



Department of
Job and Family Services

John R. Kasich, Governor

Cynthia C. Dungey, Director

TO: Area Workforce Development Board Chairs and Directors
FROM: Cynthia C. Dungey, Director, Ohio Department of Job and Family Services
RE: Formal Authorization of Use of WIOA Youth Funds

Thank you to those workforce board chairs and directors who were able to participate in conversations earlier this week on the authorization of Workforce Investment and Opportunity Act (WIOA) Youth funds for the new Comprehensive Case Management and Employment Program.

On July 1, Ohio begins serving low-income youth, ages 16 to 24 years old, through a new person-centered approach that combines the best of the public assistance and workforce programs to provide a clear path to self-sufficiency for this vulnerable population.

Ohio's workforce system's job training, coaching and placement expertise provide critical components needed to ensure that these young people enter the workforce with the skills needed to make them ready to work and meet the employment needs of local businesses.

As I explained earlier this week, in consultation with the Department of Labor, the Ohio Department of Job and Family Services has determined that workforce boards have one additional responsibility: to formally authorize the use of WIOA Youth funds for the Comprehensive Case Management and Employment Program. This authorization must be done through a formal resolution.

This resolution adds two additional deadlines to our timeline, but has no impact on the remaining work being done to launch the new employment program on July 1.

- **June 15:** The date by which we ask that you provide the state with your workforce area's letter of intent to commit or the decision not to participate. This letter can be signed by the board chair or the workforce board director with the chair's approval; *a sample letter is attached*. Send to: CCMEPQNA@jfs.ohio.gov.
- **Sept. 30:** The deadline to submit your area's formal resolution. We know that different workforce boards have different meeting schedules, and this deadline takes that into account; *a sample template is attached*. Send to: CCMEPQNA@jfs.ohio.gov.

The formal resolution will ensure that your workforce area will operate a Comprehensive Case Management and Employment Program with the combined resources of TANF dollars and WIOA Youth funds. The counties within the workforce area will receive the full amount of TANF dollars allocated to support this program, which will more than double the year-round resources dedicated to workforce readiness for teens and young adults.

We hope that all area workforce boards will choose to authorize funds. A workforce board may decline the use of WIOA Youth funds for this program. However, the counties within that workforce area would then forgo any access to TANF funds dedicated to the program because the law authorizing the Comprehensive Case Management and Employment Program requires that both TANF and WIOA Youth funds be available to operate the program.

By committing funds to this program, each workforce board is ensuring that more underserved young people will be ready to enter the workforce with the skills Ohio businesses need. As you make your decision, I encourage you to engage your county commissioners and county department of job and family services directors to come to the best decision for the low-income youth in your workforce area.

As an additional resource, please see frequently asked questions [here](#). If you have additional questions, please direct them to John Weber, deputy director of the Office of Workforce Development, at CCMEPQNA@jfs.ohio.gov.

Thank you for helping more Ohioans find a path to employment. Our state has become a national leader through our work to align public assistance and workforce programs to move low-income individuals to meaningful employment. We all recognize that a job is the best anti-poverty program.