



Department of
Job and Family Services

Comprehensive Case Management and Employment Program (CCMEP)



a new way to work

CCMEP Implementation Managers Webinar

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Agenda

- Federal Poverty Guideline (FPG) Update
- Lower Living Standard Income Level (LLSIL) Update
- Measurable Skills Gain
- Athens County Presentation
- Case Management Training
- OWF Work-Eligible Data
- Plan Revisions
- Q & As



2018 FPG Update

2018 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA

SIZE OF FAMILY UNIT	POVERTY GUIDELINES
1	\$ 12,140
2	\$ 16,460
3	\$ 20,780
4	\$ 25,100
5	\$ 29,420
6	\$ 33,740
7	\$ 38,060
8	\$ 42,380

For families/households with more than 8 persons, add \$4,320 for each additional person.



2018 LLSIL by Region for a Family of Four

LOWER LIVING STANDARD INCOME LEVEL (LLSIL) BY REGION (FOR A FAMILY OF FOUR)

REGION	2018 ADJUSTED LLSIL	2018 70% LLSIL
Midwest Metro	\$ 38,320	\$ 26,824
Midwest Non-Metro	\$ 36,784	\$ 25,764
Cincinnati-Hamilton MSA	\$ 37,500	\$ 26,250
Cleveland-Akron MSA	\$ 38,293	\$ 26,805



70 Percent of Updated 2018 LLSIL by Family Size

70 PERCENT OF UPDATED 2018 LOWER LIVING STANDARD INCOME LEVEL (LLSIL) BY FAMILY SIZE

	1	2	3	4	5	6	INC
Midwest Metro	(\$9,658)	(\$15,831)	\$21,728	\$26,824	\$31,653	\$37,025	\$5,372
Midwest Non-Metro	(\$9,278)	(\$15,192)	\$20,859	\$25,749	\$30,392	\$35,542	\$5,150
Cincinnati MSA	(\$9,452)	(\$15,493)	\$21,269	\$26,250	\$30,979	\$36,228	\$5,249
Cleveland MSA	(\$9,670)	(\$15,846)	\$21,755	\$26,851	\$31,691	\$37,061	\$5,370



Measurable Skills Gain

- Not an exit based-measure, intended to capture progress
- Participants who are enrolled in an education or training program leading to a credential OR employment
- Due by 6/30/2018
- If it isn't in OWCMS, it didn't happen!



Who is included in the MSG?

- All in-school youth
- Out-of-school youth in occupational skills training, secondary or postsecondary while in program
 - Services included in the MSG:
 - Alternative Secondary School Offerings
 - Tutoring and Study Skills Training
 - Occupational Skills Training
 - Occupational Skills Training /ITA



How does a youth achieve a gain?

- Educational Functioning Level
 - If below postsecondary education level
- Secondary school diploma or equivalent
- Secondary Transcript/Report Card
- Postsecondary Transcript/Report Card
- Exam-based Benchmark or Credential (Skills Progression)



Performance Desk Aid

- CCMEP Performance Desk Aid
 - MSG on pages 15-22

- Performance Website:
 - <http://jfs.ohio.gov/owd/WIOA/Performance/index.stm>



ATHENS COUNTY CCMEP

IMPLEMENTATION, INCENTIVES AND
SUPPORTIVE SERVICES PROGRAM



Determining Eligibility and CCMEP Referral

- Applications are processed and eligibility for TANF is determined at the main JFS office by the case assigned Jobs Worker. Individuals 14-24 years of age in receipt of TANF are required to participate in CCMEP
- During eligibility determination a CCMEP appointment referral is made by the Jobs Worker to complete the Comprehensive Assessment/IOP and TABE testing with the CCMEP coordinator at the Athens County Work Station/Ohio Means Jobs Center
- This appointment takes place within 10 days after eligibility has been determined



CCMEP Appointment

- During the initial CCMEP appointment, pathways and goal setting are discussed Choosing 3 basic pathways within the program:
- **Education:** GED or our High School Diploma/STNA program once a TABE test score of 9th grade or higher is achieved, tutoring and study skills are available to assist the participant and they may re-test to achieve 9th grade or higher
- **Training/Certification:** (WIOA/CCMEP enrollment) this can be a 2 year degree or short term certification programs such as CDL, STNA, EKG
- **Employment:** through Job Search classes at our Ohio Means Jobs Center or Summer Youth employment contract through Community Action



Supportive Service Totals

- All-inclusive with caps on the following
 - \$10,000 Individual Training Account (tuition, application fees, lab fees, testing fees)
 - \$8,000 On the Job Training (internships, job shadowing, stipends)
 - \$3,000 Supportive Services
 - \$3,000 Incentives



CCMEP Incentives

- Athens County offers incentives to our participants when they achieve goals that have been outlined with their IOP
- Incentives include
 - Increasing TABE test scores in reading and math by 2 grade levels \$100 per subject
 - Graduation from GED, High School or post secondary 2 year program \$500
 - Completion of certificate training \$200
 - Gaining/Retaining employment 20 hrs per week or more, Initial hire \$500, 6 months job retention \$500, 12 months job retention \$500



CCMEP Supportive Services

- Supportive services include regular contact with program participants, addressing work related problems, Financial literacy education and Adult mentoring as well as personal supportive service funds
- CCMEP participants have spending limits per our CCMEP policy, limits are set aside for Education and Training as well as personal supportive services funds
- During the initial CCMEP appointment, eligibility for supportive services, funding and application process is discussed with each CCMEP participant



Eligibility for Supportive Services

- Eligibility for Supportive Services is open to all CCMEP participants after completing their assessment, IOP and TABE testing
- Continued eligibility is determined by participation in the required work assignment hours, non participation without good cause could result in a hold being placed on funding, this is a case by case determination
- Sanctioned individuals may still be eligible for supportive services- if they are part of a two parent household and were not the cause of the sanction, compliance has been completed or employment has been obtained but OWF is not open



Supportive Services Application

- To help with tracking purposes, our county requires the individual to complete an application
- A basic one page application needs to be completed and signed by the CCMEP participant
- Verifications requested must be attached,(rental assistance form completed by landlord, Utility Bill with amount needed, 2 estimates for car repairs)
- Applications must list all members of the household and must state what is needed
 - Rent
 - Utility bill payment
 - Car repairs
 - Uniforms



Determination

- Each application is processed within 24 hours, usually while the client is in the office.
- Supportive Service funds can be used for a variety of services to help the participant overcome barriers preventing them from completing required work hours, obtaining employment or continuing their education
- This allows CCMEP participants to focus on the program and not stress over the barriers attached to poverty, housing and family financial struggles



Supportive Service Expenses

- Supportive Service funds can be used for a variety of barriers and are based on individual needs per case and per participant within the program
- Supportive Services can be used for, but are not limited to
 - Rent
 - Utilities
 - Car Repairs
 - Insurance
 - License renewal/Tag renewal
 - Uniforms for employment
 - Gas vouchers for new employment
 - Individual family needs



Processing

- Supportive Service vouchers are completed and made out to the business the client is requesting payment to and then an approval notice is given to the client with the voucher
- Supportive Services are tracked by individual and logged on a shared drive spreadsheet within the agency. Case notes are added as well as entering information on OWCMS and financial tracking in CFIS.



Focus of Supportive Services and CCMEP

- Athens County has designed a program based on goal setting and elimination of barriers to achieve self sufficiency
- Each participant discusses their pathway, education, training, or employment and then followed monthly to measure participation and success
- Our supportive service program is designed to allow the participant to focus on the goals set while removing the barriers associated with TANF families. Each family has a different set of circumstances and the supportive service program is designed to allow for the CCMEP coordinator to assess each family and fit that supportive service funding to their needs.



Questions?







Case Management Training

- People don't want "services"
 - Motivate through outcomes
- Explain services as:
 - Struggling with a class? Get a tutor when you need one
 - In a high school that isn't right for you? We have alternative schools that could be a better fit



Case Management Training

- Try to avoid using labels
 - High school dropout 
 - Person who didn't finish high school 
 - Ex-offender 
 - Rehabilitated individual 
- Barriers (opportunities)
- Follow up = career coaching



Motivational Interviewing

- Motivational interviewing techniques can help encourage change
- Help participants talk themselves into changing
- Avoid judging, criticizing, and diagnosing
- Willing + Ready + Able = Motivation



Motivational Interviewing

- Five motivational interviewing skills:
 - Open Ended Questions
 - Affirmations
 - Reflective Listening
 - Summary
 - +Information (ask permission before giving advice)



Engagement

- Use the participant's short-term goals
 - To begin writing a plan
 - At every case management appointment
 - To renew slipping motivation (remind of goal)
 - Once placed to help stay on track
- Quicker we engage = greater success



OWF Work-Eligible Data

- Ensure age 14-24 OWF work-eligible individuals are being referred to CCMEP
- Check AECCM in CRIS-E to confirm the correct indicator is displayed
 - R = OWF work-eligible
 - V = OWF volunteer (non-work-eligible)
 - N = No longer CCMEP (or incorrect input of R/V)



OWF Data Comparison

- Will be comparing required OWF work-eligible participants to enrollees
- Counties will be contacted



CCMEP Plan Revisions

■ Section 4.3

- Process for communicating the # of OWF months used
- Process for screen for DV and referring victims to community resources, including the reduction of participation hours



CCMEP Plan Revisions

- Section 4.3 (continued)
 - Process for communicating information regarding OWF work-eligible
- Section 4.5
 - Define how a household is formed
 - Define the semi-annual process



CCMEP Plan Revisions

- Section 5.1
 - Process for the comprehensive assessment
- Section 5.4
 - Engagement process
 - Engagement strategies used



CCMEP Plan Revisions

● Section 6.1

■ TANF purposes 3 & 4

- Prevention of out of wedlock births
- Formation & maintenance of two-parent families



CCMEP Plan Revisions

● Section 6.3

- Supportive services policy
- TANF non-assistance 45 C.F.R. 260.31

● Section 6.4

- Follow-up policy
- Documentation requirements & option to opt-out



CCMEP Plan Revisions

Section 6.8

- Procurement of CCMEP & youth-funded activities and services
- Lead Agency/Workforce policies
- WIOAPL 17-03



Q & A Review

What is the semi-annual review process for funding eligibility in CCMEP?

The Lead Agency must utilize the JFS 03002 WIOA Youth Program Eligibility Application to conduct the semi-annual review process to ensure that a program participant that is receiving TANF funded services and that is not receiving OWF meets CCMEP TANF funding eligibility criteria and to determine eligibility for WIOA funded services for a program participant who has been previously determined to be ineligible for WIOA funded services.

If an individual indicates they receive SNAP benefits on their JFS 03002 application, can the individual qualify for the CCMEP TANF funding?

As long as the individual has entered CCMEP through one of the approved doors (OWF work eligible, OWF or PRC volunteer, WIOA Youth), checking the box for SNAP on the JFS 03002 would only meet the income requirement for TANF funding. The other TANF eligibility requirements listed on the JFS 03002 must also be met.



Q & A Review

Is it allowable to self-attest income and not request additional documentation for WIOA funding?

Generally income documentation is required for WIOA, through pay stubs or other supporting documents. However, self-attestation is permitted when the individual has no income, or receives very little undocumented income for WIOA by using the JFS 13186. See Attachment A in WIOAPL 15-07.

Is it allowable to self-attest income and not request additional documentation for TANF funding?

Yes. Self-attestation of income on the JFS 03002 WIOA Youth Program Eligibility Application is allowable for TANF funding eligibility in CCMEP.



Q & A Review

What is the CCMEP activity hour standard for CCMEP individuals?

The county must assign CCMEP activities based on the individual's needs as determined from the CCMEP Comprehensive Assessment, regardless of the OWF work participation requirements. The CCMEP activity hour standard is 20 hours but may be more or less based on the individual and their situation. OAC 5101:14-1-04.

What activities count toward the CCMEP activity hour standard?

All activities in the CCMEP Services Matrix that are listed in the program participant's Individual Opportunity Plan (IOP) count toward the CCMEP activity hour standard. OAC 5101:14-1-05.



Q & A Review

How often do hours completed in a paid activity have to be verified?

Paid activity hours must be verified once every six months. OAC 5101:14-1-05.

How often do hours completed in an unpaid activity have to be verified?

Unpaid activity hours must be verified once a month. OAC 5101:14-1-05.

Can hours in school count for the CCMEP activity hour standard?

Yes. For program participants in high school or post-secondary education/training, hours in school are countable towards the CCMEP activity hour standard. OAC rule 5101:14-1-05.



Questions?

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