



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

for

County or Counties: Brown

Effective Date: 10/01/2017

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.

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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 Brown County Department of Job and Family Services			
Lead Agency Address 775 Mt orab Pike	City Georgetown	State OH	Zip Code 45121
First Name of Lead Agency Official David	Last Name of Lead Agency Official Sharp	Title of Lead Agency Official Director	
Phone Number (937) 378- 6104	Email Address david.sharp@jfs.ohio.gov		

Program Contact Person Tammy Dempsey	Phone Number (937) 378-6104
Phone Number	Email Address Tammy.dempsey@jfs.ohio.gov

Fiscal Contact Person Dylan Fain	
Phone Number (937) 378-6104	Email Address dylan.fain@jfs.ohio.gov

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

Agency Name Workforce Development Board #1			
Agency Address 951 Verne Riffe Drive	City Lucasville	State OH	Zip Code 45648
First Name of Lead Agency Official Rosie	Last Name of Lead Agency Official Picklesimer	Title of Lead Agency Official WBD #1 Director	
Phone Number (740) 259-6877	Email Address rosie.pick@sciototech.org		

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

Workforce Development Area WDA #1	
Workforce Development Board Chair Name CB Herman	
Workforce Development Board Director Name Rosie Picklesimer	
Phone Number (740) 259-6877	Email Address Rosie.Pick@sciototech.org

1.4 Identify the implementation manager for the Lead Agency.

First Name of Implementation Manager David	Last Name of Implementation Manager Sharp	Title of Implementation Manager Director
Phone Number (937)378-6104		Email Address david.sharp@jfs.ohio.gov

1.5 Lead Agency’s performance and data management contact:

Contact Person David M. Sharp, Director	
Phone Number (937) 378-6104	Email Address david.sharp@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 Lead Agency BCDJFS and OhioMeansJobs Brown County meet on a monthly basis to implement CCMEP. These meetings consist of sharing information regarding those currently being served and strategizing about improvements in outreach, services, referrals, and our general processes

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:
Frequency of meetings – The Lead agency will have meetings with the WDB as seen necessary for productive implementation of the CCMEP program. They will also exchange information though email, phone and text to keep each group up to date on the program.
Engagement of Local Businesses – As the Lead Agency BCDJFS receives daily listings of openings in the local area from OhioMeansJobs Brown County. OhioMeansJobs Brown County staff works directly with local business to develop work experience sites and to assist in taking applications for current open positions.
Engagement of Community Partners – BCDJFS also participates in quarterly One Stop Partner meetings where the locally Partners shares information on their respective programs. During these meeting an update is given from the OhioMeansJobs Brown County’s Business Resource Network Account Executive on the business services being provided. The business services include job orders that have been created for current opening in the local area.
Develop policies for work experience and incentives – BCDJFS participates in meeting discussing clients progress throughout the program. During these meeting input is given as to how they can achieve their goals through work experiences and incentive programs.

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:
Supportive Services and Disclosure of relationship

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

Example:
Will Collaborate with Southern State Community College and Chatfield College to provide Adult Basic Literacy and Education.

- Alcohol, Drug and Mental Health (ADAMH) Board

Example. Collaboration may occur with written agreements with members of the ADAMHS Board for referral of individuals in need of Alcohol, Drug, and Mental Health Treatment or Counseling:
Other Example: Talbert House

- Businesses

Example: Referrals of qualified individuals to Businesses for Work Experience/OJT Services

- Career and Technical Education

Example: Referrals to Adams County Ohio Valley Career and Technical Center and Southern Hills Career and Technical Center for high demand occupational training.

- Child Care Providers

Example: Referrals to Brown County Job and Family Services for Child Care Assistance

- Child Support Enforcement Agency

Example: Referrals to Brown County Child Support Enforcement Agency

- Children Services Agency

Example: Referrals to Brown County Children Services Agency

- Community College(s)

Examples: Referrals and written agreements for services with Southern State Community College, Chatfield College, and Maysville Community and Technical College for high demand occupational training.

Community Action Agency

Example: The Lead Agency will co-ordinate with ABCEOI (aka ABCAP), our local community Action Agency, to provide the variety of services they implement such as : the OhioMeansJobs Centers, HEAP, Housing Programs, Head Start, etc. This co-ordination will assist in preventing duplication of effort.

County Family Service Planning Committee

Example: Lead Agency may report quarterly and hear recommendations from Family and Children's First.

Family and Children First Council

Example:
The Lead Agency is currently the Administrative Agent for the Family and Children First Council and will coordinate services.

Juvenile Court System

Example:
The Lead Agency will collaborate with the Brown County Juvenile Court System to provide services.

Local Healthier Buckeye Council

Example: Brown County Healthier Buckeye Council

Local School District(s)

Example:
The lead agency will coordinate with Ripley-Union-Lewis-Huntington School District, Georgetown School District, Eastern Local School District, Western Brown Local School District, and Fayetteville-Perry Local School District

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

BCDJFS and OhioMeansJobs Brown County provides office space to OOD to provide services to the county

Other

Domestic Violence referrals to Reachout and YWCA for victims of domestic violence; and housing referrals to Adams County Shelter for the Homeless and Metropolitan Housing Authority.

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: 10

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: 30

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: 10

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:
 As stated before the Lead Agency BCDJFS receives daily listings of openings in the local area from OhioMeansJobs Brown County. OhioMeansJobs Brown County staff works directly with local business to develop work experience sites and to assist in taking applications for current open positions.

BCDJFS participates in quarterly One Stop Partner meetings where updates from the OhioMeansJobs Brown County's Business Resource Network Account Executive are given on the business services being provided. The business services include job orders that have been created for current openings in the local area, as well as challenges and opportunities the business may be experiencing .

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:
 The BCDJFS will collaborate and co-ordinate with the OhioMeansJobs Brown County to offer a full array of services to meet the needs of participants as they work toward their employment, education and/or training goals. This includes access to supportive services such as child care, child support, and transportation in order to address barriers to employment. CCMEP services will be used to run a summer employment program that will be a gateway into the CCMEP program. The coordination and integration of TANF and WIOA services will improve the outcomes for our participants. The use of available means of technology as a way to co-locate

services of the BCDJFS and OhioMeansJobs Brown County to provide support services, example: Video Conference, SKYPE, Face Time, etc. will be considered, as appropriate.

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: _____

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:

The BCDJFS will work with the OhioMeansJobs Brown County to refer eligible OWF/TANF participants to CCMEP through locally designed referral process. BCDJFS will determine TANF eligibility, email OhioMeansJobs Brown County Career Specialist within 7 days of determining that an individual meets program eligibility requirements. OhioMeansJobs Brown County will then start the Comprehensive Assessment, collect the information to make a determination for WIOA eligibility and enter the information into OWCMS within 30 days. The BCDJFS and OhioMeansJobs Brown County may utilize the referral process for the One Stop System for the service referrals throughout the system, and/or any other customized process deemed appropriate. OhioMeansJobs will initiate the application process to determine WIOA eligibility and start the assessment process (if appropriate) when a participant come to the Center first. The application will then be sent to BCDJFS for TANF eligibility.

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:

The BCDJFS will inform OhioMeansJobs Brown County of the balance of an OWF participants program time limits. The OhioMeansJobs staff will utilize a "reminder" system to indicate the need to review a participants months of participation. This system should allow a Case Manager to monitor and review time frame services have been provided and evaluate if the participant is approaching their time limitations. Internal BCDJFS reports may be shared with the OhioMeansJobs Brown County designated staff.

- 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:

When the BCDJFS determines a participant to be a victim of domestic violence they will immediately make referrals to ensure the safety and allow them access to services needed. BCDJFS will contact our D/V community partners YWCA and Reachout where they will provide them information on housing, protection orders and other services available. BCDJFS will also give them referrals to counselors in the area eg. LIFESPAN The individual claiming DV will be asked to get court documentation and then will be exempt from work requirements. The DV victims information is kept in the locked office where our other confidential information is kept such as IVES.

When a program participant is determined to be a victim of domestic violence the OhioMeansJobs Brown County will notify BCDJFS immediately and referrals will be made to ensure their safety and allow them to access services needed.

- 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 activities assigned for OWF work-eligible individuals;
- Email communication between BCDJFS and ABCAP
- 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;
- Email communication between BCDJFS and ABCAP
- Verification and participation in CCMEP activities for OWF work-eligible participants;
- Email communication between BCDJFS and ABCAP
- Completion of the comprehensive assessment and IOP no later than 30 calendar days from the date of application for OWF;
- Email communication between BCDJFS and ABCAP
- Failure of an OWF work-eligible participant to comply with the terms of an IOP (within 10 calendar days of the failure);
- Email communication between BCDJFS and ABCAP
- 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;
- Email communication between BCDJFS and ABCAP
- Exiting an OWF work-eligible individual from CCMEP.

OWF work-eligible participants will not be exited from the CCMEP program as long as they remain on OWF assistance.

- 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:

The BCDJFS and OhioMeansJobs Brown County will notify another area's Lead Agency within 10 days of becoming aware a OWF required participant moves out of the county in which the participant had been receiving CCMEP services. If the participant is not OWF required and they are willing and it is in their best interest to continue. Within 10 days of being notified that a program participant has moved into the County the OhioMeansJobs Brown County Case Manager will work with the referring County and develop a new IOP service strategy.

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:

Household Members and Income Counting for CCMEP TANF Funding Eligibility

Is one of the following:

(i) A minor child;

For the minor child*, Parents, Step-Parents, and Domestic Partners' income will be counted to determine whether the group meets the 200% FPL.

(ii) The parent, specified relative, legal guardian or legal custodian of a minor child;

For the parent, specified relative, legal guardian or custodian*, Parent, Specified Relative, Legal Guardian or Legal Custodian to be served, the Parents, Step-Parents, Domestic Partner income will be counted to determine whether they meet the 200% FPL.

(iii) A non-custodial parent who lives in the state, but does not reside with his/her minor child(ren);

For the non-custodial parent*, Parents, Step-Parents, Domestic Partner income will be counted to determine whether they meet the 200% FPL.

(iv) A pregnant individual; or

For the pregnant individual*, Parents, Step-Parents, and Domestic Partner income will be counted to determine whether they meet the 200% FLP if the pregnant individual is a minor. If the pregnant individual is an adult, only the income of her domestic partner would be counted.

(v) An individual age 18 to 24 that is part of a family that includes a minor child.

For the individual age 18 to 24*, the Individual (18-24) to be served, Parents, Step-Parents, Domestic Partner income will be counted to determine whether they meet the 200% FPL? For this individual, there would not need to be a relationship between the individual and the minor child other than living in the same household.

*Remember any of these individuals to be served may be "couch surfing" or in the household temporarily and not receiving financial support other than shelter.

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 is forming 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:
A qualified, trained Case Manager will interview each CCMEP participant. They will inform the mandatory participant or voluntary applicant of the process they will be following and why the assessment is being conducted. The Case Manager will use the Comprehensive Assessment tool, JFS03003. They will inform mandatory participant or volunteer applicant that adequate time is allowed for the assessment to be completed. The Case Manager will also share the expectation of CCMEP on both sides; what the participant can expect to receive and also what is expected of them. The components of the interview process/framework activities will include but not be limited to the Comprehensive Assessment tool (JFS03003) and Individual Opportunity Plan (JFS 03004), OhioMeansJobs.com Backpack (Career Profile, Budget Calculator, WorkKeys, etc.).

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:
BCDJFS and OhioMeansJobs Brown County may also utilize any assessment used by local school districts and other community partners.

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:
OhioMeansJobs Case Managers will require each participant to contact them once a week. This weekly contact requirement with each participant should ensure those receiving case management will be engaged at least once every 30 days. During our monthly meetings information is shared regarding those currently being served, including how activities and contacts are going.

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) 2

Describe:

BCDJFS and OhioMeansJobs Brown County will assure the above service will be made available to meet the needs of youth as they prepare for employment; and/or further education/training. These customer-focused services will be based on the needs and circumstances of the individual. The element/service is accomplished by organizing one on one instruction, using classroom activities, or web-based tutoring sites or a combination of all strategies. Not all Participants will need this service and others may need it more than others.

BCDJFS and OhioMeansJobs Brown County will utilize OhioMeansJobs.com's expansive resources whenever possible to assist CCMEP participants with several youth Program elements (e.g. tutoring, study skills, etc).

BCDJFS and OhioMeansJobs Brown County will also utilize One Stop Partners programs services to assist in the providing the required elements, as appropriate.

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

Describe:

BCDJFS and OhioMeansJobs Brown County will assure the above service will be made available to meet the needs of youth as they prepare for education/training. Our rural area doesn't have many Alternative School options mostly e-learning alternative education is available. Not all Participants will need this service.

BCDJFS and OhioMeansJobs Brown County will utilize OhioMeansJobs.com's expansive resources whenever possible to assist CCMEP participants with several youth Program elements (e.g. tutoring, study skills, leadership development, financial literacy education, entrepreneurial skills information, and labor market and employment information).

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

Describe:

BCDJFS and OhioMeansJobs Brown County will assure the above service will be made available to meet the needs of youth as they prepare for employment; and/or further education/training. These customer-focused services will be based on the needs and circumstances of the individual. OhioMeansJobs Brown County the Provider/Sub-recipient will cultivate Work Experience sites from local businesses according to the interest of the participant. They will prepare Worksite Agreements with each business including individual job descriptions for each participant. Work Experience could include: work experience during the school year, summer employment, pre-apprenticeships, internships, job shadowing and on-the-job training. The academic component will also be customized to meet their job description, individual need and the industry.

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

Describe:

BCDJFS and OhioMeansJobs Brown County will assure the above service will be made available to meet the needs of youth as they prepare for employment; and/or further education/training. OhioMeansJobs Brown County the Provider/Sub-recipient will prepare ITA's for occupational skills training for those participants who are interested in training (in-demand occupation) that leads to a credential. The training providers must be on the State's WEIT training provider list.

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

Describe:

BCDJFS and OhioMeansJobs Brown County will assure the above service will be made available to meet the needs of youth as they prepare for employment; and/or further education/training. These customer-focused services will be based on the needs and circumstances of the individual. OhioMeansJobs Brown may provided Education offered concurrently with and/or in the same context as workforce preparation activities and training for a specific occupation. OhioMeansJobs Brown County will also provide information in-demand job skills and knowledge expected by the local business community. Not all Participants will need this service.

BCDJFS and OhioMeansJobs Brown County will utilize OhioMeansJobs.com's expansive resources whenever possible to assist CCMEP participants with several youth Program elements (e.g. tutoring, study skills, leadership development, financial literacy education, entrepreneurial skills information, and labor market and employment information).

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

Describe:

BCDJFS and OhioMeansJobs Brown County will assure the above service will be made available to meet the needs of youth as they prepare for employment; and/or further education/training. OhioMeansJobs Brown offers Leadership development on an individual basis. This is accomplished through opportunities that encourage responsibility, confidence, employability, self-determination and other positive social behaviors. OhioMeansJobs Brown County may accomplished in a variety of ways; encouragine athletics, other group membership participation, written and e-learning activities.

BCDJFS and OhioMeansJobs Brown County will utilize OhioMeansJobs.com's expansive resources whenever possible to assist CCMEP participants with several youth Program elements (e.g. leadership development, entrepreneurial skills information, and labor market and employment information).

7. Supportive services – TANF Purpose(s) 2

Describe:

BCDJFS and OhioMeansJobs Brown County will assure the above service will be made available to meet the needs of youth as they prepare for employment; and/or further education/training. These customer-focused services will be based on the needs and circumstances of the individual. Supportive services include but are not limited to travel/gas assistance, child care, interview clothes, work clothes/boots, tools, background checks, etc. for employment and training. Not all Participants will need this service and others may need it more.

BCDJFS and OhioMeansJobs Brown County will also utilize One Stop Partners programs services to assist in the providing the required elements, as appropriate.

8. Adult mentoring – TANF Purpose(s) 2

Describe:

BCDJFS and OhioMeansJobs Brown County will assure the above service will be made available to meet the needs of youth as they prepare for employment; and/or further education/training. These customer-focused services will be based on the needs and circumstances of the individual. Not all Participants will need this service and others may need it more.

BCDJFS and OhioMeansJobs Brown County will also utilize One Stop Partners programs services to assist in the providing the required elements, as appropriate.

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

Describe:
BCDJFS and OhioMeansJobs Brown County will assure the above service will be made available to meet the needs of youth as they prepare for employment; and/or further education/training. CCMEP participants will be informed of the availability of a 12 months follow-up period. These customer-focused services will be based on the request of the individual. Not all Participants will want the 12 months of follow-up service.

10. Comprehensive guidance and counseling – TANF Purpose(s) 2

Describe:
BCDJFS and OhioMeansJobs Brown County will assure the above service will be made available to meet the needs of youth. These customer-focused services will be based on the needs and circumstances of the individual. Not all Participants will need this service and others may need it more than others.

BCDJFS and OhioMeansJobs Brown County make referrals as needed to the appropriate Community Service Provider. And will utilize One Stop Partners programs services to assist in the providing the required elements, as appropriate.

11. Financial literacy education – TANF Purpose(s) 2

Describe:
BCDJFS and OhioMeansJobs Brown County will assure the above service will be made available to meet the needs of youth as they prepare for employment; and/or further education/training. These customer-focused services will be based on the needs and circumstances of the individual. Not all Participants will need this service and others may need it more.

BCDJFS and OhioMeansJobs Brown County will utilize OhioMeansJobs.com's expansive resources whenever possible to assist CCMEP participants with financial literacy.

BCDJFS and OhioMeansJobs Brown County will also utilize One Stop Partners programs services to assist in the providing the required elements, as appropriate.

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

Describe:
BCDJFS and OhioMeansJobs Brown County will assure the above service will be made available to meet the needs of youth as they prepare for employment; and/or further education/training. These customer-focused services will be based on the needs and circumstances of the individual. At the same time, OhioMeansJobs Brown County will be providing the in-demand job skills and knowledge expected by the local business community. Not all Participants will need this service and others may need it more.

BCDJFS and OhioMeansJobs Brown County will utilize OhioMeansJobs.com's expansive resources whenever possible to assist CCMEP participants with entrepreneurial skills information.

BCDJFS and OhioMeansJobs Brown County will also utilize Community Partners programs services to assist in the providing the required elements, as appropriate.

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

Describe:
BCDJFS and OhioMeansJobs Brown County will assure the above service will be made available to meet the needs of youth as they prepare for employment; and/or further education/training. These customer-focused services will be based on the needs and circumstances of the individual. At the same time, OhioMeansJobs

Brown County will be providing the in-demand job skills and knowledge expected by the local business community. Not all Participants will need this service and others may need it more.

BCDJFS and OhioMeansJobs Brown County will utilize OhioMeansJobs.com's expansive resources whenever possible to assist CCMEP participants with labor market and employment information.

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

Describe:

BCDJFS and OhioMeansJobs Brown County will assure the above service will be made available to meet the needs of youth as they prepare for employment; and/or further education/training. These customer-focused services will be based on the needs and circumstances of the individual. At the same time, OhioMeansJobs Brown County will be providing the in-demand job skills and knowledge expected by the local business community. Not all Participants will need/want this service and others may need it more.

BCDJFS and OhioMeansJobs Brown County will utilize OhioMeansJobs.com's expansive resources whenever possible to assist CCMEP participants with several youth Program elements (e.g. tutoring, study skills, leadership development, financial literacy education, entrepreneurial skills information, and labor market and employment information).

BCDJFS and OhioMeansJobs Brown County will also utilize One Stop Partners programs services to assist in the providing the required elements, as appropriate.

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:

BCDJFS certifies that it will not use TANF or WIOA funds to pay a program participant directly for subsidized employment as it is defined by ODJFS. The OhioMeansJobs Brown County as the Provider/Sub-recipient will compensate the CCMEP Participants work experience wages through their payroll process.

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:

BCDJFS and the OhioMeansJobs Brown County may provide various individualized supportive services to allow CCMEP participants to participate in CCMEP program activities. The CCMEP staff will assess the supportive service needs of the participant and determine if a One Stop Partner or other community provider offers the service. If so, a referral will be made and if no other provider is found the CCMEP staff will confirm program funds can be used to provide the needed service. These could include but may not be limited to child care, travel/gas assistance, appropriate clothes for interviews or employment, car repairs, child support, and/or background check. Brown county will follow 45 CFR 260.31 definition for TANF non-assistance; when issuing gas cards Brown county will follow Family Assistance Letter (FAL) 103.

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:

BCDJFS and OhioMeansJobs Brown County will assure the above service will be made available to meet the needs of youth as they prepare for employment; and/or further education/training. CCMEP participants will be informed of the availability of a 12 months follow-up period. These customer-focused services will be based on the request of the individual. Not all Participants will want the 12 months of follow-up service. Contact sheets (or other forms that are developed) will be utilized to document follow up contacts or attempts to contact. A form will be developed to inform the CCMEP participant of the availability of 12 months of follow-up and the option to opt out or discontinue follow-up services.

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

CCMEP Participants must notify their case managers within 1 hour of their assignment time if they are unable to report to an assignment. They are to provide written verification to their case manager within 3 working days the reason they were not available to report to their assignment. Such as but not limited to an appointment letter, court paper, letter from employer, medical statement, letter from school, etc.

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

Describe:

BCDJFS and OhioMeansJobs Brown County will collect all contact information including email addresses. Written verification maybe provided through mail of scheduled appointments in addition to email, phone, or in person contact. Many appointments are more spontaneous or "spur of the moment visits" (home visits, etc.), written notice will not be provided.

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:

CCMEP Participants without a high school diploma will be made aware of the educational opportunities available to them to obtain their high school degree or its equivalent (e.g Aspire referral, Internet based Secondary Options, Adult Diploma ,etc.).

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 BCDJFS will work with the Workforce Development Board (WBD) in designing, procuring and policy development for youth services to meet the needs of our local area. In order to do this we will have an open channel of communication through email, phone, text, and face to face meetings.

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:
BCDJFS and OhioMeansJobs Brown County understands Case Managers will be the key to the success to CCMEP. CCMEP case managers must have the appropriate personality skill sets and training to perform their jobs effectively. These traits and skills will be a solid foundation for a case manager. Experience along with formal training can help shape a great case manager, too. Being able to assess clients' complex problems and help them build a path forward is a time, energy, and compassion intensive activity. Honest and sincere interaction between Case Managers and Participants is critical to identifying barriers and helping individuals become prepared for employment. Case Managers must be an advocate for the Participants, as well as be able to co-ordinate and collaborate with other Partner Staff. CCMEP Case Managers must be able to maintain the Participant case records. CCMEP Case Managers must be a manageable size, to perform their jobs effectively. Case Managers must have a High school Degree.

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

- | | |
|---|---|
| <input type="checkbox"/> 15 cases or less | <input type="checkbox"/> Between 50 and 100 cases |
| <input type="checkbox"/> Between 15 and 25 cases | <input type="checkbox"/> 100 cases or more |
| <input checked="" type="checkbox"/> Between 25 and 50 cases | <input type="checkbox"/> Other: |

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:
BCDJFS and OhioMeansJobs Brown County may utilize a Customer Satisfaction Survey (CSS) in hard copy or internet based formats to solicit and receive participant feedback about the CCMEP program. These CSS's will collect feedback from CCMEP participants to better understand their experiences in the program and allow program improvements to be implemented, where needed.

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:
BCDJFS and OhioMeansJobs Brown County will utilize CCMEP team meetings and staff surveys to solicit and collect feedback from case mangers on a regular basis to better understand how rules, procedures or other policies impact their ability to to effectively work with clients as part of continuous program improvement as well.

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:
BCDJFS and OhioMeansJobs Brown County will inform CCMEP participants at enrollment that supplemental data will be collected and may be utilized in performance measures. The supplemental data may include but not limited to, some employment or other countable post-exit participant accomplishments(e.g. employment not included in the wage data records – Rail Road, degree attainment, etc.)

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 David M. Sharp, Director Brown County Department of Job and Family Services.	
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	
Signature	Date