



*While we are waiting to begin please
download the handouts provided in
the webinar announcement*



CCMEP Services Matrix Webinar

November 9, 2016



Welcome and Introductions

- Today's webinar will be recorded and posted to the OWD CCMEP Training page upon completion.
- Introduction of the CCMEP team
- We will be taking questions at the end of today's webinar
- Please use a phone line when possible to listen to the webinar



Purpose of the Services Matrix

- A collaboration between the Office of Workforce Development and the Office of Family Assistance
- Developed as a guide to assist CCMEP case managers in understanding services and activities, including the funding for each



Purpose of the Services Matrix

- Common understanding of the definitions for CCMEP services and activities
- Guidance to how the services and activities are related



Purpose of the Services Matrix

- Determination of funding options for the CCMEP services and activities
- Assistance with mapping CCMEP activities to Ohio Works First (OWF) activities



Introduction to the Services Matrix

- CCMEP Services
- CCMEP Activities
- CCMEP Activity to Service Map
- OhioMeansJobs.com Activities
- OhioMeansJobs.com to CCMEP Services Map



Introduction to the Services Matrix

- Allowability Map
- CCMEP Supportive Services
- CCMEP Activity to OWF Work Activity Map



CCMEP Services

- 14 services listed and defined
- A few examples



Example of the Services Page

CCMEP Services

Service	Definition
Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies	These strategies must lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate or attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.
Alternative school services or dropout recovery services	Alternative school is a school which offers specialized, structured curriculum inside or outside the public school system which may provide work/study and/or academic intervention for students with behavior problems, physical/mental disabilities, who are at-risk of dropping out.
Paid and Unpaid work experiences	<p>Work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experiences may be paid (through reimbursement to an employer) or unpaid.</p> <p>Work experience helps CCMEP participants understand proper workplace behavior and what is necessary in order to attain or retain employment. They are designed to enable CCMEP participants to gain exposure to the working world and its requirements. Work experiences can serve as a stepping stone to unsubsidized employment and is an important step in the process of developing a career pathway for CCMEP participants.</p>
Occupational skill training	<p>Occupational skill training is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual task and technical functions required by certain occupational fields of entry, intermediate, or advance levels and results in the attainment of a certificate.</p> <p>Occupational skill training shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with state and local in-demand industry sectors or occupations. Such training must:</p> <ul style="list-style-type: none"> • Be outcome-oriented and focused on occupational goals specified in the Individual Opportunity Plan (IOP);



Example of a Service

Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies	These strategies must lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate or attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.
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CCMEP Activities

- List and Define
- A few examples



Example of the Activities Page

CCMEP Activities

Activity	Definition
Remedial Education	An activity that includes attendance and participation in a course of study designed to achieve competencies in core academic skills such as literacy and numeracy.
Education Related to Secondary Diploma/Certificate of High School Equivalency Attainment	An activity that includes attendance and participation in a course of study that leads to a secondary diploma or a certificate of high school equivalency.
Education or Training Related to Employment	An activity that includes attendance and participation in a course of study directly related to a specific occupation, job or job offer (i.e., credential, certificate or licensure).
Post-Secondary Training	An activity that includes attendance and participation in a course of study in any training program that leads to a recognized post-secondary credential.
Dropout Recovery Services	An activity that includes recruiting a program participant back into an education setting or to support the attainment of a diploma or high school equivalency.
Dropout Prevention Services	An activity that includes receipt of incentives, counseling, monitoring, high school restructuring, curriculum design, literacy support, or community-based services designed to mitigate factors impeding a program participant's progress in high school.
ABLE Training	<p>An activity in which a program participant attends and participates in the ABLE program. This program includes services or instruction below the post-secondary level for individuals:</p> <ul style="list-style-type: none"> A) who have attained 16 years of age; B) who are not enrolled or required to be enrolled in secondary school under state law; and C) who <ul style="list-style-type: none"> i. Lack sufficient mastery of basic educational skills to enable the individuals to function effectively in society; ii. Do not have a secondary school diploma or its recognized equivalent and have not achieved an equivalent level of education; or iii. Are unable to speak, read, or write the English language. <p>An activity for a program participant in the ABLE program who needs assistance acquiring the skills to be successful in post-secondary education and training, and employment can include:</p> <ol style="list-style-type: none"> 1. Basic math, reading and writing skills, 2. adult Secondary Education/GED preparation 3. English for Speakers of Other Languages (ESOL) 4. Transition services – including employment and post-secondary 5. Life skills, employability skills and computer literacy 6. Family Literacy – enriching the parental role of adult learners 7. Workplace Literacy – education services offered in collaboration with business, industry, government and/or labor to increase the productivity of the



Example of an Activity

Education Related to Secondary Diploma/Certificate of High School Equivalency Attainment	An activity that includes attendance and participation in a course of study that leads to a secondary diploma or a certificate of high school equivalency.
Education or Training Related to Employment	An activity that includes attendance and participation in a course of study directly related to a specific occupation, job or job offer (i.e., credential, certificate or licensure).
Post-Secondary Training	An activity that includes attendance and participation in a course of study in any training program that leads to a recognized post-secondary credential.
Dropout Recovery Services	An activity that includes recruiting a program participant back into an education setting or to support the attainment of a diploma or high school equivalency.



CCMEP Activity to CCMEP Service Mapping

- The activities are listed down the left hand side
- 14 Services listed across the top
- The “X” in the grid indicates the relationship



Example of the Activities to Services Mapping Page

CCMEP Activity to CCMEP Service Map

Description	Tutoring/Study Skills	Alternative Secondary/Dropout Recovery	Paid/Unpaid Work Experience	Occupational Skill Training	Education/Training	Leadership Development	Supportive Services	Adult Mentoring	Follow-Up Services	Comprehensive Guidance and Counseling	Financial Literacy	Entrepreneurial Skills Training	Career Counseling and LMI Services	Transition to Post-Secondary Education/Training
Remedial Education		X							X					
Education Related to Secondary Diploma/Certificate of High School Equivalency Attainment		X							X					
Education or Training Related to Employment					X				X					
Post-Secondary Training				X					X					
Dropout Recovery Services		X							X					
Dropout Prevention Services	X								X					
ABLE Training		X							X					
English as a Second Language Class		X							X					
Exposure to Post-Secondary Education Possibilities									X					X
LEAP	X								X					
Study Skills Training	X								X					
Vocational Education Training				X					X					
Tutoring	X								X					
Peer Tutoring	X								X					
Providing Peer Tutoring						X			X					
Adult Mentoring								X	X					
Financial Literacy Training									X	X				
Finding Housing						X			X					
Life Skills Training						X			X					



Example of an Activity Mapped to a Service

Description	Tutoring/Study Skills	Alternative Secondary/Dropout Recovery	Paid/Unpaid Work Experience	Occupational Skill Training
Remedial Education		X		
Education Related to Secondary Diploma/Certificate of High School Equivalency Attainment		X		
Education or Training Related to Employment				
Post-Secondary Training				X
Dropout Recovery Services		X		
Dropout Prevention Services	X			
ABLE Training		X		
English as a Second Language Class		X		



OhioMeansJobs Activities

- List and Define
- A few examples



Example of OhioMeansJobs.com Activities Page

*The asterisk indicates when an OMJ Activity is linked to Ohio's Workforce Case Management System (OWCMS) so you as a case manager would be able to see whether the participant created or uploaded as resume on OhioMeansJobs.com in OWCMS on the OMJ Details Page screen.

OMJ-Budget Calculator	Budget calculator tool allows users to create a budget based on current or estimated expenses. Users can look up housing and transportation costs through links and search for occupations with salaries that will cover their budgeted expenses.
OMJ-Create a Resume*	User can either create a resume by answering questions online or upload a resume to the OMJ system if they already have a resume available. The title of the resume being saved is seen by employers and should be professional. If the user is looking for work, the resume should be "Active" in the system and "renewed" each month.
OMJ-Rate Resume*	Users can rate their resume (already created or uploaded to OMJ). The grade will likely be low since youth have less experience, but the recommendations are still helpful on how the resume can be improved by the user. Note: employers do not have access to these grades.



Example of OMJ Details Page in OWCMS

WJOA Provider Staff Functions Reports LMI Administrative Help

OMJ Details

1.35.61
 Name: HUMAN, IMA Monster Seeker ID: 244784570

Resume Data

Resume Status: Resume Inactivated Date: Resume Activated Date:

Resume Title	Created Date and Time	Updated Date and Time	Resume ID	Resume Grade	Active Resume
hardworking manager	08/30/2016 11:07:00 AM	10/19/2016 03:34:00 PM	3e8zozxptwybwe		<input checked="" type="checkbox"/>
Hard working, reliable construction laborer	03/16/2015 05:45:00 PM	08/22/2016 01:18:00 PM	5aty45fp7u4ynyth	D-	<input type="checkbox"/>

WorkKeys Assessment Practice Test

The below assessments and scores are from the "Non-Proctored" assessments (self-administered and taken by individuals) on OhioMeansJobs.

Name of Assessment	Score	Date & Time	ID
WorkKeys® Locating Information Practice Test 1	19	03/16/2015 05:36:00 PM	2
WorkKeys® Reading for Information Practice Test 1	23	03/16/2015 05:22:00 PM	3
WorkKeys® Applied Mathematics Practice Test 1	13	03/16/2015 05:06:00 PM	1

Other Assessments



Example of OhioMeansJobs.com Activities Mapping

OhioMeansJobs.com Activities to CCMEP Services Map

OMJ Activity	Tutoring/Study Skills	Alternative Secondary/Dropout Recovery	Paid/Unpaid Work Experience	Occupational Skills Training	Education/Training	Leadership Development	Supportive Services	Adult Mentoring	Follow-Up Services	Comprehensive Guidance and Counseling	Financial Literacy	Entrepreneurial Skills Training	Career Counseling and LMI Services	Transition to Post-Secondary Education/Training
OMJ-Career Profile*													x	
OMJ-Research and Save Occupations*													x	
OMJ-Create a Career Plan*													x	
OMJ-Budget Calculator											x			
OMJ-Create a Resume*													x	
OMJ-Rate Resume*													x	
OMJ-Job Search Agent													x	





OWCMS Services & IOP Open Case View

WIOA Provider Staff Functions Reports LMJ Administrative Help

Performance Reminder
Case Load View
Select Job Seeker

Mini Registration
Mini Incumbent Worker

Basic Intake
Assess Employment
Assess Education
Seeker Assessment
REA Assessment
OMJ Details
OMJ Employment Opportunities

Services & IOP
Non-Registered Services

Job Placement
Post Exit & Wages
Program Follow-up

Ethnicity

Race

Race	Delete
DID NOT DECLARE	<input type="checkbox"/>

Emergency Contact
Phone

Relationship Disclosure

WIOA Office Special Grant Office Trade Office

WIOA Staff Special Grant Staff Trade Staff

Created By

Program Involvement

Program Type	Status	Status Date	Start Date	Close Date	History Data
IWA - Performance	CURRENTLY ENROLLED	9/2/2015	8/4/2015		
CCMEP TANF YOUTH	CURRENTLY ENROLLED	11/2/2016	11/2/2016		
CCMEP TANF YOUTH	CURRENTLY ENROLLED	11/2/2016	11/2/2016		



Assessment Screen

WIOA Provider Staff Functions Reports LMI Administrative Help

CCMEP Assessment 1.35.61

Name: HUMAN, IMA Monster Seeker ID: 244784570

Services

CCMEP Assessment

Summary of CCMEP Assessment

Individual Opportunity Plan

Documents

Edit

Education Employment Military Legal Challenges Personal Well-Being Interest and Aptitudes

Secondary Education Post-Secondary Education

OhioMeansJobs.com username or email? Yes No

Do you have a high school diploma or GED? Yes No

If No, Would you like to obtain your HS diploma? Yes No

If No, would you like to obtain a GED? Yes No

Are you currently in high school? Yes No

If no, what is the highest grade you completed? COMPLETED GRADE 11

Have you ever been tested for a learning disability/challenge? Yes No Do Not Know

Did you have an Individualized Education Plan (IEP) while in school? Yes No

Is English your primary language? Yes No



IOP Screen

WJOA Provider Staff Functions Reports LMI Administrative Help

Individual Opportunity Plan

Name: HUMAN, IMA Monster Seeker ID: 244784570

1.35.61

Services CCMEP Assessment Summary of CCMEP Assessment Individual Opportunity Plan Documents Exit

Experience Summary Performance Goals Long Term Goals Short Term Goals **Services**

IOP Date 11/02/2016

Employment

Current Employer Name Hours Per Week

Work Experience

Education

Current School/Education Program Name Expected Graduation Date

Degrees and Certifications



Services Screen to Add an Activity

WJOA Provider Staff Functions Reports LMI Administrative Help

Individual Opportunity Plan

Name: HUMAN, IMA Monster Seeker ID: 244784570

1.35.61

Services

Experience Summary Performance Goals Long Term Goals Short Term Goals **Services**

Assessment

CCMEP ASSESSMENT COMPLETED 11/2/2016 Program Assigned CCMEP TANF YOUTH

Intensive Service

Intensive Service Start Date 11/02/2016 End Date 02/28/2017 Reason [Contact Log](#)

Services

Staff Name COTTER, GERRIE Program Affiliation CCMEP TANF YOUTH Age at Enrollment 18 [Add Service](#)

Service Type	Long Term Goal	Short Term Goal	CFIS Status	Service	Add Activity
Youth	get job	develop		LABOR MARKET AND EMPLOYMENT	+
Youth	get job	develop		ENTREPRENEURIAL SKILLS	+
Youth	get job	develop		PREPARATION ACTIVITIES	+

Actual Start Date 11/07/2016 Planned End Date 11/21/2016 Actual End Date Service Outcome



Activity Pop Up for LMI Service

Add Activity/Supportive Service X

Activity/Service Name	
	Please select activity
	CAREER AWARENESS
	CAREER COACHING
	CAREER COUNSELING
	CAREER EXPLORATION SERVICES
	JOB CLUB
	JOB PLACEMENT ASSISTANCE
	JOB SEARCH
	OHIOMEANSJOBS.COM (OMJ) ACTIVITIES
	OMJ-CAREER PROFILE
	OMJ-CONDUCT A SUCCESSFUL JOB SEARCH GREAT COVER LETTERS
	OMJ-CONDUCT A SUCCESSFUL JOB SEARCH GREAT RESUMES
	OMJ-CREATE A CAREER PLAN
	OMJ-CREATE A RESUME
	OMJ-JOB I HAVE APPLIED TO
	OMJ-JOB SEARCH AGENT
	OMJ-PRACTICE INTERVIEWING (ADMISSIONS - UNDERGRADUATE QUESTIONS)
	OMJ-PRACTICE INTERVIEWING (GENERAL - ENTRY LEVEL 1-3)
	OMJ-PRACTICE INTERVIEWING (GENERAL - TOP 10 QUESTIONS 1-3)
	OMJ-RATE RESUME
	OMJ-RESEARCH AND SAVE OCCUPATIONS
	OTHER WORKFORCE ACTIVITIES
	TRAVEL(TIME)

11/07/2016 ■ Planned 11/21/2016 ■ Actual ■ Service >



Activity Details Pop Up

Add Activity/Supportive Service [X]

Activity/Service Name: OMJ-CREATE A RESUME [v]

To be Completed By: [] [Calendar Icon]

Close Save

Enter the date to complete this Activity and Save.



Generic OMJ Activities

Add Activity/Supportive Service X

Activity/Service Name	
	Please select activity
	CAREER AWARENESS
	CAREER COACHING
	CAREER COUNSELING
	CAREER EXPLORATION SERVICES
	JOB CLUB
	JOB PLACEMENT ASSISTANCE
	JOB SEARCH
	OHIO MEANS JOBS.COM (OMJ) ACTIVITIES
	OMJ-CAREER PROFILE
	OMJ-CONDUCT A SUCCESSFUL JOB SEARCH GREAT COVER LETTERS
	OMJ-CONDUCT A SUCCESSFUL JOB SEARCH GREAT RESUMES
	OMJ-CREATE A CAREER PLAN
	OMJ-CREATE A RESUME
	OMJ-JOB I HAVE APPLIED TO
	OMJ-JOB SEARCH AGENT
	OMJ-PRACTICE INTERVIEWING (ADMISSIONS - UNDERGRADUATE QUESTIONS)
	OMJ-PRACTICE INTERVIEWING (GENERAL - ENTRY LEVEL 1-3)
	OMJ-PRACTICE INTERVIEWING (GENERAL - TOP 10 QUESTIONS 1-3)
	OMJ-RATE RESUME
	OMJ-RESEARCH AND SAVE OCCUPATIONS
	OTHER WORKFORCE ACTIVITIES
	TRAVEL(TIME)

11/07/2016 ■ Planned 11/21/2016 ■ Actual ■ Service >



Generic OMJ Activities Activity Details Pop Up

Add Activity/Supportive Service × Supportive Service ×

Activity/Service Name ▼

To be Completed By

This is the Activity Pop Up I was referring to that we are hoping to replace in the system for the Generic OMJ Activity.

A red * indicates a required data field. Many of the required fields in this pop up are unrelated to an OMJ Activity. Please enter N/A or all zeros for a number format field. This helps us clean up data later when we change this pop up to one similar to the pop up I displayed earlier. Anytime you must enter an answer but do not have a real answer, please enter N/A in the system to avoid entering incorrect data.



The Services Matrix Allowability Map

Allowability Map

TANF Allowability

In the administration of CCMEP, TANF funds may be used to pay for CCMEP activities and for CCMEP supportive services. A CCMEP activity is something that a CCMEP program participant is assigned to do in furtherance of the CCMEP hourly participation requirement; whereas CCMEP supportive services are intended to reduce barriers and enable participants to participate in CCMEP and to secure and retain employment.

TANF funds used in CCMEP **must not be TANF assistance**. "TANF assistance" is a benefit directed at basic needs (e.g., food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses); and child care, transportation, and other supportive services **that exceed four months** for families that are not employed. TANF funds used to deal with a specific crisis situation or episode of need that are not intended to meet recurrent or ongoing needs **and that exceed four months** are also considered "TANF assistance." For more technical assistance regarding TANF non-assistance spending, please see the PRC Reference Guide here: <http://jfs.ohio.gov/QWF/prc/PRCReferenceGuide2.stm>.

CCMEP Activities

A Lead Agency is not limited to the CCMEP activities described below (and defined above) and therefore, it is essential that the participating agencies and the workforce development board understand how to determine when TANF funds may be used and to ensure that TANF funds used in CCMEP are used appropriately (both in procurement, service design and provision). In order to ensure TANF funds are used appropriately in the administration of CCMEP, on an activity-by-activity and program participant-by-program participant basis, the Lead Agency must ensure that:

1. The program participant is eligible for TANF in accordance with rule 5101:14-1-02(D)(6);
2. The program participant is not receiving TANF assistance as a result of participating in the CCMEP activity;
3. Participation in the TANF-funded CCMEP activity can reasonably be expected to achieve one or more TANF purposes. The four purposes of TANF are:
 - a. Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
 - b. End the dependence of needy parents on government benefits by promoting job preparation, work and marriage;
 - c. Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; or
 - d. Encourage the formation and maintenance of two-parent families; and
4. Participation in the TANF-funded CCMEP activity is necessary as a result of the comprehensive assessment administered to the program participant in accordance with rule 5101:14-1-04; and is intended to promote self-sufficiency and job readiness.

If the answer to each of the four questions above is "yes" and the CCMEP activity meets the definition provided in this document, then the Lead Agency may use the following guide for determining TANF allowability.

CCMEP Supportive Services



Allowability

WIOA Allowability

In accordance with rule 5101:14-1-02 of the Administrative Code, the Lead Agency must ensure that WIOA eligibility is determined for each CCMEP program participant. Section 129 (c)(2) of WIOA describes all the program elements or services the Lead Agency and the Local Board must make available to support the attainment of a secondary school diploma or its equivalency, entry into postsecondary education, and career readiness for participants. The Lead Agency, Fiscal Agent, and the Local Board are not required to use WIOA funds for each of the program elements/services. Partner resources may be leveraged to provide some of the readily available program elements/services. WIOA neither requires programs to examine if other funds are available before using WIOA funds to pay for a service, nor does it establish requirements that WIOA can only be a "payer of last resort." The Lead Agency and Fiscal Agent must coordinate funds to allow flexibility for payment of services using funds for which the CCMEP participant is eligible.

The Lead Agency must ensure that participation in a WIOA-funded CCMEP activity or supportive service is necessary as a result of the comprehensive assessment administered to the program participant in accordance with rule 5101:14-1-04; and is intended to promote self-sufficiency and job readiness.

Activity	TANF	WIOA
Remedial Education	Yes	WIOA allowable expense
Education Related to Secondary Diploma/Certificate of High School Equivalency Attainment	Yes	WIOA allowable expense
Education or Training Related to Employment	Yes	WIOA allowable expense
Post-Secondary Training	Yes	WIOA allowable expense.



Allowability

Activity	TANF	WIOA
Remedial Education	Yes	WIOA allowable expense
Education Related to Secondary Diploma/Certificate of High School Equivalency Attainment	Yes	WIOA allowable expense
Education or Training Related to Employment	Yes	WIOA allowable expense
Post-Secondary Training	Yes	WIOA allowable expense.



WIOA Funding Allowability

- Eligibility for WIOA Funding must be determined for each CCMEP program participant
- All services must be made available
- Funds should be used as determined by Lead Agency and Fiscal Agent
- Services should be necessary as a result of the Comprehensive Assessment



The Services Matrix Allowability Map

TANF Allowability

In CCMEP, TANF funds may be used to pay for CCMEP Activities & Supportive Services.

For all CCMEP Activities & Supportive Services, apply the 4-step allowability test



The Four Step TANF Allowability Test

Step 1. The program participant is TANF eligible

In accordance with rule 5101:14-1-02 (D)(6):

In order to maximize the funding opportunities, each voluntary or mandatory program participant shall complete a JFS 03002 "WIOA Youth Eligibility Application" (3/2016). The lead agency shall use the JFS 03002 to determine if the individual is eligible to receive funding through TANF and/or WIOA.



The Four Step TANF Allowability Test

Step 2. Funding of CCMEP activities and supportive services does not meet the definition of “TANF assistance.”

Essentially "TANF assistance" is a benefit that is directed at basic needs (food, clothing, shelter, utilities, household goods, personal care items), child care, transportation and other supportive services that exceed four months for individuals that are not employed.

See OAC: 5101 14-1-01 (DD) for additional information on “TANF assistance”



The Four Step TANF Allowability Test

Step 3. The activity or supportive service achieves one or more of the four TANF purposes, which include:

- 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;
- TANF Purpose 2: End the dependence of needy parents on government benefits by promoting preparation, work and marriage;
- 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; or
- TANF Purpose 4: Encourage the formation and maintenance of two-parent families



The Four Step TANF Allowability Test

Step 4: Participation in the TANF-funded activity or supportive service is necessary.

The necessity of the activity or supportive service is based upon the result of the comprehensive assessment AND is intended to promote self-sufficiency and job readiness.



The Four Step TANF Allowability Test

1. The program participant is TANF eligible. ✓
2. Does not meet the definition of “TANF assistance.” ✓
3. The activity or supportive service achieves one or more of the four TANF purposes. ✓
4. Participation in the TANF-funded activity or supportive service is necessary. ✓

Refer to the Allowability Map of the Services Matrix for additional information on TANF allowability by CCMEP activity.



The Services Matrix

CCMEP Activity to OWF Work Activity Map

A reference guide for mapping each CCMEP activity with one or more of its corresponding OWF activities.

Example

CCMEP Activity

Financial
Literacy Training



OWF Activity

Job Search & Job Readiness, or
Job Skills Training



Things to remember when mapping CCMEP activities to OWF activities

- All CCMEP activities can be mapped back to one or more OWF work activities or alternative activities.
- When possible map CCMEP activities to OWF activities that help to meet the OWF work participation rate.



CCMEP Activity Mapping Case Example: Ron Rudolph *20 year old unemployed male with 2 year old child recently authorized for OWF*

Case Information

OWF AG Composition:	1 Work eligible individual with a child <6
Required Hours of CCMEP Participation:	20 Weekly/86 Monthly
Federal Labor Standards Act (FLSA) Calculation:	No more than 91 hours per month
Program Funding Eligibility (JFS 03002):	TANF & WIOA eligible

Following the comprehensive assessment the lead agency developed an Individual Opportunity Plan (IOP)



CCMEP Activity Mapping Case Example: Ron Rudolph

Name Ron Rudolph		SSN or Case Number 111-00-111
Case Manager Name Casey Manager		Date 12/1/2016
Summary of employment, education and military experience		
Employment		
<ul style="list-style-type: none"> (Current) None 		
<i>Work Experience</i>		
<ul style="list-style-type: none"> No previous employment 		
Education		
<ul style="list-style-type: none"> (Current) None 		
<i>Degrees and Certifications</i>		
<ul style="list-style-type: none"> High School Diploma, 6/2014 		
Military		
<ul style="list-style-type: none"> None 		
Participant strengths and barriers		
Strengths		Barriers
<ul style="list-style-type: none"> High School Diploma <Free-Form Text> <Free-Form Text> 		<ul style="list-style-type: none"> Lack of work experience Lack of work attire No reliable means of transportation
What are my long-term goals for self-sufficiency?		
Career Goal (Career Pathway)		Link to a CCMEP performance goal (check at least one)
<ul style="list-style-type: none"> Attain self-sufficiency through employment Develop a career pathway leading to an in-demand job. 		<input checked="" type="checkbox"/> Obtain employment (full or part-time) <input type="checkbox"/> Obtain a recognized post-secondary credential <input type="checkbox"/> Obtain a secondary school diploma or its recognized equivalent <input checked="" type="checkbox"/> Complete training or certification <input type="checkbox"/> Increase earnings
Training and/or Education Goal		
<ul style="list-style-type: none"> Obtain work experience 		



Goal 1	
Short-Term Goal: Obtain work experience	
Type Training	
In-Demand Jobs Is the employment or training goal in an occupational field identified as in-demand? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Service Work Experience Program	
Activity/Action Step(s) Activity: Work Experience Program (WEP) Action Steps: 1. Secure proper work attire using voucher from Lead Agency 2. Contact work experience site for further details on on instructions for first day. 3. Participate in work experience program as instructed by WEP site supervisor 4. Follow all WEP site rules and procedures.	
Location 2048 Marion-Mt. Gilead Rd. Marion, OH 43302	
Schedule/Frequency Monday, Wednesday and Friday 10:00am to 12:30pm (2.5 hours) 12:30pm to 1:00pm (.5 hours lunch) 1:00pm to 3:30pm (2.5 hours) Total daily/weekly hours = 5/15	
Schedule/Frequency [Redacted]	
Begin Date 12/19/2016	End Date 3/31/2017
Supportive Services Work attire Bus passes	

CCMEP Activity



CCMEP Activity to OWF Work Activity Mapping

Description	Unsubsidized employment ⁱ	Subsidized private employment ⁱⁱ	Subsidized public employment ⁱⁱⁱ	Work experience program ^{iv}	On-the-job training ^v	Job search & job readiness ^{vi}	Community service ^{vii}	Vocational educational training ^{viii}	Providing child care ^{ix}	Job skills training directly related to employment ^x	Education directly related to employment ^{xi}	Satisfactory attendance at secondary school ^{xii}	Alternative Activities ^{xiii}	Caveats
Subsidized Employment (all year)		X	X											Subsidized public/private employment - can be used when this activity includes employment for which the employer receives a subsidy from temporary assistance for needy families (TANF) or other public funds to offset some or all of the wages and costs of employing an individual.
Unsubsidized Employment (all year)	X													Unsubsidized employment - can be used when this activity includes full or part time employment in the private or public sector that is not subsidized by temporary assistance for needy families (TANF) or any other public program.
Work Behavior Training					X					X				Job search & job readiness - can be used when the activity includes seeking or obtaining employment, preparation to seek or obtain employment. Job skills training - can be used when this activity is directly related to a specific job or occupation.
Work Experience Program (WEP)				X										Work experience program (WEP) - can be used when this is an unpaid activity performed in return for cash assistance and provides an individual an opportunity to acquire the general skills, knowledge, and work habits necessary to obtain employment.
Job Club						X				X				Job search & job readiness - can be used when the activity includes seeking or obtaining employment, preparation to seek or obtain employment. Job skills training - can be used when this is general training that prepares an individual for employment.

CCMEP Activity

1 OWF Work Activity Option



Goal 2	
Short-Term Goal: Develop a career pathway to an in-demand job	
Type Employment	
In-Demand Jobs Is the employment or training goal in an occupational field identified as in-demand? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Service Career counseling and labor market information services	
Activity/Action Step(s) Activity: Career Exploration Services Action Steps: 1. Register with OMJ.com 2. Complete the 7-step guided tutorial 3. Identify an in-demand job that matches interests and skills 4. Search and explore current employment opportunities in desired job 5. Identify additional training or education that may be needed.	
Location OMJ Center, home, local library to access OMJ.com	
Schedule/Frequency Self-directed, minimum of 5 hours per week	
Schedule/Frequency 	
Begin Date 12/1/2016	End Date 3/31/2017
Supportive Services Weekly bus passes to access the OMJ center	

CCMEP Activity



CCMEP Activity to OWF Work Activity Mapping

Description	Unsubsidized employment ⁱ	Subsidized private employment ⁱⁱ	Subsidized public employment ⁱⁱⁱ	Work experience program ^{iv}	On-the-job training ^v	Job search & job readiness	Community service ^{vi}	Vocational educational training ^{vii}	Providing child care ^{ix}	Job skills training directly related to employment ^t	Education directly related to employment ^{xi}	Satisfactory attendance at secondary school ^{xii}	Alternative Activities ^{xiii}	Caveats
														organizations, and are also designed to improve the employability of individuals not otherwise able to obtain unsubsidized full-time employment. Alternative activity - can be used when this activity doesn't meet job search/job readiness or community service activity descriptions.
Career Awareness						X				X			X	Job search & job readiness - can be used when the activity includes seeking or obtaining employment, preparation to seek or obtain employment, including life skills training activities. Job skills training - can be used when this activity is directly related to a specific job or occupation. Alternative activity - can be used when this activity doesn't meet job search/job readiness or job skills training activity descriptions.
Career Counseling						X				X				Job search & job readiness - can be used when the activity includes seeking or obtaining employment, preparation to seek or obtain employment, including life skills training activities. Job skills training - can be used when this activity is directly related to a specific job or occupation.
Career Exploration Services						X							X	Job search & job readiness - can be used when the activity includes seeking or obtaining employment, preparation to seek or obtain employment, including life skills training activities. Alternative activity - can be used when this activity doesn't meet job search/job readiness activity description.

CCMEP Activity

2 OWF Work Activity Options



Mapping to OWF Activities

CCMEP Activities	CCMEP Monthly Hours
1. Work Experience Program	64
2. Career Exploration Services	22
Total Countable CCMEP Hours of Participation	86

OWF Mapping Step 1	OWF Monthly Hours	OWF Limit	OWF Mapping Step 2	OWF Monthly Hours	OWF Limit
Work Experience Program	64	None	Work Experience Program	64	None
Job Search & Job Readiness	22	Maximum of 6-weeks in preceding 12-months, defined as: WEI w/child <6 = 120 hours All other WEIs = 180 hours Only 4 of the 6-wks can be consecutive	Alternative Activity	22	22 hours do not count for OWF
Total Hours Countable Towards the OWF work participation rate	86	Assigning JS/JR helps to ensure that the activity will count towards the OWF work participation rate.	Total Hours Countable Towards the OWF work participation rate	64	Once the limit for JS/JR is met, assign to Alternative Activity.



CCMEP Activity

Goal 3	
Short-Term Goal: Vocational Training to become employable	
Type Training	
In-Demand Jobs Is the employment or training goal in an occupational field identified as in-demand? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Service Occupational Skill Training	
Activity/Action Step(s) Activity: Vocational Education Training Action Steps: 1. Use WIET to find provider 2. Complete an ITA 3. Apply for Pell Grant 4. Obtain a CDL A	
Location Schmee's Truck Driving School	
Schedule/Frequency Monday, Tuesday, Thursday and Friday 8:00am - 12:00pm (4 hours)	
Schedule/Frequency <Free-Form Text>	
Begin Date 4/1/2017	End Date 5/20/2017
Supportive Services Child Care (While in training) Car Repair [Redacted]	



WIOA Funding Allowability

Study Skills Training	Yes	WIOA allowable expense
Vocational Education Training	Yes	<p>WIOA allowable expense- must lead to a credential.</p> <p>Vocational Education training shall include training programs that lead to recognized credentials:</p> <ul style="list-style-type: none"> • Be outcome-oriented and focused on occupational goals specified in the Individual Opportunity Plan (IOP); • Be of sufficient duration to impart the skills needed to meet the occupational goal; and • Result in attainment of a recognized credential. <p>Individual training accounts (ITA) may be established for CCMEP participants who are WIOA out-of-school youth eligible and are ages 18-24 years old. ITAs are established on behalf of the participant to purchase a WIOA-funded program of training services from eligible training providers. Requirements for ITAs are found in WIOAPL No. 15-11. The local workforce development board establishes policy for the utilization of ITAs, including the maximum amount and duration of ITAs.</p>



CCMEP Activity to OWF Work Activity Mapping

In Summary

- All CCMEP activities can be mapped back to one or more OWF work activities or alternative activities.
- When possible map CCMEP activities to OWF activities that help to meet the OWF work participation rate.



Location of the Services Matrix

- Located on the OWD Internet page under CCMEP/Training
- <http://jfs.ohio.gov/owd/CCMEP/Services-Matrix.stm>