



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

for

County or Counties: Madison

County _____

Effective Date: 10-1-2017

Plan Submission

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

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

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

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

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1. Lead Agency and Coordination with Partners

Each board of county commissioners is required to choose a single Lead Agency, either the CDJFS or workforce development agency that serves the county, to administer CCMEP. A single Lead Agency is necessary to ensure accountability for program performance and results.

1.1 Identify the Lead Agency designated to administer the CCMEP program.

Lead Agency Name Madison County Department of Job and Family Services				
Lead Agency Address 200 Midway Street		City London	State OH	43140
First Name of Lead Agency Official Steve	Last Name of Lead Agency Official Kaifas	Title of Lead Agency Official Director		
Phone Number 740-852-4770		Email Address Steve.Kaifas@jfs.ohio.gov		

Program Contact Person Anna Schafer		Phone Number
Phone Number 740-852-4770	Email Address Anna.Schafer@jfs.ohio.gov	

Fiscal Contact Person Erin Galloway	
Phone Number 740-852-4770	Email Address Erin.Galloway@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 Madison County				
Agency Address 200 Midway Street		City London	State OH	Zip Code 43140
First Name of Lead Agency Official Steve	Last Name of Lead Agency Official Kaifas	Title of Lead Agency Official Director		
Phone Number 740-852-4770		Email Address Steve.Kaifas@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 Anna	Last Name of Implementation Manager Schafer	Title of Implementation Manager Administrator
Phone Number 740-852-4770	Email Address Anna.Schafer@jfs.ohio.gov	

1.5 Lead Agency’s performance and data management contact:

Contact Person Anna Schafer	
Phone Number 740-852-4770	Email Address Anna.Schafer@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:
 Madison County Department of Job and Family Services is a quadruple combined agency (DJFS, PCSA, CSEA, Workforce), and all program areas are located in the same building. WIOA and TANF Work Activity programs have the same Supervisor for both programs. The PA case bank will send an email to the CCMEP Case Worker for any individual that is receiving cash assistance and is in the 14-24 age range. The PA case bank also gets E Gateway applications as well as any transfer in cases and will notify the CCMEP Case Worker by email.
 All 3 case managers (1 WIOA Adult, 1 WIOA Youth, 1 TANF Work Activity) will continue to be cross trained. The Supervisor is already cross trained.

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. Lead Agency Administrator attends Madison County Business Advisory Council Meetings quarterly and works with Madison County Chamber/CIC to coordinate services for Madison County Employers. **See attached By Laws and Work Experience and Incentive Policies for WIOA and TANF.**

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:
 Madison County DJFS does not have any additional policies, we follow policies/rules from ODJFS and Area 7 for CCMEP.

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

Agency contracts with, and refers participants for GED, ABLE, etc services. Case manager is a member of the ABLE Advisory Committee.

- Alcohol, Drug and Mental Health (ADAMH) Board

Madison County Department of Job and Family Services refers to Madison County Mental Health Services, Inc. Open Access and obtains releases for all CCMEP Participants.

- Businesses

Madison County Department of Job and Family Services is a member of Madison County Chamber of Commerce. MCDJFS Administrator is Co Chair of the Madison County Human Resource Committee with the Madison County Chamber & CIC Executive Director.

- Career and Technical Education

Madison County Department of Job and Family Services partners with Tolles Career and Technical Center and MCDJFS Administrator serves on Advisory Committee.

- Child Care Providers

Madison County Department of Job and Family Services staff inspects Child Care Providers, and Madison County Child Care Providers are listed on the County Workforce Development website.

- Child Support Enforcement Agency

Co-located in the quad-combined Madison County Department of Job and Family Services.

- Children Services Agency

Co-located in the quad-combined Madison County Department of Job and Family Services.

- Community College(s)

Partner with Clark State and Columbus State Community Colleges to send participants to training.

- Community Action Agency

Madison County Department of Job and Family Services is member of the 6 County Community Action Organization. Madison County Department of Job and Family Services' Director serves as a CAO Board Member.

- County Family Service Planning Committee

Madison County Department of Job and Family Services is appointed by the Madison County Commissioners to facilitate The Madison County Family Service Planning Committee.

- Family and Children First Council

Co-located with the Madison County Department of Job and Family Services, who is a member and actively participating in Family Council. MCDJFS Director is also the Director of the Madison County Dept. of Family and Children, the service provider for the Madison County FCFC.

- Juvenile Court System

Madison County Department of Job and Family Services routinely refers and works with Juvenile Court to serve youth.

- Local Healthier Buckeye Council

Madison County Department of Job and Family Services is a member of The Madison County Local Healthier Buckeye Council.

- Local School District(s)

Madison County Department of Job and Family Services routinely works with Local School Districts to serve youth.

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

Current Partner with Madison County Department of Job and Family Services, and has office hours in MCDJFS 2 days per week.

- Other

2. Population Served

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

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

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

Please provide the anticipated number of required individuals the Lead Agency will serve annually in CCMEP: 18-20

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: 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: 1

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:
 The Lead Agency participates in area Chambers of Commerce, local, county and regional economic development boards, JobsOhio and additional workforce organizations to help engage local businesses in our services. Local businesses express their in demands needs to the Lead Agency. We assist businesses with job postings, resume searching and other activities on OhioMeansJobs.com. CCMEP funding is made available to eligible participants to assist them in upgrading their skills through vocational or technical career centers to meet the businesses demand. Job Fairs are held at the OMJ Center every other month to match the job seeker with employers.

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:
 Madison County Department of Job and Family Services is a quadruple combined agency (DJFS, PCSA, CSEA, Workforce), and all program areas are located in the same building. WIOA and TANF Work Activity programs have the same Supervisor for both programs.

In Addition to MCDJFS, the Madison County Dept. of Family & Children is also located in the same building and share a Director. The Dept. of Family & Children is responsible for Early Childhood Education programs (HMG, Early Head Start), Wrap Around services and Prevention programs.

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: ABLE, Youth and Adult Probation Offices, FCFC Wrap Staff

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 MCDJFS case bank workers are trained to email the CCMEP Case Worker after eligibility is determined for any 14-24 year old applicant at time of eligibility., Once eligibility is completed by case bank, an email is sent to the CCMEP Case Worker. The CCMEP Case Worker then schedules the appointment to complete the 3002 and 3003 with in 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:
The Work Activities/CCMEP Worker enters the months of OWF Participation and months left of assistance in the information booklet given to the applicant. This is relayed into the IOP during appraisal.

- 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:
Madison County DJFS follows all rules and protocol as it relates to domestic violence, making referrals to local providers and allowing participants to cope with the issues related to domestic violence issues. Please see below:

Domestic violence" means being subjected to any of the following:

- (1) Physical acts that resulted in, or threatened to result in, physical injury to the individual;
- (2) Sexual abuse;
- (3) Sexual activity involving a dependent child;
- (4) Being forced as the caretaker relative of a dependent child to engage in nonconsensual sexual acts or activities;
- (5) Threats of, or attempts at, physical or sexual abuse;
- (6) Mental abuse;
- (7) Neglect or deprivation of medical care.

The process for screening and referral between local participating agencies and subcontractors when a program participant is determined to be a victim of domestic violence as described in division (D) of section [5107.02](#) (above)of the Revised Code including a description of how the lead agency handles domestic violence situations including but not limited to:

- (a) The process of communication between local participating agencies and subcontractors;
- (b) Modifying hours of participation in CCMEP;
- (c) Waivers from requirements;
- (d) Referrals to community resources;
- (e) Personal information protection; and
- (f) Referrals to counseling

Completion of the JFS03803 is done and in the participants file.

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

Describe:

The Lead Agency is Madison County DJFS which is combined with the local workforce agency, OhioMeansJobs|Madison County. CCMEP (OMJ staff housed in the Lead Agency) case managers have access

to those systems that includes the above listed information as it is inherent in their roles. The 3004 is completed and when printed from OWCMS. The youth gets a copy to take with them from the assessment appointment.

- CCMEP activities assigned for OWF work-eligible individuals

The OWF Work Activities worker and CCMEP case manager have the same supervisor and work in the same team. The coordination of services is discussed regularly between the two workers by phone, email and in person meetings. All information between case workers that require action taken is completed via email.

The CCMEP case manager notifies the WA case manager of CCMEP activities the participant is assigned to and verifies participation in CCMEP activities 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 participant

The WA case manager provides/notifies the CCMEP case manager if the OWF work eligible individuals status changes, of OWF recipient income information, of FLSA hours maximums, good cause, OWF sanctions, any compliance activity assignments and completions, hourly requirement updates and any other factors impacting CCMEP activity hours or OWF eligibility.

- Completion of the comprehensive assessment and IOP no later than 30 calendar days from the date of application for OWF

The CCMEP case manager notifies the WA case manager of the completion of the comprehensive assessment and IOP (within 30 days of the signed 7200).

- Failure of an OWF work-eligible participant to comply with the terms of an IOP (within 10 calendar days of the failure);

The CCMEP case manager notifies the WA case manager within 10 days of the date of failure to participate with CCMEP.

- 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

The WA case manager communicates any OWF or SNAP recipients information and acts on it according to OAC rules 510

- Exiting an OWF work-eligible individual from CCMEP 1:1 and /or 5101:4. of the Administrative Code

The CCMEP case manager notifies the WA case manager when they exit an OWF work-eligible individual from CCMEP with 1 of the 4 allowable reason codes.

- 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:

When a CCMEP program participant moves to another Ohio county, the Madison County DJFS/OMJ|Madison County will notify the new county of residence via email within 10 calendar days of the move to develop a new service strategy and IOP. Should a program participant move into Madison County, we will contact the participant to meet to develop a new service strategy within 10 days of the arrival. MCDJFS may keep a program participant who is not an OWF recipient in their county if it is in the program participant's best interest as described in paragraph (I) of rule 5101:14-1-04 of the Administrative Code.

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:

Madison County DJFS follows policy 5101:1-23-10 Ohio Works First: Assistance Group Determination.

(f) Is one of the following:

(i) A minor child;

For the minor child*, Parents, Step Parents, and Domestic Partners' income will be counted to determine whether the group meets the 200% FPL.

(ii) The parent, specified relative, legal guardian or legal custodian of a minor child;

For the parent, specified relative, legal guardian or custodian*, Parent, Specified Relative, Legal Guardian 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, and Domestic Partner income will be counted to determine whether they meet the 200%FPL.

(iv) A pregnant individual; or

For the pregnant individual*, Parents, Step Parents, and Domestic Partner income will be counted to determine whether they meet the 200%FPL, if

the pregnant individual is a minor. If the pregnant individual is an adult, only the income of her domestic partner would be counted.

(v) An individual age 18 to 24 that is part of a family that includes a minor child.

For the individual age 18-24*, the Individual (18-24) to be served, Parents, Step Parents, and Domestic Partner income will be counted to determine whether they meet the 200% FPL. For this individual, there would not need to be a relationship between the individual and the minor child other than living in the same household.

*Remember any of these individuals to be served may be “couch surfing” or in the household temporarily and not receiving financial support other than shelter.

MCDJFS is also using this policy for the TANF semi-annual review process for CCMEP TANF recipients not in receipt of OWF cash assistance.

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:
CCMEP case manager will complete 3003, according to training provided by Ohio Department of Job and Family Services. Madison County Department of Job and Family Services will make sure case manager attend any and all training as provided by Ohio Department of Job and Family Services, assuring case manager(s) are qualified.

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:
www.ohiomeansjobs.com (Backpack)

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:
MCDJFS works with OMJ|Madison County to 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 clients may require more contact throughout the program. All contact attempts and interactions are documented in client case notes. .

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:
Based on the 3003 and 3004, tutoring, study skills, instruction and drop out prevention is offered. Referrals will be made to London Aspire/Aspire Tolles Career and Technical Center. This service is designed to end the dependence of needy parents on government benefits by promoting job preparation and work as having a high school diploma or equivalency make individuals more employable.

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

Describe:
Based on the 3003 and 3004, Alternative Secondary School Services/Drop out Services is offered. Referrals to

formal education programs or formal dropout recovery services will be made to London Aspire/Aspire Tolles Career and Technical Center.

This service is designed to end the dependence of needy parents on government benefits by promoting job preparation and work as having a high school diploma makes an individual more employable.

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

Describe:

Based on the 3003 and 3004, Paid and Unpaid Work Experience is offered with payroll services being contracted with Nesco Resources.

Work experience helps youth understand proper workplace behavior and what is necessary in order to attain and retain employment. All work experiences offered through CCMEP include academic and occupational education components. This service is designed to end the dependence of needy parents on government benefits by promoting job preparation and work as it gives participants the skills they need to obtain and retain permanent employment.

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

Describe:

Based on the 3003 and 3004, Occupational Skills Training is offered.

All youth are able to request an ITA in an in demand occupation at a training facility on WIET. ITAs are issued by the DJFS and can be up to 2 years and include tuition and required tools. This service is designed to end the dependence of needy parents on government benefits by promoting job preparation and work as it provides the participant with occupational skills that make them more employable and more likely to be self-sufficient than those that do not have occupational skills training.

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

Describe:

Based on the 3003 and 3004, Education offered concurrently with workforce preparation is offered. Referrals are made to London Aspire/Aspire Tolles Career and Technical Center.

Provides Education offered concurrently with workforce preparation with integrated education and training model that collaborate workforce preparation activities, basic academic skills and workforce training/occupational skills training. This service is designed to end the dependence of needy parents on government benefits by promoting job preparation and work as it makes them more employable with developed soft skills and workplace skills.

6. Leadership development opportunities – TANF Purpose(s) 1, 2

Describe:

Based on the 3003 and 3004, Leadership Development is offered. Referrals made to Madison County Chamber and CIC. Provides several leadership development opportunities to youth participants including but not limited to:

Exposure to post-secondary educational possibilities Community and service-learning projects Life skills such as parenting and work behavior Civic engagement and leadership activities This service is designed to end the dependence of needy parents on government benefits by promoting job preparation, work and marriage and also provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives as it develops our future leaders to be strong, focused, and successful in both their family life and career.

7. Supportive services – TANF Purpose(s) 1,2

Describe:

Based on the 3003 and 3004, Supportive Services are offered. All Supportive Services must be reasonable and necessary for the participant to complete activities listed on the 3003.

DJFS offers an array of supportive services to youth participants that include but are not limited to transportation, child care, housing, work attire and work related tools, etc. Appropriate supportive services are identified to assist in reducing barriers. Supportive Services usage is tracked through CFIS. This service is designed to end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage and also provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives by addressing individual barriers/needs and enabling an individual to participate in CCMEP activities and also to secure and retain employment.

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

Describe:

Based on the 3003 and 3004, Adult Mentoring is offered. Referral would be made to Madison County Chamber/CIC. This service is designed to end the dependence of needy parents on government benefits by promoting job preparation, work and marriage and also provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives by offering guidance, support, and encouragement to the youth.

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

Describe:

Follow up Services are offered to help ensure the youth is successful in employment. Follow up is managed by the DJFS and include quarterly contact and services if needed to retain employment or secure better employment. Any follow up services are provided though WIOA not TANF. This service is designed to end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage and also provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives by improving the knowledge and understanding of financial decisions.

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

Describe:

Based on the 3003 and 3004, Comprehensive Guidance and Counseling is offered. Referrals are made to Darby Creek Counseling and Neurotherapy.

This service is designed to end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage and also provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives by improving their overall mental, emotional, and behavioral health.

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

Describe:

Based on the 3003 and 3004, Financial Literacy Education is offered. Referrals are made to Bridges Community Action, which offers Financial Literacy Sessions.

This service is designed to end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage and also provide assistance to needy families so that children may be cared for

in their own homes or in the homes of relatives by improving the knowledge and understanding of financial decisions.

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

Describe:

Based on the 3003 and 3004, Entrepreneurial Skills Training is offered. Referrals will be made to Madison County Chamber/CIC. Provides free, professional, in-depth and confidential business consulting and training to new and existing entrepreneurs. This service is designed to end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage and also provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives by helping youth develop skills such as ability to take initiative, creatively seeking out business opportunities, and developing budgets and forecasting resource needs, etc.

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

Describe:

Based on the 3003 and 3004, Labor Market and Employment Information is offered. OMJ|Madison County provides direct assistance on labor market and employment information to youth participants. These services help youth understand the relationship between labor demand and supply. A variety of LMI tools are utilized including but not limited to OhioMeansJobs.com, and OMJ backpack resources in order to help youth make appropriate decisions about education and careers. OMJ case managers help youth identify in-demand industries and occupations and employment opportunities and also provide knowledge of job market expectations. Services provided to youth also include career awareness and career counseling/guidance. OMJ|Madison County assists youth participants with resume preparation, interview skills, and other job readiness activities.

This service is designed to end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage and also provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives by helping youth understand employment opportunities in their local workforce and qualifications needed to secure these opportunities.

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

Describe:

Based on the 3003 and 3004, Post Secondary Preparation and Transition Activities are offered. Referrals are made to London Aspire.

London Aspire provides post-secondary preparation and transition activities to participants to prepare youth for advancement to postsecondary education or training after attaining their high school diploma or equivalent.

These services include but are not limited to: Exploring postsecondary education and training options (career pathways, occupations, degree levels, training providers, etc) Assisting youth to prepare for standardized testing for college admissions (SAT, ACT, etc) Assisting with college applications Searching and applying for scholarships and grants Assistance with financial aid applications Connecting youth to postsecondary education programs This service is designed to end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.

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:

OMJ|Madison County utilizes Nesco Resource as the employer of record for CCMEP WIOA work experience participants. Nesco is responsible for CCMEP WIOA youth participant's payroll services including processing, issuing and managing payroll. As the employer of record, Nesco assumes responsibilities and liabilities for employment issues such as administration, payroll, taxes, and maintaining employee records. WIOA youth work experience worksites will be varied around Madison County. OMJ|Madison County does not utilize TANF or WIOA funds to pay a program participant directly for subsidized employment. OJT funding goes directly to the Employer for reimbursement of wages for up to six months.

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:

Madison County DJFS follows ODJFS and Area 7 Policies for Supportive Services. No local policy. **See attached Supportive Services Policy.**

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:

MCDJFS follows up for 12 months to insure individuals I have needed resources during the follow up period. **Please see attached policy.**

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

Describe:

Madison County DJFS follows OWF Good Cause Rules, giving 10 days to turn in Good Cause verifications to support missing time as good cause. Doctor notes with illness defined and return dates, copies of court ordered appearances, exploration of lack of child care will be considered when exploring good cause.

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

Describe:

Madison County DFS utilizes CRISE to mail out appointment letters. Compass Appointments is used to track show and no show appointments.

6.7 For program participants without a high school diploma, how will the Lead Agency ensure those individuals are made aware of options to obtain their high school degree or its equivalent (e.g., ABLE referral, Adult Diploma option)?

More than 1 million adult Ohioans do not possess a high school diploma or equivalent. Addressing this issue is critical to Ohio's economic health and growth. Attainment of this credential is one of the primary measures for CCMEP and an important priority for the program.

Describe:
Youth are be educated about educational requirements local employers have for positions, and the importance of returning to school. CCMEP staff will refer to programs/services as applicable.

6.8 Describe the Lead Agency's role in the design of the CCMEP services procured through the workforce development board including collaboration and co-funding.

Describe:
The Area 7 Board designated the Framework Activities (Outreach, Eligibility, Assesment, IOP and Case Management) also, designated ITA/OJTs, Labor Market Information, Supportive Services and Follow up Services to OMJ|Madison County..

OMJ|Madison County has no cost agreements with:

London Aspire for Tutoring, study skills and drop out prevention, Alternative Secondary School
Aspire Tolles Career and Techical Center for Drop out Prevention, Education offered concurrently with workforce preparation.
Bridges Community Action for Financial Literacy
Madison County Chamber/CIC for Entrepreneurial Skills, Leadership Skills and Adult Mentoring.
Darby Creek Counseling and Neurotherapy for Comrehensive Guidance and Counseling.

There were 2 failed procurements for Paid and Unpaid Work Experience(once with WorkPlus Region and once Madison County). Did procurement for a Small Purchase (\$25,000 for Madison County). With Nesco Resources winning the bid.

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:
Madison County DJFS CCMEP, Administrative and Fiscal Staff have attended all State provided trainings for CCMEP. The above Staff continue to attend available training.

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

- | | |
|--|---|
| <input checked="" 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 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:
Surveys are to be given to all CCMEP participants annonomously with case manager contact information so they can contact if needed.

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:
Team meetings are held to supply feedback and review cases.

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:
A spreadsheet is updated with any new CCMEP Participants, Follow up letters are generated and mailed to individuals.OWCMS/CRISE CLRC is updated.

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