



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

for

County or Counties: Clermont

Effective Date: 10/1/2017

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 Clermont County Job and Family Services			
Lead Agency Address 2400 Clermont Center Dr	City Batavia	State OH	Zip Code 45103
First Name of Lead Agency Official Judy	Last Name of Lead Agency Official Eschmann	Title of Lead Agency Official Director	
Phone Number 513-732-7212	Email Address judy.eschmann@jfs.ohio.gov		

Program Contact Person Ted Groman	Phone Number 513-943-37355
Phone Number 513-943-3735	Email Address ted.groman@jfs.ohio.gov

Fiscal Contact Person Hope Shinkle	
Phone Number 513-732-7896	Email Address hope.shinkle@jfs.ohio.gov

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

Agency Name OhioMeansJobs Clermont County			
Agency Address 2400 Clermont Center Dr (eff 7/1/2018)	City Batavia	State OH	Zip Code 45103
First Name of Lead Agency Official Judy	Last Name of Lead Agency Official Eschmann	Title of Lead Agency Official Director	
Phone Number 513-732-7212	Email Address judy.eschmann@jfs.ohio.gov		

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

Workforce Development Area Workforce Investment Board of Butler, Clermont, and Warren Counties	
Workforce Development Board Chair Name Mardia Shands	
Workforce Development Board Director Name Amy Pond (Interim)	
Phone Number 513-943-7715	Email Address amy.pond@jfs.ohio.gov

1.4 Identify the implementation manager for the Lead Agency.

First Name of Implementation Manager Ted	Last Name of Implementation Manager Groman	Title of Implementation Manager DJFS Asst. Director
Phone Number 513-943-3735	Email Address ted.groman@jfs.ohio.gov	

1.5 Lead Agency’s performance and data management contact:

Contact Person Ted Groman	
Phone Number 513-943-3735	Email Address ted.groman@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:
 Clermont has a working relationship with the local Workforce Development Board, WIBBCW. As the lead agency, CCJFS will work in conjunction with the Workforce Development Board and its Emerging Workforce sub-committee to align CCMEP with area priorities for workforce development, in-demand jobs and business engagement, particularly for the youth and young adult populations served by CCMEP. Clermont JFS and EasterSeals TriState (ESTS) the local youth service provider has facilitated meetings with other county service agencies to discuss different service delivery models in CCMEP. CCJFS and ESTS will collaborate to maintain these meetings for the life of CCMEP. Their members will drive the content of and delivery of results from this local plan. We will specifically write and refine local procedures for:

- Scheduled and regular cross training
- Shared policy reviews
- Leveraged funding, co-enrollment, enrollment, and service priorities
- Performance measure reviews
- Review and procedural development of customer flow

As the Lead Agency, CCJFS will ensure accountability for program performance and results. CCJFS, ESTS, and the local WDB will collaborate in creating this plan for administration of CCMEP. We will coordinate activities and services with local participating agencies, determine eligibility for WIOA youth and ensure that TANF funds are expended for allowable purposes. We will communicate our processes and rules via frequent meetings, written documents and regular monitoring with data gathering and progress reports. CCJFS will report progress and results quarterly upon request to the full WIBBCW board and their Emerging Workforce Committee. CCMEP policy will be subject to WIBBCW review and approval. Planning meetings may be co-facilitated by CCJFS and the WIBBCW. PRC funds, TANF dollars, and CCMEP dollars will be leveraged to make the most of WIOA investments. CCMEP dollars will be used to support the contracted CCMEP youth sub-recipients.

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:
 The Area 12 Workforce Development Board (WIBBCW) has established a youth committee named the WIBBCW Emerging Workforce Committee. Members of the Emerging Workforce Committee represent the following community and business partners: UC Health, Miami Valley Gaming, Aspire, Job Corps, OOD, and the Clermont

Chamber of Commerce. Three of the Emerging Workforce Committee Members also reside on the WIBBCW Full Board. Clermont JFS will actively collaborate with WIBBCW by having a representative participate on the committee. The WIBBCW Emerging Workforce Committee meets monthly to develop policies, review performance measures, collaborate on innovative avenues to engage local businesses and provide oversight to the youth program called Career Connections. The WIBBCW provider of CCMEP WIOA services (EasterSeals) also provides the committee with in-depth reports on enrolment and Career Connection programs. Because several of the Emerging Workforce Committee members are community partners from other agencies and community action boards, they bring new connections and avenues for reaching youth. EasterSeals is planning to expand mentoring opportunities by connecting with Clermont Chamber of Commerce which has an established mentoring program.

WIBBCW staff and board members often meet with local businesses to find solutions to their workforce needs. CCMEP programs will be promoted to local employers through these meetings. WIBBCW staff will connect interested employers with Lead Agency staff to further discuss work experience opportunities, summer youth programs and more. As lead agency, it is our plan to follow the WDB's workforce experience and incentive policy for WIOA and TANF funded services. The WIOA Work Experience policy will be adopted for TANF funding in CCMEP. TANF funding will not be used in the form of stipends that would duplicate basic needs as provided through TANF. TANF funded gift cards are following FAL 103 and this draft policy is attached. The Lead Agency has been informed that the WDB Executive Committee has agreed to the policy, but full board approval can not be addressed until August, 2018 when the full board next convenes.

The WIBBCW Emerging Workforce Committee is planning for a Career Connections Expo for youth that will take place in October. Through the event community partners and businesses will be approached to showcase in-demand careers, training opportunities and WIOA services that are available to high school seniors and out-of-school youth. Through the Career Connections Road Rules program clients are taken to local business for interactive tours. Businesses interact with youth and provide them with an opportunity to tryout a career, tour their facility and learn about local in-demand positions. The program will continue to foster new partnerships with businesses to hire youth for work experience and gainful employment.

By participating on the Emerging Workforce Committee, the lead agency will have the opportunity to contribute in the 2019 procurement of WIOA Youth Services. Through a competitive process, Emerging Workforce Committee members will develop the RFP, review proposals and recommend a provider to the WIBBCW Full Board. All Emerging Workforce Committee members that plan to submit a proposal will not participate in the planning or selecting processes.

The lead agency, Clermont County JFS, worked in concert with the local workforce development board, the Workforce Investment Board of Butler, Clermont and Warren, to procure the current local WIOA youth agencies in July 2016. The WDB did expand their WIOA services to implement CCMEP. Clermont DJFS was able to modify an existing youth contract to include CCMEP services for youth.

CCJFS will ensure the budgets (TANF), performance, and reporting responsibilities of these providers to meet CCMEP requirements. All resulting outputs, outcomes, and performance results will be subject to quarterly reporting to the WIBBCW.

Clermont County will determine TANF eligibility for all WIOA youth in order to ensure proper funding for services. CCMEP services delivered to WIOA youth will be managed so that WIOA youth enrolled with income in excess of TANF income standards (5%) are accounted for separately to ensure they are 100% WIOA funded.

WIOA contracts are held by:

Easter Seals TriState, LLC

Monitoring of these contracts and ongoing quality assurance is provided by:

Clermont County Job and Family Services (CCJFS) will monitor CCMEP TANF.

The Workforce Investment Board (WIBBCW) will monitor CCMEP WIOA.

In WIOA youth contracts, there is a separation between the entities delivering services and the entities setting policy, monitoring providers, and reviewing, recommending and procuring providers. This will also be true with the selected CCMEP sub-recipient contract.

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:

The WIBBCW has the following approved and draft form policies:

Veterans Priority of Service Policy

Monitoring Policy

Plan for Limited Funds

On-the-Job Training Policy

ITA Policy

Follow-Up Services Policy

Supportive Services Policy

Eligibility Policy

Expenditure Policy

Serving Immediate Family Members, Close Acquaintances and Other Stakeholders in the WIOA Program Policy

TANF funded CCMEP will follow the WIBBCW policy for Supportive Services and Follow-up Services. TANF funding will follow the TANF “nonassitnce” policy as defined in 45 C.F.R. 260.31. If follow-up services include customized training or on-th-job training, Clermont will require the participant to re-enroll into programming.

The WIBBCW CCMEP WIOA Service provider (EasterSeals) also has the attached approved training manual for caseworkers. The WIBBCW will collaborate with the Lead Agency in approving the draft polices through the Emerging Workforce Committee.

The WIBBCW will be an integral partner with the lead agency in developing the local plan and establish guidelines for uniform administration of CCMEP.

- In collaboration with the WIBBCW, CCJFS has identified the Test of Adult Basic Education (TABE) as our basic skills assessment,
- CCJFS will conduct regular case audits and site reviews of our WIOA TANF youth providers to ensure that eligibility is properly determined. The WIBBCW fiscal agent for the WIBBCW will also audit for appropriate spending reviews and approves payment of the CCMEP WIOA provider of services. Any disallowed costs found by the fiscal agent are not reimbursed. The WIBBCW and CCJFS also collaborate on all related state and federal monitoring reviews of WIOA youth services.
- CCJFS is responsible for providing the WIBBCW with regular reports and updates on all current WIOA youth and adult services. That will remain true and expand into fuller CCMEP data.
- CCJFS and the WIBBCW are responsible for the monitoring of WIOA youth contracts. This will continue, and the WIBBCW will be added to CCJFS monitoring activities of any CCMEP vendors.

WIBBCW follows all state guidance letters on policies for Work Experience, Youth Program Eligibility, Selective Services, documentation for WIOA Eligibility, Determination of Dependent Status, Youth Program Services and Monitoring. The WIBBCW, in conjunction with the CCMEP lead agency CCJFS will develop policies for the items listed above.

Phase two: Complete all actions required to include CCMEP related language in policies involving guidelines, eligibility, data collection, and monitoring as noted above.

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

ASPIRE is a partner at the OhioMeansJobs Center of Clermont. They are part of our regular monthly operations and Board meetings. They will be one of the primary referral partner for CCMEP youth. Aspire also serves on the WIBBCW Emerging Workforce Committee.

Alcohol, Drug and Mental Health (ADAMH) Board

Clermont County Mental Health and Recovery Board currently sits on the WIBBCW and serves as the Chair on the Emerging Workforce committee that addresses the needs of youth. The Board also works with the Greater Cincinnati Behavioral Health Organization who is an active partner at OMJ Clermont.

Businesses

Business comprise the majority of seats on the WIB and provides guidance through its Emerging Workforce committee. In addition, the Clermont Chamber of Commerce maintains a Work Readiness project that reaches into local schools to provide services for youth. Staff and DJFS and ESTS both participate in this project and are able to gain input from local businesses regarding their needs. A staff member of the Clermont Chamber of Commerce also serves on the WIBBCW Emerging Workforce Committee.

Career and Technical Education

Live Oaks Career and Technical school and Grant Career Center are active partner and local approved training provider for Clermont. Both are active in the OMJ Clermont partner meetings.

Child Care Providers

CCJFS acts as the OMJ operator and the local agency responsible for certifying local approved child care providers as well as determining eligibility for child care subsidies. OMJ center job seekers are able to secure and submit a child care application while at the OMJ center. CCMEP participants are eligible to use these certified providers.

Child Support Enforcement Agency

CCJFS acts as the OMJ operator and the local agency responsible for Child Support Enforcement. OMJ center job seekers can fulfill child support court orders related to seek work activities and document those efforts while at the OMJ center. In addition, one on-site partner at OMJ Clermont includes County Probation who is responsible for felony child support violations.

Children Services Agency

CCJFS acts as the OMJ operator and the local agency responsible for Children Services activities. Children Services staff regularly refers caseload participants to OMJ for job seeking activities. Clermont DJFS CPS also includes foster care services and will be a direct referral source for CCMEP

Community College(s)

University of Cincinnati at Clermont is an active partner, local approved training provider and provides other federal grant training programs routinely during orientation and other events at the OMJ center. They are also an active partner at OMJ partner meetings in which ESTS staff also attend. The WIBBCW will collaborate with the Lead Agency by connecting them to local community colleges through their Education Committee that meets bi-monthly. The Lead Agency will be invited to attend a meeting to discuss opportunities for partnerships.

Community Action Agency

Clermont CAA is an off site partner and administers local housing shelters

County Family Service Planning Committee

The Clermont County Job and Family Services Planning Committee is regularly attended by the OMJ Assistant Director to provide operational and programming updates. That body drives policy related to the PRC services that OMJ offers.

Family and Children First Council

Clermont County Family and Children First Council is under the administration of Clermont DJFS and OMJ leadership will routinely meet with FCFC.

Juvenile Court System

Clermont County Juvenile Court System is a priority partner and active supporter of Summer Youth Activities offered by CCJFS with substantial presence at the OMJ center. The court system will continue to act as referral source though no TANF funding will be used to provide juvenile justice services and will strictly be used for TANF/CCMEP services.

Local Healthier Buckeye Council

This organization has visited OMJ Clermont but can not be considered an active partner at this time.

Local School District(s)

The youth service provider, ESTS, is in frequent communication with local school districts. For years they have hosted an annual breakfast meeting with local superintendents in order to explain their services and to promote an annual career expo that is held for youth at the local community college. In addition, ESTS has managed the TANF summer youth program for years and local school districts have been an eager work site for youth. These established networks allow ESTS to easily communicate with local districts regarding CCMEP or any other youth-related service.

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

OOD is an on-site partner at the OMJ Clermont and an active participant in operations meetings. OMJ Clermont acts as the local hub for OOD activities in Clermont. A representative from OOD participates in the WIBBCW Emerging Workforce Committee. OOD plans to work with EasterSeals and the Lead Agency to refer and collaborate on client services.

Other

OMJ has active and vital on-site partnerships with ODJFS vet rep, UI, Trade, Rapid Response staff, OWF work participation staff, Summer Youth vendors, OWIP staff, and the University of Cincinnati-Clermont. Legal Aid of Cincinnati maintains an office at OMJ Clermont in order to see local residents. Dress for Success of Greater Cincinnati also conducts interview prep and runs a clothing bank at OMJ Clermont on a quarterly basis. OMJ has negotiated a shared and mutual release form that covers the core partners listed below. In the context of customer flow, OMJ will share a completed OMJ registration form with the organization as referrals are made.

As we identify opportunities we will add data elements to the registration form that are generally needed for intake purposes by the bulk of partners.

Mature Services	(Older Americans Act of 1965)
Live Oaks and Grant Vocational ODJFS	(Carl D. Perkins Career and Technical Education Act) (Trade Act)
Vet Rep Staff	(ODJFS VA)
Easter Seals TriState	(WIOA Youth Services)
CMHA	(Housing and Urban Development)
ODJFS UI	(State unemployment compensation)

We intend to build on these relationships in the context of CCMEP to assure the following:

- Mutual releases of information
- Shared assessment information
- Monthly contact (phone or face to face) to align individual case plans for co-enrolled customers
- Monthly data match to identify outcomes, exits, etc. for shared customers
- Formal, scheduled, and regular cross-training of staff - particularly new staff - re services, and referrals
- Co-location when possible
- Regular and ongoing manager one-on one meetings
- Regular and ongoing shared partner meetings

Clermont CDJFS will explore additional software options that may allow different state systems to upload into a central database in order to identify shared customers. It is anticipated that this software program will be made available to all local partners working with youth.

Phase two: Complete all actions required to create shared forms, data matching, schedule meetings and other items listed directly above

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: 125

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: 25

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: 100

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:

Clermont DJFS accepts guidance from the Emerging Workforce committee of the business-led Workforce Development Board. This committee is able to state the business goals that they expect from youth services in our area and county. In addition, as lead agency CDJFS also provide administration of the TANF funded summer youth program that connects youth with local business. Both ESTS and CDJFS are active with the local Chamber of Commerce and work on youth-business projects with them. In addition, CDJFS administers foster care services for the county and is easily linked to ESTS for referrals and services. The WIBBCW Emerging Workforce Committee collaborates with community partners, local chambers and businesses through events and programs. These agencies are also approached to participate in a regional Career Connection Expo that will be held in October. The event showcases in-demand careers, training opportunities and WIOA services that are available to high school seniors and out of school youth. Career Connections Road Rules is a program that has created new avenues for businesses to become engaged and connect with youth. Through this program the youth visit local employers. The businesses give tours, share information about employment opportunities, give youth hands-on experiences, and answer questions about career paths in their industries.

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:
CDJFS and ESTS are both located at OMJ Clermont County and ESTS and DJFS staff meet routinely and regularly to discuss shared cases and processes.

Many additional partners are on-site including WIOA youth services, OOD, TANF, PRC, ABLE, Wagner Peyser and UI compliance, ODJFS veteran services, the Federal Education Opportunity Center staff, Mature Services, County Probation and Legal Aid. Off-site partners are available by phone or internet at OMJ to schedule a future appointment. Those typically include local business customers that rely on OMJ for employee recruitment.

CCMEP has resulted in expanded WIOA youth services and more accurate communication regarding assessment, intake, and comprehensive service referral. Linkages to the job market and employers include multiple on-site employer sponsored hiring events monthly, eOMJ as the home page on all resource room computers, posted high-profile job openings that are rotated weekly, employer trainings delivered quarterly on-site, and regular scheduled trainings in job seeking, resume writing, and interview skills.

TANF work participation staff (4), services are located currently at OMJ. That presence will ease communication and referrals between CCMEP and TANF Work Activities. OWIP staff conducting eligibility are a part of TANF Work Activities team.

Clermont County Job and Family Services, as the lead agency, will coordinate services between the WIOA youth, CCMEP and the Clermont County OhioMeansJobs (OMJ) center. They will ensure that all youth activities occur through the selected WIOA youth and CCMEP provider and provide each youth linkages to the job market and employers via the OMJ center. The WIOA youth provider will offer access to CCMEP for each eligible youth. There will be CCMEP & WIOA youth vendor staff located at the local OMJ center. Managers from OMJ Clermont and EasterSeals meet routinely to review plans for all TANF funded participants.

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: Providing summer employment opportunities for TANF eligible youth provided a pool of potential CCMEP volunteers. <https://career-connection.com/>
 - EasterSeals is the youth provider for CCMEP for WIOA youth. EasterSeals uses the branding "Career Connection". Outreach activities include presentations, discussions, and meetings with key staff at a majority of the local high schools Outreach to community partners includes: YMCA, Educational Service Centers, the Ohio Department of Youth Services, Area Tech Schools, Adult Education, local Chamber of Commerce offices, Great Oaks, New Horizons and the University of Cincinnati.
 - EasterSeals uses welding simulator equipment and other career focused equipment to promote careers at job expos.
 - Present at the Career Connection Expo (formally called SkillsCon) – an event that allowed participants to meet with employers and to learn more about the advanced manufacturing industry. Offered breakout sessions for participants to build job readiness skills – e.g., networking and interviewing. We have conducted two hiring events and several Road Rules

events where participants are taken to employers for a tour and to have an opportunity to apply for open positions.

- Word of mouth from other youth who have/are participating in services and find value in doing so
- Connecting with youth where they are (going to the places youth frequent)
- Connecting with partnering service agencies, faith-based organizations, community centers/organizations, criminal justice/court system/personnel, treatment facilities, clinics, job and health fairs, etc.
- Door to door canvassing in neighborhoods where youth are likely eligible for services (residential homes as well as businesses and persons on the street)
- Hosting events that will be attended by those likely to be eligible (schedule events at hours and days where most youth could attend and at a place familiar to youth and on the bus [line](#))

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 CCDJFS refers individuals (ages 14-24) who apply for public assistance to the area youth provider daily. The referrals will be made via email through a comprehensive report. The youth provider will begin contacting individuals on the report. By following this referral process, the youth provider has been able to serve more youth.

Within 5 days of OWF application, the work required individual completes an intake interview with CCDJFS. The caseworker will make a referral to the work activity referral box for OWF orientation on the nearest Wednesday at 9am. This referral will be forwarded to the youth provider.

In addition, referrals for WIOA services will be made via email, telephone, are through direct introduction and OMJ events.

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:

A checklist is completed for each OWF work required individual which includes the number of months the individual has participated in OWF (subject to the OWF time limit rules) and how many hours per week the work required individual is required to participate. The checklist is given to the youth provider when the work required individual attends the OWF orientation.

- 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:

Each individual who attends OWF orientation completes the Domestic Violence Screening Tool (see attached). The screening tool asks, "Do you believe that your partner (or anyone else) will make or has made it hard for you to meet work, training or education requirements? Has your partner (or anyone else) done anything to interfere in your work, job, training or school? Are you currently experiencing domestic violence in your home?" If an individual answers yes to any question, we ask further questions such as, "Are you currently residing in a shelter? Do you have a retraining order? Is the alleged perpetrator currently incarcerated?" to get more information about the situation. If it is determined compliance with the OWF eligibility requirements would make it more difficult for the individual to escape, a JFS 03803 "Domestic Violence Waiver Request and Verification" form is filled out and may modify or waive work activities, time limits and/or child support cooperation. In addition, domestic violence resources for shelter and counseling are provided. The individual will still be referred to the youth provider, where additional services could be provided, but will not be required to participate. Paperwork will be marked confidential.

- 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:

The youth provider and CCDJFS will work closely together to communicate information through regular meetings between supervisors and staff including: CCMEP activity assignments for OWF work-eligible individuals, tracking status changes, OWF recipient income information, FLSA hour maximums, good cause, OWF sanctions, compliance activity assignment and completion, hourly requirement updates, 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 within 30 days, failures to comply with the IOP within 10 days, OWF or SNAP recipients' information and acting on it, and exiting processes."

- 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 CCDJFS will transfer the OWF case to a new county within 10 calendar days of the move. The youth provider will contact the new county to transfer the CCMEP case management portion of the case. If, in discussion with the new county of residence that its in the best interest of the participant to stay assigned within Clermont CCMEP, Clermont will permit this.

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: Clermont county will be using the attached plan for the semi-annual review process for eligibility. The semi-annual review will take place during service delivery at the 6 month increment for individuals not in receipt of OWF
See Attached.

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:
The JFS 03003 will be completed by the contracted WIOA Youth/CCMEP provider at the point that a customer is deemed eligible for benefits.

The CCMEP WIOA service provider’s entire process begins with determining eligibility and may take place over several meetings but must occur within a 30-day period. Easterseals staff are also equipped to meet youth at locations that are convenient for them. Case managers utilize a checklist to assist in the process and ensure that correct documents and that clients are eligible for services. Once the eligibility has been approved by a youth services manager and the applicant is determined to be eligible for WIOA services, the case manager will schedule an appointment for the remainder of TABE testing, completion of the CCMEP Comprehensive Assessment and the development of the Individual Opportunity Plan (IOP). Throughout the process, EasterSeals staff will refer clients to partnering agencies, work to find additional services and supplemental services to get assistance quickly to the client.

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:

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:

CCJFS has written into the contract that each of the partners will engage participants at least once every 30 days. CCMEP vendor's quality assurance staff will also be charged with monitoring involvement. Staff may be equipped with tablets or laptops which will allow for "real-time" data entry.

The CCMEP WIOA service provider ensures the following is considered when reviewing the IOP with the youth:

- Assure that needed services are being provided
- Confirm that the youth is "owning" the plan
- Time to give praise and celebrate accomplishments
- Continue to motivate youth to use plan as a roadmap to success
- Verify that the plan is being properly carried out and to what effect
- Determine what, if any, changes need to occur in the plan
- Identify/assist with problems or barriers preventing the youth from being as successful possible
- Maintain youth engagement and continue to build the relationship
- Provide encouragement and nurture the youth's motivation to achieve the goals set

On-going review and updating of the IOP and tracking the successes of the youth will clearly indicate when it is appropriate to close the youth's services. Once the youth's services have been closed in OWCMS the youth will enter follow-up for a period of no less than 12 months.

The CCMEP WIOA service provider management staff often pull case files to monitor case workers engagement with youth. EasterSeals has incentive programs established to reward youth for regular engagement. Other engagement programs are designed to encourage youth to attend peer support group events. The WIBBCW contracted monitor will also review CCMEP WIOA client files to monitor that program participants have been kept engaged.

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:

CCJFS has written into the contract that each of the partners will engage participants at least once every 30 days. CCMEP vendor's quality assurance staff will also be charged with monitoring involvement. Staff may be equipped with tablets or laptops which will allow for "real-time" data entry. Referrals to Aspire for GED prep are made as appropriate.

2. Alternative secondary school services/dropout recovery services - TANF Purpose(s) 1&2

Describe:

The contracted WIOA Youth/CCMEP provider works with all county schools to provide alternative secondary school services and drop out recovery services, including assistance with credit recovery and utilizing the on sight tutor. The service is offered to ensure youth complete their secondary schooling leading to gainful employment and/or further education opportunities.

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

Describe:

The contracted WIOA Youth/CCMEP provider works directly with local employers to provide paid and unpaid work experiences in a variety of occupational areas based on youth interests and skills. The service helps to provide the youth with real world experience, an opportunity to explore career options and to build their resume of skills.

4. Occupational skill training - TANF Purpose(s) 1&2

Describe:

The contracted WIOA Youth/CCMEP provider works directly with local employers to provide paid and unpaid work experiences in a variety of occupational areas based on youth interests and skills. The service helps to provide the youth with real world experience, an opportunity to explore career options and to build their resume of skills.

5. Education offered concurrently with workforce preparation - TANF Purpose(s) 1&2

Describe:

The contracted WIOA Youth/CCMEP provider works directly with local employers to provide paid and unpaid work experiences in a variety of occupational areas based on youth interests and skills. The service helps to provide the youth with real world experience, an opportunity to explore career options and to build their resume of skills.

6. Leadership development opportunities - TANF Purpose(s) 1&2

Describe:

The contracted WIOA Youth/CCMEP provider encourages responsibility, confidence, employability, self-determination, and other positive social behaviors through the use of life skills training. Curriculum through OMJ.com and Career Ready 101. EasterSeals provides a Leadership Development program through Cincinnati State. Participants can earn college credit through the program.

7. Supportive services - TANF Purpose(s) 1&2

Describe:

The contracted WIOA Youth/CCMEP contracted provider is able to provide transportation assistance, driver's education, child care, school fees and books and other financial assistance as it relates to gaining self-sufficiency. This is for the purpose of assisting youth in their ability to attend services that will lead to self-sufficiency. Such services include school and training, work experiences and tutoring.

8. Adult mentoring - TANF Purpose(s) 1&2

Describe:

The contracted WIOA Youth/CCMEP provider has established an adult mentoring program designed to connect youth to an adult mentor to assist the youth in navigating career paths as well as develop necessary life skills to assist the youth in meeting needs leading to self-sufficiency. The provider will also explore partnership with the Clermont County Chamber of Commerce as they also provide mentorship through their members.

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

Describe:

The contracted WIOA Youth/CCMEP will provide services needed on case by case basis to help participants to remain on track for self-sufficiency.

Services such as: transportation assistance, driver's education, child care and school fees may be provided. Follow up services will include behavioral health, site visits, and employment retention. The Clermont CCMEP provider will be expected to partner with Greater Cincinnati Behavioral Health which will allow seamless support for those in need of service. Additional partnership with Clermont DD will assist in serving youth with Developmental Disabilities. These services will be provided regardless of TANF eligibility and will rely on WIOA funding for these services for those not deemed TANF eligible or receiving OWF dollars.

The contracted WIOA Youth/CCMEP provides incentives to encourage youth to respond to follow-up services. EasterSeals will communicate through text messaging, phone calls, emails and employer visits. EasterSeals maintains that these services are crucial as they are delivered to ensure that the youth exiting from the program is successful in employment and/or post-secondary education and training. It is during follow-up services that the performance measures/outcomes will be captured and documented. The needs of the youth in follow-up services may differ from youth to youth so the type and intensity of the follow-up services will continue to be individualized just as services were when the youth was "active" or had services open in OWCMS. TANF funding will not be used for medical services apart from pre-pregnancy family planning.

Regular contact with the youth is vital as new needs may arise during this time. Services necessary to ensure the youth is successful may require supportive service, leadership development services or other services depending on need. With permission form (*from*) the youth, contact with the employer may also be helpful to assure that there are no needs in that area.

Infrequent or monthly contacts only to get performance outcome information and documentation does not meet the definition of follow-up services. Therefore, EasterSeals requires that case managers contact youth more frequently than once a month. Then frequency is determined by the individual needs of the youth. All communication is documented. EasterSeals will work to ensure that youth can receive services as needed. If a youth request no further contact this must be a direct request from the youth to be documented in case notes in the state system.

TANF funding will not be used for medical services besides pre-pregnancy family planning services.

10. Comprehensive guidance and counseling - TANF Purpose(s) 1&2

Describe:

The Clermont CCMEP provider will be expected to partner with Greater Cincinnati Behavioral Health which will allow seamless support for those in need of service, ensuring youth with mental health needs are met by the proper professionals. TANF funding will not be used for medical services besides pre-pregnancy family planning services

11. Financial literacy education - TANF Purpose(s) 1&2

Describe:

The contracted WIOA Youth/CCMEP provider gives access to Career Ready 101 online education services that provide lessons on financial literacy. The contracted provider also connects to The Ohio State University Extension office who facilitates Real World, Real Money courses. This service will assist youth in establishing healthy financial habits to lead to self-sufficiency.

12. Entrepreneurial skills training - TANF Purpose(s) 1&2

Describe:

The contracted WIOA Youth/CCMEP provider has partnered with Cincinnati State to provide entrepreneurial skills training. Cincinnati State provides a 6 to 8 week class with curriculum designed to teach youth introductory entrepreneurial skills. The purpose of this service is to connect youth to skills building curriculum to further their ability to obtain and maintain gainful employment.

13. Labor market and employment information - TANF Purpose(s) 1&2

Describe:

The contracted WIOA Youth/CCMEP provider will provide labor market information via the Department of Labor website, as well as Ohio Means Jobs website. Youth will all be required to meet with the Job Developer, complete career assessments and then review labor market information pertaining to their careers of interest. This information will be reviewed periodically, along with the youth's IOP. The WIBBCW has a subscription to Jobseq (Chmura). The WIBBCW staff will collaborate with the Lead Agency to pull data as requested.

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

Describe:

The contracted WIOA Youth/CCMEP provider will connect youth to post-secondary options by assigning activities related to researching institutions and programs pertaining to their career interests. Youth will be assisted with researching options regarding where to attend, what course to engage in, and financial aid options.

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:

Participants will be paid by the employer or by the contracted vendor. CCJFS will reimburse the employer or vendor as appropriate. Historically, the CCDJFS has preferred to work with a vendor that may directly subsidize the youth in order to involve unwanted employer administration of pay. EasterSeals will also be responsible for compensating the youth in the summer employment and case management program, either directly or through an outside vendor.

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:

The contracted WIOA Youth/CCMEP provider will provide services needed on case by case basis to help participants to remain on track for self-sufficiency. Services such as: transportation assistance, driver's education, child care, uniforms, work related tools, temporary payment for rent and school fees may be provided. These services will be provided regardless of funding status and will be provided with both funding streams. More detailed procedures will be crafted that will align with the WIBBCW policies. This policy is attached.

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:

Follow up services will include behavioral health, physical health, site visits, and employment retention. The Clermont CCMEP provider will be expected to partner with Greater Cincinnati Behavioral Health which will allow seamless support for those in need of service. Additional partnership with Clermont DD will assist in serving youth with Developmental Disabilities. TANF funded health services will solely consist of pre-pregnancy family planning services. Other services will be provided regardless of TANF eligibility and will rely on WIOA funding for these services for those not deemed TANF eligible or receiving OWF dollars.

Incentives will generally not be awarded during follow-up and are not permitted unless a grade level or educational graduation occurs during follow-up.

A youth will be contacted on 5 attempts with no response and having 90 days of no contact and no services rendered in order for a youth to no longer be contacted. This will be documented in case notes in the state reporting system. The contracted WIOA Youth/CCMEP will provide follow up services for at least 12 months after a client exits the program. EasterSeals provides incentives to encourage youth to respond to follow-up services. EasterSeals will communicate through text messaging, phone calls, emails and employer visits. All communication is documented. EasterSeals will work to ensure that youth can receive services as needed.

If a youth request no further contact this must be a direct request from the youth to be documented in case notes in the state system

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

Describe:

The Lead Agency requires the program participant to notify the agency within 24 hours of each scheduled start time if unable to report for the assignment. It is also the responsibility of the participant to provide written documentation to agency within 5 calendar days of each instance of missed/failed hours to verify claim of good cause. This documentation may include physician statements, job applications, funeral home statements, statements from daycare providers, etc. as noted specifically below.

Good Cause for failure to comply is limited to the following:

- Illness of the work eligible individual or of another family member related by blood, marriage or adoption, living in the same household, if care by the work eligible individual was necessary; (a statement is required from a physician or other healthcare professional identifying the family member under care and why the participant was needed to care for the patient.)
- For either the work eligible individual or a family member living in the same household, a previously scheduled appointment necessary for medical, dental, or vision care; (a previously scheduled appointment must be reported no less than 24 hours prior to and a statement is required from a physician or other healthcare professional)
- A previously scheduled job interview for a work eligible individual, including any subsequent interviews and/or testing requirements; (a previously scheduled interview must be reported no less than 24 hours prior to and a copy of the job application or other document indicating the date/time of the interview may also be required)
- Court ordered appearances; (a document or statement from the court or an attorney is required that indicates the date, time and room number of the court appearance)
- Appointment with another social service agency or program; (a statement from the social service agency/program with date/time of appointment)
- Death in the family; "Family" is defined as spouse, domestic partner (domestic partner is defined as one who stands in the place of a spouse and who resides with the work eligible individual), child, grandchild, parents, grandparents, siblings, stepchild, stepparent, step-siblings, great-grandparents, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, or legal guardian or other person who stands in the place of a parent; and are limited to 5 work assigned days per event (a copy of the obituary or a statement from the funeral home is required)
- A school, place of work or worksite is closed for the day; (a statement from the school, employer or worksite verifying the place of business was closed due to weather, emergency or for another reason)
- Lack of child care; in determining if good cause exists for non-participation with a requirement, the CDJFS shall determine if child care is a necessary supportive service. If I am a single custodial parent caring for a child under age six and am unable to obtain needed child care due to one more of the following reasons, the CDJFS may determine I have good cause and not sanction my OWF case.

- o Unavailability of a licensed or certified child care provider within a reasonable distance from the parent's home or work site. "Reasonable distance" is defined by each county agency and is based on availability of transportation. (statement provided by county daycare provider agency)
 - o Unavailability or unsuitability of informal child care by a relative or under other arrangements. "Unsuitability of informal care" is a decision made by the county agency and is based on information received from the public children's services agency in order to protect children pursuant to rule 5101:2-33-21 of Administrative Code
 - o Unavailability of appropriate and affordable formal child care arrangements. "Affordable child care arrangements" means that work eligible individuals are guaranteed eligibility for child care subsidy with copayments based on family –size and income
- A failure of the county agency to provide supportive services;
 - A failure of the county agency to provide the work eligible individual with all information necessary about the assignment;
 - Circumstances involving domestic violence which make it difficult for the individual to comply in full with a provision of the self-sufficiency contract, in accordance with rule 5101:1-3-20 of the Administrative Code; or
 - Other circumstances determined on a case by case basis by the county agency

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

Describe:
 Prescheduled appointments may be included in the consumer's IOP. Written notice of scheduled appointment will be sent in advance of meetings via mail and reminders may be sent via various forms of electronic media if possible or necessary for timeliness. EasterSeals case managers also often uses text messaging, phone calls and email correspondence.

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:
 Individuals will be made aware of the numerous GED & diploma options as a result of their CCMEP assessment. Staff will ensure enrollment, connections and engagement and will monitor progress that supports advancement of measurable skills gains.

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 Lead agency will receive guidance through the Workforce Board's Emerging Workforce Committee and will continue to align programming with WIOA services so that CCMEP will appear seamless to the participants. The Lead agency will also confer with their Area Lead Agency Partners to better align CCMEP services through the entire workforce area. As a representative on the WIBBCW Emerging Workforce Committee, the Lead Agency will be asked to collaborate on the WIOA service provider procurement process and selection committee. If the Lead Agency chooses to submit a proposal, then they will not participate in the development of the RFP and selection panel.

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:

The Lead Agency will receive guidance through the Workforce Board's Emerging Workforce Committee and will continue to align programming with WIOA services so that CCMEP will appear seamless to the participants. The Lead agency will also confer with their Area Lead Agency Partners to better align CCMEP services through the entire workforce area. Clermont County is represented on the Area Board's Emerging Workforce Committee. CCMEP WIOA or EasterSeals case managers attend regularly scheduled staff meetings, webinars and statewide trainings.

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:

CCMEP providers will be required to conduct at least annual satisfaction surveys and an exit interview/survey for those exiting the program. Survey Monkey may be used after specific events and regularly to evaluate service delivery. Comments and feedback will be used to modify service delivery when appropriate. A sample of CCMEP WIOA participants will also be randomly selected to be interviewed by the WIBBCW contracted monitoring service provider.

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:

Clermont OMJ leadership meets frequently with CCMEP staff in order to hear of what processes are effective and which procedures are an obstacle to quality service. In addition, feedback will be solicited from CCMEP leadership as part of their quarterly report to the lead agency and WIBBCW

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:

Data is collected through CRISE, the Work Number and other employment verification sources, and various education attainment resources.

Each quarter, OWD will pull WIOA enrolled participants from OWCMS who received services during the reference quarter or four previous quarters; combined with participants who exited the program during the reference quarter or four previous quarters. These participants will be matched against the Ohio Wage Record data identified in the Data Sharing and Confidentiality Agreement using the participant social security number. From the wage record file, the WDB POC will receive wages, number of weeks worked, year wages are reported, quarter wages are reported, NAICS six digit code, and NAICS title. In addition to the wage record data, the WDB POC will receive OWCMS seeker ID, office name and WDB area. The WDB POC will not receive participant social security number. On a monthly basis, the OWD POC will email a list of UI claimants who are participating in the RESEA or UCRS program to the WDB POC. Each county within the area will receive either the RESEA or UCRS report (but not both).

On a monthly basis, OUIO will e-mail a report that lists UI claimants who are within four weeks of exhausting their UI benefits. EasterSeals CCMEP case workers follow the adage that "if it is not documented, it didn't happen". Therefore, the case workers are required to include all information and notes. EasterSeals management conducts quality assurance file reviews. The sampling of files is pulled randomly. WIBBCW also is contracting a service provider to randomly review files.

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	
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