be used to assess their progress. Copies of this information will be added to each participant's file with case notes updated to document this information.

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:

An excel sheet has been developed for every month in the program year, participants are listed on this sheet and the date of last contact is noted in the appropriate locations. Case notes are also updated to reflect contacts and contact attempts with participant. A member of management is available for both the Lead Agency and the WIOA youth contract provider that reviews youth files on a regular basis to ensure that youth are being contacted on a regular basis and ensure engagement in the program.

6. Program Services

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

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

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

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

Describe:

The Lead Agency and WIOA Youth Service Provider will work with the local school districts (Crestview, Lincolnview, Van Wert City Schools, and Vantage Career Center) as well as Alternative Education options (Aspire classes at Vantage Career Center and Synnergy Learning Center) to assist youth in obtaining tutoring, study skills support and drop out prevention as determined in the comprehensive assessment and individual opportunity plan. This will be done by collaborating with the appropriate entity while working with the youth to assist them with obtaining a high school diploma. This meets TANF purpose 2 because obtaining a high school diploma and improving an individual's skills allows them to increase their chances of finding employment that will allow them to end their dependence on government benefits.

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

Describe:

The Lead Agency and WIOA Youth Service Provider will work with the local school districts (Crestview, Lincolnview, Van Wert City Schools, and Vantage Career Center) and alternative education options (Aspire and Synnergy Learning Center) to identify services that will help youth re-engage in education and obtain a recognized high school equivalent as determined by the comprehensive assessment and included in the individual opportunity plan. This collaboration will be done by phone and email to ensure that all possible avenues to assist the youth in accomplishing this goal have been explored. This meets the TANF Purpose 2 because obtaining a high school diploma or its equivalency increases an individuals chances of finding employment that will allow them to end their dependence on government benefits.

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

Describe:

The Lead Agency and WIOA Youth Service Provider will engage with local employers to find suitable work sites for planned, structured learning experiences that provide opportunities for career exploration and skill development as determined by the comprehensive assessment and individual opportunity plan. These work sites will allow for the youth to develop a work ethic, practice communication and problem solving skills as a way to earn money. This allows a youth the opportunity develop budgeting knowledge first hand. This meets TANF Purpose 2 by promoting job preparation.

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

Describe:

The Lead Agency and WIOA Youth Service Provider will work with youth to complete career awareness activities and explore local occupational training opportunities. Financial assistance with paying for this training will be determined based on the amount of funding available to the appropriate funding stream and based on the youth's comprehensive assessment and individual opportunity plan. This meets TANF Purpose 2 by promoting job preparation and work.

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

Describe:

The Lead Agency and WIOA Youth Service Provider will work with the youth to identify career interest and barriers through the comprehensive assessment and individual opportunity plan. For this element youth will be referred to the Adult Diploma Program at Vantage Career Center. Communication will be maintained with the program by the appropriate case manager to ensure that the youth is following through and has what they need to complete the program successfully. This meets TANF Purpose 2 by promoting job preparation and work since the youth will earn both a high school diploma and an industry credential upon completion.

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

Describe:

The Lead Agency and WIOA Youth Service Provider will work with youth to encourage responsibility, employability and other social behaviours. Youth will be exposed to post-secondary opportunities, decision making and problem solving workshops and life skills training. These opportunities can be one-on-one or in group settings with a case manager or appropriate instructor depending on the workshops that are used. This meets TANF Purpose 2 by promoting job preparation, work and marriage.

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

Describe:

The Lead Agency and WIOA Youth Service Provider will work with enrolled youth to identify areas where they will need additional support. This will be done through the use of the comprehensive assessment, individual opportunity plan and on-going case management. All supportive services will follow the Area 8 policy with the exception of the medical/dental services, no TANF funding will be utilized for these services/ this policy does have a \$1,000/year cap, if a participant would need assistance outside of these limits all other options would be explored with CCMEP funding being a first option for all participants. This meets TANF Purpose 1, if the individual beaign served is a parent in need of assistance with obtaining employment, repairing a vehicle, etc. This meets TANF Purpose 2 by promoting job preperation and work.

8. Adult mentoring - TANF Purpose(s) 2

Describe:

The Lead Agency and WIOA Youth Service Provider will work with youth to identify the need for adult mentoring through the comprehensive assessment, individual opportunity plan and on-going case management. This element will be provided by utilizing structured activities that offer guidance, support and encouragement from a trusted member of the community. All efforts will be made to pair the youth up with a person who has similar interest as the youth. Communication will be maintained with the youth and the mentor individually as well as together to make sure the youth is progressing as expected in this element. This communication will be done by the case manager. This meets TANF Purpose 2 by promoting job preparation, work and marriage.

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

Describe:

The Lead Agency and WIOA Youth Service Provider will continue to follow up with youth after they have exited the program for 12 months, making contact at least once monthly. During this time appropriate services such as support with issues that may arise during the job, assistance with finding a better paying job or assistance with finding child care, etc. Follow up services can be extended past the 12 month period if needed, this will be determined on a case by case basis. This meets TANF Purpose 2 by promoting job preparation and work.

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

Describe:

The Lead Agency and WIOA Youth Service Provider will refer the youth to local behavioural health providers in the case of substance and alcohol abuse and mental health counseling if needed. Referrals to other partner agencies such as OOD for career and educational counseling will occur if needed. All referrals will be on a case by case basis as determined in the comprehensive assessment, individual opportunity plan and on-going case management. This meets TANF Purpose 2 by promoting job preparation and work.

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

Describe:

The Lead Agency and WIOA Youth Service Provider will work with youth to provide knowledge and skills that are needed to achieve long term stability, create budgets, set up checking and savings accounts, etc. The curriculum used for this, MoneySmart, is offered by the FDIC. Case Managers will work with youth in a one-on-one or workshop setting, this will be determined by the needs of the youth. The Lead Agency and WIOA youth service provider will also refer youth to financial literacy workshops that are offered by partnering agencies as appropriate. This meets TANF Purpose 2 by promoting job preparation and work.

12. Entrepreneurial skills training - TANF Purpose(s) 1 & 2

Describe:

The Lead Agency and WIOA Youth Service provider will work with youth to assist them with understanding the basics of starting and operating a business, writing a business plan, developing budgets, etc. Referrals will also be made to programs that are offered by various entities in Van Wert County such as the OSU Business Plan Challenge and the "Starting Right" workshops that are done in collaboration with Wright State University Lake Campus. Case Managers will monitor the progress of the youth through communication in person, by phone or email to the entity working with the youth as well as by on-going case management. This meets TANF Purpose 1 & 2 by providing assistance so that the individuals with children may continue to take care of them in their own home. TANF 2 is met by promoting job preparation and work.

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

Describe:

The Lead Agency and WIOA Youth Service Provider will work with youth in the areas of career awareness, soft skills development, time management, resume building and job searching to name a few. These workshops can be done on a one-on-one basis or in a group depending on the needs of the youth. Youth will also register for OhioMeansJobs.com, upload a completed resume and case managers will review the site with the youth. All youth that participate in the Van Wert County CCMEP program will participate in the labor market and employment element regardless of funding stream. This meets TANF Purpose 2 by promoting job preparation and work.

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

Describe:

The Lead Agency and WIOA Youth Service Provider will work with youth to explore post-secondary opportunities, assist youth with preparing for the ACT/SAT exam, completing college admission paperwork and the FAFSA, as well as job searching and applying for grants and scholarships. This will be done on a case by case basis as determined by the comprehensive assessment, individual opportunity plan and on-going case management. This meets TANF Purpose 2 by promoting job preparation and work.

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 Lead Agency contracts with an outside entity, Callos, to pay work experience participants. The WIOA Youth Service Provider is a non-profit that pays WIOA eligible work experience 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 and WIOA youth provider will follow the Ohio Area 8 Supportive Services policy and limits. With the exception of medical/dental services which cannot be paid for by TANF funding, however referrals for these services will be made as needed to appropriate agencies for assistance. If a participant would reach the maximum assistance limit and there is further assistance available under the Van Wert County's PRC plan an appropriate application will be provided to the client.

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 and WIOA Youth Contract Provider will make every attempt possible to locate participants in follow up. Initial contact will be attempted by phone, if this is unsuccessful it will be followed by an email and/or letter to the participants last known address. All attempts will be documented in case notes and letters and emails will be copied or printed and added to the file. If a participant request to opt out or discontinue follow up services, the participant will be asked to complete this request in writing and this will be added to the file. Additionally this request will be documented in case notes.

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

Describe:

When VWCDJFS informs that someone is failing, a sanction is entered. A notice is generated through our CRISE system informing of the closing reasons. Participants have 10 days to provide good cause. Documentation is required based on the situation. For example: a medical provider statement, hospital inpatient, lack of child care, lack of transportation, etc.

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

Describe:

The Lead Agency will make all attempts to reach the participant via phone and email to schedule an appointment and will then issue a written appointment notice to participants of the scheduled day/time. In the event a participant is unavailable by phone or email an appointment is scheduled at least 14 days away. This allows sufficient time for the appointment notice to be mailed.

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 importance of obtaining a GED/HSE for obtaining employment and enrolling in post-secondary education will be stressed to participants during the assessment process and incorporated into the IOP as necessary. Both the Lead Agency and the WIOA Youth Service Provider communicate with the Aspire instructor, this communication will be used as a resource to assist participants. Referrals will be made to Aspire as appropriate to assist the individual with obtaining their GED/HSE or improve on their literacy skills. GED and Adult Diploma information is available at the Van Wert County OhioMeansJobs Center. On-line schooling information and workforce readiness/industry credential information will be available as well.

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 is involved with the collaboration and co-funding of the CCMEP program for Van Wert County. The Lead Agency will maintain an open environment of collaboration and communication to ensure that CCMEP participants are receiving the maximum value of the services provided. WIOA youth funding for Van Wert County is limited in comparison to TANF funding. Due to this whenever possible funding for eligible individuals will be done with TANF funding allowing the limited WIOA funds to be used for those individuals who are only WIOA eligible.

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:

The Lead Agency will utilize the trainings made available through the State of Ohio on OWCMS and CFIS that are used with all case managers. Additional trainings, such as case note taking and client interaction to name a few, that are made available through the WorkforceGPS website are also used in training case managers.

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

- | | |
|---|---|
| <input type="checkbox"/> 15 cases or less | <input type="checkbox"/> Between 50 and 100 cases |
| <input type="checkbox"/> Between 15 and 25 cases | <input type="checkbox"/> 100 cases or more |
| <input checked="" 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 has placed a client survey link on all OhioMeansJobs computers. There are also paper surveys in various locations throughout the OMJ that all clients have access to. There is a suggestion box that is available for these completed forms to be dropped into. The information gathered from this survey will be used to improve the Van Wert County CCMEP program.

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

Describe:
The Lead Agency has also developed a case manager survey that is available as a link and a paper version. This is available on a periodic basis allowing case managers to offer feedback on the program, things that are being done and to offer suggestions to improve the program. All sincere suggestions will be taken under close advisement as an attempt to make the program as successful as possible.

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 gather additional information on a continuing basis as they interact with participants in both active and follow-up status. This information will be gathered from the participants, other providers or partners. All information that has a form of verification (employment, completion of training, etc) will be added to the file, documented in OWCMS as appropriate and case noted (also in OWMCS).

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	
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	
Signature	Date