



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

For

County or Counties: Noble County
Effective Date: 06/13/2018

Plan Submission

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

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

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

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

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1. Lead Agency and Coordination with Partners

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

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

Lead Agency Name Noble County Department of Job and Family Services			
Lead Agency Address 46049 Marietta RD	City Caldwell	State OH	Zip Code 43724
First Name of Lead Agency Official Mindy	Last Name of Lead Agency Official Lowe	Title of Lead Agency Official Director	
Phone Number 740-732-5133		Email Address mindy.lowe@jfs.ohio.gov	

Program Contact Person Misty D. Wells	Phone Number 740-305-1389
Phone Number	Email Address misty.wells@jfs.ohio.gov

Fiscal Contact Person Jodi Harmon	
Phone Number 740-732-1601	Email Address jodi.harmon@jfs.ohio.gov

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

Agency Name Noble County Department of Job and Family Services			
Agency Address PO Box 250	City Caldwell	State OH	Zip Code 43724
First Name of Lead Agency Official Mindy	Last Name of Lead Agency Official Lowe	Title of Lead Agency Official Director	
Phone Number 740-732-5133		Email Address mindy.lowe@jfs.ohio.gov	

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

Workforce Development Area Area 15	
Workforce Development Board Chair Name Herman Gray	
Workforce Development Board Director Name Rebecca Safko	
Phone Number 740-632-4671	Email Address rebecca@omj15.com

1.4 Identify the implementation manager for the Lead Agency.

First Name of Implementation Manager <u>Misty</u>	Last Name of Implementation Manager <u>Wells</u>	Title of Implementation Manager <u>Workforce Development Supervisor</u>
Phone Number <u>740-305-1389</u>	Email Address <u>misty.wells@jfs.ohio.gov</u>	

1.5 Lead Agency’s performance and data management contact:

Contact Person <u>Misty D. Wells</u>	
Phone Number <u>740-305-1389</u>	Email Address <u>misty.wells@jfs.ohio.gov</u>

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

Describe:
Noble County Department of Job and Family Services is the Lead Agency, workforce development agency, additionally they are housed in the county department of Job and Family Services. This will give us the ability to seamlessly streamline CCMEP youth services. The team will easily be able to share information to best meet the needs of our participants. Information can be shared through email or in team meetings. Being housed within the JFS has been extremely helpful as far as accessibility of services such as Food Assistance/Cash, childcare assistance, children services, child support, the financial counseling classes, parenting classes, and Aspire classes.

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:
The CCMEP supervisor attends Area 15 WIB meetings to encourage seamless WIOA/CCMEP services and policies. This board enables us to meet with business members, which is an excellent resource in identifying the best way to engage local business in developing our future workforce as well as meeting the needs of our business customers. We also have years of experience in serving our local business and have employers that call us when they need to hire and we post their openings on OhioMeansJobs.com. As far as community development we hold bi-monthly partner meetings that we invite local service providers including the chamber director, state staff, ASPIRE, OOD, Community Action etc. We also regularly are coordinating services with OSU extension, local high schools and colleges. In an attempt to make sure that the community is aware of our services staff has presented to the Family and Children First Council and the health department staff. To have consistency in services we are utilizing Area 15's work experience and incentive plan policies and forms.

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:

For basic skills assessments we utilize the TABE assessment which is consistent with the testing that they utilize in the ASPIRE classes and Area 15 WIOA applicants/participants. If a student has an IEP and they have been assessed for their reading and math we are utilizing those scores. All applicants between the ages of 14-24 who apply for CCMEP services are also being screened for WIOA eligibility. We also have an area supportive services plan that has been amended to cover CCMEP as well as WIOA participants. Follow up is completed for 12 months after services have ended and this is reported in OWCMS. Disclosure of relationship is also completed by all applicants. If they are closely related the Area 15 policy is being followed. Policies being utilized are attached.

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

Mid-East Career and Technology Center provides ASPIRE classes. They hold their classes in the county building that houses the CDJFS as well. They are assisting students with earning their GED as well as help with basic skills such as reading and math, basic computer operations, and test preparation for specific vocational test

- Alcohol, Drug and Mental Health (ADAMH) Board

Noble Behavioral Health Choices is our local drug and alcohol counselors; ALLWELL provides mental health services and case management services

- Businesses

Local businesses partner with the agency by participating in work experience for our CCMEP youth; work closely with the Chamber of Commerce; local business members are on Area 15 WIB.

- Career and Technical Education

Noble County does not have a training center in our county therefore our residents travel to Washington, Guernsey and Muskingum Counties

- Child Care Providers

NCDJFS is the OMJ operator and the local agency responsible for certifying locally approved child care providers as well as determining eligibility for child care subsidies. OMJ Center job seekers can obtain and submit a child care application while at the OMJ Center.

- Child Support Enforcement Agency

NCDJFS is the OMJ operator and the local agency responsible for Child Support Enforcement. OMJ Center job seekers can fulfill child support court orders related to seek work activities and registration for OMJ and document those efforts while at the OMJ Center in Noble County.

Children Services Agency

NCDJFS is the OMJ operator and the local agency responsible for Children Services activities. Children Services staff may refer participants to OMJ for job seeking services. This is also a valuable asset for children that are aging out of the foster care system. We meet monthly with the children services staff for any cases that we have in common, more often if necessary.

Community College(s)

Zane State and Washington State Community College are active partners and approved training providers.

Community Action Agency

GMN Tri County CAC provides HEAP, housing assistance etc. They also attend our partner meetings.

County Family Service Planning Committee

N/A

Family and Children First Council

Judy Weisend is our Family and Children First Council coordinator and she is housed in our CDJFS.

Juvenile Court System

Noble County probation and Judge are both aware of CCMEP services that are available for the youth and young adults that they work with. Partnering with the CASA program that advocates for youth.

Local Healthier Buckeye Council

N/A

Local School District(s)

Noble Local and Caldwell Exempted Village Schools are both partnering in implementing CCMEP. Case managers work very closely with both districts guidance counselors. Partnering with the Plumbers and Pipefitters and the electrical union to have a pre-apprenticeship program at both school districts in the fall.

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

OOD comes to our agency as needed to work with Noble County referrals. They also attend our partner meeting.

Other

OSU Extension is currently providing budgeting classes

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: 2

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: 100

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: 50

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:

NCDJFS, the lead agency, has been the One Stop operator for Noble County since July 2001. During this time we have worked very hard to make local businesses aware of the services that we have to offer including helping them to find the most qualified applicants also offer paid work experience and OJT's for qualified applicants. Employers have the ability to call into the agency, place a job order and screen for qualified applicant's. Employers are also able to use the agency conference room for interviews.

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:

Noble County DJFS is the lead agency so streamlining services is not an issue. For summer employment our employers actually hire the youth and DJFS reimburses the employer wages.

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:

Upon receipt of an OWF Application(Form 7200), the Eligibility and Referral department within 7 days will refer the individual to the CCMEP department. This referral will include a copy of the 7200 to the CCMEP department and an email to the department stating that the referral has been made. CCMEP staff will confirm that the referral has been received from the Eligibility and Referral department. Within 30 days of the date of application, CCMEP staff will complete eligibility using the JFS 3002 application;complete the comprehensive assessment;complete and obtain signatures on the IOP;enter the assessment and IOP in OWCMS. For non-OWF required participants(WIOA youth or volunteer such as a PRC Recipient, the 3002 application begins the referral process and is completed by CCMEP staff.

4.3 Confirm that the Lead Agency has a process for working with the other local participating agency and/or any subcontractors to ensure the following:

- The Lead Agency has a process to share the number of months a program participant has participated in OWF that were subject to the time limit described in rule 5101:1-23-01 of the Administrative Code for inclusion in the IOP.

Describe:

The lead agency will communicate with the Eligibility and Referral Supervisor or designated worker by email and/or face to face contact as we are co-located in the department of job and family services. The number of months that a participant has used OWF is verified on TLIN(CRIS-E screen) and recorded on their CCMEP plan on the last page of the document. These time frames will be closely monitored on Tlin in CRIS-E.

- 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:

Domestic Violence is addressed during the initial application process and assessment interview and handled per current regulations. Domestic violence brochure is in the information packets that are distributed during orientation. The agency will also will also modify hours of participation, waivers from requirements, as well as make referrals to counselors and the domestic violence advocates and community resources. Personal information will also be protected to ensure safety.

- 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:

*Noble County DJFS communicates CCMEP activities assigned for OWF work-eligible individuals through the Eligibility and Referral department and the CCMEP program staff.

*Any changes with regard to OWF work-eligible individuals including: FLSA hours required;good cause;OWF sanctions;compliance activity assignment and completion;hourly requirement updates and other factors impacting CCMEP activities or OWF eligibility. All changes will be discussed between the Eligibility and Referral department and the CCMEP program staff via direct contact or email.

*Eligibility and Referral department along with CCMEP staff will be able to verify participation through case notes, monthly calendars that are kept by CCMEP staff in a shared EXCEL drive; email or phone conversations.

*Noble County CCMEP staff will communicate with the Eligibility and Referral department no later than 30 days after the OWF application has been received, that the CCMEP assessment and IOP has been completed. This will be communicated through email and or face to face conversations.

*CCMEP staff will communicate with Eligibility and Referral department within 10 calendar days , failure of an OWF work eligible participant to comply with the terms of the IOP. This will be done by providing monthly calendar through email as well as face to face communication between Eligibility and Referral and the CCMEP staff.

*OWF or SNAP recipients information will be exchanged between income maintenance and CCMEP staff in accordance with rules 5101:1 and 5101:4 of the administrative code. We will ensure that any paperwork received will shared through agency email, scanning, or ohone contatcts. Supervisors will ensure that information gets transferred to appropriate worker.

*Exiting cases for OWF work eligible individuals from CCMEP will be shared with the Eligibility and Referral department through email, phone call or face to face contact.

- 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:

Once Noble County CCMEP staff is notified that a CCMEP participant is moving or has moved to another county, youth staff will reach out to the new county's Lead agency to discuss whether transferring or keeping the youth is in their best interest. Will collaborate between the Eligibility and Referral department and the CCMEP staff to make sure that all OWF recipients are transferred to the new Lead agency within 10 calendar days. All transfers will be communicated well with the new lead agency. Transferring county will make sure that they do everything that they can to make sure that services are streamlined and maintain communication with the recipient as well as the new lead agency to make the transition as smooth as possible.

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:

Per 5101:14-1-04 (B) (2), one of the requirements for an individual to receive CCMEP funded services by TANF is to be one of the following:

- Minor child 17 and under or an 18 year old and enrolled in secondary school;
- Parent, specified relative, legal guardian, or legal custodian of a minor child;
- A non-custodial parent who lives in the state, but does not live with his/hers child(ren);
- A pregnant individual (pregnancy statement required); or
- An individual 18 to 24 who is a part of a family that includes a minor child.

Examples:

- A minor child or a pregnant/parenting individual 14-24 that is living with their biological parents, grandparents or a specified relative would be considered a family but their income is only included if they are financially supporting them, more than providing them with shelter.
- A non-related applicant 14-24 living in a household with a minor child is included in the family composition for eligibility however his/her income would not impact the families eligibility.
- An absent parent is able to add their minor children to their household composition for eligibility purposes.

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:

Once a case manager receives a completed CCMEP application 03002 and determines that a youth is in fact eligible for the program, they will schedule an appointment to complete the Comprehensive assessment (JFS-03003). During this time case managers will identify any possible barriers to the youth reaching their goals. During this time we will also administer the TABE assessment, which is the basic skills assessment that is utilized in Area 15. The comprehensive assessment will be entered into OWCMS and the hard copy will be maintained in the participant's file. After completion of the assessments the case manager will compare barriers with participant's strengths and recommend services that will help them to achieve their goals.

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 lead agency will utilize the TABE assessment to remain consistent with WIOA Area 15 and our local ASPIRE program for basic skills assessment. School assessments can be used in lieu of TABE in special circumstances.

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 completes the comprehensive assessment with the participants. Once they have completed the assessment the case manager will compare strengths and weaknesses to determine what services are necessary to help remove any identified barriers. Case managers will meet with the participants (guardians and youth if they are minors) to explain the results. This process will be completed in the 30 days that are mandatory according to policy.

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:

Our agency believes that one of the most important factors to helping our youth to reach their goals is to build a relationship with them. Bi-weekly contact either by text, phone call, social media, email, school visits, and at least monthly face to face is highly encouraged. Case managers utilize a calendar system that is located on a shared drive, to track involvement and monthly assigned hours for work required. All notes are recorded in OWCMS.

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

***** The lead agency conducted a mapping meeting in March of 2017 with various community service providers, churches, and agencies to identify what services are already being provided and where we may be lacking. Procurement will be utilized to develop any missing program elements.**

1. Tutoring, study skills training, instruction and dropout prevention – TANF Purpose(s) 2

Describe:

Earning a high school diploma or its equivalent greatly increases the likelihood that they may reach self sufficient. Tutoring services will be provided for any participant that is struggling with normal classroom instruction. The lead agency has several certified teachers that will provide additional assistance to ensure that they graduate.

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

Describe:

Some students simply do not fit into the traditional educational boxes. Alternatives to earning a diploma or its equivalent include:
 Foxfire [School in Cambridge and Zanesville: Various online vendors: A+ credit recovery](#) through school district as well as ASPIRE classes that are offered in the same county building that the CCMEP staff and OMJ Center are housed in.

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

Describe:

[Summer employment programs: Noble County DD has a work experience program for their participants: Noble County Health Department participates in internships.](#) Summit Acres Nursing home also participates in work experience and they have an in house STNA program that is provided.

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

Describe: Through customer choice and using the state approved training provider list area educational institutions such as Zane State, HTC, WSCC, WCCC, Mid-East Career Center, OUZ and Local high schools as they pay for College Credit Plus

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

Describe:

[Aspire focuses on integrating soft skills into their education program, DD has an integrated curriculum and utilizes OOD, Noble County Health Department participates in internships and Job shadowing, with these they have a check sheet to discuss soft skills..](#) STNA program offered at Summit acres Nursing Home

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

Describe:
Young Professionals, United Way of Guernsey and Noble Counties, 4H, Leadership Noble offered by OSU Extension;

7. Supportive services – TANF Purpose(s) 2

Describe:
WIOA and TANF (CCMEP participants)

8. Adult mentoring – TANF Purpose(s) 2

Describe:
Young Professionals incorporates adult mentoring. Also have agencies that plan to submit a proposal to operate an adult mentoring program; Educational Services Center is implementing a mentoring program for participants that attend our local school districts.

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

Describe:
Completed by Aspire, OMJ/JFS as well as OOD for 12 months after exit

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

Describe:
WIOA Case Managers coordinate and refer to Allwell, Noble Behavioral Health Choices and Cedar Ridge for Drug and Alcohol counseling, Guernsey Drug and Alcohol; Self Refined; Noble County Schools Psychologist and OOD to assist the youth as needed. OSU extension Brain Power/Life Skills training

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

Describe:
OMJ/JFS Case Managers and OSU Extension will work with the youth to create budgets, savings plans, managing spending, making informed financial decisions and credit and debt awareness. Students at the local high schools take a career options class that also helps with financial planning. Caldwell will be offering real World math for the 2017/2018 academic year. ASPIRE also has a general financial planning component.

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

Describe:
SBDC, small business development; OSU has rural development programs and low interest rate loans

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

Describe:
Ohio Means Jobs Noble County assists with resumes and utilizes Ohio Means

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

Describe:

Provided by area Colleges and the local High Schools and vocational schools. **Zane State** offers a Quick Start program that is a free college Prep that is targeted to seniors(earn 2 credits); **ASPIRE** assists with Accuplacer prep; **Local high schools** make referrals for ACT prep and offer onsite testing for juniors as well as Career Options Classes; **Noble County WIOA/CCMEP** staff utilize College Navigator on OMJ as well as test prep services; Young Professionals

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:

When a participant is participating in subsidized employment they are paid by the employer and the lead agency reimburses the employer's

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 include assistance with transportation for employment or educational purposes; housing expenses, vehicle repairs, childcare, etc.... 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:

Agency will follow policy 5101:14-1-06 (D) At the time of enrollment into CCMEP, participants shall be informed that follow-up services will be provided for a minimum of 12 months following exit. Follow-up services will be based on needs of the individual and the IOP. All contact efforts and requests to discontinue follow-up services will be documented in case notes, participant file and /or OWCMS.

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

Describe:

The lead agency will follow the current OWF policy for good cause. Participants are to provide documentation for good cause with-in 10 days of the program violation. These are listed in the IOP and the case manager will go over these with participants when they complete the IOP.

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

Describe:
Lead agency has created a form letter and a reminder card that they have a scheduled appointment. The day that a participant misses an appointment a reminder card goes in the mail.

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:
With every participant that we meet with we always stress just how important it is to have a high school diploma or its equivalent. Through the assessment we try to provide the quickest method to make this happen. We have had youth come in that thought their only option as a high school dropout was to obtain their GED, when in fact they may need very few credits that they can earn and actually receive their high school diploma. If an applicant is at least 22 years old we are referring them to ASPIRE so they can discuss the Ohio Diploma Program as well as the 22+. Each applicant that does not have a high school diploma or its equivalent is provide information on various avenues to obtain this.

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 lead agency attends Area 15 WIB and COG meetings on a regular basis. A bonus to being the workforce development agency as well as the Lead agency for CCMEP and housed in the county DJFS allows for the ability to effectively collaborate with all programs, streamlining the services that are offered to youth between the ages of 14-24 in Noble County.

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

Yes, the Lead Agency is not utilizing PRC funding for CCMEP program participants.

7. Case Management

Case managers and their efforts to build relationships with program participants are the key to the success of CCMEP and program participants' outcomes.

7.1 What case management training has or will the Lead Agency require for CCMEP case managers?

Describe:
Case managers are required to attend trainings that are provided by ODJFS. Will also attend interviewing and motivational workshops.

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 Lead agency has developed a survey that will be utilized to gain insight into the thoughts of participants on the effectiveness of the CCMEP program. Case managers will be asking for feedback as they go along.

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:
 CCMEP supervisor has weekly staffing with case managers to discuss any problems they may be having with enrolled or potentially eligible participants. Will also ask for feedback on the process and how it is actually working when implemented.

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 perfect scenario will result in participants that stay engaged with case managers throughout the entire process including the follow up level of services. Required documentation including high school diplomas or equivalent; employment information, grade cards etc. will be included in all case files. Info that the participants do not turn in may also be collected from school officials, colleges, employers and wage records.

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