



Ohio Department of Job and Family Services
**COMPREHENSIVE CASE MANAGEMENT AND EMPLOYMENT PROGRAM
(CCMEP) PLAN**

for

County or Counties: Belmont County

Effective Date: October 1, 2017

Revision Date: June 27, 2018

Plan Submission

Each Lead Agency is required to adopt and submit a CCMEP Program Plan to the Ohio Department of Job and Family Services (ODJFS) each fiscal biennial period. The CCMEP plan must be submitted **no later than October 1st each biennium.**

The plan may be amended by the Lead Agency as needed. An amended plan must be submitted to ODJFS no later than 10 calendar days after the amended program plan becomes effective. For each amendment, the submission must contain one version that clearly indicates what was added or stricken from the prior effective plan and one version that reflects the final plan with all amendments included.

If a board of county commissioners redesignates the Lead Agency during a fiscal biennial period, the new Lead Agency shall prepare and submit to ODJFS a new CCMEP plan not later than sixty calendar days after the redesignation takes effect.

The plan review process will be used to ensure that Lead Agencies meet program requirements. If ODJFS determines that a CCMEP plan is not consistent with the requirements of program rules, the plan will be returned to the Lead Agency for amendment.

Table of Contents

1. Lead Agency and Coordination with Partners.....	3
2. Population Served.....	6
3. Coordination of Services.....	7
4. Outreach, Referral, and Eligibility.....	7
5. CCMEP Comprehensive Assessment and Individual Opportunity Plan (IOP)..	9
6. Program Services.....	12
7. Case Management.....	12
8. Performance Measures.....	13

1. Lead Agency and Coordination with Partners

Each board of county commissioners is required to choose a single Lead Agency, either the CDJFS or workforce development agency that serves the county, to administer CCMEP. A single Lead Agency is necessary to ensure accountability for program performance and results.

1.1 Identify the Lead Agency designated to administer the CCMEP program.

Lead Agency Name Belmont County Department of Job and Family Services			
Lead Agency Address 68145 Hammond Road	City St. Clairsville	State Ohio	Zip Code 43950
First Name of Lead Agency Official Vince	Last Name of Lead Agency Official Gianangeli	Title of Lead Agency Official Director	
Phone Number (740) 695-1075	Email Address vince.gianangeli@jfs.ohio.gov		

Program Contact Person Mike Schlanz	Phone Number (740) 633-5627
Phone Number (740) 633-5627	Email Address mike.schlanz@jfs.ohio.gov

Fiscal Contact Person Jack Regis	
Phone Number (740) 695-1075	Email Address john.regis@jfs.ohio.gov

1.2 Identify the other local participating agency (i.e., CDJFS or workforce development agency that serves the county).

Agency Name Belmont County Department of Job and Family Services			
Agency Address 68145 Hammond Road	City St. Clairsville	State Ohio	Zip Code 43950
First Name of Lead Agency Official Vince	Last Name of Lead Agency Official Gianangeli	Title of Lead Agency Official Director	
Phone Number (740) 695-1075	Email Address vince.gianangeli@jfs.ohio.gov		

1.3 Identify the workforce development board and area for the county.

Workforce Development Area 16	
Workforce Development Board Chair Name Tammy Sanderson	
Workforce Development Board Director Name Rob Guentter	
Phone Number (740) 683-9019	Email Address rfgassoc@gmail.com

1.4 Identify the implementation manager for the Lead Agency.

First Name of Implementation Manager Mike	Last Name of Implementation Manager Schlanz	Title of Implementation Manager Workforce Administrator
Phone Number (740) 633-5627	Email Address mike.schlanz@jfs.ohio.gov	

1.5 Lead Agency’s performance and data management contact:

Contact Person Mike Schlanz	
Phone Number (740) 633-5627	Email Address mike.schlanz@jfs.ohio.gov

1.6 How does the Lead Agency partner with the other local participating agency (CDJFS or workforce development agency) to implement CCMEP?

Describe:
 The Belmont County Department of Job and Family Services serves as both the lead agency and the other local participating agency/workforce development agency. This dual role will streamline the provision of CCMEP services to youth, the implementation of CCMEP procedures, and the communication and coordination between the public assistance staff and the CCMEP staff. The public assistance staff and CCMEP (WIOA) staff already work together in serving mutual clients. The staff will collaborate to establish procedures in making referrals from the PA department to the CCMEP department, sharing of information on clients such as status changes and IOP compliance, brainstorming, developing solutions to the clients' problems, and other related areas. Both staff have access to CRISE, use the same email system (Outlook), and instant messaging which will facilitate referrals, assessment, IOP development, and case management.

1.7 How does the Lead Agency plan to partner and actively collaborate with the local workforce development board including but not limited to (Please attach any relevant policies to this plan.):

- Frequency of meetings
- Engagement of local businesses
- Engagement of community partners
- Develop policies for work experience and incentives

Describe:
 WDB meetings are held quarterly. At these meetings, the BCDJFS will ask the WDB for input on how to engage local business and community partners to use them as valuable resources to assist CCMEP youth. This could range from direct contact to the businesses and community partners to media promotion. The BCDJFS will also meet with the WDB director outside of the WDB meetings to discuss plans and strategies pertaining to CCMEP outreach. As the BCDJFS serves as the one-stop operator, the contract between the WDB and the BCDJFS has a requirement to develop an outreach plan that can include the promotion of CCMEP. The BCDJFS has existing relationships established with businesses through job fairs and OhioMeansJobs postings so a solid foundation is already in place. These businesses will be contacted for potential work experience sites, job placement, and other areas needed by CCMEP youth. As the one-stop operator, the BCDJFS has relationships established through the MOU with one-stop partners: Belmont College, Ohio Department of Job and Family Services, Opportunities for Ohioans with Disabilities, Eastern Gateway Community College (Aspire), and the Belmont County CAC. These partnerships will facilitate the referral of CCMEP youth for services. The Belmont County Department of Job and Family Services already has relationships established with the local school districts through the promotion of CCMEP to the schools in the spring of 2017 and through the 2017 summer work experience. The BCDJFS plans to promote CCMEP again to the schools in the upcoming 2017 – 2018 school year. The Belmont County

Department of Job and Family Services will enhance and build upon its connections with community partners by holding meetings to inform the partners about CCMEP and to learn more about the community partners' services. An incentive policy is already in place (see attachment). A WIOA work experience already exists. It is in the process of being modified to encompass CCMEP. (see attachment for draft policy).

1.8 List policies developed by the local workforce board relevant to the administration of CCMEP, including but not limited to (Please attach any relevant policies to this plan.):

- Select basic skills assessment(s);
- Ensure determination of eligibility for the Workforce Innovation and Opportunity Act (WIOA) youth program;
- Report and collect data;
- Monitor contracts and ensure compliance;
- Supportive services;
- Follow up services;
- “Needs additional assistance” policy; and
- Disclosure of relationship.

Describe:

Attached are the following policies: supportive services, incentives, relationship disclosure, follow-up, and WIOA youth eligibility(Additional Assistance is included in WIOA Youth Eligibility Policy).

1.9 What other partners/providers are the Lead Agency collaborating with to implement CCMEP? Please provide name(s) and services to be provided. Check all that apply.

■ **Adult Basic Literacy and Education (ABLE) Providers**

As the lead agency, BCDJFS is also the one-stop/jobcenter/WIOA operator (OhioMeansJobs Belmont County) and already has many partnerships in place. Mid-East Career and Technical Center was the ABLE provider for Belmont County. Eastern Gateway Community College is now the Aspire provider in our county. However the same GED instructor is co-located at the job center on Fridays. CCMEP/WIOA staff are located at the job center. CCMEP staff will make referrals to Eastern Gateway and the instructor. The instructor may also be used to administer the TABE test as needed. Aspire/GED program information is maintained at the job center. Eastern Gateway will be invited to our CCMEP community partner meetings.

■ **Alcohol, Drug and Mental Health (ADAMH) Board**

CCMEP staff will make referrals and coordinate services as needed for youth identified as requiring alcohol, drug or mental health counseling based on the results of the comprehensive assessment. Some of the local agencies providing these services are Crossroads Counseling Services and Community Mental Health. These agencies will be invited to participate in our CCMEP community partner meetings. A Crossroads Counseling Services counselor works out of our job center on a part-time basis.

■ **Businesses**

OhioMeansJobs Belmont County holds an annual job fair in which approximately one hundred employers participate. Our job center processes over 100 job orders every year. Private sector employers are also used as work sites for paid work experience which include Shadyside Care Center, ICR Supply, Turning Heads Salon, J and L Auto, and Cloud 9. These employers will be used as potential resources for youth to participate in work experience activities, positive work ethic instruction, and ultimately unsubsidized employment.

■ **Career and Technical Education**

Partnerships and working relationships are already in place to serve youth. Belmont College is a MOU partner. CCMEP funds are used to support training activities for youth to attend the college to earn a certificate or degree. Ohio University-Eastern, West Virginia Northern Community College, All-State Career Center, and Eastern Gateway Community College are other training providers that are utilized. These schools will be invited to our CCMEP community partner meetings.

■ Child Care Providers

Individual child care providers are already in place and certified by the BCDJFS. CCMEP staff will coordinate this service as needed with the public assistance staff.

■ Child Support Enforcement Agency

Child Support operates under the umbrella of the BCDJFS. Child Support staff and CCMEP staff will coordinate services as needed. Child Support will be invited to our CCMEP community partner meetings.

■ Children Services Agency

Children Services operates under the umbrella of the BCDJFS. Children Services staff and CCMEP staff will coordinate services as needed. Children Services is located in the same building as the job center. Children Services will be invited to our CCMEP community partner meetings.

■ Community College(s)

Partnerships and working relationships are already in place to serve youth. Belmont College is a MOU partner. CCMEP funds are used to support training activities for youth to attend the college to earn a certificate or degree. Ohio University-Eastern, West Virginia Northern Community College, and Eastern Gateway Community College are other training providers that are utilized. The colleges will be invited to our CCMEP community partners meetings.

■ Community Action Agency

Through youth procurement, Belmont County CAC was awarded a contract to provide work experience, leadership and mentoring to eligible youth. CAC is a MOU partner and has staff co-located at the job center which facilitates the provision of services to youth. CCMEP and CAC staff will work together to deliver services to CCMEP youth. CAC will be invited to our CCMEP community partner meetings.

□ County Family Service Planning Committee

NA

■ Family and Children First Council

Representatives from our agency serve on the council as well as representatives from other agencies in the county that serve youth. CCMEP information will be presented to the council for the recruitment of potential youth. The council will be invited to our CCMEP community meetings.

■ Juvenile Court System

BCDJFS currently has a working relationship with Belmont County Juvenile Court (including Sargus Juvenile Center) in providing services to youth who have gone through the juvenile justice system. BCDJFS reaches out to the court system for potential youth participants for programs such as summer work experience. This current relationship will be utilized in implementing CCMEP. The court will be invited to our CCMEP community partner meetings. A meeting was held in September with juvenile court staff to provide an overview of CCMEP and how it could assist individuals who have been subject to the juvenile court system.

■ Local Healthier Buckeye Council

The Family and Children First Council serves as the local Healthier Buckeye Council.

■ Local School District(s)

The local school districts are River, Bellaire, Shadyside, Bridgeport, Marftins Ferry, St. Clairsville, Union Local, Barnesville, and Belmont-Harrison JVS. CCMEP has already been promoted to the schools through emails and meetings. This practice will carry forward into the 2017 – 2018 school year to recruit new CCMEP youth. The schools will be invited to our CCMEP community partner meetings.

■ Vocational Rehabilitation (Opportunities for Ohioans with Disabilities (OOD))

OOD is a MOU partner, and staff are co-located at the job center. Youth referrals are currently made between OOD and WIOA staff for services. OOD will be invited to our CCMEP community partner meetings.

■ Other

BCDJFS has working relationships with the local chambers of commerce and county economic development agencies: Port Authority and CIC. These agencies frequently refer new employers to the job center to post job openings which could be shared with CCMEP participants as appropriate.

2. Population Served

Lead Agencies must serve individuals in the CCMEP program in compliance with the following:

- Individuals **required** to participate: 1) work-eligible participants in the Ohio Works First (OWF) program; and 2) individuals who are in-school youth or out-of-school youth as a condition of enrollment in workforce development activities funded by WIOA.
- Individuals who may **volunteer** to participate: 1) OWF participants determined not to be work eligible; and 2) individuals receiving benefits and services through the Prevention, Retention and Contingency (PRC) program.

2.1 How many CCMEP **required** participants will the Lead Agency serve annually?

Please provide the anticipated number of required individuals the Lead Agency will serve annually in CCMEP: 25

2.2 How many CCMEP **volunteer** participants will the Lead Agency serve annually?

Please provide the anticipated number of volunteers the Lead Agency will serve annually in CCMEP: 75

2.3 How many CCMEP participants do you expect to be eligible for both TANF and WIOA funding?

Please provide the anticipated number of co-funded participants the Lead Agency will serve annually in CCMEP: 70

3. Coordination of Services

Coordination of services supports improved organization and integration of TANF and WIOA funded services. A Lead Agency can co-locate their staff with the other local participating agency at one location to help individuals access services easier and more efficiently.

3.1 How is the Lead Agency meeting the needs of and engaging local businesses to provide employment and learning opportunities for program participants using the expertise of the Lead Agency, the local participating agency, and subcontractors as described in rule 5101:14-1-03 of the Administrative Code?

Describe:

The BCDJFS in fulfilling the OhioMeansJobs Belmont County one-stop operator role has excellent relationships established with hundred of employers through its annual Ohio Valley Job Fair and OhioMeansJobs postings throughout the year. Employers also recruit and hire employees at the OhioMeansJobs center. These employers will serve as resources in assisting CCMEP eligible youth achieve the ultimate goal of unsubsidized employment and self-sufficiency The employers could be asked to provide soft skills training to youth to provide a "real and outside perspective" on what it takes to succeed in the workplace and to serve as paid work experience sites. Some of the businesses that have served as paid work experience sites are Shadysdie Care Center, ICR Supply, Turning Heads Salon, J and L Auto, and Cloud 9. The Community Action Commission of Belmont County is a subcontractor that provides work experience, leadership, and adult mentoring. The CAC staff person is co-located at the job center with our CCMEP staff which facilitates the provision and coordination of services to the youth as well as communication. CAC has private sector businesses already established as worksites through year-round work experience and summer work experience. CAC will look to expand the number of private sector work sites as CCMEP progresses into the future.

3.2 How does the Lead Agency communicate and streamline processes between the Lead Agency, the local participating agency, and any subcontractors? (e.g. summer employment services)

Describe:

BCDJFS CCMEP staff and the Community Action Commission of Belmont County staff (subcontractor for work experience (including summer work experience), leadership, and adult mentoring) are co-located at OhioMeansJobs Belmont County where CCMEP services are delivered including intake, assessment, IOP development, and coordination of services. The CCMEP staff and CAC staff have worked together for years under WIA, WIOA, and now CCMEP in providing services to youth. The combination of co-location and years working together streamlines communication, implemenation plans, strategies, policies, coordination, etc. to meet the needs of CCMEP youth.

4. Outreach, Referral, and Eligibility

4.1 What outreach activities are being conducted to identify individuals potentially eligible for CCMEP? Check all that apply.

- Social media (e.g., Facebook, Twitter, Snapchat, Instagram, YouTube, Secret, & Whisper)
- Brochures, posters, flyers
- OhioMeansJobs.com
- Digital banners
- Special events
- Radio
- Promotion through partners (e.g., schools, community centers, etc.)
- Other: Television and screening/recruitment at OhioMeansJobs Belmont County front desk.

4.2 What is the referral process between the local participating agency and the Lead Agency?

The Lead Agency is responsible for developing an agreed upon referral process that takes place no later than 7 calendar days from when the determination is made that the individual is required or may volunteer to participate. A mandatory OWF participant shall be referred to CCMEP as described in paragraph (B)(2) of rule 5101:1-2-01 of the Administrative Code. This process should include confirmed contact(s) between each agency.

Describe:

Upon receipt of the OWF application (7200) from an individual, the public assistance department within 7 days will refer the individual to the CCMEP department. This referral will include a copy of the 7200 being sent to the CCMEP department and an email to the CCMEP department stating the referral has been made. CCMEP staff will confirm receipt of the email from the public assistance department. Within 30 days of the date of the application, CCMEP staff will complete eligibility using the JFS 3002 application, complete the comprehensive assessment, complete the IOP, obtain signatures on the IOP, and enter the assessment and IOP into OWCMS. For non-OWF participants (WIOA youth or volunteer such as a PRC recipient), the 3002 application begins the referral process and is completed by CCMEP staff.

4.3 Confirm that the Lead Agency has a process for working with the other local participating agency and/or any subcontractors to ensure the following:

- The Lead Agency has a process to share the number of months a program participant has participated in OWF that were subject to the time limit described in rule 5101:1-23-01 of the Administrative Code for inclusion in the IOP.

Describe:

When an OWF participant is referred to CCMEP, the Public Assistance staff as part of the e-mail referral to CCMEP staff will indicate the number of months a program has participated in OWF that were subject to the time limit.

- The Lead Agency has a process to screen, refer, and communicate about a program participant who is determined to be a victim of domestic violence, including modified hours of participation, waivers from requirements, referrals to counseling and other appropriate community resources, and protecting personal information.

Describe:

Lead agency CCMEP staff as part of the comprehensive assessment will screen the individual for domestic violence issues. If it is determined that the individual is or has been a victim of domestic violence, appropriate referrals will be made to community agencies and resources such as The Tri-County Help Center based on the needs of the individual. If the individual is required to meet participation hours but participation could place the individual in a vulnerable or dangerous situation, hours will be waived or modified. An example would be if the individual who harmed the victim is still at large or in the vicinity ... then hours could be waived or modified. Staff would try if possible to obtain documentation such as police reports to justify the waiver or modification of hours. Due to the sensitivity of the situation, lead agency staff will make all efforts to ensure that this situation remains strictly confidential by securing the individual's file and/or discussing the situation with the individual in private and secure environment.

- The Lead Agency has a process to communicate information regarding:
 - CCMEP activities assigned for OWF work-eligible individuals;
 - OWF work-eligible individual's status changes, OWF recipient income information, FLSA hour maximums, good cause, OWF sanctions, compliance activity assignment and completion, hourly requirement updates (D3 status, exemptions, etc.), and other factors impacting CCMEP activity hours or OWF eligibility;
 - Verification and participation in CCMEP activities for OWF work-eligible participants;
 - Completion of the comprehensive assessment and IOP no later than 30 calendar days from the date of application for OWF;

- Failure of an OWF work-eligible participant to comply with the terms of an IOP (within 10 calendar days of the failure);
- OWF or Supplemental Nutrition Assistance Program recipients' information and acting upon it in accordance with rules 5101:1 and/or 5101:4 of the Administrative Code; and
- Exiting an OWF work-eligible individual from CCMEP.

Describe:

CCMEP staff and Public Assistance staff will use email to communicate and share information on the CCMEP activities assigned to an OWF work-eligible individual, status changes, good cause, income information, FLSA hour maximums, OWF, SNAP, etc. Since PA staff and CCMEP staff fall under the Belmont County Department of Job and Family Services, this facilitates the sharing of OWF recipient income information. Income information will be shared via email and attached copies/scanned documents or sending income verification via inter office mail. Sharing this information is vital in determining continued OWF and/or CCMEP TANF eligibility. CCMEP staff will enter the CCMEP required activities in the IOP and track participation via attendance sheets/activity logs. This information will be shared with Public Assistance staff as needed. From the date of an OWF application completed by an individual, the Public Assistance staff will refer the individual within 7 days and CCMEP staff will complete the assessment and IOP within 30 days. Via email, CCMEP staff will notify Public Assistance staff that the assessment and IOP has been completed. If the individual fails to comply within the terms of the IOP, CCMEP staff within 10 calendar days of the failure will notify the Public Assistance staff via e-mail. CCMEP staff will also make efforts to contact the OWF participant to address the failure to comply. An OWF work-eligible participant will not be exited from CCMEP per CCMEP rules. The exit process will be followed per 5101:14-1-06.

- The Lead Agency has a process of notifying the new Lead Agency within 10 calendar days when a program participant moves to another county and it is in the best interest of the program participant to be served in the new county. OWF recipients must be transferred to a new county within 10 calendar days of the move.

Describe:

Within 10 calendar days when CCMEP or PA staff discover a CCMEP OWF participant has moved to another county or has been notified by the participant of the move, the transfer process will begin and the OWF case will be transferred within ten calendar days to the new county. This information will be shared among staff. CCMEP staff will notify the other county's lead agency and share all necessary information on the participant. PA staff will update and process the case as required in CRISE. OWCMS will be updated by CCMEP staff documenting the move, and case files and notes will be sent to the new county as requested. CCMEP staff will provide the new county's contact information to the participant. When a non-OWF participant moves to another county and it is in the best interest to transfer the case to the new county, this will be done within 10 calendar days following the same general process stated above.

4.4 The Lead Agency must provide an assurance that it will comply with all requirements of the Americans with Disabilities Act (ADA) including that participants will have the right to request reasonable modification in CCMEP activities, including hours.

- The Lead Agency certifies compliance with ADA in accordance with rule 5101:9-2-02 of the Administrative Code and section 188 of WIOA.

4.5 Define how the Lead Agency forms a household based upon Title IV-A federal regulations and state law for income counting purposes for TANF funding eligibility for WIOA youth individuals and for the semi-annual process. (Please attach any related policies.)

Describe:

Per 5101:14-1-04 (B) (2), an individual shall be determined eligible to receive services in CCMEP funded by TANF when that individual:

- a) Has or has applied for a social security number;
- b) Is a United States citizen or non-citizen national or qualified alien as those terms are defined in rule 5101:1-2-30 of the Administrative Code;
- c) Does not owe any of the cost of fraudulent TANF assistance paid to the individual;
- d) Has been afforded the opportunity to register to vote;
- e) Has gross income in the previous thirty calendar day period of less than two hundred per cent of the federal poverty level; and is one of the following:
 - Minor child; For this target group, income of parents, step-parents, specified relatives, legal guardians, legal custodians, and domestic partners will be included to determine eligibility.
 - Parent, specified relative, legal guardian, or legal custodian of a minor child; For this target group, income of parents, step-parents, legal guardians, legal custodians, specified relatives, and domestic partners will be included to determine eligibility.
 - A non-custodial parent who lives in the state, but does not reside with his/her child(ren); For this target group, income of the non-custodial parent, parents, step-parents, and domestic partner will be included to determine eligibility.
 - A pregnant individual; For this target group if the individual is a minor, income of the parents, step-parents, specified relatives, legal guardians, legal custodians, and domestic partners will be included to determine eligibility. If the pregnant individual is an adult, only the income of the domestic partner will be included to determine eligibility.
 - An individual age 18 to 24 who is part of a family that includes a minor child. For this target group, income of the individual, parents, step-parents, and domestic partners will be included to determine program eligibility. For this individual, there does not need to be a relationship between the individual and the minor child other than living in the same household.

4.6 Confirm that the Lead Agency forms a family for income counting purposes for WIOA funding eligibility based upon the definition in paragraph (A)(5) of rule 5101:10-3-01 of the Administrative Code.

- Yes, the Lead Agency forms a family for income counting purposes for WIOA funding eligibility based upon the definition in paragraph (A)(5) of rule 5101:10-3-01 of the Administrative Code.

5. CCMEP Comprehensive Assessment and Individual Opportunity Plan (IOP)

5.1 Describe the Lead Agency's process for the CCMEP Comprehensive Assessment.

Describe:
 BCDJFS CCMEP staff will complete the comprehensive assessment (forms 03003 and 03006) on CCMEP eligible youth. Depending on the comfort level of the case manager, the assessment may be completed by hard copy and then entered into OWCMS or entered directly into OWCMS. The assessment will be printed from OWCMS and signed by the youth and parent/guardian if applicable. The comprehensive assessment will be used to develop the youth's IOP. The assessment will be completed within the 30 day time frame as required by the rules. A hard copy of the comprehensive assessment will be maintained in the participant's file. The TABE test (basic skills) will be administered as part of the the comprehensive assessment by CCMEP staff.

5.2 What basic skills assessment does the Lead Agency use?

- WorkKeys®
- Basic English Skills Test (BEST)
- Comprehensive Adult Student Assessment Systems (CASAS)
- General Assessment of Instructional Needs (GAIN)
- Massachusetts Adult Proficiency Test (MAPT)
- Test of Adult Basic Education (TABE®)
- Standardized tests – secondary school students only
- Other formalized testing instruments to measure skills-related gains (Specify below).

Describe:

The TABE test will be administered as part of the comprehensive assessment and will be administered by CCMEP staff. Per State guidance, standardized test administered by secondary schools may be used in lieu of the TABE test.

5.3 Confirm that the Lead Agency has a process to ensure IOPs are developed with participants based on their needs and revised with updates when necessary.

- The Lead Agency has a process to ensure IOPs are developed with program participants based on their needs and revised with updates when necessary.

5.4 Describe how the Lead Agency ensures that case managers engage with program participants at least once every 30 days and keep them engaged.

Describe:

In accordance with the rules, CCMEP case managers will make efforts to contact participants every 30 days via email, texting, phone calls, letters, social media, or other means deemed appropriate and effective. These contact efforts will be documented in case notes, OWCMS, and/or in a contact log.

6. Program Services

The Lead Agency, in collaboration with the local board, must ensure that the 14 CCMEP services are available to program participants.

6.1 Provide a brief description of how the CCMEP services are made available to program participants and indicate how each service is designed to reasonably meet a TANF purpose(s).

1. **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
2. **TANF Purpose 2** - End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage
3. **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
4. **TANF Purpose 4** - Encourage the formation and maintenance of two-parent families

1. Tutoring, study skills training, instruction and dropout prevention – TANF Purpose(s) 1,2

Describe:

Services are made available via community mapping to determine which services are already available without

the need of CCMEP funds. For those services determined to be already available, agreements will be executed with the provider. For those services not already available, procurement as required per TANF rules and/or WIOA rules will be conducted by the lead agency and WDB. During the intake process of the CCMEP youth (comprehensive assessment), the case manager will assess the youth on needed services and create an IOP to incorporate the required services. The increase in an individual's basic skills and academic proficiency will promote the individual's employability and to gain employment which will result in their ability to care for their children in their own home and end the dependence on government benefits.

2. Alternative secondary school services/dropout recovery services – TANF Purpose(s) 1,2

Describe:
Services are made available via community mapping to determine which services are already available without the need of CCMEP funds. For those services determined to be already available, agreements will be executed with the provider. For those services not already available, procurement as required per TANF rules and/or WIOA rules will be conducted by the lead agency and WDB. During the intake process of the CCMEP youth (comprehensive assessment), the case manager will assess the youth on needed services and create an IOP to incorporate the required services. Obtaining a credential/GED/diploma enhances an individual's employability resulting in obtaining employment which will enable the individuals to care for children in their own homes and end dependency on government benefits.

3. Paid and unpaid work experience (with an academic and occupational education component) – TANF Purpose(s) 1,2

Describe:
Services are made available via community mapping to determine which services are already available without the need of CCMEP funds. For those services determined to be already available, agreements will be executed with the provider. For those services not already available, procurement as required per TANF rules and/or WIOA rules will be conducted by the lead agency and WDB. During the intake process of the CCMEP youth (comprehensive assessment), the case manager will assess the youth on needed services and create an IOP to incorporate the required services. Work experience will provide the individuals employability skills and positive work ethics with the end result being unsubsidized employment which will give them the opportunity to care for their children in their own home and end dependency on government benefits.

4. Occupational skill training – TANF Purpose(s) 1,2

Describe:
Services are made available via community mapping to determine which services are already available without the need of CCMEP funds. For those services determined to be already available, agreements will be executed with the provider. For those services not already available, procurement as required per TANF rules and/or WIOA rules will be conducted by the lead agency and WDB. During the intake process of the CCMEP youth (comprehensive assessment), the case manager will assess the youth on needed services and create an IOP to incorporate the required services. Education is the key to self-sufficiency. Credential attainment will enhance individuals employability and provide them a better opportunity of obtaining employment which will result in their ability to care for their children in their own home and end dependency on government benefits.

5. Education offered concurrently with workforce preparation – TANF Purpose(s) 1,2

Describe:
Services are made available via community mapping to determine which services are already available without the need of CCMEP funds. For those services determined to be already available, agreements will be executed with the provider. For those services not already available, procurement as required per TANF rules and/or WIOA rules will be conducted by the lead agency and WDB. During the intake process of the CCMEP youth (comprehensive assessment), the case manager will assess the youth on needed services and create an IOP to incorporate the required services. Education is the key to self-sufficiency. When combined with workforce preparation on employability skills and positive work ethics, these two services will provide individuals the skills they need to obtain employment which will result in their ability to care for their children in their own home and end dependency on government benefits.

6. Leadership development opportunities – TANF Purpose(s) 1,2

Describe:

Services are made available via community mapping to determine which services are already available without the need of CCMEP funds. For those services determined to be already available, agreements will be executed with the provider. For those services not already available, procurement as required per TANF rules and/or WIOA rules will be conducted by the lead agency and WDB. During the intake process of the CCMEP youth (comprehensive assessment), the case manager will assess the youth on needed services and create an IOP to incorporate the required services. Being a good citizen and learning soft skills such as leadership and positive work ethics are critical to being successful in work and in life. The attainment of these skills will enable individuals to be productive citizens and employees resulting in their ability to care for their children in their own home and ending dependency on government benefits.

7. Supportive services – TANF Purpose(s) 1,2

Describe:

Services are made available via community mapping to determine which services are already available without the need of CCMEP funds. For those services determined to be already available, agreements will be executed with the provider. For those services not already available, procurement as required per TANF rules and/or WIOA rules will be conducted by the lead agency and WDB. During the intake process of the CCMEP youth (comprehensive assessment), the case manager will assess the youth on needed services and create an IOP to incorporate the required services. The provision of supportive services to individuals may be critical to their ability to complete training and education programs. Consequently by receiving such services, individuals will be able to successfully meet their IOP goals and obtain employment resulting in their ability to care for children in their own home and end dependency on government benefits.

8. Adult mentoring – TANF Purpose(s) 1,2,3,4

Describe:

Services are made available via community mapping to determine which services are already available without the need of CCMEP funds. For those services determined to be already available, agreements will be executed with the provider. For those services not already available, procurement as required per TANF rules and/or WIOA rules will be conducted by the lead agency and WDB. During the intake process of the CCMEP youth (comprehensive assessment), the case manager will assess the youth on needed services and create an IOP to incorporate the required services. By individuals having someone to talk to about their life, family, issues, problems, career goals, etc., adult mentoring will provide them positive input and encouragement which will impact their ability to obtain employment and focus on their family which will result in their ability to care for their children in their own homes, end dependency on government benefits, and maintain the two parent family unit. For those who are not married, adult mentoring will provide them the pros, cons, and consequences of out-of-wedlock pregnancies.

9. Follow-up services for not less than 12 months – TANF Purpose(s) 1,2

Describe:

Services are made available via community mapping to determine which services are already available without the need of CCMEP funds. For those services determined to be already available, agreements will be executed with the provider. For those services not already available, procurement as required per TANF rules and/or WIOA rules will be conducted by the lead agency and WDB. During the intake process of the CCMEP youth (comprehensive assessment), the case manager will assess the youth on needed services and create an IOP to incorporate the required services. Even though an individual may successfully complete CCMEP and obtain employment, issues may surface down the road that could hinder job retention or cause other barriers resulting in the individual's inability to care for their own children in the home and falling back on to government assistance. Through follow-up, case managers can stay in touch with the participant and resolve any issues before they become detrimental to the individual's situation.

10. Comprehensive guidance and counseling – TANF Purpose(s) 1,2,3,4

Describe:

Services are made available via community mapping to determine which services are already available without the need of CCMEP funds. For those services determined to be already available, agreements will be executed with the provider. For those services not already available, procurement as required per TANF rules and/or WIOA rules will be conducted by the lead agency and WDB. During the intake process of the CCMEP youth (comprehensive assessment), the case manager will assess the youth on needed services and create an IOP to

incorporate the required services. By individuals having someone to talk to about their life, family, issues, problems, career goals, etc., guidance and counseling will provide them input, advice, resources, and encouragement which will impact their ability to obtain employment and focus on their family which will result in their ability to care for their children in their own homes, end dependency on government benefits, and maintain the two parent family unit. For those who are not married, guidance and counseling will provide them the pros, cons, and consequences of out-of-wedlock pregnancies.

11. Financial literacy education – TANF Purpose(s) 1,2, 3, 4

Describe:

Services are made available via community mapping to determine which services are already available without the need of CCMEP funds. For those services determined to be already available, agreements will be executed with the provider. For those services not already available, procurement as required per TANF rules and/or WIOA rules will be conducted by the lead agency and WDB. During the intake process of the CCMEP youth (comprehensive assessment), the case manager will assess the youth on needed services and create an IOP to incorporate the required services. To succeed in life, individuals must know the basics of budgeting, credit, finances, bills, savings, retirement, home management, buying necessities, cost of raising family, paychecks, etc. All of these have an impact on an individual's ability to raise their children in their own home, end dependency on government benefits, keeping their two parent family intact, and the consequences of becoming pregnant out-of-wedlock.

12. Entrepreneurial skills training – TANF Purpose(s) 1,2

Describe:

Services are made available via community mapping to determine which services are already available without the need of CCMEP funds. For those services determined to be already available, agreements will be executed with the provider. For those services not already available, procurement as required per TANF rules and/or WIOA rules will be conducted by the lead agency and WDB. During the intake process of the CCMEP youth (comprehensive assessment), the case manager will assess the youth on needed services and create an IOP to incorporate the required services. This is an employment option which would provide individuals the ability to achieve self-sufficiency resulting in their ability to raise their children in their ownhome and end dependency on government benefits.

13. Labor market and employment information – TANF Purpose(s) 1,2

Describe:

Services are made available via community mapping to determine which services are already available without the need of CCMEP funds. For those services determined to be already available, agreements will be executed with the provider. For those services not already available, procurement as required per TANF rules and/or WIOA rules will be conducted by the lead agency and WDB. During the intake process of the CCMEP youth (comprehensive assessment), the case manager will assess the youth on needed services and create an IOP to incorporate the required services. LMI is a good resource to provide individuals occupational information such as requirements to obtain employment in a specific industry, earnings, and employment prospects. By having this information for career-decision making purposes, individuals will know what they need to do to obtain the type of job that will provide them the ability to care for their children in their own home and end dependency on government benefits...self-sufficiency.

14. Post-secondary preparation and transition activities – TANF Purpose(s) 1,2

Describe:

Services are made available via community mapping to determine which services are already available without the need of CCMEP funds. For those services determined to be already available, agreements will be executed with the provider. For those services not already available, procurement as required per TANF rules and/or WIOA rules will be conducted by the lead agency and WDB. During the intake process of the CCMEP youth (comprehensive assessment), the case manager will assess the youth on needed services and create an IOP to incorporate the required services. Education is the key to self-sufficiency. By having services in place to assist individuals with post-secondary preparation will facilitate their entry into post-secondary education. Thus their ability to obtain a credential will be enhanced resulting in them becoming more employable and providing them a better opportunity of obtaining employment which will result in their ability to care for their children in their own home and end dependency on government benefits.

6.2 The Lead Agency must provide an assurance that TANF or WIOA funds are not used to pay a program participant directly for subsidized employment by the local participating agency as either a Lead Agency or as a service provider.

- The Lead Agency certifies that it does not use TANF or WIOA funds to pay a program participant directly for subsidized employment by the local participating agency as either a Lead Agency or as a service provider. Provide a description of how participants will be compensated for subsidized employment:

Describe:
The Community Action Commission of Belmont County is the current subcontractor to provide work experience and has a contract to provide these services with both WIOA and TANF funds through June 30, 2018. CAC is the employer of record and compensates the participants ... pays the wages to the participants. If through future procurement another subcontractor is selected to provide this service, the same process will be implemented as is currently with CAC.

6.3 Provide a description of the supportive services that the Lead Agency makes available to program participants and attach local policies on supportive services:

Describe:
Supportive services may include but are not limited to child care (if not available through other sources), mileage and transportation assistance, housing, and work clothes. Attached is the supportive services policy.

6.4 Provide a description of the follow-up services that the Lead Agency makes available to program participants including documentation requirements when a program participant cannot be located or contacted or requests to opt out or discontinue follow-up services:

Describe:
5101:14-1-06 (D) will be adhered to for follow-up. Please refer to the attached Area 16's follow-up policy which includes CCMEP (WIOA and TANF). At the time of enrollment into CCMEP, participants shall be informed that follow-up services will be provided for a minimum of 12 months following exit. Follow-up services will be based on the needs of the individual and the IOP. Per 5101:14-1-06; (D) when a participant cannot be located/contacted or requests to opt out/discontinue follow-up services, CCMEP staff will enter documentation in OWCMS case notes detailing the reason for not providing follow-up.

6.5 Describe the timeframes and documentation requirements the Lead Agency uses to determine good cause for OWF work-eligible CCMEP program participants.

Describe:
We will follow the good cause policy already in place for OWF and FA participation. Good cause reasons are listed in the IOP. Good cause verification will need to be provided within 10 days of the violation.

6.6 What is the process for providing a program participant with written notice of scheduled CCMEP appointments?

Describe:
Written notice of scheduled appointments will be made via letters and/or email.

6.7 For program participants without a high school diploma, how will the Lead Agency ensure those individuals are made aware of options to obtain their high school degree or its equivalent (e.g., ABLE referral, Adult Diploma option)?

More than 1 million adult Ohioans do not possess a high school diploma or equivalent. Addressing this issue is critical to Ohio's economic health and growth. Attainment of this credential is one of the primary measures for CCMEP and an important priority for the program.

Describe:

The importance of obtaining a GED for obtaining employment and enrolling in postsecondary education will be stressed to participants during the assessment process and incorporated into the IOP as necessary. An Aspire instructor is co-located at the OhioMeansJobs Belmont County on Fridays and will be used as a resource to discuss the GED program with the participant. Referrals will be made to Aspire. GED and Adult Diploma information is available at the center. On-line high school diploma schools and Workforce Readiness/Industry Credentials will be viable options as well.

6.8 Describe the Lead Agency's role in the design of the CCMEP services procured through the workforce development board including collaboration and co-funding.

Describe:

The Belmont County Department of Job and Family Services will work with the WDB 16 at the quarterly WDB meetings and meetings with board staff to develop the procurement process and most efficient method to make available the 14 CCMEP services available in Belmont County and in Area 16 utilizing both WIOA and TANF funds. This could lead to joint procurement conducted by the BCDJFS and WDB 16. As the lead agency, the BCDJFS will provide specific CCMEP services under both TANF and as allowed under WIOA per WIOAPL 17-03. If the BCDJFS would decide to submit a proposal to provide other services in response to a competitive procurement, it would remove itself from any procurement planning with the WDB to avoid a conflict of interest and to maintain transparency. Community mapping will be conducted to determine if any of the 14 services are already available that would not require CCMEP funds.

6.9 Confirm that the Lead Agency is not utilizing Prevention, Retention, and Contingency (PRC) funding for CCMEP program participants.

- Yes, the Lead Agency is not utilizing PRC funding for CCMEP program participants.

7. Case Management

Case managers and their efforts to build relationships with program participants are the key to the success of CCMEP and program participants' outcomes.

7.1 What case management training has or will the Lead Agency require for CCMEP case managers?

Describe:

Case managers have attended previous training offered by ODJFS and will attend future training offered by ODJFS. Training outside of ODJFS may be considered as well.

7.2 What is the average caseload size for CCMEP case managers?

- 15 cases or less
- Between 15 and 25 cases
- Between 25 and 50 cases
- Between 50 and 100 cases
- 100 cases or more
- Other: cases/number of case managers

7.3 What process does the Lead Agency use for program participant feedback and how will the Lead Agency utilize this information for ongoing improvements?

Describe:

A survey will be completed by participants as part of their CCMEP participation. Also general discussion

between the case manager and participant will be used to obtain feedback. This information will be reviewed by the CCMEP department for any changes needed to improve CCMEP.

7.4 What process does the Lead Agency use for case manager’s feedback and how will the Lead Agency utilize this information for ongoing improvements?

Describe:
Feedback will be obtained from case managers via meetings with the CCMEP supervisor. The supervisor will share the information with the agency director and ODJFS. The information will be reviewed and changes will be made as appropriate and necessary to enhance the delivery of CCMEP to youth.

8. Performance Measures

A key feature of CCMEP is strengthened accountability through the establishment of a single Lead Agency responsible for meeting common outcome measures and performance goals.

8.1 How will the Lead Agency collect and report any supplemental data to be included?

In addition, ODJFS also matches case records with data from various sources. Some post-exit program participant accomplishments (e.g., degree attainment) may not be captured this way.

Describe:
Through effective case management and staying engaged with the participants, CCMEP staff will obtain documentation vital to the skill measure gain and credential/certificate attainment by obtaining report cards, transcripts, diplomas, etc. from the participant or school. This information will be entered into OWCMS. Also, staff will enter into OWCMS supplemental employment data that is obtained.

CCMEP Plan Certification

Please provide the name, title, and signature of the administrator, director or executive director of the CCMEP Lead Agency:

Name and Title Vince Gianangeli Director	
Signature	Date

Please provide the name, title, and signature of the chairperson of the local workforce development board (or the chairperson’s designee):

Name and Title Tammy Sanderson Chairperson	
Signature	Date