



Department of  
Job and Family Services

# *Comprehensive Case Management and Employment Program (CCMEP)*



a new way to work

## **CCMEP Monthly Webinar**

CCMEP Team

Gerrie Cotter, Angie Newland, Bill Finn,  
Melissa Watkins, & Jessie Cunningham



A job is the best  
anti-poverty  
program

## *What is CCMEP?*

- Comprehensive Case Management and Employment Program (CCMEP)
- Braids two funding sources:
  - Temporary Assistance for Needy Families (TANF)
  - Workforce Innovation and Opportunity Act (WIOA) Youth





A job is the best  
anti-poverty  
program

## *Who does CCMEP serve and why?*

- CCMEP provides person-centered case management, employment and training services to eligible, low-income young adults ages 14-24
  - Assessment of needs and basic skills
  - Individual opportunity plan with services and supports
- To assist low-income young adults achieve self-sufficiency



# Doors to Eligibility

## Step 1

# CCMEP

***MANDATORY***

***VOLUNTARY***

OWF WORK ELIGIBLE

WIOA YOUTH ELIGIBLE

PRC VOLUNTEER

OWF VOLUNTEER



**WELCOME**



**WELCOME**



**WELCOME**



**WELCOME**



## *Funding Source Eligibility*

### ■ **Step 2**

- WIOA Youth Funding Eligibility
- TANF Funding Eligibility
- JFS 03002



## *TANF Eligibility*

### *OAC 5101:14-1-04*

- TANF Eligibility in paragraph (B)(2)(f) is one of the following:
  - A minor child
  - The parent, specified relative, legal guardian or legal custodian of a minor child
  - A non-custodial parent who lives in the state, but does not reside with his/her minor child(ren)
  - A pregnant individual or
  - An individual age 18 to 24 that is part of a family that includes a minor child



## *TANF Eligibility*

### *OAC 5101:14-1-04*

#### ● **Helpful examples:**

- 19 year old living with girlfriend and her minor child from another relationship
  - 19 year old can be eligible for TANF if Lead Agency includes girlfriend & her minor child
  - Income from girlfriend & her minor child counts if included
- 16 year old living with parents
  - 16 year old can be eligible for TANF as a minor child
  - Lead Agency decides whether or not to count parent's income



## *TANF Eligibility*

### *OAC 5101:14-1-04*

#### ● **Helpful examples:**

- 17 year old living with grandma
  - 17 year old can be eligible for TANF as a minor child
  - Lead Agency decides whether or not to include grandma's income
- 22 year old pregnant woman living with her boyfriend and no minor children
  - Pregnant woman can be eligible for TANF
  - Lead Agency decides whether or not to count boyfriend's income





## *TANF Eligibility*

### *OAC 5101:14-1-04*

#### ● **Helpful examples:**

- 23 year old noncustodial parent living with roommate
  - 23 year old can be eligible for TANF
  - Lead Agency decide whether or not to count roommate's income
- 22 year old living with friend's family who has a minor child
  - 22 year old can be eligible for TANF if Lead Agency decides to include the friend's family who has a minor child
  - Income from friend's family counts if included



## *WIOA Youth Eligibility*

### *OAC 5101:10-3-01*

- In-School WIOA Youth
  - Attending school
  - Ages 14-21 years
  - Low income
  - Has at least one barrier to education or employment





## *WIOA Youth Eligibility*

### *OAC 5101:10-3-01*

#### ■ Barriers (In-School)

- Is basic skills deficient
- Is an English language learner
- Is an offender
- Is a homeless individual, homeless child or youth, or a runaway
- Is an individual in foster care, has aged out of the foster care system, or has attained 16 years of age and left foster care for kinship guardianship or adoption





## *WIOA Youth Eligibility*

### *OAC 5101:10-3-01*

- Barriers (In-School)
  - Is pregnant or parenting
  - Is an individual with a disability
  - Requires additional assistance to complete an educational program or to secure or hold employment





## *WIOA Youth Eligibility* *OAC 5101:10-3-01*

- Out-of-School WIOA Youth
  - Not attending any school
  - Ages 16-24 years
  - Has at least one barrier to education or employment





## *WIOA Youth Eligibility*

### *OAC 5101:10-3-01*

#### ■ Barriers (Out-of-School)

- Is a high school dropout with no high school equivalent diploma (ages 16-24)
- Is a youth within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter





## *WIOA Youth Eligibility*

### *OAC 5101:10-3-01*

#### ■ Barriers (Out-of-School)

- Is a homeless individual, homeless child or youth, or a runaway
- Is in foster care, has aged out of the foster care system, or has attained 16 years of age and left foster care for kinship guardianship or adoption
- Is pregnant or parenting
- Is an individual with a disability
- Is subject to juvenile or adult justice system





## *WIOA Youth Eligibility* *OAC 5101:10-3-01*

- Out-of-School WIOA Youth with high school diploma or equivalent
  - Youth ages 16-24 with a high school diploma or equivalent that are low income and
    - Basic skills deficient or
    - English language learner
  - Youth ages 16-24 that are low income and
    - Requires additional assistance to enter or
    - Complete an educational program or hold employment







A job is the best  
anti-poverty  
program

# CCMEP Monitoring Trends



A job is the best  
anti-poverty  
program

## *CCMEP Monitoring Trends*

- WIOA Eligibility Source Documentation missing - WIOA Policy Letter 15-07
  - See Attachment A
  - Self Attestation form missing or not properly completed for each WIOA item being self attested
  - In-school (14-21) vs. out-of-school (16-24) inaccurate



# *CCMEP Monitoring Trends*

A job is the best  
anti-poverty  
program

## Engagement/Contacts

- Must be documented in case notes
  - Minimum of once every 30 days

## Case notes

- Not entered in OWCMS
- Do not include appropriate details specific to each participant (should not be copying and pasting generic case notes)



## *CCMEP Monitoring Trends*

### Relationship Disclosure

- Not signed by participant
- Not documented (Should include name of person with conflict)
- Document that guidelines were followed in case notes

A job is the best  
anti-poverty  
program



A job is the best  
anti-poverty  
program

## *CCMEP Monitoring Trends*

- Complaint rights under WIOA documentation
  - JFS 08063
- JFS 03002 WIOA Youth Eligibility Application
  - Missing
  - Not signed
    - No parent or guardian signature (must document in case notes if missing)
  - Dependent Status not complete
  - Incorrect birth date



A job is the best  
anti-poverty  
program

## *CCMEP Monitoring Trends*

### Assessments

- Not completed
- No basic skills assessment
- Not signed/dated or not timely signature
  - No parent or guardian signature (Must document in case notes if missing)
- No interests and aptitudes information



# *CCMEP Monitoring Trends*

A job is the best  
anti-poverty  
program

## IOP

- Not signed
  - No parent or guardian signature (Must document in case notes if missing)
- Created prior to completion of assessments
- Generic or does not relate to the participant's barriers or goals as identified by assessments
- No in-demand info or career counseling
- No career goal
- Not updated
- Updates not signed
- Supportive Service should be based on barriers and service needs



# *CCMEP Monitoring Trends*

A job is the best  
anti-poverty  
program

## Work Experience

- No worksite agreement for work experience or lacks details (i.e., health/safety standards, termination clause, union concurrence, etc.)
  - Note: OJT agreement and training plan satisfy the worksite agreement requirement.
- No documented monitoring
- No documentation of work permits for minors
- Employer of record should have I-9's and other required hiring documentation
- Worker's comp and unemployment coverage when applicable





# *CCMEP Monitoring Trends*

## OWCMS

- Data not entered timely (within 30 days)
- Services entered that were not received
- Participants not exited timely in OWCMS
- Case notes not entered in OWCMS
- Close reasons not entered
- Job Placement not entered
- All barriers not entered
- Incorrect program affiliation

A job is the best  
anti-poverty  
program



## *CCMEP Monitoring Trends*

### Follow-Up

- Case notes should indicate that participants were notified of follow up services
- Not entered in OWCMS
- Close reasons not entered
- Job Placement not entered
- All barriers not entered

A job is the best  
anti-poverty  
program



*CCMEP*

*Helpful Resources*



## *CCMEP Resources*

- Lead Agency list:  
<http://jfs.ohio.gov/owd/CCMEP/Lead-Agency.stm>
- CCMEP Website:  
<http://jfs.ohio.gov/owd/CCMEP/index.stm>
- Training (regional, video conference, webinar, videos): <http://jfs.ohio.gov/owd/CCMEP/Training.stm>
- QNA Database: <http://jfs.ohio.gov/owd/CCMEP/FAQ/index.stm>



## *Questions & Answers*

**CCMEPQNA@jfs.ohio.gov**