



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

for

County or Counties: Perry County

Effective Date: October 1, 2017

Plan Submission

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

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

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

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

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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 Perry County Job & Family Services			
Lead Agency Address 212 South Main Street		City New Lexington	State OH
Zip Code 43764			
First Name of Lead Agency Official Cheryl	Last Name of Lead Agency Official Boley	Title of Lead Agency Official Director	
Phone Number 740-342-3552		Email Address Cheryl.Boley@jfs.ohio.gov	

Program Contact Person Kelly Hatas, HAPCAP		Phone Number 740-767-4500
Phone Number 740-767-4500	Email Address Kelly.Hatas@hapcap.org	

Fiscal Contact Person Mendra Hupp	
Phone Number 740-342-3553	Email Address Mendra.Hupp@jfs.ohio.gov

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

Agency Name Perry County Job & Family Services			
Agency Address 212 South Main Street		City New Lexington	State OH
Zip Code 43764			
First Name of Lead Agency Official Cheryl	Last Name of Lead Agency Official Boley	Title of Lead Agency Official Director	
Phone Number 740-342-3552		Email Address Cheryl.Boley@jfs.ohio.gov	

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

Workforce Development Area Area 14	
Workforce Development Board Chair Name Robert Ogden	
Workforce Development Board Director Name Jean Demosky	
Phone Number 740-566-4395	Email Address jdemosky@athensoh.org

1.4 Identify the implementation manager for the Lead Agency.

First Name of Implementation Manager Ben	Last Name of Implementation Manager Taylor	Title of Implementation Manager Social Services Supervisor
Phone Number 740-721-0669	Email Address Benjamin.Taylor@jfs.ohio.gov	

1.5 Lead Agency’s performance and data management contact:

Contact Person Angela McCord	Phone Number 740-721-0676	Email Address Angela.Mccord@jfs.ohio.gov
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1.6 How does the Lead Agency partner with the other local participating agency (CDJFS or workforce development agency) to implement CCMEP?

Describe:
 Perry JFS has been designated the lead agency of CCMEP and is the current provider of WIOA youth services. HAPCAP is the subgranted partner and provides CCMEP TANF-funded services. Our OMJ center is located within the Perry JFS location. The co-location facilitates open communication and collaboration. Additionally, we conduct monthly CCMEP team meetings to evaluate the current program, establish case plans to identify and address difficult cases and share information about resources, policies, and performance.

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:
 Perry JFS is the Fiscal Agent for the Area 14 Workforce Development Board (WDB). Perry County CCMEP has representation at board meetings from both HAPCAP and Perry JFS. In terms of the frequency of meetings and engagement of local businesses and community partners, those items are established by the WDB itself. Perry CCMEP has adopted all Area 14 WDB policies for the purposes of CCMEP implementation. We created and adopted a Work Experience Policy for Perry County that provides guidance to both our TANF and WIOA-funded CCMEP Programs. The Workforce Development Board is forming a committee for an area wide incentive policy. Perry JFS is using a local plan until the area policy is approved. See attached.

Quarterly Worforce Development Meetings and quarterly area meetings are also conducted.

ATTACHED: Perry Work Experience Policy, Perry Incentive Policy and Perry Incentive 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:

- Select basic skills assessment(s): See Area 14 Policy 16-06 pg. 5
- Ensure determination of eligibility for the Workforce Innovation and Opportunity Act (WIOA) youth program: See Area 14 Policy 16-07
- Report and collect data: See Area 14 Policy 16-07 pg. 6
- Monitor contracts and ensure compliance: See Area 14 Policy 16-07 pg. 6
- Supportive services: See Area 14 Policy 16-05
- Follow up services: See Perry County Follow Up Policy
- “Needs additional assistance” policy: See Area 14 Policy 16-07 pg. 4-5, Section V. bullet c-7
- Disclosure of relationship: See Area 14 Policy 16-04

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 ASPIRE (formerly known as Adult Basic and Literacy Education program) is the provider in Perry County. CCMEP staff will refer all participants seeking to obtain their GED to ASPIRE for services. CCMEP staff will continue to work collaboratively with ASPIRE to ensure participant progress and successful outcomes. CCMEP and ASPIRE will collaborate to establish and maintain documentation processes and establish outcome based goals. ASPIRE currently conducts two classes weekly in the Perry OMJ Center.

- Alcohol, Drug and Mental Health (ADAMH) Board

The ADAMH board, known as Mental Health and Recovery Services, does not provide direct services; however, they do coordinate with drug, alcohol, mental and behavioral health treatment providers. Existing relationships with the service providers will be utilized to assist with CCMEP services and will expand our committed relationship with the Board.

- Businesses

The OMJ center has an established presence within the business community. Our focus is to continue to engage and nurture those relationships. Our current relationship with our Chamber of Commerce allows for monthly meetings with business owners and support of regular job fairs in our OMJ location. Perry JFS also has a relationship with Perry County CIC to help drive businesses to the community.

Each year, the agency organizes and manages the Ohio Youth Works and CCMEP subsidized summer youth employment for 14-24 year olds. On average, 25-30 local businesses participate and around 70-85 youth take part in the program. In addition, WDB is comprised of 51% business owners. The WDB will help guide the local provider of services and offer insight as to what types of trainings are needed to support businesses and participants. CCMEP staff will continue to engage with local businesses to offer work experience opportunities including internships and job shadowing, as well as paid and unpaid work experience. The short term goal of assisting CCMEP participants gain valuable work experience will lead to the long term goal of being able to compete for and attain sustainable employment .

Career and Technical Education

With efforts on short term, high demand occupational training, Perry JFS works in conjunction with local career and technical educational centers, including, but not limited to, Mid- East Adult Career Center, Tri-County Adult Career Center, Eastland-Fairfield Career Center, Branches of Ohio University in Lancaster and Zanesville, Zane State, Hocking College, CTEC and COTC, Roadmaster, Assist to Succeed, The Training Center at Buckeye Lake, Performance Training Solutions, and other eligible training providers.

The geographic area has adequate educational agencies and post-secondary opportunities. All the universities, community colleges, technical schools and vocational schools, are on average, within an hour's drive. However, there may be additional providers serving the area, that have their base of operations in a county outside the geographic area. There are 289 providers in total on the eligible training provider list for Ohio.

Several ITAs are written to these institutions. We will continue to develop our relationships with these institutions, with focus on providing long and short term training to those enrolled in CCMEP.

Child Care Providers

Our child care unit is located within Perry JFS. If childcare is an issue for CCMEP participants, it can be resolved while they are at the office. There are a number of certified childcare providers available and if the participant has another provider, they can request that person become certified. Due to co-location of the OMJ and Perry JFS there will be a seamless transition and knowledge of both programs.

Child Support Enforcement Agency

The CSEA is also located within Perry JFS. CSEA can help modify orders, establish new orders or paternity and provide other related services as needed. It is the intent to work with CSEA to resolve issues for the CCMEP participants to ensure they are compliant. Often, a person gets behind in payments prompting the court to become involved. By addressing barriers proactively, we work with the participant and the court to reach a resolution that will resolve matters for all involved. In addition, other programs such as the Fatherhood Initiative

and Forever Dads, can provide participants needed support. Perry JFS has signed a memorandum of understanding with "Forever Dads" which is an organization designed to assist parents with child support payment issues and other parenting needs.

Children Services Agency

It is anticipated that some of the CCMEP participants will have a CSA case. Elements of the CCMEP IOP can be incorporated in to the CSA Plan. This allows a participant can fulfill both program requirements at the same time.

Community College(s)

With efforts on short term, high demand occupational training, Perry JFS will work closely with local community colleges, including, but not limited to, Mid East Adult Career Center, Tri-County Adult Career Center, Eastland-Fairfield Career Center, branches of Ohio University in Lancaster and Zanesville, Zane State, Hocking College and other eligible training providers.

Several ITAs are written to these institutions. We will continue our relationships with the institutions and view them as a way to provide long and short term training to those enrolled in CCMEP.

Community Action Agency

Perry JFS has awarded a sub-grant to HAPCAP to operate the TANF-funded CCMEP programming in Perry County. Hocking. Athens. Perry Community Action (HAPCAP) is the Community Action Agency (CAA) that serves Perry County. Perry JFS has had a very successful partnership with HAPCAP over the years, collaborating to implement numerous programs including Ohio Youth Works, FAET, an After School Program, the NEG Windstorm Disaster Recovery Program, and working to improve APS capacities in Perry County. Throughout the development of CCMEP, Perry JFS and HAPCAP have worked together to develop a plan for effective CCMEP implementation that best meets the needs of the individual client participating in the program.

The WIOA Youth Program is currently operated by Perry JFS and that will continue for PY2017, per the WDB. This program is an opportunity to enhance the existing partnership through co-locating services, and promote a truly integrated service delivery model.

HAPCAP staff is located in the Perry County OMJ Center and will be responsible for all framework activities as well as the coordination of all 14 program elements, though some elements will be fulfilled by program partners. More detail on program elements can be found in section 6.1.

County Family Service Planning Committee

The County Family Services Planning Committee will be active when the JFS begins to modify its PRC plan to incorporate supportive services through CCMEP.

Family and Children First Council

The Family and Children First Council (FCFC) meets quarterly. The director of the Perry JFS serves on the Council and is part of the Executive Committee. CCMEP participants with

children that could benefit from service coordination through FCFC will be referred. For example, if a parent enrolled in CCMEP is having significant behavioral or health problems with his or her child and that problem is a barrier to employment, FCFC service coordination may be able to help the family obtain a specialist or other professionals, which might be able to help. The FCFC may also be able to refer the family to childcare providers that have experience with children with behavioral or medical concerns and in some instances, be able to help with transportation costs.

Juvenile Court System

Per section 404(a)(1) of the Social Security Act, the use of TANF funds for juvenile justice services is prohibited as it does not meet one of the four valid TANF purposes. Perry County will not use TANF funds in this way. More detail about the purposes of TANF can be found in section 6.1 of this document.

Local Healthier Buckeye Council (BLANK?)

N/A

Local School District(s)

Perry JFS collaborates with Local School Districts on a regular basis through special events, outreach assignments, and career exploration events.

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

OOD is a partner in the local OMJ center. Referrals are made on a case by case basis.

Other

Not at this time.

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: 12

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: 75

2.3 How many CCMEP participants do you expect to be eligible for both TANF and WIOA funding?

Please provide the anticipated number of co-funded participants the Lead Agency will serve annually in CCMEP: 5

3. Coordination of Services

Coordination of services supports improved organization and integration of TANF and WIOA funded services. A Lead Agency can co-locate their staff with the other local participating agency at one location to help individuals access services easier and more efficiently.

3.1 How is the Lead Agency meeting the needs of and engaging local businesses to provide employment and learning opportunities for program participants using the expertise of the Lead Agency, the local participating agency, and subcontractors as described in rule 5101:14-1-03 of the Administrative Code?

Describe:

The Lead Agency operates the OhioMeansJobs Center for Perry County. They partner with and engage businesses a variety of ways including: Job Fairs, Mobile Unit Events, Career/Resource Fairs, Local Community Events, Chamber of Commerce and Networking. HAPCAP as the subgrantee also interacts with local businesses through both summer and year-round subsidized employment. During the summer of 2017, HAPCAP had CCMEP participants placed at over 30 businesses, nonprofit organizations, and public works departments throughout the county. Worksites were responsible for providing work experience, supervision, and guidance to the youth participants in exchange for their work. The summer program provides a significant resource benefit to local businesses. Our future planning will continue to engage local businesses throughout the year to provide work experience opportunities for CCMEP participants and address workforce needs for area businesses.

3.2 How does the Lead Agency communicate and streamline processes between the Lead Agency, the local participating agency, and any subcontractors (e.g. summer employment services)?

Describe:

Perry JFS is the Lead Agency for the County and operates the WIOA Youth Program. HAPCAP operates the TANF side of CCMEP, but works collaboratively between agencies to ensure a common client experience. Communication is streamlined at the ground level by the co-location of services: all Perry County CCMEP staff will be housed in the Perry County OMJ Center/PCJFS office in New Lexington. Co-location encourages and promotes immediate communication, follow up and effective collaboration. Streamlining processes is accomplished on an ongoing immediate basis with adjustments made as the need is identified. This approach allows us to immediately address time-sensitive issues, provide referrals, and coordinate co-funded participants. Additionally, all CCMEP-involved staff (both JFS and HAPCAP) meet monthly to discuss program implementation, address challenges, troubleshoot and case plan, and discuss opportunities for continuous program improvement.

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:

Our agency will ensure that there is a seamless process when it comes to referring eligible WIOA and TANF participants to CCMEP. OWF Caseworkers and WIOA Caseworkers will continue to refer required and volunteer participants to the CCMEP Caseworker by utilizing our referral forms.

OWF staff and/or other staff who determine eligibility are responsible for sending the referral to CCMEP within 7 days. The CCMEP Caseworker and the work activities coordinator are directed to communicate on an as needed basis to make sure those eligible are referred. CCMEP Caseworker will complete the Comprehensive Case Management Assessment (JFS 03003) to determine barriers to employment. The Individual Opportunity Plan will then be developed (JFS 03004) with strategies to reach employment goals for self-sufficiency.

Referrals will be sent via internal mail, e-mail or hand delivered. All OWF referrals are mailed to CCMEP@hapcap.org which goes to the CCMEP Caseworker and their supervisor.

ATTACHED: Perry OWF Referral Form and CCMEP WIOA_TANF Referral Form

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.

The OWF Caseworker will track program participants number of months used and will communicate this during IOP development with both the CCMEP Caseworker and the participant. This will occur at each determination and redetermination of eligibility to ensure adherence to time limits.

- 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:

If the OWF Caseworker determines domestic violence is a factor in an OWF case, the OWF caseworker indicates the domestic violence in dictation and on CRISE-E screen WPA3. The OWF caseworker will communicate any concerns pertaining to domestic violence with the CCMEP caseworker on the phone, in person, and by notating domestic violence on the CCMEP OWF Referral form. The OWF caseworker can "flag" the OWF case as confidential if the client requests. Confidential cases would only be viewable by the caseworker and the supervisor. Clients are able to have all written correspondence from PCJFS sent to an alternate address if they request.

If the domestic violence victim reports a history of, or a fear of domestic violence stemming from activities outside of the home such as work or school, the OWF requirements are waived.

The CCMEP caseworker will document in the case notes that domestic violence has been reported or concerns indicating domestic violence is suspected. The hourly requirements contained in the IOP will be waived for participants who indicate concerns of domestic violence stemming from IOP requirements. The CCMEP caseworker will review hourly requirements on a monthly basis and re-implement requirements when domestic violence issues have subsided.

The CCMEP caseworker will refer participants (when permitted by the participants) identified as domestic violence victims to Transitions, a domestic abuse residence serving Perry County which provides shelter, support, education, and services specific to domestic violence. Participants will be provided with names and numbers of other community resources who provide domestic violence related services such as law enforcement or counseling. Caseworkers are able to assist participants in making phone calls for help or appointments as needed by participants. Participants can be provided with transportation to a domestic violence shelter if needed.

This information may be relevant as it relates to required hours and for the safety of the participants and the agency staff. If domestic violence is a barrier, the CCMEP case worker will explore services with the local victims advocate to identify other resources.

- 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 OWF Caseworker will refer CCMEP eligible individuals to the CCMEP Caseworker within 7 days of the date of the 07002. Within 10 days of the referral, CCMEP caseworker and cash applicant will:

- A) Complete 03002
- B) Complete comprehensive assessment, basic skills assessment, and IOP

Upon completion, CCMEP case worker will notify OWF Caseworker for authorization of cash assistance.

The OWF Caseworker and CCMEP Caseworker will communicate in person, by phone and by e-mail regarding OWF individuals on a regular and as needed basis.

Changes regarding OWF eligible individuals will be communicated as needed between the OWF Caseworker and CCMEP Caseworker. Communication about OWF eligible individuals and their progress will take place at a minimum of every 30 days.

A following list of changes that would be discussed include: status changes to work-eligible individuals, 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.

No participant still receiving cash assistance will be exited from CCMEP. The conditions for exiting a participant who had previously received cash assistance are as follows:

- the participant violates the IOP,
- the CCMEP caseworker and OWF caseworker sanction the participant or
- the participant does not respond to the CCMEP caseworker on 5 consecutive occasions
- the participant gains unsubsidized employment (thus ending cash assistance)

Failure of an OWF work-eligible participant to comply with the terms of an IOP will be communicated to the OWF Caseworker by the CCMEP Caseworker within 24 hours of the failure.

Communication will occur as needed regarding OWF or SNAP recipients' information and acting upon it in accordance with rules 5101:1 and/or 5101:4 of the Administrative Code.

- 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:

If the workforce staff receives a notice of transfer, Perry JFS will call and e-mail the appropriate contact from the other agency to be aware of the transfer and the procedures of the transfer. When Perry JFS receives a transfer case, the CCMEP Caseworker will contact the participant and schedule an appointment within ten days to review the previous IOP or to develop a new one.

ATTACHED: CCMEP Program Rules

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:

Household Members and Income Counting for CCMEP TANF Funding Eligibility

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 or Legal Custodian to be served, the Parents, Step-Parents, Domestic Partner income will be counted to determine whether they meet the 200% FPL.

(iii) A non-custodial parent who lives in the state, but does not reside with his/her minor child(ren);

For the non-custodial parent*, Parents, Step-Parents, Domestic Partner income will be counted to determine whether they meet the 200% FPL.

(iv) A pregnant individual; or

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

*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.

The semi-annual process is conducted every 6 months using the JFS03002 in order to re-determine eligibility for TANF and WIOA funded services.

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:

All CCMEP staff hired by HAPCAP will be qualified and trained to operate the program. Once an individual has been determined either TANF and/or WIOA eligible (and appropriate), either the CCMEP Caseworker or the WIOA Coordinator will schedule an appointment with the participant to complete JFS 03003, the CCMEP Comprehensive Assessment. An hour and a half will be set aside for this appointment. Upon completion of the Assessment, the CCMEP staff will move to completion of the IOP. This will be done within 10 days of the referral to CCMEP.

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 CCMEP Caseworker administers the TABE Test.

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:

The lead agency will be monitoring and tracking CCMEP participants progress and attendance through spreadsheets and Compass Appointments scheduling system. As we are focusing on person-centered case management, we will engage all participants at least once every 30 days. In most cases, participants will be engaged more frequently than the 30 days minimum.

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:

Tutoring, study skills, training and instruction and school dropout prevention strategies will lead to completion of a secondary education and or training. This component will be achieved through partnerships with the Aspire Program operated by Muskingum Valley ESC, Perry County schools, and tutors at other institutions that participants may be enrolled in including Hocking College, the Tri-County Career Center, and Ohio University among others. The need for these services will be identified during initial intake, IOP development and on an ongoing basis by CCMEP staff. For participants still enrolled in high school, CCMEP staff will work with the guidance counselor to help prevent dropout.

Education allows employment opportunities that will assist in ending the dependence on government benefits.

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

Describe:

CCMEP staff will build on existing partnerships to connect participants with resources including eLearning academy, Aspire, after school programs, ALA, and ECOT among others. The CCMEP Caseworker will work with each participant individually to determine the service/program that best suits their need.

The introduction and successful completion of secondary education provides participants potential employment opportunities that will assist in ending generational dependence on government benefits.

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

Describe:

The IOP will be used to determine placement options for this element. Participants not only have opportunity to be placed with various employers for internships and job shadowing throughout the program year, they also have the option to participate in summer employment program (subsidized).

These opportunities increase the participant's work experience and allows them to gain additional skills that enables them to expand their employability and or assist with job promotions. In total, this approach can yield employment skills that set the individual on a lifelong path of sustainable employment.

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

Describe:

This component will be completed by utilizing the services offered through training establishments including Hocking College, the Adult Career Center and the Job Corps as examples (for training in a in demand industry). The need for these services will be identified by the IOP and on an ongoing basis by CCMEP staff. CCMEP staff will collaborate to determine the most appropriate funding source.

Successful completion of occupational skill training promotes and encourages advancement in the workforce. Participating individuals develop the experience needed to open the door in a competitive field. This creates potential advancement that otherwise may not have been realized. The end goal leading to sustainable economic independence that can be reproduced across generations.

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

Describe:

This element consists of offering experiential opportunities within a participant's chosen field of study through job shadowing and paid/unpaid experiences at relevant sites. Referrals can be made to Mid-East, Tri-County Career Center, and/or Job Corps.

Completed experiential activities promotes advancement in the workforce to expand an individual's employability quotient and end generational dependence on government assistance programs.

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

Describe:

This element is completed by the Perry County Board of Developmental Disabilities' Academy for Leadership Abilities (ALA). Through Leadership trainings and activities, participants develop self-reliance, community awareness, employment opportunities, career analysis, healthy lifestyle choices, parenting skills, etc.

Completed leadership classes not only promotes advancement in the workforce for the individual, it establishes the course for the individual to implement those leadership skills to end their own dependence on government assistance and promote their experience to mentor others in the same direction.

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

Describe:

Participant needs will be evaluated on an ongoing basis; financial support will be provided through the purchase of goods or services that enhance and encourage successful progress and outcomes. When possible, referrals will be made to other agencies before CCMEP funds are spent. Examples of supportive services include incentives, assistance with driver's education, school fees, transportation and related costs, child care, housing, vehicle purchase, needs related payments, work supports such as uniforms, appropriate work clothes, or work-related tools, etc.

Removing barriers such as child care allows the parent to end the need for government assistance by removing obstacles to being gainfully employed.

8. Adult mentoring – TANF Purpose(s) 2, 3, 4

Describe:

Adult Mentoring will be done on an informal basis unless it is a specific objective within the Individual Opportunity Plan. When an adult mentor becomes a defined need, we will work to develop and create the match on an individualized basis.

Adult mentoring promotes job preparation, work, and marriage which in turn ends dependence on government benefits.

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

Describe:

Once a participant is exited, they immediately transition to follow-up for the next 12 months. The frequency of communication between CCMEP staff and the participant can fluctuate based on need, but will occur monthly at a minimum. This follow up will be conducted by

office visits, phone calls, and/or visits to the home or employer. Staff will be evaluating participants in the areas of working, assessing for needs, and providing general support. These engagements will inform staff of whether or not any action needs to be taken to support a continued positive outcome. (i.e. the provision of supportive services).

Follow up services with participants reinforces previous services provided to complete the IOP and promote successful and sustainable outcomes.

10. Comprehensive guidance and counseling – TANF Purpose(s) 2, 3, 4

Describe:

This element will be completed by our community partners including, but not limited to Allwell Behavioral Health, Hopewell Health Centers, Integrated Services, etc. The CCMEP Caseworker will continue to provide case management and support while the participant is receiving treatment. CCMEP staff will remain in contact with the provider to ensure participation.

Removing barriers through guidance and counseling leads to self-reliance. Self-worth promotes confidence to obtain an education and employment to end dependence on government benefits.

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

Describe:

CCMEP staff will partner with local banks to provide a financial literacy course in the OMJ Center for participants. When this option is not available, the Money Smart curriculum will be utilized.

Education on money management leads to self-sufficiency to end dependence of government benefits.

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

Describe:

The online program offered through the Federal Business Administration website for Young Adults is completed and a certificate is earned. This class takes 2-4 hours depending upon the participant. If sincere interest is shown, CCMEP staff will help connect the participant to area resources such as SPICE and the BOSS class.

Completed skill training promotes advancement in the workforce to end dependence on government benefits.

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

Describe:

This aspect begins with the introduction to the OMJ Center as well as when setting goals and developing/updating the IOP. Employment and Labor Exchange information is accessed

from both the Federal and State Departments of Labor. This is an ongoing process as career decisions are made.

Education on the labor market promotes awareness to high demand, economically stable careers, assisting with selection of a suitable field for education and a career. Sustainable employment leads to ending the dependence on government benefits.

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

Describe:

This element will be fulfilled primarily by the CCMEP Caseworker who will engage youth preparing for post-secondary education and training in preparation activities. The CCMEP Caseworker may also involve the training location (i.e. Financial Aid departments, Advisors, etc.).

Completed skill training promotes advancement in the workforce to end dependence on government benefits.

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:

As part of the subgrant, HAPCAP will be the employer of record and will be responsible for hiring and paying wages to program participants engaged in subsidized employment. This ensures that Perry JFS is not paying these wages directly.

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:

Perry JFS subgrant agreement will allow for the services to be a direct charge. The services will be documented in a monthly report.

Participant needs will be evaluated on an ongoing basis; supportive services will be provided through the purchase of goods or services that enhance and encourage successful progress and outcomes. When possible, referrals will be made to other agencies before CCMEP funds are spent. Examples of supportive services include incentives, assistance with driver's education, driver's license or State ID, school fees, transportation including Public Transit, fuel vouchers, and/or the purchase of a vehicle, child care, housing, work supports such as uniforms, appropriate work clothes, or work-related tools, etc. Ultimately, this is an area of flexible support for participants that will be used to help participants overcome barriers and weather situations that may arise that impede progress towards meeting individual goals.

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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:

The Lead Agency makes available to participants any supportive services during the 12 months post-exit which will allow the participant to maintain the goals set out in their IOP. The case manager will contact the participant at least once a month during their 1 year follow up period. All contact and attempted contact will be recorded in the participant's case notes. All letters, or any attempted communication where a "screen-shot" can be taken, will be added to the participant's file for documentation. All "Opt-Out" requests must be made in a documentable form i.e. not verbally. If the opt-out request is verbal, the case manager will ask that that the request be made in writing.

ATTACHED: Perry CCMEP Follow Up 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:

Perry JFS will follow the same timeframes and documentation requirements as we have for good cause for failure in our self-sufficiency contract. You are required to notify the CCMEP CASEWORKER within one hour of your scheduled appointment. You will also be required to provide written documentation to the CCMEP CASEWORKER within 3 calendar business days of the first missed/failed hour of participation to verify your claim of good cause. Medical, dental and vision appointments and job interviews must be verified no less than 24 hours prior to the scheduled appointment day and time.

Good cause for failing to comply with the required hours is limited to the following:

1. Illness of the eligible individual or of another family member related by blood, marriage or adoption, living in the same household, if care by the required participant was necessary
2. A previously scheduled appointment for the eligible individual or any family member in the household where the participants were needed to be present
3. A previously scheduled job interview for the eligible individual
4. Court ordered appearances
5. Appointment with another social services agency or program
6. Death in the family (with the length of the absence to be determined by the county agency) "Family" is defined as spouse, domestic partner (someone who stands in the place of a spouse and who resides with the participant
7. A school, place of work or the JFS office is closed

8. Lack of child care

9. A failure of the county to provide supportive services

10. A failure of the county agency to provide the eligible individual with all information necessary about the assignment

11. Circumstances involving domestic violence which make it difficult for the individual to comply with the IOP

Other reasons will be addressed on a case by case basis.

Documentation may be required.

Good cause will be determined within 7 days of the failed hours or before it is submitted to the work activities supervisor for a proposed sanction.

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

Describe:

CCMEP staff will use various methods of written communication to give notice of scheduled CCMEP appointments. If the appointment is scheduled in person, the participant will be given a hard copy of their appointment reminder. We will also use letters, email, texts, and/or social media depending on the preferred communication method of the participant and how we are able to reach them.

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 IOP will drive the referral for services to help each individual in need. Therefore, if a participant does not have their high school diploma or equivalent, that will be included in the IOP. The Mid-East CTC ASPIRE program is our local provider for those looking to improve basic skills and/or earn their GED. Mid-East also has the Adult High School Diploma program available to those who qualify. Participants will be informed of available resources and programs for pursuing their diploma or GED both verbally and in writing during assessment.

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 will work with Area 14 Workforce Development Board to actively

coordinate activities for uniform administration of CCMEP. HAPCAP and Perry JFS work collaboratively to determine what services will be co-funded when eligible in order to meet common goals.

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

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:

To date, HAPCAP has sent staff to any training provided by the state, but are willing to send staff to additional case management training if/when offered. When available, staff will attend monthly CCMEP webinars.

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

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

Perry JFS has developed a CCMEP Customer Survey. The agency will use the CCMEP client evaluation to receive feedback from the program participants. It is the intent to use this feedback on an ongoing basis to make adjustments as necessary for continued program improvement. Feedback will be reviewed at the monthly CCMEP meetings.

ATTACHED: See Perry Participant Exit Survey

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:

Perry JFS conducts monthly CCMEP team meetings to discuss the current program, troubleshoot cases and share information about resources, policies, performance and ongoing planning.

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 CCMEP case manager will be responsible for gathering supplemental data such as degree attainment through follow up and/or on-going case management. This supplemental data will be placed in the case record/OWCMS. Any supplemental data collected will be placed in the case file and date stamped. This supplemental data will be used to track performance measures or verify performance not already captured by the ODJFS system.

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
Cheryl Boley, Director

Date

6-28-18

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

Name and Title
Robert Ogden, Area 14 Workforce Development Board Chairperson

Date

6-28-18