

Ohio

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,
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Guest Speakers: Julie Wirt & Mark Anderson



Procurement Rules

- 5101:9-4-07 - Procurement and Contract Requirements
- 5101:9-4-07.1 – Procurement Methods



Procurement and Contract Requirements

- ❶ OAC 5101:9-4-07 states agencies will procure for goods and services or create a subgrant agreement as determined by the federal, state or local governing agency (most restrictive rule applies)
- ❷ General Procurement Requirements
 - Contract cost and price analysis in excess of \$150,000 or less (most restrictive)
 - Competition must be full and open without restrictive requirements
 - Selection procedures must be written identifying the complete process and must be followed
 - Non-profit agencies for clients with severe disabilities receive first consideration



Procurement and Contract Requirements

- Geographic preference is not allowed
- Debarred and suspended entities may not participate
- Monitoring is required for both contractors and subrecipients (different monitoring for different entities)
- General Contract Requirements
 - Several requirements in all contracts as related to federal regulations (too many to mention so see rule)
 - Key points are termination for cause or convenience, labor compliance, proper reporting of financial and program records, no kickbacks and open records



Procurement Methods

- Most restrictive procurement method applies to all funding
- Procurement Methods
 - Micro-purchases for small aggregate dollar amounts on like items as defined in 48 C.F.R. subpart 2.1
 - Small purchase procedure where price is the overriding factor for standardized products or services
 - Competitive sealed bidding (formal advertising) for larger firm fixed price contract based on price of goods or service



Procurement Methods

- ❶ Competitive proposals for larger purchases that are more complex or technical and where the definition of the solution or product overrides the price (contractor can determine the solution or product)
- ❷ Noncompetitive procurement is for very limited use when all other options will not work or it is a sole source product
 - May also be used in emergency (must be documented)
 - Must be well documented as to why noncompetitive and able to explain to a monitor and/or auditor



Procurement Methods

- **Special Circumstances**
 - State purchasing contracts have already been procured by the State and local agencies who have the proper county resolution may purchase with state contract
 - Restrictions apply and must be followed
 - State term schedules are lists of potential contractors but have not been procured by the state
 - May be used as part of an agency contractor list for potential contracts
- **Foster care maintenance purchases and child welfare services purchases have exceptions in some instances but none of the apply to the CCMEP program**
 - The last section of the Procurement Methods rule has the full details

Procurement of WIOA Youth Program Funded Services and Activities



December 14, 2017



Agenda

- Role of the Local Board
- Selection of the Provider
- Procurement Considerations
- Conflicts of Interest



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● Role of the Local Board

- Section 107 (d)(10)(B) – Local WDB shall select WIOA youth program providers on a competitive basis.
- The local WDB shall not delegate its procurement responsibility.



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- Local WDB collaborates with the CCMEP lead agency.
- Local WDB may also conduct joint procurements with the CCMEP Lead Agency.
- If a joint procurement is conducted, the local WDB must take the lead in all aspects of the procurement process.



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● Selection of the Provider of WIOA Youth-Funded CCMEP Services

- Award Competitive Grants and Contracts
- Use of Partner Resources – must have an agreement in place with partner organization
- Discretion of the Local WDB – local WDB may determine CCMEP lead agency can conduct specific activities most efficiently and cost-effectively.



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Specific activities that may be conducted by CCMEP Lead Agency:

- Outreach
- WIOA youth program eligibility
- CCMEP Comprehensive Assessment
- CCMEP Individual Opportunity Plan
- Case management
- Develop/manage ITAs and OJTs



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- Specific activities that may be conducted by CCMEP Lead Agency (continue):
 - Provision of labor market information and labor exchange activities
 - Supportive services
 - Follow-up services



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- The remaining WIOA youth program services and activities will either be competitively procured or provided through partner resources.
- Local WDB must be mindful when designating and procuring of all federal expenditure mandates.
- Local WDB must have resolution that states this designation, including how the CCMEP Lead Agency can efficiently and cost-effectively provide these services.



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■ Procurement Considerations

- Provision of services for WIOA In-School Youth and Out-of-School Youth
- Conducting Services and Activities
- Delivery Methodology



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■ Delivery Methodology

- Area-wide youth program provider
- Center-based youth program provider
- Service-based youth program provider



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● Conflict of Interest

- Must ensure a fair and open competition.
- WDB must inquire to current youth program provider, fiscal agent, local service providers, local partners, and CCMEP Lead Agency as to whether that entity is planning to bid on the request for proposals.
- If any of these entities plan to bid, they must not be involved in any part of the planning and selecting process.



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Questions?

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Q & A Review

If a program participant who is an in-school youth turns age 22 before receipt of a WIOA funded service, can the program participant still receive a WIOA funded service?

Yes. A program participant who is an in-school youth who was determined eligible for WIOA funded services on the JFS 03002 before turning age 22 can still receive a WIOA funded service. Contact OMJ-HELP-DESK@jfs.ohio.gov for assistance in OWCMS to enroll the participant in WIOA-funded services.

Can CCMEP funds be used to pay for criminal record expungement costs?

No. TANF or WIOA funds may not be used for expungement costs.

If an OWF work-eligible CCMEP participant with unsubsidized employment quits a job, who determines if there was good cause for the job quit?

The Lead Agency must determine whether or not the participant had good cause to quit their job since that is an OWF penalty under rule 5101:1-3-14 of the Administrative Code. The information must be communicated back to the CDJFS within 10 days.



Q & A Review

How can I track the semi-annual TANF eligibility verification in OWCMS?

The CCMEP/TANF Data tab should be updated with new information and the date of the verification should be entered in case notes.

Can you clarify the “foster care” barrier eligibility guidelines under WIOA?

For WIOA, an individual must either be currently in foster care, emancipated, placed in relative guardianship or adoption at 16 or older, or eligible for the John H. Chafee independent living program. OAC 5101:10-3-01.

Does a program participant need to complete a new CCMEP Comprehensive Assessment each year?

No. The CCMEP Comprehensive Assessment should only be revised if the program participant experienced substantial life changes. OAC 5101:14-1-04.

What is the appropriate way to track money spent on follow up services in OWCMS?

Costs related to follow-up services are not tracked in OWCMS at this time. Costs can be entered manually in CFIS to pay vouchers associated with follow-up services. In CFIS, instead of selecting Add Line from Service and then retrieving from OWCMS, they need to select Add Line and enter the cost manually to pay the voucher.



Q & A Review

Can a program participant who participated in summer employment but does not want to continue with services be exited from CCMEP after the summer?

No. Lead Agencies may propose to end CCMEP services for a program participant who is not an OWF mandatory participant between the ages of fourteen and twenty-four only when one of the exit reasons have been met. Exited program participants must be offered 12 months of follow-up services. Monthly follow-up services should be documented in the notes screen. 5101:14-1-06.

How should incentives be entered in OWCMS?

Incentives should be entered as a supportive service under “Other workforce activities” to ensure the data transfers to CFIS for payment. Lead Agencies must have an incentive policy to offer incentives.

Can a WIOA Adult be enrolled into CCMEP if they are under age 25?

A WIOA Adult can be enrolled in CCMEP as long as they are 24 years old or younger and qualify for entry through any of the 4 CCMEP eligibility doors (OWF work eligible, OWF volunteer, PRC volunteer or WIOA Youth eligible). OAC 5101:14-1-02.



Questions & Answers

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