



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

for

**County or Counties:** Clinton

**Effective Date:** July 1, 2018

**Plan Submission**

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

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

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

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

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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 Clinton County Job and Family Services				
Lead Agency Address 1025 S. South Street		City Wilmington	State OH	Zip Code 45177
First Name of Lead Agency Official Kathi	Last Name of Lead Agency Official Spirk	Title of Lead Agency Official CCJFS Director		
Phone Number 937-382-0963 ext. 1338		Email Address kathi.spirk@jfs.ohio.gov		

Program Contact Person Renea Moore, Family Services Administrator		Phone Number 937-382-0963 ext. 1228
Phone Number	Email Address renea.moore@jfs.ohio.gov	

Fiscal Contact Person Cheryl Babb	
Phone Number 937-382-0963 ext 1236	Email Address cheryl.babb@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_Clinton County				
Agency Address 1025 S. South Street		City Wilmington	State OH	Zip Code 45177
First Name of Lead Agency Official Kathi	Last Name of Lead Agency Official Spirk	Title of Lead Agency Official CCJFS Director		
Phone Number as above		Email Address as above		

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

Workforce Development Area Area 7	
Workforce Development Board Chair Name Swen Hunt	
Workforce Development Board Director Name John Trott	
Phone Number 937-525-1025	Email Address trottj@clarkstate.edu

**1.4 Identify the implementation manager for the Lead Agency.**

First Name of Implementation Manager Renea	Last Name of Implementation Manager Moore	Title of Implementation Manager Family Services Administrator
Phone Number 937-382-0963 ext 1228		Email Address renea.moore@jfs.ohio.gov

**1.5 Lead Agency’s performance and data management contact:**

Contact Person as above	
Phone Number	Email Address

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

Describe:  
Clinton County JFS is a quadruple combined agency. Family Services and OhioMeansJobs partner together on a daily basis and will continue to work as a team for CCMEP. The two units will work together within this program to develop policy, offer services to customers and create a flow for client referral. The cooperative partnership which currently exists will provide a framework for the CCMEP Program.

**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:  
This Lead Agency is a member of the Area 7 Workforce Area. Within that area every workforce entity (i.e., provider of career services or Job Center) has also been identified as the Lead Agency by their respective county commissioners. In each case, coordination between the Lead Agency and the Workforce Entity will be maximized because they are, in fact, the same organization. All of Area 7’s Lead Agencies communicate and coordinate regularly with the staff and members of the Area & Workforce Development Board, providing input to policy development and operational practices. Board meetings take place bi-monthly. Area 7 technical assistance meetings take place continually (e.g., there are monthly all-county webinars) throughout the program year. *TANF funding will not be used for stipends as it may constitute as TANF “assistance” as defined in 45 C.F.R. 260.31.* WIOA funding only can be used for stipends in CCMEP. *Gift and gas cards will follow FAL 103.*

**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:

See attached Area 7 Policies – see also above. *TANF funded supportive and follow up services will meet TANF “nonassistance” requirements as defined in 45 C.F.R. 260.31. TANF funding will not be used for medical services besides pre-pregnancy family planning services*

**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

Southern State Community College- Current WIOA Partner

- Alcohol, Drug and Mental Health (ADAMH) Board

Warren and Clinton County Alcohol, Drug, and Mental Health Board- Current partner of CCJFS

- Businesses

Clinton County Job and Family Services and the OhioMeansJobs\_Clinton County Department have long standing partnerships with local businesses as part oof our local Workforce Policy Board.

- Career and Technical Education

Laurel Oaks Career Education Center- Current WIOA Partner

- Child Care Providers

Clinton County Job and Family Services-Lead Agency

- Child Support Enforcement Agency

Clinton County Job and Family Services-Lead Agency

- Children Services Agency

Clinton County Job and Family Services-Lead Agency

Community College(s)

Southern State Community College-WIOA Partner

Community Action Agency

Clinton County Community Action-Current JFS Partner

County Family Service Planning Committee

N/A

Family and Children First Council

Clinton County FCFC –CCJFS currently is a member

Juvenile Court System

Clinton County Juvenile Court- Current JFS Partner

Local Healthier Buckeye Council

N/A

Local School District(s)

All local school districts involved with JFS and Family and Children First Council.

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

Office located within our Ohio Means Jobs Center/CCJFS

Other

**2. Population Served**

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

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

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

Please provide the anticipated number of required individuals the Lead Agency will serve annually in CCMEP: 25-30

**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: less than 5

**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: dual eligible when possible

**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:  
 CCJFS and OhioMeansJobs\_Clinton are part of a quadruple combined agency currently providing these employment services located within our building. Regular contacts with businesses, employment interviews, and job experience occur on a regular basis.

**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 staff working with CCMEP customers are collated within the same building. Case Managers will work together to insure that services are easily accessible for youth who are participating in the program.

**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:

From WIOA point of entry:

- OMJ will turn in JFS 03002 and all verifications to the Family Services front desk. The front desk will log application, provide receipt, date stamp and assign to Julie.
- OMJ will note on the referral cover sheet what services they will be providing the youth for the IOP.
- CCMEP case manager will make contact with the youth and schedule them for an assessment within 10 days.
- If youth fails to show for the assessment, Julie will return the application to OMJ and they will follow up with youth.
- If youth shows for appointment, CCMEP case manager will complete assessment and IOP. Case manager will determine if the youth would be TANF funding eligible and will form the TANF assistance group using Section 4.5 of the Clinton CCMEP Plan which defines household members and countable income.
- Once CCMEP case manager has completed scheduled assessment and IOP signed, CM will walk the client to OMJ and let them know that IOP is completed. CM will also let OMJ know if the individual is TANF funding eligible. The IOP, assessment, applications and verifications will be held in youth's casefile in the Family Services Unit.

From TANF point of entry:

PRC for Soft Services: If the PRC application is approved, the Family Services Unit will have the JFS03002, assessment and IOP completed. Upon completion, Case Manager will provide OMJ with all information to begin services with the individual using TANF funding.

PRC for emergent needs or work supports: are screened by Administrator upon Approval/Denial of the PRC. If an individual is approved for a PRC for emergent needs or work supports and is CCMEP eligible, the Family Services Unit will have a discussion with individual about CCMEP. If the individual is interested, Family Services Unit will have the JFS03002, assessment and IOP completed. Upon



completion, Case Manager will provide OMJ with all information to begin services with the individual using TANF funding.

OWF work eligible youth will be referred within 7 days in accordance with policy.

**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 lead agency case manager and the OhioMeansJobs case manager will use the following process for communication:

- If the lead agency has an OWF recipient, the lead agency case manager will complete the eligibility determination, comprehensive assessment and SSC/IOP. The lead agency case worker will communicate via email or in person with the OhioMeansJobs case manager the requirements of the OWF recipient. The OhioMeansJobs case manager will track the hours using the internal tracking log and provide completed log to the lead agency on a weekly basis. The lead agency case manager will track the OWF months subject to time limits and will keep the OhioMeansJobs case manager informed of how many countable months have been used.
- If the referral is made from the OhioMeansJobs office, the lead agency case manager will determine OWF eligibility, complete the comprehensive assessment and SSC/IOP. Once the comprehensive assessment and IOP are completed, the lead agency worker will walk the CCMEP recipient to the OhioMeansJobs office to meet with their OhioMeansJobs case manager. The referral from the OhioMeansJobs case manager will be made using the internal referral form created by the lead agency. The lead agency casemanager and the OhioMeansJobs case manager will have regular conversations about the status of the referral and the participation of the CCMEP recipient.
- The OhioMeansJobs case manager will notify the lead agency case manager of any changes that are reported by the CCMEP recipient. These changes include employment, address, household changes. Communication will either be by email or in person. 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 from the date of application for OWF, failures to comply with the IOP within 10 days, OWF or SNAP recipients' information and acting on it, and exiting processes.
- OWF transfers will be completed within 10 calendar days. Non OWF recipients will be looked at individually by the OhioMeansJobs case manager to determine if the recipient can continue to receive services in Clinton County or if they will need to transfer the case to the new county of residence. The lead agency case manager

and the OhioMeansJobs case manager will communicate transfer requests via email or in person.

- The lead agency case manager will screen all individuals for domestic violence. The lead agency case manager will determine what services the recipient needs. The lead agency case manager will discuss with the program administrator the participation plan including how a domestic violence victim will complete the required hours or if the hour requirement will be waived or modified. The lead agency case manager and program administrator will look at each domestic violence victim's case on an individual basis considering all information that the victim has provided. The lead agency will also provide the domestic violence victim with the information for all local domestic violence services. The case files for domestic violence victims will be kept in a locked drawer in the office of the lead agency case manager.
- Regular meetings are conducted with the lead agency and OhioMeansJobs to discuss current participants and their progress. At these meetings lead agency and OhioMeansJobs will discuss any OWF participants, OWF time limits for individuals, pending CCMEP assessments and IOP's, and SNAP recipient information.

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:  
This process is completed by the CCMEP Case Manager.

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 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 CCMEP case manager is experienced in transferring cases and will do so when necessary.

**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 "homeless" or in the household temporarily and not receiving financial support other than shelter.

Following 5101:10-3-01(A)(7) of the Administrative Code:

"Homeless individual" means an individual who lacks a fixed, regular, and adequate nighttime residence and includes:

- (a) An individual who:
  - (i) Is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
  - (ii) Is living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations;
  - (iii) Is living in an emergency or transitional shelter;
  - (iv) Is abandoned in a hospital; or
  - (v) Is awaiting foster care placement.
- (b) An individual who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or
- (c) Migratory children who qualify as homeless because the children are living in circumstances listed above.

**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:

Comprehensive assessment is completed by the Lead Agency case managers and the youth specialist gathering information on the youth's education and work history. The youth specialist works with the youth on their career profile in OMJ.com, the career interest profiler and administering basic skills testing, such as the TABE 9-10. Both the Lead Agency case manager and the youth sign the assessment at the end of initial completion.

**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:  
The Lead Agency case managers and youth specialist work together to stay updated on the youth's monthly progress in the program. Spreadsheets are maintained indicating the 30 day contact and service activities provided and case notes are enter in OWCMS. Incentives may be provided as an additional tool to keep youth 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) 2

Describe:

Elements 1-14: See below

1. Tutoring... This area meets TANF purpose #2 by providing support in obtaining a secondary school diploma or equivalency, credential education, or military and career readiness skills. This helps youth gain credentials and provides opportunities for better employment opportunities.  
Our specialists provide one-on-one tutoring and test preparation.
2. Alternative secondary school services... Meets TANF purpose #2 by helping to end dependence through diploma or equivalency. Youth with a diploma are better equipped to gain employment and earn higher wages. Our youth specialist assists with preparation toward diploma or equivalency testing or works with home schools or American School correspondence courses if close to graduation requirements.
3. W/E meets TANF #1 and #2 by providing the youth with career exploration, job readiness skills and paid work opportunities which add income to needy families.
4. Occupational Skill... meets TANF #2 by allowing the youth gain in-demand credentials allowing them to gain employment opportunities with better benefits and become self-sufficient.
5. Education... TANF#2 This area provides credentials along with career education and work-experience allowing for entry in high demand fields. Our specialist work closing with training providers to align the youth with career goals.
6. Leadership...TANF #2 Our specialist work with youth to encourage leadership qualities and connect them with their community encouraging responsibility, parenting skills, ethics and positive social and civic behaviors.
7. Supportive Services... #1 & #2 these supports allow the youth to participant in the program and assist in them in gaining quality employment opportunities. They must be allowable, reasonable and necessary as listed on their IOP and in case notes.
8. Mentoring... TANF #2 Adult mentoring and guidance is provided and also coordinated with work-experience work sites to support and encourage the youth along the way. It allows the youth to form direct relationships with someone they trust as their personal advocate helping develop competence. The mentor helps the youth navigate issues and strengthens their family and employment needs.
9. Follow-up... #1 & #2 The 12 month follow up, along with supportive services provided through WIOA funding, helps ensure that youth are successful in employment, education or military placement by checking with them to maintain employment or training and assisting with any issues. Those placed in employment are contacted at least every 30 days..
10. Comprehensive guidance... #1, #2, Case workers and youth specialist work one-on-one with youth to overcome barriers. Focus is given to remove barriers and increase self-sufficiency, stabilize families, including reducing unwanted pregnancies. Referrals to mental health, OOD or other specialist are coordinated to ensure continued services.
11. Financial Literacy... #1 & #2 Specialists work with the youth to educate them in making informed financial decisions which will support them and their families. Providing budgeting skills and understanding the amount they will need to earn to support their monthly expenses and the in-demand jobs that will get them to that point.
12. Entrepreneurial... #1 & #2 Specialist work with those youth that show an interest and guide them in all aspects of starting and running their own business. They work with youth on

understanding what it takes to earn self-sufficient wages and in-demand occupations that will be successful in the area.

13. Labor... #2 Specialist work with youth one-on-one to understand the LMI of the area while making informed career and employment decisions allowing for better opportunities at self-sufficiency.

14. Post ... #2 Specialist work with the youth to gain educational and career attainment in in-demand fields thus reducing dependency. Working closing with local training providers to gain up-grade skills and credentials.

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

Describe:

:

Provided by CCJFS OhioMeansJobs\_Clinton as part of the ongoing mandated work by this agency dept. – see above

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

Describe: :

Provided by CCJFS OhioMeansJobs\_Clinton as part of the ongoing mandated work by this agency dept.-see above

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

Describe:

Provided by CCJFS OhioMeansJobs\_Clinton as part of the ongoing mandated work by this agency dept.-see above

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

Describe:

:

Provided by CCJFS OhioMeansJobs\_Clinton as part of the ongoing mandated work by this agency dept.- see above

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

Describe:

:

Provided by CCJFS OhioMeansJobs\_Clinton as part of the ongoing mandated work by this agency dept-see above.

7. Supportive services – TANF Purpose(s) 2

Describe:

:

Provided by CCJFS OhioMeansJobs\_Clinton as part of the ongoing mandated work by this agency dept.- see above

8. Adult mentoring – TANF Purpose(s) 2

Describe:

:

Provided by CCJFS OhioMeansJobs\_Clinton as part of the ongoing mandated work by this agency dept.-see above

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

Describe:  
Provided by CCJFS OhioMeansJobs\_Clinton as part of the ongoing mandated work by this agency dept-see above.

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

Describe:  
:  
Provided by CCJFS OhioMeansJobs\_Clinton as part of the ongoing mandated work by this agency dept.-see above

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

Describe:  
:  
Provided by CCJFS OhioMeansJobs\_Clinton as part of the ongoing mandated work by this agency dept.-see above

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

Describe:  
:  
Provided by CCJFS OhioMeansJobs\_Clinton as part of the ongoing mandated work by this agency dept.-see above

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

Describe:  
:  
Provided by CCJFS OhioMeansJobs\_Clinton as part of the ongoing mandated work by this agency dept.-see above

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

Describe:  
:  
Provided by CCJFS OhioMeansJobs\_Clinton as part of the ongoing mandated work by this agency dept.-see above

**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:  
If a participant receives WIOA services within an employment situation, the employer will compensate the individual for employment. These services provided by the employer may be reimbursable by the agency as this type of funding is allowable and available.



**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:

All CCMEP participants must receive some form of follow-up services for a minimum of 12 months. The type and intensity of follow-up services may differ for each participant. Follow-up services may include regular contact with the participant's employer, including assistance in addressing work-related problems, assistance in securing better paying jobs, career pathway development and/or adult mentoring.

**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:

Youth are informed as they enter the program during initial assessment on the 12 months of follow-up services that are offered after their exit from the program. Services are individually based and include supportive services, additional training, counseling and guidance, mentoring, and leadership development activities to help the youth maintain employment or complete their training program. The follow up is documented in OWCMS under the follow-up case notes tab. Any request to waive or opt-out of 12 month follow up services must be dated and well documented in case notes.

**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 agency will utilize the current good cause waiver which its now in place. The current JFS good cause waiver/policy states:

Good cause is limited to the following:

- 1 ) Illness of you or of a family member, if you are needed in the home to care for the ill family member;
- 2 ) A medical, dental, or vision care appointment for you or a family member;
- 3 ) A job interview, including any testing requirements;
- 4 ) A court ordered appearance;
- 5 ) An appointment with another social service agency or program
- 6 ) A death in the family
- 7 ) A school, place of work or worksite is closed;
- 8 ) A lack of child care;
- 9 ) The CDJFS did not provide supportive services;
- 10 The CDJFS did not provide all of the information necessary about the assignment;
- 11) If I, or my children, are involved in a domestic violence situation which makes it difficult for me to complete my assignment; or

12) Situations decided by the CDJFS on a case by case basis.

The lead agency will allow 7 days for the OWF work-eligible individual to claim good cause for a failure. The lead agency may ask for documentation or verification of the good cause reason. The lead agency case manager will request in writing any documentation or verification of good cause from the OWF work-eligible individual. The OWF work-eligible individual will be given 10 days to provide the necessary documentation.

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

Describe:

The Case Manager, during the IOP process, will assure that the client receives the 7105, Request for Verification checklist form. This form will include orientation information, expectations, and dates of appointments.

**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:

All individuals without a high school diploma will be made aware of all educational options available to them to obtain their high school degree or equivalent. The OhioMeansJobs/WIOA youth specialist will help determine which program suits the client needs whether the program be ABLE, or the Adult Diploma option. CCJFS/OhioMeansJobs partners with the providers of these services

**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:

Lead Agency follows WIOAPL17-03 (Procurement of the CCMEP Provider for WIOA youth Funded Activities and Services which includes Selection of the Provider of WIOA Youth Funded CCMEP Services by the Area 7 WPB. The provider of CCMEP WIOA youth funded services will be selected in the following ways:

1. Award Competitive Contracts to youth Seservice providers to carry out some of the youth workforce investment activities on a competitive bases.
2. Using Partner Resources with an agreement in place with the partner organizwarion to ensure the program elements will be offered where they are already provided at no cost.
3. Determination by Area 7 WPB tha the Clinton County CCMEP lead agency could most efficiently and cost effectively provide specific youth services and activities. Therefore, Area 7 WDB will subgrant with the CCMEP lead agency to conduct the following services and activities within the lead agency's county of designation:
  - a. Outreach
  - b. WIOA youth program eligibility determinations
  - c. Completion of the CCMEP comprehensive assessment (WIOA objective assessment)
  - d. Completion of the CCMEP IOP (WIOA individual service strategy)
  - e. Case management
  - f. F. Development and management of ITA oand OJT

- g. Provision of labor market information and labor exchange activities including but not limited to resume development and job placement
  - h. Supportive services and
  - i. Follow up services
- The provision of the remaining activities and program services and/or the elements will either be competitively procured or provided through partner resources.

**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 CCMEP case manager will be required to participate in webinars, video conferences, and in person trainings as made available.

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

- 15 cases or less
- Between 15 and 25 cases
- Between 25 and 50 cases
- Between 50 and 100 cases
- 100 cases or more
- Other:

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

Describe:  
A process has not been developed for program feedback.

**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:  
This takes place during regular supervision and during meetings to gather information and make changes as necessary for program improvements.

**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:

As part of the follow up process with each client, this information may be gathered once a client exits the program and verification such as diploma, certificate, etc. will be requested for the client record/file.

### 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 Kathi Spirk, Clinton County Job and Family Services Director	
Signature	Date

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

Name and Title John Trott, Area 7 Director	
Signature	Date