



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

for

County or Counties: Hancock

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.

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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 Hancock County Job & Family Services			
Lead Agency Address 7814 CR 140	City Findlay	State OH	Zip Code 45840
First Name of Lead Agency Official Diana	Last Name of Lead Agency Official Hoover	Title of Lead Agency Official Director	
Phone Number 419-429-8073	Email Address Diana.Hoover@jfs.ohio.gov		

Program Contact Person Triena Miller	Phone Number
Phone Number 419-429-8076	Email Address Triena.Miller@jfs.ohio.gov

Fiscal Contact Person Janet Beall	
Phone Number 419-429-8078	Email Address Janet.Beall@jfs.ohio.gov

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

Agency Name Hancock County OMJ			
Agency Address 7746 CR 140, Suite B	City Findlay	State OH	Zip Code 45840
First Name of Lead Agency Official Diana	Last Name of Lead Agency Official Hoover	Title of Lead Agency Official Director	
Phone Number 419-429-8073	Email Address Diana.Hoover@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 Triena	Last Name of Implementation Manager Miller	Title of Implementation Manager Administrator
Phone Number 419-429-8076	Email Address Triena.Miller@jfs.ohio.gov	

1.5 Lead Agency’s performance and data management contact:

Contact Person Jill Stonebraker	
Phone Number 419-429-8081	Email Address Jill.Stonebraker@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:
We are a quadruple-combined agency and the lead agency and workforce agency are under the Department of Job & Family Services.

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. Area 7 Workforce Work Experience policy has been adopted for TANF customers. TANF funding will not be used for stipends as it may constitute as TANF "assistance" as defined in 45 C.F.R. 260.31. Use of gift and gas cards will follow FAL 103.
Attachment #1 Youth Work Experience Policy
Attachment #2 Incentive Policy

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 but the lead agency uses TABE testing for youth. Regarding "needs additional assistance", the Area 7 policy is attached. If there is a disclosure of relationship, it is the lead agency's responsibility to assure there are no conflicts of interest with the CCMEP caseworker assigned and if so a different caseworker will be assigned or a supervisor will oversee that specific case. Supportive services and follow up services are determined on a case by case situation, but will not be utilized for medical needs besides pre-pregnancy. WIOA and TANF eligibility will be determined when the youth completes the CCMEP referral and all documentation is submitted. The Lead Agency has opted to adopt the WIOA policies for TANF funded services; use of gift and gas cards will follow FAL 103. 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.

Attachment #3 Supportive Services and Follow-Up Services Policy

Attachment #4 Needs Additional Assistance Policy

Attachment #5 Disclosure of Relationship Policy (Code of Ethics)

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

Owens Community College is a partner in the OMJ center and we will continue to make appropriate referrals as needed. The OMJ Center also has a good working relationship and MOU with the Findlay-Hancock County Public Library. Referrals will continue to be made through all Literacy community partners.

- Alcohol, Drug and Mental Health (ADAMH) Board

The ADAMHS Board is a partner with Ohio Means Jobs (OMJ), Hancock County Probation Office, Hancock County Juvenile Court and Juvenile Probation, Opportunities with Ohioans with Disabilities within the OMJ Center and Century Health are primary referral sources and will continue to be referral sources.

- Businesses

The OMJ Center has a lengthy list of businesses that it conducts business with and referrals will be made as needed. The OMJ Center is an active member of the Findlay-Hancock County Chamber of Commerce. The OMJ Center also has a good working relationship with the local Economic Development office.

- Career and Technical Education

Millstream Career Center, Owens Community College and Penta Career Center will continue to refer and collaborate with the OMJ Center.

- Child Care Providers

The Hancock County JFS administers the county child care program through a contract with NOCAC and we have over 50 providers. Participants that express a need for child care will be referred to complete and submit an application for publicly funded child care.

Child Support Enforcement Agency

The CSEA is located in the Hancock County JFS building and appropriate referrals will be made. In addition, OMJ will attend unit meetings as requested and as needed to discuss referrals and needs of consumers. Our Leadership team meets twice monthly and issues are discussed as they arise.

Children Services Agency

The Hancock County CPS unit is located in the Hancock County JFS building and as we are mandated reporters, referrals will be made as warranted.

Community College(s)

Owens Community College, Terra State College and Rhodes State College will continue to make referrals as needed. We collaboratively do job fairs and work with consumers to work with these agencies and others as part of our Workforce Coalition.

Community Action Agency

Our local Community Action Commission (HHWWP) is a partner in the MOU for the One-Stop. We collaboratively work on projects together addressing needs of the community. At this time we have a contract with WSOS for the WIOA youth.

County Family Service Planning Committee

The County Family Service Planning Committee meets quarterly and the agency Director updates the committee while collaboratively working on projects.

Family and Children First Council

We collaborate as needed for services to youth and/or adults. The Council is now under the JFS umbrella and they are located in the JFS building.

Juvenile Court System

We collaborate as needed with the court for services for youth and/or adults.

Local Healthier Buckeye Council

N/A

Local School District(s)

Arcadia, Arlington, Cory Rawson, Findlay, Fostoria, Liberty Benton, McComb, Riverdale, Van Buren & Vanlue..

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

OOD is a partner in the OMJ center and referrals are made on an as needed basis.

Other

Workforce Coalition and the United Way of Greater Hancock County.

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: 24 non-duplicated.

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: 68

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: 35

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:

Staff meet regularly with local businesses to help determine their needs and the opportunities they have that will help participants. We also coordinate services with Economic Development.

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 and Vendors communicate daily regarding referrals, supportive service, outreach activities and other items as needed. Quarterly meetings are also held between the Lead Agency and vendors for continuous improvement on the process.

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:
Hancock County Job & Family Services screens and schedules all applications for OWF for an interview within 7 days of the application date. Once an interview has been completed with JFS staff and the consumer indicates an application for OWF assistance a referral is sent electronically (email or EDMS) to work activity staff and the consumer is scheduled to meet with someone for work activities and CCMEP screening the following business day. HCJFS Workforce Development staff will determine CCMEP/WIOA eligibility and assignments. They will notify JFS staff of assessments and assignments using electronic transmissions (email or EDMS). All PRC applications are screened for CCMEP eligibility. If a PRC applicant is potentially CCMEP eligible the application is given directly to the CCMEP Workforce Navigator for scheduling within 7 days.

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 eligibility, work activity and CCMEP staff work closely together and are able to access the state eligibility system to monitor the number of months used and remaining. Eligibility staff also receive alerts through the state eligibility system notifying them when an assistance group has reached their time limits. In the event of an alert being received, the eligibility staff will send an electronic communication (email or EDMS) to work activity and CCMEP staff to notify them of the change in eligibility.

- 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 appraisal/reappraisal/CCMEP assessment process, the caseworker shall screen for possible victims of domestic violence. The CDJFS will use the screening questions developed by ODJFS. The CDJFS will maintain and protect the confidentiality of the information about an individual who has been subjected to domestic violence. If the consumer is screened to have been a victim of domestic violence the information will be conveyed between caseworkers using electronic methods (email or EDMS). The electronic communication between eligibility staff and CCMEP staff will contain pertinent information regarding domestic violence incidents and modifications necessary to develop the IOP and to protect the consumer's personal information.

If an individual is assigned to a work activity and fails to comply with the work activity as a result of a domestic violence incident, the individual shall be excused from participation and will not be subject to sanction. Individuals excused from participation will be reviewed at least once every six months.

All victims of domestic violence will be referred to the local domestic violence agency.

- The Lead Agency has a process to communicate information regarding:
- CCMEP activities assigned for OWF work-eligible individuals;
 - OWF work-eligible individual's status changes, OWF recipient income information, FLSA hour maximums, good cause, OWF sanctions, compliance activity assignment and completion, hourly requirement updates (D3 status, exemptions, etc.), and other factors impacting CCMEP activity hours or OWF eligibility;
 - Verification and participation in CCMEP activities for OWF work-eligible participants;
 - Completion of the comprehensive assessment and IOP no later than 30 calendar days from the date of application for OWF;
 - Failure of an OWF work-eligible participant to comply with the terms of an IOP (within 10 calendar days of the failure);
 - OWF or Supplemental Nutrition Assistance Program recipients' information and acting upon it in accordance with rules 5101:1 and/or 5101:4 of the Administrative Code; and
 - Exiting an OWF work-eligible individual from CCMEP.

Describe:

CCMEP activities assigned for OWF work-eligible individuals are monitored by the Lead Agency. Communication of any changes in these activities is received by the Lead Agency via electronic communication (email or EDMS). The Lead Agency notifies the CCMEP caseworker of any change in OWF status for a consumer via electronic communication (email or EDMS). All documents received from the consumer regarding the status change, such as status exemptions or activity completion are available for CCMEP staff in the EDMS.

The CCMEP caseworker monitors all participation for the OWF-work-eligible participants, and notifies the JFS eligibility worker of any change in eligibility due to non-participation by a consumer.

The JFS eligibility worker refers the consumer to the CCMEP worker via electronic communications (email or EDMS) no later than 7 calendar days from the date an application is filed for OWF. This communication includes details such as FLSA maximum hour assignments, status exemptions, any known barriers the consumer has reported allowing the CCMEP caseworker to accurately complete an IOP with the consumer, OWF recipient income information, good cause, compliance activity assignment and completion, 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, OWF or SNAP recipients' information and acting on it, and exiting processes. The CCMEP caseworker then notifies JFS work activities staff information regarding IOP so that information may be loaded in to the JFS eligibility system and be a part of the consumer's OWF case.

The CCMEP caseworker contacts the JFS eligibility worker via electronic communication (email or EDMS) no later than 10 calendar days from the date an OWF work-eligible participant does not comply with the terms of an IOP, or fails to complete an IOP. The JFS eligibility worker then takes appropriate action on the OWF case (sanction, termination, denial).

The Lead Agency is responsible to determine eligibility for all OWF applications in accordance with the rules 5101:1 and/or 5101:4 of the Administrative Code. Relevant information such as rights and responsibilities of the consumer and work activity guidelines are communicated to the CCMEP caseworker via electronic communication (email or EDMS) at the time of referral. The JFS eligibility worker will notify the CCMEP worker via electronic communication (email or EDMS) when a consumer is no longer receiving OWF.

A new referral is made using the guidelines above if a consumer regains OWF eligibility.

- 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:

As with most other elements of CCMEP, current local and statewide processes exist for county transfer of cases. Once our county is notified that a CCMEP participant is moving or has moved to another county, CCMEP staff will reach out to the new county's lead agency to discuss current services provided and begin the case transfer process. CCMEP staff in both agencies will discuss what may be in the best interest of the participant including keeping the participant in the original county if necessary for providing the best service for the participant. JFS eligibility staff and CCMEP staff will communicate via electronic means (email or EDMS) to ensure that cases are transferred to the new county within 10 calendar days for OWF recipients. Staff will ensure that the transfer process is streamlined to ensure a warm hand off to the new county with as little disruption to services as possible for the consumer.

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:

1. A minor child: The household consists of the minor child plus all minor siblings (including step), biological, adoptive and step-parents. Eligibility for a minor child will be determined by counting the income of the parent(s) and/or step-parent that are part of the child's household; all sibling income will be excluded. Minor children that do not live with a parent or step-parent would be their own household and only the child's income would count towards eligibility.
2. The parent, specified relative, legal guardian or legal custodian of minor child: The household consists of the minor child, plus all minor siblings (including step), the parent, specified relative, legal guardian or legal custodian and the spouse of the parent, specified relative, legal guardian or legal custodian. Eligibility for a parent, specified relative, legal guardian or legal custodian of a minor child will be determined counting the income of the parent, specified relative, legal guardian or legal custodian of the minor child and spouse of the applicant that is part of the HH. Income of minor children would be excluded.
3. A non-custodial parent who lives in the state, but does not reside with his/her minor child(ren): The household consists of the non-custodial parent plus the spouse of the non-custodial parent if in the home. Eligibility for a non-custodial parent will be determined by counting the income of the non-custodial parent plus the income of his or her spouse if in the household.
4. A pregnant individual: If the pregnant individual is a minor the formation of the household and income eligibility would follow the same guidelines as number one (1). If the pregnant individual is not a minor the formation of the household and income eligibility would follow the same guidelines as number two (2), with the pregnant individual being considered the "parent". The father of the unborn child, if living with the pregnant woman, will not be included in the household or income calculation until the child is born.
5. An individual age 18 to 24 that is part of a family that includes a minor child: The household would consist of only the individual age 18 to 24. Only that individual's income would count towards their 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:

The Workforce Navigator schedules an appointment with an applicant and completes the Comprehensive Assessment.

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:

The customer completes the TABE testing prior to the Workforce Navigator writing the IOP. The agency is exploring the WorkKeys tool at this time for possible use.

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:

HCJFS CCMEP staff works engage program participants at least once every 30 days through a variety of formats which could include: individual meetings, phone calls, text messages, emails etc. It is understood that some consumers may require more contact throughout the program. All contact attempts and interactions are documented in consumer case notes as well as a spreadsheet that is shared with the Unit Administrator on a monthly basis. Various incentives are also available to youth participating in CCMEP, we believe that the use of incentives helps keep participants engaged in the program.

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:

When tutoring services are required and documented on the IOP, the CCMEP caseworker will investigate the various options for connecting a consumer to tutoring, study skills and dropout prevention services. Services may include utilizing existing services provided at no-cost by an education facility, paying for a consumer's study skills program or procuring a private tutor. Youths' skills are improved which leads to GED, diploma or other credential(s) and gainful employment, thus meeting TANF purpose 2.

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

Describe:

Consumers in need of a secondary school diploma are referred to various service providers within the county (local ASPIRE provider, Findlay Digital Academy, Findlay Learning Center, etc) based on the specific need of the youth. Youths' skills are improved which leads to GED, diploma or other credential(s) and gainful employment, thus meeting TANF purpose 2.

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

Describe:

Consumers who require additional work experience or evaluation of work readiness (skill sets or work behaviors) are placed in subsidized work experiences with area employers. Consumers are linked to these employers based on specific training areas outlined on the worksite agreement and in the IOP.

Consumers who are entering the workforce in an unsubsidized work experience may qualify for an on-the-job-training contract. The CCMEP caseworker will approach the employer prior to the consumer's first day of work and complete the OJT contract.
Youth learn employment skills which lead them to gainful employment, and less dependence on government benefits, thus meeting TANF Purposes 1 and 2.

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

Describe:

Based on appropriateness, participants may be able to engage in ITAs or OJTs. Training focuses on in-demand industry sectors to help the participant obtain employment and achieve self-sufficiency. Participants will be provided with all needed supplies/equipment and uniforms, as well as covering the cost of tuition, fees and testing required for each occupational skills training program.
Youth learn employment skills which lead them to gainful employment and less dependence on government benefits, thus meeting TANF Purposes 1 and 2.

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

Describe:

Education provided concurrently with workforce preparation is available to consumers when determined appropriate during the comprehensive assessment and assigned via the IOP. Referrals to be made to education and training programs to accelerate the educational and career advancement of the consumer, while providing valuable skills.

Youth learn employment skills which lead them to gainful employment and less dependence on government benefits, thus meeting TANF Purposes 1 and 2.

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

Describe:

Consumers are strongly encouraged to participate in school organizations/events as a means of connecting with their local communities. Assistance with membership fees or special event fees, transportation, etc. are provided as a service to keep the client engaged in leadership opportunities.

Youth learn employment skills which lead them to gainful employment, and less dependence on government benefits, thus meeting TANF Purposes 1 and 2.

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

Describe:

Supportive services are provided to consumers as necessary and to keep the youth engaged in services and moving toward goal attainment. Services vary based on individual consumer needs and may include assistance with rent, utilities, transportation, child care, uniforms, work/school related equipment, referrals to outside agencies, etc. All supportive services are recorded on the IOP and in OWCMS case notes.

Youth are given supportive services to keep them in their home and/or to assist them in finding housing to maintain family structure. Youth are encouraged to use their resources to pay for other services not offered by our program and to start and maintain an emergency savings, thus meeting TANF Purposes 1 and 2.

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

Describe:

Adult mentoring is made available to all participants. Mentoring will include building appropriate supportive relationships to provide encouragement and guidance. County Workforce Development and CCMEP staff can serve as mentor or participants can be referred to partner agencies for services.

Mentoring helps to maintain employment, rely less on government assistance, reduce the instances of out-of-wedlock pregnancies and encourages the formation and maintenance of two-parent families, thus meeting TANF Purposes 1 and 2.

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

Describe:

Consumers who exit the program are provided with twelve (12) months of follow-up services to maintain their progress toward self-sufficiency. A follow-up plan is developed with exiting participants that outlines the services available during follow-up, contact requirements and documentation required to monitor progress during follow-up. All activity during follow-up is documented in the youth case file and in OWCMS.

Having a safety net in place for youth helps them to maintain employment and have less dependence on government benefits once services conclude, thus meeting TANF Purposes 1 and 2.

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

Describe:

When appropriate as determined through comprehensive assessment and indicated on the IOP, clients are referred to accredited area counseling agencies to address mental health issues and addiction

concerns. Services include referral to counseling, transportation and, in some qualifying cases, assistance with fees for counseling.
Providing CG&C helps youth to maintain employment and have less dependence on government benefits, thus meeting TANF Purposes 1 and 2.

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

Describe:
All consumers entering CCMEP program work with the CCMEP caseworker to evaluate and address areas of concern related to budgeting, use of credit, price comparison, etc. using a curriculum developed by the FDIC. The CCMEP caseworker may refer the client to an outside agency for more specialized services related to financial literacy if deemed necessary.
This helps youth to budget money, seek employment that will cover their expenses and have less dependence on government benefits, thus meeting TANF Purposes 1 and 2.

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

Describe:
Entrepreneurial skills will be offered to any participant showing an interest in opening a business. Consumers who express an interest in entrepreneurship are connected with local resources to assist with business planning and product development. The activities related to the development of the new business are documented in the IOP and in case notes in OWCMS.
This helps youth to maintain employment and have less dependence on government benefits, thus meeting TANF Purpose 2.

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

Describe:
CCMEP staff assists participants with navigating OhioMeansJobs.com for LMI-related searches. The participant is instructed on the use of the functions, resources and applications available through OhioMeansJobs.com for career planning.
This helps youth maintain employment and have less dependence on government benefits, thus meeting TANF Purpose 2.

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

Describe:
CCMEP staff works on an individual-basis with consumers who identify an interest in post-secondary training. The consumers are given resources and supportive services to assist with evaluating training providers to meet their needs, applying for training, assistance with FAFSA, etc. All activities are documented on the IOP and in OWCMS.
Increasing a youth's skills helps youth to secure and maintain employment and have less dependence on government benefits, thus meeting TANF Purpose 2.

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:
There will be an employer of record and that entity will be responsible for the payment of wages to the participant and the employer of record will be reimbursed by the Lead Agency.

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:
Supportive Services may include, but are not limited to, assistance with transportation, housing, utilities, eyeglasses, counseling, food, licensing fees, physical examinations and personal protective equipment required for work or training, and job readiness tools such as paper, envelopes, hygiene kits, clothing for interviews and other approved supportive service.

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:
In order to support the youth's success and stability, follow up services will be provided to participants for a minimum of 12 months after their completion of participation in CCMEP. These services will assist participants during their transition to employment and /or further education. The types of services must be determined based on the individual needs of the CCMEP participant. These service may include, but are not limited to leadership development, employment support and assistance, mentoring, and peer centered activities.
Case workers will make every attempt to contact the participants, through phone, email, social media, mail and other possible means available to them. They will document this contact information in OWCMS. If the participants opts out, they will need to put it in writing and the documentation will be placed in their file.

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

Describe:

OWF work-eligible CCMEP participants are required to contact the site supervisor before any scheduled reporting time if unable to report to work as scheduled. Time missed should be rescheduled or proof of good cause for missing scheduled time is required within five (5) calendar days. Time missed needs to be completed within the same month.

Good cause reasons are limited to the following:

- Illness of the work-eligible individual or family member;
- Previously scheduled appointments for medical, dental or vision care for the work-eligible individual or family member;

Previously scheduled job interview for a work eligible individual, including any subsequent interviews and/or testing requirements;

- Court ordered appearance;
- Appointment with another social service agency or program;
- Death in the family, limited to the following:
 - Five days for spouse, child, parent, sibling, step-parent or step-sibling, legal guardian or other person who stands in place of a parent;
 - Three days for grandparent, great-grandparent, grandchild;
 - Two days for an in-law, aunt, uncle or domestic partner;
- School, place of work, or worksite is closed for the day;
- Lack of child care (applies to only those receiving County-funded child care);
- Failure of the agency to provide supportive services;
- Failure of the agency to provide the work eligible individual with all the information necessary about the assignment;
- Domestic Violence circumstances;
- Other circumstances determined on a case-by-case basis.

Documentation for the missed hours should fall within one of the acceptable good cause reasons above, and must be from a third party (no self-written excuses, unless unable to make up the missed hours).

Failure to contact the work site, provide good cause within 5 calendar days or make up the failed hours will result in a sanction/reduction of OWF benefits.

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

Describe:

The agency will make all attempts to reach the participant via phone to schedule an appointment and will then issue written appointment notice to participants of the scheduled day and time. In the event a participant is unavailable by phone, an appointment is scheduled, allowing at least a 10 day notice for the appointment and an appointment notice is mailed.

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:

The importance of obtaining a GED for obtaining employment and enrolling in post secondary education will be stressed to participants during the assessment process and incorporated into the IOP as necessary. An ASPIRE instructor will be used as a resource to discuss GED program with the participant. Referrals will be made to ASPIRE. GED and Adult Diploma information is available at the OMJ center. On-line high school diploma schools and Workforce Readiness/Industry Credentials will be viable options as well.

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:

OhioMeansJobs-Hancock County collaborates with the Area 7 Workforce Development Board when procuring CCMEP/WIOA Youth services.
Attachment #6 Hancock County JFS Procurement Policy
Attachment #7 WIOA Procurement Policy
OhioMeansJobs-Hancock County operates the CCMEP program in-house in partnership with HCJFS Family Assistance Unit and Community Partners. Each youth's eligibility for CCMEP TANF and WIOA Youth are determined at intake. If eligible for both programs, co-funding options are reviewed to determine how best to serve each participant.

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:

We require the worker have a degree in Social Work or other related field. The worker is required to attend all available trainings.

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

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

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

Describe:
 The agency has developed a customer satisfaction survey which is sent with the 6 month redetermination. The Workforce Navigator meets regularly with their supervisor and discuss any issues/concerns regarding the program.

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 Workforce Navigator meets with the supervisor on a monthly basis. Any concerns will be discussed to determine if any changes in process is needed.

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 Workforce Navigator will, as part of the follow up, contact employers, participants and anyone else relevant to the case to gather employment information, educational information, etc that can be used as supplemental data. For example, the Navigator may contact the participant and ask that they submit a copy of their certification of a degree. The Navigator will then enter that information into the appropriate tracking system as well as enter a case note.

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 Diana Hoover Director Hancock County JFS	
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 Workforce Development Board Director	
Signature	Date