



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

for

County or Counties: Fayette

Effective Date: 10/1/17

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 Fayette County Dept. of Job and Family Services			
Lead Agency Address 133 S. Main Street	City Washington C.H.	State OH	Zip Code 43160
First Name of Lead Agency Official Faye	Last Name of Lead Agency Official Williamson	Title of Lead Agency Official Director	
Phone Number 740 335 0350	Email Address faye.williamson@jfs.ohio.gov		

Program Contact Person Julia Thacker	Phone Number 740 335 0350
Phone Number	Email Address julia.thacker@jfs.ohio.gov

Fiscal Contact Person Abby Cave	
Phone Number 740 335 0350	Email Address abby.cave@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			
Agency Address 1270 US 62 SW	City Washington C.H.	State OH	Zip Code 43160
First Name of Lead Agency Official Faye	Last Name of Lead Agency Official Williamson	Title of Lead Agency Official Director	
Phone Number 740 335 0350	Email Address faye.williamson@jfs.ohio.gov		

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 Lana	Last Name of Implementation Manager Pavey	Title of Implementation Manager Coordinator
Phone Number 740 333 5115	Email Address lana.pavey@jfs.ohio.gov	

1.5 Lead Agency’s performance and data management contact:

Contact Person Faye Williamson	
Phone Number 740 335 0350	Email Address faye.williamson@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:
Fayette County is a quad combined Agency. The OMJ center is a division of the lead Agency, which makes the partnership in developing policies and processes seamless. All program case managers/contract providers of CCMEP are currently cross trained in both TANF and WIOA eligibility. Lead Agency and partners are located in the OMJ center. The lead agency and partners meet regularly to discuss participant progress, strategies for progress and any support that can be provided. Lead Agency will ensure all partners get required updates, and information on all trainings being provided. All partners help to market the 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.
Local business in Fayette we:
Frequency of meetings
• Quarterly Tri County Employer Roundtables held throughout the year. Rotating between the three counties (Clinton, Fayette, and Highland).
Engagement of local businesses
• Business Retention and Expansion meetings with Local County Economic Developer as well as Dayton Developmental Coalition.
• On site jobs fairs twice a year, including high school juniors and seniors o learn about local jobs and qualifications required to meet local business needs.
Engagement of community partners
• Participating in local organizations such as P-16 Council, working with all county schools and economic development on plan for increased job-ready workforce. Active with partners such as Community Action and Southern State Community College with Youthbuild and local County DD and Job club.
• Possible ACT Workforce Ready Community with County and Chamber of Commerce.
Development of policies for work experience and incentives

- Fayette County follows ODJFS Work Experience Policy WIAPL 15-13 for TANF funding. TANF funding will not be used for stipends as this may constitute TANF assistance.

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 Area 7 Workforce Board does not have any CCMEP specific policies. With the exception of Basic skills assessment and the “needs additional assistance” policy, the Area 7 Board has adopted the relevant ODJFS policies in whole as a local policy. Regarding, basic skills assessment, Area 7 has not mandated a common assessment.

Fayette County process:

- Basic Skills assessment
 - o TABE 9/10
- Determination of eligibility
 - o Eligibility and semi annual eligibility review is completed by JFS staff using WIOAPL 15-03 and OAC 5101:14-1-04(B) and semi annual review OAC 5101:14-1-05(A)(2)
- Report and Data collection
 - o Information is reported by vendors and JFS staff through OWCMS and CFIS
- Contract Monitoring/ compliance
 - o Contracts are monitored annually by FCDJFS Director using County monitoring guide (attached)
- Supportive Services
 - o Discussed supportive services (attached) WIOA 15-10. For TANF we reference Area 7 P7-302 Supportive Services with the exception of medical services as this is an unallowable expense.
 - o All TANF supportive services are following the non assistance regulations as outlined in 45 C.F.R.260.31

Lead Agency does not provide gas cards. If gas is needed as a support service, the youth is given a voucher at a local gas station.

- Follow Up services
 - o Follow up services are discussed with participants at assessments and development of IOP, vendors and JFS staff meet regularly to contact youth and provide follow up services
 - o ODJFS requires 12 months of follow up for all enrolled / exited participants. 20 C.F.R. 681.580 allows for youth participants to decline follow up services and for follow up services to stop if the participant cannot be located or contacted.
- Disclosure of relationship
 - o A disclosure of relationship is reviewed and signed by participants and kept in their case file and noted in OWCMS

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 provides the ASPIRE program given basic skills remediation and GED preparation.

Alcohol, Drug and Mental Health (ADAMH) Board

We partner with Scioto Paint Valley Mental Health, and Fayette Recovery Center. We make referrals for counseling and addiction services.

Businesses

We work with a variety of businesses so that youth can participate in work experience, job shadowing and on the job training. Local business people speak about job readiness and job soft skills.

Career and Technical Education

Participants can be referred to career and technical education for post secondary training and certification attainment. Both Great Oaks and Pickaway Ross CTC's provide secondary and post secondary career opportunities.

Child Care Providers

Participants are referred to lead Agency for eligibility determination. CCMEP may help with support services contingent upon ODJFS matrix of allowable activities, funding sources and technical assistance.

Child Support Enforcement Agency

If required, participants are referred to CSEA for establishment. Non custodial parents may be referred by CSEA for CCMEP services.

Children Services Agency

PCSA has been educated on the local CCMEP. CCMEP takes referrals for youth aging out of foster care to provide CCMEP services.

Community College(s)

CCMEP takes referrals from the community colleges for CCMEP services. SSCC is available to provide in demand occupational training for those determined in need.

Community Action Agency

Our Agency works very close with CAC to provide services to CCMEP eligible youth through a variety of programs. These services include transportation, housing, homeless prevention, youth build and summer youth employment. Currently we co enroll youth build participants, if eligible, into the CCMEP program.

County Family Service Planning Committee

Fayette County Service Planning Committee is a sub committee of our local Family and Children First Council. Please see Family and Children First Council below.

Family and Children First Council

Lead Agency Director is a mandated member and a very active participant in the Fayette Co. Family and Children First Council. Therefore, FCFCFC has been educated on CCMEP and serves as a referral source to the CCMEP. Wrap around services are coordinated through the FC FCFC.

Juvenile Court System

The Juvenile Court acts as a referral source to the CCMEP program. In accordance with section 404(a)(1) of the Social Security Act, TANF funding will not be utilized for Juvenile Justice services as it does not meet a valid TANF purpose.

Local Healthier Buckeye Council

Local School District(s)

One local high school houses a vendor whom provides CCMEP services. Both districts refer at risk youth to FCDJFS youth programs.

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

The Lead Agency currently works with OOD to make referrals for people with disabilities. These services will continue with CCMEP youth. OOD services include: work assessment, job coaching, job assessments and interview training.

Other

Referrals to local library to utilize services for workforce preparation.

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: 0-20

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: 10

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: 15

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:

A lead agency employee is housed in the OMJ center working with employers to recruit employees. The employee meets with employers to explain program and discuss its benefits. Agency and vendors will consistently meet to discuss specific participants involved in work experience and OJT.

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 Lead agency determines eligibility for programs relating to TANF and WIOA. Lead agency speaks with vendors via in person, email and phone to discuss in any changes in program and participants. Meets on as needed basis as issues arise. Vendors communicate progress on weekly, monthly, and quarterly basis.

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:
All TANF work required individuals are referred by IM caseworkers to the work unit at intake. Work unit will see them immediately following intake appt. if time allows. If not, they will schedule the next day for appraisal/assessment. If they are CCMEP eligible, the work unit completes CCMEP assessment and then forwards by e mail to TANF/WIOA Case Manager at OhioMeansJobs for development of the IOP. This process is done within 7 days.

OWF/ PRC volunteers and WIOA individuals are referred to CCMEP/WIOA case manager for eligibility for both programs by e mail. Case Manager then completes the JFS 03002. The referral start date is the date that JFS 03002 is signed. This will be done within 10 days of receipt of e mail.

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:
JFS sends referral/turn around document to participating agency/partner with remaining months of benefits so that participating agency can create IOP to be completed with these time restraints (document attached)

- 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:

During the CCMEP assessment, safety questions are asked, if any DV issues are identified the case manager will work with the participant. Participants determined to potentially be a victim of domestic violence will be referred to appropriate community resources and each case will be evaluated to determine any necessary modification of hours, waivers, additional referrals, etc. This would be noted on referral form. This would not be a new process for us as it has always been performed

If domestic violence is identified during the assessment, the participant will be informed of the hotline and local resources. In order to protect the participant, the lead agency will identify the need for either a reduction in hours, specific placement or participating through use of OhioMeansJobs.com on the IOP. If a waiver is warranted, the CDJFS will be notified to change to exempt. Direct information will not be distributed without written consent of the participant.

- 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:

All OWF work eligible individuals are being assessed and having OWF work eligibility determined by Lead agency's case managers, whom are housed at OMJ center. Upon receipt of JFS 7200 cash application for a work eligible individual, but no later than 7 days, a referral will be made to the TANF/WIOA case manager. The Lead agency documents on the referral what the OWF assignment is along with FLSA hour maximums, how many months of OWF remain, any good cause reasons for not participating, etc. The TANF/WIOA case manager is then responsible for completing the IOP and comprehensive assessment forms with the individual no later than 30 days of the date of the JFS 7200..

Any case changes that are acted upon or changes that would affect participation in the CCMEP program (i.e. FLSA hour changes; status changes; sanctions/compliance, exemptions, participation completion and/or failures, OWF recipient income information, OWF or SNAP recipients' information and acting on it, etc.) will be communicated by e mail. This will be done at the time the change is known by case manager

The lead agency will send CDJFS weekly reports of participants with one section being status changes. Lead agency will also send all accompanying documentation with this report via email. The lead agency emails CDJFS of any missed hours for TANF required on a weekly basis. They will inform client of "good Cause" and allow for 7 day proof of "good cause" then provide any documentation received via e mail, to CDJFS. CDJFS will email lead

agency of any changes in participant hours or changes in eligibility. All participant failures are communicated within the 10 day period either by email or phone.

Exiting. Participants have the right to decline follow-up services at any time after the intake process. Participants will be exited for the 4 CCMEP reasons listed in OWCMS. Those entering employment, military, and postsecondary education will be exited after proof of entrance. Follow-up will begin the month after closing program.

Participants will be exited for non-compliance and will be exited after no contact for 90 days or 5 attempts of contact through different means.

Lead agency sends a list via email of all exited participants to CDJFS on a monthly basis for both TANF and WIOA with the reasons for exiting.

- 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:

CCMEP case manager will notify primary CCMEP contact in new county of residence by e mail for OWF recipient participants within 10 calendar days.. Any documentation needed can be made available by secure e mail. A participant that is not a mandatory OWF recipient can remain with Fayette County CCMEP if the youth prefers. This will be done within 10 days of notification.

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:

Definition of Household Members and Income Counting for CCMEP TANF Funding Eligibility and 6-month Recertification:

A CCMEP assistance group for TANF funded purposes must consist of one of the following:

- (i) A minor child residing with parent, specified relative, legal guardian or legal custodian;
For the minor child, parents, step-parents, and domestic partners' income will be counted to determine whether the group meets the 200% FPL. Minor's income is not included.
- (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 without any other minor children; or
For the pregnant individual*, parents, step-parents, and domestic partner income will be counted to determine where they meet the 200% FPL if the pregnant individual is a minor. If the pregnant individual is an adult, only the income of her domestic partner or spouse 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 need to be a relationship between the individual and the minor child other than living in the same household.

Income:

The total gross income, both earned and unearned, of all the members of the CCMEP assistance group shall be counted in the financial eligibility determination of CCMEP TANF funded assistance.

The following exceptions apply:

- Gross earnings of a minor child are excluded.
- For self-employment, the adjusted gross income will be used if the expenses of doing business can be verified.
- Student financial aid which is earmarked for education expenses is exempt.
- Income received from a social service agency for the purpose of assistance with a presenting need is excluded.
- Obligated child support paid to a different household is excluded.
- Actual child care costs paid by the assistance group are excluded. Childcare costs paid to a household member is not included.

All income received during the prior thirty (30) days budget period is considered when determining financial need. The gross countable income is then compared to current 200% Federal Poverty Level. The income must be equal to or less than the 200% FPL to qualify for eligibility.

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:
Lead agency refers participant to participating agency with scheduled appointment for assessment/assignment. Assessment is completed within 7 days and copies are sent back to lead agency.

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:
all participants are TABE tested if not in secondary school. Secondary school students can / will be TABE tested if standardized testing has not been or will not be completed within 6 month period.

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:

Lead agency will monitor weekly and monthly reports, case notes, and calendars to ensure engagement. Will call or contact participants for quality assurance, there is an annual monitoring visit with all providers.

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:

Students are tutored by provider who teach study skills, work related skills and engage in leadership activities to promote high school graduation, discourage out of wedlock pregnancies and encourage work ethics.

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

Describe:

Fayette County Vendor uses an evidence based dropout prevention recovery strategy and English as a second language training to help youth gain state recognized credentials. The youth and specialist set specific goals and objectives for academic success including achieving a high school diploma, Ohio's Options for Adult Diploma, Adult 22+ High School Diploma Program, High School Equivalence (GED, TASC or HiSET) or other recognized certificate of attendance or similar document for those individuals with disabilities.

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

Describe:

In school youth will receive experiences to gain work skills and introduce them to local opportunities. Out of school will gain experience in a career pathway by tying in with local businesses for paid and unpaid work experiences, OJT's and pre apprenticeships.

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

Describe:

Provide opportunities for short term trainings in fields where youth can make suitable wages and get off assistance. Will be for an in-demand occupation that will provide a certification, licensure or degree.

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

Describe:

Financial literacy, soft skills, job readiness provided in addition to educational remediation etc, are provided by vendors both in and out of school and by the OhioMeansJobs Center.

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

Describe:

In school students participate in Career Development Association and both in and out of school youth complete community service activities.

7. Supportive services - TANF Purpose(s) 2

Describe:

Support services are provided to promote getting driver's licenses or permits, GED or diplomas, work attire and other non reoccurring short term services to make them work or education ready.

8. Adult mentoring - TANF Purpose(s) 2

Describe:

Provide a supportive adult that participants can relate to for both personal or professional questions or concerns

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

Describe:

Lead Agency will work with vendor to assure that the youth receive follow up services for 12 months after exit from the program. In the early interaction stages, a complete list of contract information will be compiled to allow the opportunity to contact the youth through various means including: phone, text, e mail, various social media avenues and secondary contacts. Follow up services may include the following program elements: supportive services; adult mentoring; financial literacy education; services that provide labor market and employment information about in demand industry sectors or occupations available in the local area, such as career awareness, career counselling, and career exploration services.

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

Describe:

Fayette County vendor provides Comprehensive Guidance and Counseling. They have a specialist that becomes an advocate for the youth, providing life skills, career guidance and appropriate program counseling, along with essential soft skills training as it relates to education and employment. Specialist, who are not licensed, will refer the youth through referral agreements or MOU to appropriate professionals in drug and alcohol counseling, as well as mental health counseling, as appropriate, to meet the needs of the individual youth.

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

Describe:

Classes provided by OSU extension on food budgeting, workshops on saving money, getting and setting up accounts.

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

Describe:
Setting up with a small business owner or the SBC for information in developing a business.

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

Describe:
Provide information from OhiomeansJobs.com on in demand fields, local employment opportunities. Contacts with local business and job fairs.

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

Describe:
Help with researching training providers, completing financial aid applications. Creating resumes or portfolios, interviewing, referrals for child care, and transportation.

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:
During a work experience, employers pay the employee and send all employment related information to the provider who in turn reimburses the employer.

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:
Work related clothing and equipment. drivers licenses and permits, fingerprinting, testing fees for employment tests. Agency follows Area 7 WIOA rules and TANF rules for permissible supports.

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:
Participants are informed at assessment and development of the IOP that they will be eligible for follow up services for 12 months after their exit from the program. Follow up services are managed by the JFS and vendor and include monthly contact and services, if needed, to retain employment or secure better employment. Any needed follow up services are paid for through WIOA. This may include supportive services, additional training, counseling and guidance, mentoring and leadership development activities. Documentation of service is recorded in OWCMS both by case notes and entering services provided in Youth Follow Up tab. If a youth cannot be located, continuous attempts are made on a monthly basis until the one year follow up is complete. ODJFS requires 12 months of follow up for all enrolled / exited participants. 20 C.F.R. 681.580 allows for youth participants to decline follow up services and for follow up services to stop if the participant cannot be located or contacted. Any request to opt out is recorded in OWCMS

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

Describe:

Good cause will be received within 10 days from absence according to policy. Vendors receive copies of good cause policy. Work activities will be notified with 24 hours of absence.

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

Describe:

The lead agency will make all attempts to reach participant by phone to schedule appointment. It will then issue written appointment with scheduled date and time. If unavailable to be reached, participant will be given letter with appointment scheduled ten days out.

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:

Those without GED or diplomas will have participation in Aspire or other program as part of IOP if applicable. Information regarding programs are available to everyone attending OhioMeansJobs center.

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 WIOAPL 17-03 "Procurement of the CCMEP Provider for WIOA Youth funded Activities and Services" which include 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:

- Award competitive contracts to youth service providers to carry out some of the youth workforce investment activities on a competitive basis;
- Using Partner resources with an agreement in place with the partner organization to ensure the program element will be offered where they are already provided at no cost
- Determination by Area 7 WDB that Fayette CCMEP Lead agency could most efficiently and cost effectively provide specific youth services and activities. Therefore, Area 7 WDP will subgrant with the CCMEP lead agency to conduct the following services and activities within the lead agency's county of designation:
 - o Outreach;
 - o WIOA youth program eligibility determinations;
 - o Completion of the CCMEP comprehensive assessment (WIOA objective assessment);
 - o Completion of the CCMEP individual opportunity plan (WIOA individual service strategy);
 - o Case management;
 - o Development and management of individual training accounts (ITA) and on the job training (OJT);
 - o Provision of labor market information and labor exchange activities including but not limited to, resume development and job placement;
 - o Supportive services; and
 - o Follow up services.
- The provision of the remaining activities and program services and/or 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:
Case managers attend trainings provided by ODJFS as available. Case managers will attend WIOA webinars.

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 checked="" type="checkbox"/> Between 15 and 25 cases | <input type="checkbox"/> 100 cases or more |
| <input 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:
Customer surveys along with the participant's verbal feed back and comments during their enrollment of the porgram are utilized to gauge the success or non success of the CCMEP progam. This information is utilized to make any necessary changes needed in order to keep participant's engaged and on track for success.

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:
The Lead agency will solicit feedback from case managers during the duration of the program. Quarterly meetings will be held with supervision to discuss issues, concerns, suggested changes, etc.

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:
Supplemental data is captured by Lead Agency and TANF/WIOA case managers to review post exit accomplishments and / or failures. We will not rely solely on the automatic data match system, there will be regular attempts to contract made with the participant.

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