



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

for

County or Counties: Fulton County

Effective Date: October 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.

Table of Contents

1. Lead Agency and Coordination with Partners.....	3
2. Population Served.....	7
3. Coordination of Services.....	8
4. Outreach, Referral, and Eligibility.....	8
5. CCMEP Comprehensive Assessment & Individual Opportunity Plan (IOP)....	12
6. Program Services.....	13
7. Case Management.....	18
8. Performance Measures.....	19

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 Fulton County Job & Family Service (FCJFS)			
Lead Agency Address 604 S. Shoop Ave, Suite 200		City Wauseon	State OH
Zip Code 43567			
First Name of Lead Agency Official Amy	Last Name of Lead Agency Official Metz-Simon	Title of Lead Agency Official Director	
Phone Number 419-337-0010		Email Address Amy.Metz-Simon@jfs.ohio.gov	

Program Contact Person Cara Leininger, Workforce Coordinator		Phone Number 419-337-9215	
Phone Number 419-337-9215		Email Address cleininger@fultoncountyoh.com	

Fiscal Contact Person Dianne Valentine			
Phone Number 419-337-0010		Email Address Dianne.Valentine@jfs.ohio.gov	

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

Agency Name Fulton County Workforce Development			
Agency Address 604 S. Shoop Ave, Suite 110		City Wauseon	State OH
Zip Code 43567			
First Name of Lead Agency Official Cara	Last Name of Lead Agency Official Leininger	Title of Lead Agency Official Workforce Coordinator	
Phone Number 419-337-9215		Email Address cleininger@fultoncountyoh.com	

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 Cara	Last Name of Implementation Manager Leininger	Title of Implementation Manager Workforce Coordinator
Phone Number 419-337-9215	Email Address cleininger@fultoncountyoh.com	

1.5 Lead Agency’s performance and data management contact:

Contact Person Cara Leininger	
Phone Number 419-337-9215	Email Address cleininger@fultoncountyoh.com

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

Describe:
 Fulton County Job & Family Service (FCJFS) is a triple combined agency with a Memorandum of Understanding with Fulton County Workforce Development (FCWD) to administer CCMEP. FCJFS will refer TANF eligible clients to FCWD for the CCMEP framework administration. Clients who are not TANF eligible will be referred by FCJFS to FCWD to determine if they are WIOA eligible. Once enrolled in CCMEP, clients will participate in the 14 service areas which will be either completed by FCWD on behalf of FCJFS via the MOU, contracted out via RFP to a service provider, or through a no cost agreement with a community partner.

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.

Polices attached. *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.” (Attached) The Office of Family Assistance cautions counties on the use of TANF funded gift and gas cards and you must have a reconciliation process in place for these cards.

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 1) basic skills assessments and 2) the “needs additional assistance” policy, the Area 7 Board has adopted the relevant ODJFS policies in whole as local policy. Regarding, basic skills assessment, Area 7 has not mandated a common assessment. Regarding “needs additional assistance”, the Area 7 policy is in draft form and has not been considered yet by the Board. All relevant policies are attached. *Gift and gas cards will follow FAL 103.” (Attached) The Office of Family Assistance cautions counties on the use of TANF funded gift and gas cards and you must have a reconciliation process in place for these cards. 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

Fulton County Job & Family Services through an MOU with Fulton County Workforce Development will partner with Four County Career Center to offer GED classes and career counseling to CCMEP eligible clients.

Alcohol, Drug and Mental Health (ADAMHS) Board

Fulton County Job & Family Service through an MOU with Fulton County Workforce Development will partner with the local ADAMHS Board for referral for substance abuse and mental health related issues.

Businesses

Fulton County Job & Family Services through an MOU with Fulton County Workforce Development will partner with the Fulton County Economic Development Corporation to develop job leads, promote client employability, and work experience opportunities. Fulton County Economic Development Corporation has nearly 100 members representing industry, manufacturing, financial institutions, retailers, and service businesses.

X Career and Technical Education

Fulton County Job & Family Services through an MOU with Fulton County Workforce Development will partner with Four County Career Center to refer clients for vocational and job skill training.

X Child Care Providers

Fulton County Job & Family Services through an MOU with Fulton County Workforce Development will refer clients to the Northwest Ohio Community Action Coalition to assist with subsidized childcare.

X Child Support Enforcement Agency

Fulton County Job & Family Services through an MOU with Fulton County Workforce Development will partner with the Fulton County Child Support Re-Entry Connection Program to accept and provide referrals. The Fulton County Child Support Re-Entry Connection Program is a workforce program providing resources to eliminate barriers to employment for those with child support obligations.

X Children Services Agency

Fulton County Job & Family Services through an MOU with Fulton County Workforce Development will partner with the Fulton County Children Services to receive referrals from clients who may be eligible for CCMEP.

X Community College(s)

Fulton County Job & Family Services through an MOU with Fulton County Workforce Development will partner with Northwest State Community College to provide post-secondary education opportunities for CCMEP clients.

X Community Action Agency

Fulton County Job & Family Services through an MOU with Fulton County Workforce Development will partner with the Northwest Ohio Community Action Coalition to provide community resources including life skills education and housing referrals.

X County Family Service Planning Committee

The Fulton County Family Service Planning Committee, better known as the FCJFS Advisory Board, will provide high-level planning and guidance in the CCMEP program administration for FCJFS and FCWD.

X Family and Children First Council

Fulton County Job & Family Services through an MOU with Fulton County Workforce Development will partner with the Family and Children First Council to provide supportive services, resources and program referrals.

X Juvenile Court System

Fulton County Job & Family Services through an MOU with Fulton County Workforce Development will partner with the Fulton County Juvenile Court System for monitoring of court orders and program referrals.

X Local Healthier Buckeye Council

Fulton County Job & Family Services through an MOU with Fulton County Workforce Development will partner with the Fulton County Healthier Buckeye Council to provide supportive services, resources and program referrals.

X Local School District(s)

Fulton County Job & Family Services through an MOU with Fulton County Workforce Development will partner with All 7 Fulton County Schools.

- Archbold Area Schools
- Evergreen Local Schools
- Fayette Local Schools
- Pettisville Local Schools
- Pike-Delta-York Local Schools
- Swanton Local Schools
- Wauseon Exempted Schools

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

Fulton County Job & Family Services through an MOU with Fulton County Workforce Development will continue to partner with the Opportunities for Ohioans with Disabilities as a One-Stop Partner to provide services related to clients with disabilities.

X Other

Fulton County Job & Family Services through an MOU with Fulton County Workforce Development will continue to partner with Comprehensive Care to receive referrals for clients with mental health and/or substance abuse issues.

Fulton County Job & Family Services through an MOU with Fulton County Workforce Development will continue to partner with the OSU Extension Office and NOCAC to provide basic life skills training.

Fulton County Job & Family Services through an MOU with Fulton County Workforce Development will continue to partner with local law enforcement to receive referrals for domestic violence clients.

Fulton County Job & Family Services through an MOU with Fulton County Workforce Development will continue to partner with PathStone as a One-Stop Partner to provide services related to clients Migrent and Seasonal Farm Workers.

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: 5

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: 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: 5

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:

Fulton County Job & Family Services through an MOU with Fulton County Workforce Development will partner with the Fulton County Economic Development Corporation to develop job leads, promote client employability, and work experience opportunities. Fulton County Economic Development Corporation has nearly 100 members representing industry, manufacturing, financial institutions, retailers, and service businesses.

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:
Fulton County Workforce Development will update Fulton County Job & Family Services via email on a weekly basis the status of all TANF CCMEP clients.

4. Outreach, Referral, and Eligibility

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

- X Social media (e.g., Facebook, Twitter, Snapchat, Instagram, YouTube, Secret, & Whisper)
- X Brochures, posters, flyers
- X OhioMeansJobs.com
- X Digital banners
- X Special events
- X Radio
- X Promotion through partners (e.g., schools, community centers, etc.)
- X Other: Newspapers, County Website

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:
Fulton County Job & Family Services will determine TANF eligible clients and refer them within 24 hours to Fulton County Workforce Development for CCMEP activities. Fulton County Workforce Development will determine WIOA eligible clients and refer them for CCMEP activities within 24 hours for service activities.

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:

- X 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:
Fulton County Job & Family Services tracks the number of months a client participates in the OWF Program. This information will be communicated weekly to Fulton County Workforce Development via email.

- X 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:

Using the CCMEP assessment tool, Fulton County Job & Family Services and Fulton County Workforce Development will identify and refer any domestic violence client to an appropriate partner agency for services. To accommodate confidentiality and security, domestic violence victims enrolled in CCMEP may request to meet outside of office core hours with Workforce staff. Certain elements will be waived or modified from requirements based on each individual case and the benefits to the client while taking into consideration the clients safety.

- X 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:

Fulton County Job & Family Services will update Fulton County Workforce Development using a spreadsheet sent via email on a weekly basis with the status of all CCMEP TANF or OWF clients. Fulton County Workforce Development will monitor the elements and continue to meet with clients monthly to monitor IOP compliance. Fulton County Workforce Development and Fulton County Job & Family Services will communicate weekly any changes or updates on work activity assignments, recipient income information, FLSA hour maximums, good cause, any OWF sanctions, compliance activity assignments and completions, 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, failure to comply with the IOP within 10 days or if the client has exited the program. FCJFS will take action per OAC 5101:1 and or 5101:4.

- X 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:

Weekly communication between Fulton County Job & Family Services and Fulton County Workforce Development on changes and the status of clients will enable Fulton County Job & Family Services to notify another county of a transfer to their county when a client moves from Fulton County to another county with the State of Ohio. If elements are being competed and it is determined to be in the best interest of the client to maintain the CCMEP Program at the current county instead of being transferred to the new county of residence,

the CCMEP case will continue as usual without interruption. Case updates will be forwarded via email to the new county of residence where the OWF recipient case is held within 10 calendar days.

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.

X 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:

Fulton County Job & Family Services defines an Assistance group or family using the following criteria:

- A minor child(ren) who resides in Fulton County with a parent, caretaker, relative, legal guardian, or legal custodians (ORC 5107) and anyone else living in the home; or,
- The parent of a minor child(ren) who resides in Fulton County and anyone else living in the home; or,
- A pregnant individual with no other children (a single pregnant woman with no individuals in the assistance group is AG of two) residing in Fulton County and anyone else living in the home; or,
- A non-custodial parent who lives in Fulton County whose child resides in Ohio. Assistance group would include anyone living in the home; or
- Children in the custody of Fulton County Job & Family Services (FCJFS) placed in foster care (would equal an assistance group of one).
- 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.

Income is based on these principles:

- Income guidelines for eligibility are 200% or less of the federal poverty level.
- The total gross income, earned and unearned of all members of the AG shall be counted except for gross earnings of a minor child as defined in OAC 5101:1-23-20(c)(I).
- All income, which is received or expected to be received during the thirty (30) day budget period, is considered when determining financial need. The 30-day period begins 30 days prior to the date of application and ends on the application date, unless this period of time does not accurately reflect the expected income. In this instance, income projected to be received 30 days following the date of application may be utilized.
- For cases in which the income cannot be accurately obtained, the implementation of practices that are reasonable and prudent will occur when determining countable income. A signed applicant/recipient authorization for release of information will be obtained from the applicant for an inquiry.
- All income listed in OAC 5101:1-24-20 must also be excluded from income for TANF.

Clients are referred from FCJFS to FCWD for eligibility determination for CCMEP either by TANF or WIOA funding. If the client is deemed WIOA eligible, a JFS03002 is completed. Then the assessment process (JFS03003 and/or the JFS 03006) begins followed by the IOP (JFS03004) short and long-term goals established and a plan of action set in motion.

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:

Fulton County Job & Family Services or Fulton County Workforce Development will schedule a two-hour appointment to complete either the JFS03003 and/or the JFS03006 for the comprehensive assessment with the client. Once the assessment is completed, the client will be referred to Fulton County Workforce Development for supportive service and service activities.

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 CCMEP clients obtain a TABE test to determine basic skills.

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:

Fulton County Job & Family Services and Fulton County Workforce Development will communicate weekly the

status of case management activities logged and tracked by Fulton County Workforce Development. The Fulton County Workforce Development Case Manager will engage with program participants at least once every 30 days and keep them engaged with incentives and continued support. Fulton County Job & Family Services and Fulton County Workforce Development will communicate weekly the status of case management activities logged and tracked by Fulton County Workforce Development.

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:

By providing supports such as tutoring or special instruction in school or learning a trade or skill, youth are more likely to remain in school to graduate and obtain employment, reducing the need for government assistance and the likelihood of teenage pregnancy due to self-confidence through self-sufficiency. Our plans include utilizing the following community partners:

- Four County Career Center - Aspire GED Program
- Northwest State Community College - 22+ GED Program
- Fulton County Economic Development Corporation - educational opportunities with their members similar to On the Job Training.

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

Describe:

By providing supports such as alternative secondary school services and dropout recovery services, youth are more likely to graduate or obtain a GED which increases their likelihood to obtain employment, reducing the need for government assistance and the likelihood of teenage pregnancy due to self-confidence through self-sufficiency. Our plans include utilizing the following community partners:

- Four County Career Center - Aspire GED Program
- Northwest State Community College – Secondary Education

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

Describe:

Paid and unpaid work experience allows youth to gain experience and promotes employment after graduation (or obtaining a GED), decreasing the need for public assistance and the likelihood of teenage pregnancy due to self-confidence through self-sufficiency. Our plans include utilizing the following community partners:

- Four County Career Center - Aspire GED Program

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

Describe:

Occupational skill training, training based on a specific job, makes a youth employable after graduation (or obtaining a GED), decreasing the need for public assistance and the likelihood of teenage pregnancy due to self-confidence through self-sufficiency. Our plans include utilizing the following community partner:

- Fulton County Economic Development Corporation - educational opportunities with their members similar to On the Job Training.

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

Describe:

By offering education simultaneously with workforce preparation, the youth learns how to be a good employee, resume writing, ethics, etc. which in turn, makes them more likely to find employment, decreasing the need for public assistance and the likelihood of teenage pregnancy due to self-confidence through self-sufficiency. Our plans include utilizing the following community partner:

- Fulton County Economic Development Corporation - educational opportunities with their members similar to On the Job Training.

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

Describe:

Leadership development builds self-esteem, providing the confidence boost a youth needs when in the workforce. This, in turn, decreases the need for public assistance and the likelihood of teenage pregnancy. Leadership courses would be taught by a contracted local vendor awarded from the Request for Proposal.

7. Supportive services – TANF Purpose(s) 2

Describe:

Through the use of supportive services to remove barriers to employment, a youth is able to obtain employment,

thus decreasing the need for public assistance and the likelihood of teenage pregnancy due to self-confidence through self-sufficiency. The MOU with Fulton County Workforce development addresses the supportive services. Clients in need of services are to be referred by FCWD to a community partner on the resource list. In addition, Fulton County will partner with the Family and Children First Council to provide supportive services, resources and program referrals.

8. Adult mentoring – TANF Purpose(s) 2

Describe:

An adult mentor or role model provides a support system and encouragement to motivate a youth to obtain and maintain employment, thus decreasing the need for public assistance and the likelihood of teenage pregnancy due to self-confidence through self-sufficiency. Our goal is to contact local business owners, with the aid of the Fulton County Economic Development Corporation, to provide the mentoring and guidance for a minimum of twelve months from the program exit date for clients required by CCMEP. The Fulton County Economic Development Corporation has nearly 100 members representing industry, manufacturing, financial institutions, retailers, and service businesses.

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

Describe:

Follow-up services hold the youth accountable to maintain employment, thus decreasing the need for public assistance and the likelihood of teenage pregnancy due to self-confidence through self-sufficiency. The Fulton County Workforce Case Manager will be responsible for follow-up activities including monitoring employment status for one year after the client has completed the service elements on the IOP.

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

Describe:

Mental health issues may be a barrier to employment. By providing comprehensive guidance and counseling, youth are more likely to obtain treatment, eliminating this as a barrier to employment and in turn, reducing public assistance and the probability of teenage pregnancy. Fulton County will partner with the local ADAMHs Board for referrals of clients with substance abuse and mental health related issues.

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

Describe:

Financial literacy education teaches important budgeting and money management skills. By thinking of ways to save and be self-sufficient, a youth is apt to work and save, planning for the future and family life. FCJFS plans to have no cost agreements with local banks (PNC, Huntington, F&M Bank, State Bank, etc.) to administer these types of classes.

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

Describe:

Empowering through entrepreneurial skills training, youth are more likely to become self-starters, seeking job placement and are less likely to drop-out of school or become a teenage parent. Northwest State will provide the entrepreneurial skill training.

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

Describe:

The facts may be the best motivator. Learning labor market and employment information teaches a youth about finding and maintaining employment through market trends. With this knowledge, youth are more likely to understand the importance of skilled employment and are less likely to drop-out of school or become a teenage parent. FCWD will research, collect and distribute labor market information.

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

Describe:

Employment may require additional education. Preparing youth for post-secondary education is key in the success of the youth in completing the additional education, which reduces the dependency on government assistance. Northwest State Community College will prepare CCMEP clients for the workforce by providing post-secondary education and guiding them through the process.

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.

X 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:

Fulton County Job & Family Services will compensate the service provider for services including employment and not the client direct.

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:

Fulton County Workforce Development will work with the service provider to ensure that the client's barriers to employment are being addressed. Fulton County Workforce Development will provide case management by contacting each participant once every month. Policy 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:

Fulton County Workforce Development will conduct a quarterly follow-up with participants which may include a phone call, a face-to-face meeting or contacting the participant's employer. If additional supports are needed, referrals will be made for such services. Policy attached.

If a client is not able to be located, or refuses to cooperate with the follow-up services, FCWD will declare the case closed, and this will negatively impact performance.

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 determined with the proper documentation. Some examples include a physician's slip, court paperwork or funeral obituaries. Reasonable times are based on the good cause and will be handled on a case-by-case basis.

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

Describe:

A training schedule will be provided at the initial meeting and a new training schedule provided at each monthly appointment. This training schedule is a written form which includes the date, time, duration, and task/service element. Depending on the client's preference, this notification may be in hard copy (printed), text, phone call or email form. With current technology, we are afforded many opportunities for communication. Utilizing the most appropriate medium depends on the client and how to best serve his or her needs.

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:

Based on the initial CCMEP Assessment, any barrier, including the lack of a high school diploma, will be added to the Individual's Opportunity Plan with Supportive Services available.

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:

Due to the limited number of youth providers in Fulton County, the lead agency Fulton County Job & Family Services requested the framework and service elements, excluding #3 and #6, be designated to FCJFS. Service

elements #3 for work experience (payroll services) and #4 leadership classes are to be posted and awarded based on the rated proposals received.

Collaboration is key in determining co-funding opportunities for CCMEP. At the point of entry, eligibility will be determined by Fulton County Job & Family Services for TANF funding first. If the client is TANF eligible, the Fulton County Job & Family Services Work Activates Coordinator will administer the CCMEP Assessment. If the client is not TANF eligible, the client will be referred to Fulton County Workforce Development for WIOA eligibility. If the client is WIOA eligible, Fulton County Workforce Development will complete the CCMEP Assessment, and IOP with the client. CCMEP TANF funding will be used first, then CCMEP WIOA funding.

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

X 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 will attend any training provided by the State of Ohio and Area 7.

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 |
| X 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:

All participants in the CCMEP program will be given an evaluation to complete when they exit the program. This data will be collected and used to determine areas of improvement.

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:

Case managers will communicate weekly on areas of improvement. Program improvements will be made accordingly. Best practices will be determined and other county input may be used to streamline our processes and increase the client experience.

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.

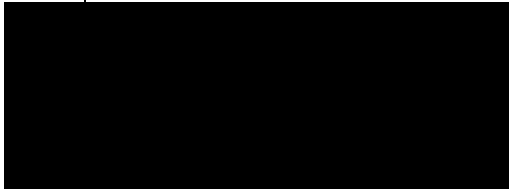
Describe: The success or failure of a participant will be logged on the weekly email transmittal between Fulton County Job & Family Services and Fulton County Workforce Development. Comments will be included to list what, if anything, contributed to the participant's success or details indicating the reason the participant was unsuccessful.

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	
	Date June 29, 2018

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

Name and Title	
	Date 8/22/18