



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

for

County or Counties: Pickaway

County

Effective Date: October 1st, 2017

Required changes submitted June 15th, 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 — <u>Pickaway County Job and Family Services</u>			
Lead Agency Address — <u>110 Island Rd, P.O. Box 610</u>		City — <u>Circleville</u>	State — <u>Ohio</u>
Zip Code — <u>43113</u>			
First Name of Lead Agency Official — <u>Joy</u>	Last Name of Lead Agency Official — <u>Ewing</u>	Title of Lead Agency Official — <u>Director</u>	
Phone Number — <u>740-571-0226</u>		Email Address — <u>Joy.Ewing@jfs.ohio.gov</u>	

Program Contact Person — <u>Roxan Sigmon</u>		Phone Number — <u>740-571-0237</u>	Title of Program Person — <u>Program Manager</u>
		Email Address — <u>Roxan.Sigmon@jfs.ohio.gov</u>	

Fiscal Contact Person — <u>Trina Davis</u>	
Phone Number — <u>740-571-0223</u>	Email Address — <u>Trina.Davis@jfs.ohio.gov</u>

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

Agency Name — <u>N/A</u>			
Agency Address		City	State
			Zip Code
First Name of Lead Agency Official	Last Name of Lead Agency Official	Title of Lead Agency Official	
Phone Number		Email Address	

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

Workforce Development Area — <u>Area 20/21</u>	
Workforce Development Board Chair Name — <u>Michael Linton</u>	
Workforce Development Board Director Name — <u>Rick Szabrak</u>	
Phone Number — <u>740-652-7160</u>	Email Address — <u>rmszabrak@co.fairfield.oh.us</u>

1.4 Identify the implementation manager for the Lead Agency.

First Name of Implementation Manager —Roxan	Last Name of Implementation Manager —Sigmon	Title of Implementation Manager —Program Manager
Phone Number —740-571-0237		Email Address —Roxan.Sigmon@jfs.ohio.gov

1.5 Lead Agency’s performance and data management contact:

Contact Person —Roxan Sigmon	
Phone Number —740-571-0237	Email Address —Roxan.Sigmon@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:

—Pickaway County JFS and the OhioMeansJobs Center are a combined Agency, which makes the partnership in developing policies and processes seamless. All potential CCMEP participants come through one door, which is our OMJ Center. Staff members are currently cross-trained in both TANF and WIOA eligibility. All of our OWF work eligible participants are being seen by our Lead Agency Case Managers, whom happen to be housed at our OMJ Center. They will be determining the initial eligibility for all OWF work eligible participants. The same set of Case Managers whom determine the OWF eligibility will also be the ones making a referral to Game Plan, our Youth Provider, whom is responsible for the completion of the JFS 03302, the Comprehensive Assessment, the Individual Opportunity Plan, and the entries into OWCMS. Game Plan, our contracted Youth Provider also monitors, tracks, and provides the follow up services to our CCMEP individuals. The Lead Agency Case Managers and the CCMEP Youth Provider Case Manager are both located in our OMJ Center which makes for great communication and daily contact of one another.!

The other “mandated” individuals, which are low income adults, in-school or out-of-school youth with barriers to employment who are enrolled in workforce activities funded by WIOA, are being seen and processed by our Youth Provider, Game Plan, through Pickaway Ross Career and Technology Center. They were competitively procured through the RFP process. The Youth Provider Case Manager is currently housed at our OMJ Center along with our Lead Agency’s OWF Case Managers. Having both the WIOA Youth Case Manager and the OWF Case Managers located in the same building has been very beneficial!. This “mandated group” of individuals are referred directly to our Youth Provider, “Game Plan”, as they come in to our OMJ Center. The Game Plan Youth Provider Case Manager is responsible for these individuals from the initial assessment until the exit of the Program!. This includes but not limited to completion of the JFS 03001, the Comprehensive Assessment, and the Individual Opportunity Plan, monitoring and tracking of the Program elements, along with all entries and updates into the OWCMS system. If these same participants are too eligible for “TANF CCMEP” they will be co-enrolled at the same time of being assessed.

Should an individual happen to go into the Lead Agency’s Main building of Job and Family Services between the ages of 14-24 seeking assistance to apply for OWF and/or a low income adult, in-school or out-of-school youth with barriers to employment, or simply a volunteer they are referred to our OMJ Center the very same day. Our OMJ Center and the Job and Family Services building are both located in the same parking lot, just feet apart from one another. This makes a very seamless easy access for all of our customers.

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:

Frequency of meetings: ——— Since we are a combined agency, both the OMJ Workforce Center and JFS have a good working relationship with our Workforce Development Board. Representatives from both the OMJ Workforce Center and JFS attend Workforce Investment Board Meetings together. The Workforce Investment Board meetings are held no less frequent than quarterly (sometimes more if the need arises).

Engagement of local businesses:

Engagement and outreach to local businesses will be an on-going process. Engagement will be done at various meetings such as: Family Children’s First Council, Community Action meetings, staff meetings, Rotary meetings, etc. Both the Youth Provider Coordinator and/or OMJ Center staff contacts local businesses by phone calls or in person to encourage their participation in some of the CCMEP Program elements and work experience programs. The majority of our Local Workforce Investment Board is comprised mainly of businesses which provides for a great opportunity of engagement.

Engagement of community partners:

Since the Lead Agency and OMJ Center are a combined agency we have an array of community partners that we are currently engaged and working with.. Some local business that the OMJ Center currently work with include but are not limited to: Pickaway County Community Action, OOD, Children Services, Child Support Agency, Pickaway HELPS Program, Haven House Domestic Violence Shelter for women and children, ODJFS for free resume classes. It will be a continued effort to keep community partners not only engaged but to also solicit new ones!

Develop policies for work experience and incentives:

Whenever policies need to be developed a subcommittee is created from the Workforce Development Board. All (5) county Lead Agencies are a part of this committee, which consists of Pickaway, Fairfield, Hocking, Vinton, and Ross. Our (5) county area has an excellent working relationship within the area along with our Workforce Investment Board.

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/Describe:

——— **Basic Skills Assessment: TABE**
Ensurance of eligibility of the WIOA Youth Program: * See attached copy
Report and collect data:
Monitor contracts and ensure compliance: * See attached copy
Supportive Services: * See attached copy
Follow up services: * See attached copy
Needs additional assistance policy: * See attached copy
Disclosure of relationship: * See attached copy

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

—Pickaway Ross Career and Technology School. Anyone in need of a GED certification will be referred to Pickaway Ross Career and Technology Center. In addition to GED services, classes are offered for English as a second language, GED prep classes, along with works skills and assessment prep tests, Adult Diploma Program and more.

Alcohol, Drug and Mental Health (ADAMH) Board

—Scioto Paint Valley Mental Health, Pickaway Area Recovery services, and/or Intergrated Services, and/or Prism. All of these agencies are knowledgeable and qualified agencies to provide our participants assistance with any substance abuse issues, counseling needs, and/or- mental health service needs.

Businesses

—Uniquely Yours Dress Shop, Perfection One Collision Center, Berger Hospital, Goodwill Industries, J.M. Printing Graphics, Pickaway County Fairgrounds, Pickaway County Senior Center, all of these businesses collaborate with us in providing work experience programs for our participants.

Career and Technical Education

—Pickaway Ross Career and Technology Center and Eastland Fairfield Career and Technical Center. Both Career Centers provide educational and career certification/licensing for a variety of work skills and in demand short term training programs.

Child Care Providers

—As a quad combine agency, the CCMEP staff work with the Child Care staff at the Lead Agency (JFS) to provide child care services to youth receiving CCMEP services.

Child Support Enforcement Agency

—As a quad comibine agency, the CCMEP staff work with the Child Support Enforcement Agency staff to provide child support services to youth not only receiving CCMEP services but also to obtain possible referrals from them on Obligors that may be in need of CCMEP services.;

Children Services Agency

—As a quad combine agency, the CCMEP staff work with the Children Services staff to obtain referrals and to provide child welfare services to youth receiving CCMEP services.

Community College(s)

—Our agency has developed relationships with various community colleges for short term training programs for various work skills. These Colleges includes: Ohio Christian Univeristy, Ohio University-Lancaster, Ohio University—Chillicothe, Hocking College, Southern State Community College, and Columbus State Community College.

Community Action Agency

—Pickaway County Community Action Agency (PICCA). Our agency works very closely with PICCA to provide services to CCMEP eligible youth through a variety of programs. These services include: The Employment and Training Program, Homeless Prevention Services, Transportation, Wheels to Work, Head Start, and Early Head Start.

X County Family Service Planning Committee

As a quad combine agency, meetings are held quarterly with the County Family Service Planning Committee. Updates on the CCMEP program are given at these meetings.

X Family and Children First Council

Family and Children First Council (FCFC) is a partner with CCMEP services for youth. FCFC in our community is a leader with resources available for youth to overcome barriers. In addition, FCFC provides Parenting classes, Mentoring programs, and Parent Advisory groups that are a resource for CCMEP youth.

X Juvenile Court System

Juvenile Court is partner program with the CCMEP program. Our agency will work close with Juvenile Court for youth in common with the CCMEP program. In addition, Juvenile Court will be educated on the CCMEP program for possible referrals of eligible youth. IN ACCORDANCE WITH SECTION 404(a)(1) OF THE SOCIAL SECURITY ACT TANF FUNDING WILL NOT BE UTILIZED FOR JUVENILE JUSTICE SERVICES AS IT DOES NOT MEET A VALID TANF PURPOSE.

X Local Healthier Buckeye Council

Locally our Family and Children First Council (FCFC) has been designated as our Healthier Buckeye Council. As stated above, our agency will work with our local FCFC to provide services to CCMEP Youth.

X Local School District(s)

The collaboration with our (4) local School Districts assists us with referrals to the CCMEP program. The School Districts are as follows: Westfall, Circleville, Teays Valley, and Logan Elm.

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

Our Agency currently works with OOD to make referrals for people with disabilities. These services will continue with CCMEP Youth. OOD services includes; work assessments, job coaching, job assessments and interview training.

X Other

Haven House Shelter – will provide services to women and children of domestic violence and homeless situations. Elizabeth’s Hope – will provide services to pregnant and parenting individual. Pickaway HELPS program – will provide educational services to youth in the middle schools and high schools to help overcome barriers and prepare them for life beyond school. Southeastern Ohio Legal Services – will provide free legal services to qualifying individuals.

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: _____ approximately 50

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: _____ approximately 5-10

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: _____ approximately 16-20

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:

Both the Lead Agency's Case Managers and the Youth Provider's Case Manager are housed at our OMJ Center. The OMJ Center' Operator and/or WIOA Case Manager has regular contact with businesses in posting their job openings along with holding open interviews at the OMJ Center. Not only are the OMJ Staff engaged with businesses but so is the Youth Coordinator. Our Youth Coordinator has engaged several employers in providing subsidized employment and learning opportunities for our CCMEP population. With both sets of Case Managers housed at the same location it provides easy access for all CCMEP individuals of linkages to the job market, employers, job fairs and job postings. Both the Lead Agency Case Managers, the Youth Provider Case Manager, the OMJ Operator, and the Youth Coordinator all work very closely together for the well being of our CCMEP participants.!

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

Describe:

The Lead Agency's OMJ Center Operator, meets on a monthly basis with the Coordinator of our Youth Provider to provide and communicate changes, processes, and updates to CCMEP. The monthly meetings are an "in person" meeting. In between the monthly meetings are regular contact via emails and phone calls. Many times the Lead Agency OMJ Operator and the Youth Provider Coordinator attend CCMEP trainings and webinars together. Our Youth Provider Coordinator has recruited several employers for employment opportunities for CCMEP participants not only during the summer but all year around. Pickaway County had already

established a strong summer youth employment program in previous years and continue to utilize many of those same employers/businesses. Our Lead Agency, OMJ Center, actual receives phone calls from local employers seeking out youth for summer employment. The Lead Agency Supervisor continues to promote and make outreach efforts for youth employment at various meetings such as: Rotary, Family Children and First Council meetings, through the Chamber of Commerce, many of our local schools employ youth during the summer for mowing, weeding, mulching, moving and storing of boxes, etc.!

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: Screening of individuals as they come in to our OMJ Center and JFS building.

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:

Please find attached referral form that our Lead Agency utilizes for referrals to our CCMEP provider. The referral form has an acknowledgment space for the CCMEP Youth provider to confirm contact, report changes, etc. The referral process for the four eligible populations of CCMEP (OWF work eligible, OWF volunteer, WIOA youth, and PRC Volunteers) is a very easy and seamless process. Since all of these individuals are being served either through our OMJ Center and/or JFS Center (which by the way is just feet apart from our OMJ building) the communication process to our CCMEP provider is either in person or via email communication. The CCMEP Provider has an office within our OMJ Center and the Lead Agency Case Managers that determine eligibility for OWF is also housed at our OMJ Center. All four eligible populations are referred to our OMJ Center. The OWF Work eligible, OWF Volunteer, and PRC Volunteers are first seen by our Lead Agency's Eligibility Referral Specialists. A referral is then given either in person, email, or by phone to the CCMEP Youth Provider Case Manager within 7 days. The CCMEP Youth Provider Case manager meets with the CCMEP individuals to complete an appraisal, Comprehensive Assessment and an Individual Opportunity Plan. Should a WIOA youth individual be referred to us, that individual is not seen initially by our Eligibility Referral Specialist but instead referred by the same method above directly to our Youth Provider Case Manager. Once again both sets of case managers are housed together in the same building in our OMJ Center.

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 number of months a program participant has participated in OWF that are subject to the 36 month time limit is being tracked by our Lead Agency Case Manager at the OMJ center during the participant's initial interview and also at their redetermination appointments. The Lead Case Manager at the OMJ center has access to the CRIS-E system for tracking of time limit purposes. The Lead Agency Case Manager shares this information with our Youth Provider, Game Plan, during both of these intervals for the inclusion on the participant's IOP. This is done by a paper referral process (see attached). The CCMEP Youth Case manager is also housed at our OMJ Center along with our OWF Lead Agency Case manager. By having both located in the same building it makes for very easy communication and sharing of documents and information.

- 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:

—All mandatory groups of CCMEP are initially seen by the Lead Agency's Case Manager located at the OMJ Center. During the initial screening and eligibility process domestic violence is one of many questions asked during the screening and/or assessment process. Our staff is currently trained, aware of all available resources, along with the required waiver of participation in hours, etc. This would not be a new process for us as it has always been performed here at our OMJ Center by the Lead Agency's Case Managers. Required participants of CCMEP are all screened by our Lead Agency's Case Managers initially for any domestic violence circumstances. Should there be an indication of a domestic violence circumstance, individuals will be referred to an array of community resources available. The Lead Agency's Case managers along with our CCMEP Provider Case manager are all aware of these resources within our community. The individual will be referred to resources such as: "Haven House" which is a domestic violence shelter for women and children, The Lighthouse -which is a shelter for men. These referrals can be made simply by the Lead Agency Case Manager and/or CCMEP Provider Case Manager by picking up the phone and calling for the individual to get them into one of the shelters. Sometimes the individual prefers to make the contact themselves so they will be provided with the phone numbers and addresses. Our OMJ Center has a "handbook" that has all of our community resources listed in it including the services provided, address, phone number, and email addresses. This booklet is offered to individuals as needed by our Lead Agency Case Managers as well as our Youth Provider Case Managers. Protection of personal information on a domestic violence individual is not kept in the individual's case file. All Domestic Violence personal case information is kept in a separate file with the OMJ Supervisor. A code phrase is used in the participant's case file to alert other Case manager's that may be working on the individual's case that the individual is a domestic violence victim. Under certain circumstances a domestic violence victim's hours of participation may need to be adjusted or even not assigned any participation hours at all other than to attend counseling sessions. . For example: an individual may need extensive counseling, support sessions, etc so their hours of any kind of additional participation would have to be adjusted to permit the individual to get the help he or she would need. As matter of fact, attending counseling and support groups may only be the necessary requirement for a period of time. Each individual and case is different and has to be evaluated individually.

- 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:

—All of the OWF work-eligible individuals are being seen, assessed, and having OWF work eligibility determined by our Lead Agency’s Case Managers, whom are housed at our OMJ Center. Once the Lead Agency approves the work eligible’s OWF a referral is made within (7) days to the CCMEP Youth Case Manager (whom is also housed at our OMJ Center). The Lead Agency Case Manager documents on the referral what the OWF assignment is for the individual, along with FLSA hour maximums, how many months of OWF have been used, any good cause reasons for not participating , etc. The Youth Provider Case Manager is then responsible for completing the IOP and comprehensive assessment forms with the individual no later than 30 calendars.

The referral form that is utilized is a way communicating back forth between the Lead Agency and CCMEP Youth Provider of any changes in the participant’s case. Copy of Referral form is attached.

The Lead Agency’s Case Managers which is housed at our OMJ Center along with the CCMEP Youth Provider Case Manager which is housed at our OMJ Center too, makes it easy in communicating any sanctions, compliance or non compliance activities, failures to comply with the IOP, etc either by email, Picking up the phone and calling, or simply walking over to one another’s office and informing them. If a OWF work required individual fails to comply with the terms of their IOP, the Youth Provider Case Manager makes the Lead Agency Case Manager aware of such failure immediately by either email, walking over to their office, or calling them. The Lead Agency Case manager will then determine whether good cause existed or not for such failure and impose any sanctions that may or may not be needed. The Lead Agency does require OWF Work Eligible individuals to provide good cause of any missed appointments, meetings, etc. within 24 hours of the occurrence. If good cause is not provided or evident, then a sanction will be entered and imposed after giving the individual at least 15 day notice of adverse action taken. When the Lead Agency Case Manager has an OWF work-eligible individual that is no longer a “required” work eligible participant this information is communicated to the Youth provider case manager right away either by email, in person, or by telephone. I do want to note that just because a “work required individual” is on a sanction that does not mean the CCMEP Youth Provider Case Manager needs to exit the individual. This individual may still be allowed to participate in the CCMEP program. Should a “Work required OWF individual no longer be required due to employment and being over income for TANF this information, as well, is communicated to the CCMEP Youth Provider Case Manager by email, phone, or in person since they are all located in the same building. The same process goes for when a SNAP individual or TANF individual reports changes. Those changes are normally always communicated to our Lead Agency Case manager first whom will act upon the change within 10 days or most times sooner, then that change is also communicated to the Youth Provider Case Manager either by email, telephone, or simply walking down the hall and talking to him/her in person since they are located within our same building. The Youth Provider Case manager is responsible for any exiting processes of their CCMEP individuals along with the 12 month follow up on them. The Youth Provider Case manager makes a “tickle” system to do follow up on individuals in at least 30 day intervals or even more often depending on the individuals needs.

- 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 OWF recipient moves out of county our Lead Agency’s Case Manager at the OMJ Center will transfer the participant’s OWF case in CRIS-E to the new county plus notify the CCMEP Youth Provider Case Manager (whom is housed in the same building with us) that their CCMEP participant has moved out of county and to transfer their CCMEP case to the new county. The notification to the Youth Provider Case Manager is done either via email or paper notification. The Youth Case Manager will be responsible for making the transfer in OWCMS along with a courtesy call to the new county of residence. If the participant is not an OWF recipient and enrolled in the CCMEP program, it will be up to the Youth Provider Case Manager to determine whether it is in the best interest of the participant to keep the case here in Pickaway County or to transfer it to the new county.

- 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.**

XX 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:

Definition of household: ~~_____~~ Please see attached policy which describes how a household unit is formed along with income inclusion and exclusion counting purposes.

Semi annual process: An excel spreadsheet is kept with the name and dates of all TANF eligible individuals that have been enrolled into CCMEP. Appointment letters are sent to the individuals sometime during their 5th month of enrollment to come back into the Agency and meet with their Youth Provider Case Manager for income eligibility redetermination. During this appointment the individual will complete the financial section **only** of the Eligibility Application attesting to their household income, along with obtaining all required signatures on the application. TANF income eligibility can be determined by attestation but WIOA income eligibility must be documented. If it is more convenient for the participant to receive the information in the mail vs coming in to the office, this would be another form of contact. We chose to develop the spreadsheet at (5) month increments to allow for any extra time it may take to get the information back in to our agency.

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.

XX Yes, the Lead Agency is forming a family for income counting purposes for WIOA funding eligibility based upon the definition in paragraph (A)(5) of rule 5101:10-3-01 of the Administrative Code.

5. CCMEP Comprehensive Assessment and Individual Opportunity Plan (IOP)

5.1 Describe the Lead Agency's process for the CCMEP Comprehensive Assessment.

Describe:

_____The Comprehensive Assessment will be completed with the participant and the Youth Provider Case manager. The Youth Provider Case Manager has attended numerous trainings on CCMEP and serving youth. The entity responsible for completing the Comprehensive Assessment is as mentioned above, our Youth Provider, which is called "Game Plan" and contracted through Pickaway Ross Career and Technology Center. Once an individual enters or is referred to our Lead Agency as a CCMEP participant, they are linked up with our Youth Provider whom once again is housed in the very same building with our Lead Agency. Depending on the age of the CCMEP participant, the Youth Provider Case Manager will either utilize the JFS form #3006 (Comprehensive Assessment -secondary school) or JFS form #3003. The basic skills assessment is also administered through our Youth Provider during one of the first meetings with the individual and then again prior to the end of the current Fiscal year in hopes that the individual will show a skills gain in their TABE.

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:

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.

XX 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 Youth Case Managers actually meet and engage with all of their CCMEP participants on a weekly basis. This is done either by face to face interactions, telephone, email or facebook contact. The Youth Coordinator randomly monitors cases to assure this attempt is being made. At the monthly meetings with the Youth Coordinator and Lead Agency OMJ Operator this is one of many questions asked. An internal monitoring is also performed annually on all youth cases by our Lead Agency’s Fiscal Department. The Youth Program Case Manager’s Coordinator monitors cases to assure contact attempts and engagements are made with individuals. The Lead Agency Supervisor and Youth Program Coordinator also meets on a monthly basis to discuss engagement attempts and status of cases. *Keeping individuals engaged in CCMEP is a constant discussion between the Lead Agency Supervisor and the Youth Program’s Coordinator. We actually meet on a monthly basis and this is one of the many topics for discussion. Some of engagement efforts being performed and offered for individuals to remain engaged are: \$50.00 incentive payment for their 2nd TABE test results to show a skills gain increase, \$10.00 per month incentive for completing all assigned activities AND keeping all scheduled appointments with the Youth provider case manager, \$500.00 for graduating from High School, \$50.00 each quarter or semester for passing all classes in secondary schooling (meaning obtaining a “C” or better in all classes), \$500.00 for training program completion, \$200.00 for obtaining full time employment and kept the job for (3) months. The Youth Provider Case Managers keep journal notes on each and every engagement activity they do for an individual. The Youth Provider Case Managers will even go out to the schools and meet with their individuals during study time and/or have them come into the OMJ Center to assist them with assignments. If an individual is needing work attire, gas allowance, or any kind of supportive service this is being provided and documented in case running records by the Youth Provider Case Manager.*

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:

This CCMEP service is made available to program participants through a referral process to Pickaway Ross Career and Technology Center for their GED and ABL E programs.

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

Describe:

This CCMEP service is made available to program participants through the ABL E program at Pickaway Ross Career & Technology Center and/or our Educational Service Center. Our Youth Provider works very closely with participants and our (4) county schools to determine needed requirements/credits and then selects the appropriate option/pathway for the participant.

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

Describe:

This CCMEP service is made available to program participants through public and/or private sector employers and through our Work Experience Program (WEP).

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

Describe:

This CCMEP service is made available to program participants through the use of WIOA and/or TANF CCMEP ITA funds, and/or the Pickaway County Community Action Agency services.

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

Describe:

This CCMEP service is made available to program participants though the Lead Agency and/or the Youth Provider. This initiative provides workforce related activities directly linked with specific job skills and education.

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

Describe:

This CCMEP service is made available to program participants through Partner referrals and the Lead Agency. It may include resource awareness, sessions on responsibility, accountability, and positive social awareness

7. Supportive services – TANF Purpose(s) 2

Describe:

—This CCMEP service is made available to program participants through the Lead Agency such as items: gas cards, vehicle repair, interview/work clothing, tools or equipment needed to maintain or obtain employment plus any other supportive assistance the Pickaway County Lead Agency deems necessary and reasonable.

8. Adult mentoring – TANF Purpose(s) 2

Describe:

—This CCMEP service is made available to program participants through Partner referrals and/or the Lead Agency WIOA and TANF Case Managers. Our Youth Provider Case Managers provide tremendous one on one assistance and guidance with our participants in setting short and long term goals.

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

Describe:

—This CCMEP service is made available to program participants through the CCMEP Youth Provider to assure that our participants are being contacted regularly to assist in addressing any work related issues, credential attainment, advice, support, etc. This tracking is done for 12 months.

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

Describe:

—This CCMEP service is made available to program participants through a referral to Scioto Paint Valley Mental Health Services for any issues such as mental health, drug and alcohol issues, parenting classes. .

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

Describe:

—This CCMEP service is made available to program participants through workshops provided by Pickaway Ross Career and Technology Centers, "Game Plan Program". The OSU Extension office along with our Pickaway HELPS Program also presents a (2) day training called "Real Money Real World", which covers numerous topics on personal financing, budgeting, banking, credit, etc.

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

Describe:

—This CCMEP service is made available to program participants through our Economic Development Office and/or The Chamber of Commerce.

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

Describe:

—This CCMEP service is made available to program participants through our Lead Agency and/or the CCMEP Youth Provider, and/or the OhioMeansJobs Center Resource Room, and/or OhioMeansJobs.com website.

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

Describe:

—This CCMEP service is made available to program participants through our Lead Agency and/or the CCMEP Youth Provider. ** When necessary an MOU, contract, and/or procurement of services will take place with the utilization of the WIOA and/or TANF CCMEP funds.

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.

XX 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:

A program participant in subsidized employment will not be paid directly by the Lead Agency. Any and all work experience wages will be handled through a local staffing agency.

6.3 Provide a description of the supportive services that the Lead Agency makes available to program participants and attach local policies on supportive services:

Describe:

The supportive services will vary from one individual to another based on their needs. Our goal is to provide proactive services and/or intervention to assure the participant is successful in their employment or education program. This could range from contacting the individual to see how their job is going, any required tools, uniforms, gas cards needed, etc. These supportive services are paid for by the CCMEP allocations under TANF and/or WIOA. **See attached copy of Supportive Service 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:

Once again the follow up services will vary from one individual to another based on any needs the individual may or may not have. Follow up services can range from meeting with the individual's employer to assisting the individual in processing of any required paperwork to enroll in health insurance, tax information, etc.! Our CCMEP Youth Providers will make every attempt possible to stay engaged with the participant and document each and every attempt into the case record. The Youth Case Managers shall make at least (5) valid attempts in contacting the program participant before indicating they could not be located or contacted. Should an individual request to "opt" out of follow up services, this will be dated and documented into the case record as well!—

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

Describe:

** See attached copy of Good Cause Policy that will be utilized

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

Describe:

CCMEP Case Managers send appointment letters out in the mail to their individual participants. A case note is made into the Ohio Workforce Case Management System and/or the participant's case file along with a copy of the appointment letter.

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 Out-of-School-youth and other participants without a high school diploma or equivalent will be made aware of educational options by the Lead Agency Case Manager and/or CCMEP Youth Case Manager during their assessments. These opportunities are available through a referral process to Pickaway Ross Career and Technology Center's ABL Program and the Adult Education Diploma Program, which is also operated through Pickaway Ross Career and Technology Center.

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 CCMEP Youth Provider for WIOA and TANF services was competitively procured through the RFP process. The Lead Agency did not have a role in this process.

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

XX 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:
The Lead Agency's Case Managers along with our Youth Provider's Case Managers have attended numerous trainings on the implementation of CCMEP. These trainings have been in person at the Air Center, via webinars, and also via video conferences. Not only have they attended CCMEP trainings, they have also attended trainings on entries into OWCMS and CFIS as it pertains to CCMEP. Trainings will be an on going process as changes occurs within the program and also has new staff comes aboard.

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

- 15 cases or less
- Between 15 and 25 cases
- XX Between 25 and 50 cases
- Between 50 and 100 cases
- 100 cases or more
- 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:
Customer surveys along with the participant's verbal feedback and comments during their enrollment of the program will be utilized to gauge the success or non-success of the CCMEP program. This information will be utilized to make any necessary changes needed in order to keep participant's engaged and on track for success.

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:

Program Managers and the Youth Provider Coordinator will solicit feedback from each of their Case Managers during the one on one bi-monthly meetings with them. Both the Program Manager of the Lead Agency and the Youth Coordinator will discuss the feedback received during their monthly meetings with one another to implement any necessary changes. NOTE: Meetings are held separately with the Case Managers and then the Program Manager and Youth Coordinator come together on a monthly basis to discuss issues, concerns, suggested changes, etc.

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:

Supplemental data income or post exit accomplishments will be captured by the CCMEP Case Managers by creating a tickler system on their task list to follow up with their individual participants. We will not rely solely on the automatic data match system, there will be regular attempts of contact made with the participant. *As already previously mentioned the CCMEP Youth Provider Case Managers do not rely solely on the automatic data match system in OWCMS. A tickler system is created by the CCMEP Youth Provider Case Manager to make contact with the individual in providing copies of pay stubs, records, etc. at which time the information will be converted to a quarterly amount and entered into OWCMS post exit and wages tab. Education and Training degree attainment is also obtained by the Youth Provider Case Managers by tracking of such time of when the individual should either be finished with training and/or by such time the individual should have had time to show progress by completing a course, milestone, or have received their grade card. Contact to these individuals is made by numerous ways, such as in person, phone call, email, or sending a letter to them. OWCMS is then updated by the Youth Provider Case manager on the appropriate tab.*

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

Joy Ewing, Director

Date

5-29-18

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

Name and Title

Michael Linton, Chairman

Date

6/15/2018



WIOA AREA 20

Area 20/21 Workforce Development Board Procurement Policy

Purpose

All procurement transactions of the Area 20/21 Workforce Development Board (WDB) shall be conducted in a manner that provides, to the maximum extent possible, opportunity for free and open competition. Policies and procedures governing procurement shall ensure that all goods and services are obtained in an effective and efficient manner, which is consistent with the provisions of applicable federal, state, and local laws, rules, and regulations.

Background

All items purchased with WIOA funds will use the State and local procurement procedures and abide by the procurement provisions included in the Office of Management and Budget (OMB) Circular A-102, "Grants and Cooperative Agreements with State and Local Governments," as codified in the DOL Regulations, Common Rule 29 CFR 97 (WIA procurement standard); 2 CFR 225 (OMB Circular A-87), "Cost Principles for State, Local and Indian Tribal Governments"; 2 CFR 220 (OMB Circular A-21), "Cost Principles for Educational Institutions"; 2 CFR 230 (OMB Circular A-122), "Cost Principles for Non-Profit Organizations"; and OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations". Procurement activities will comply with Ohio Revised Code, Sections 307, 4115.34, 5705.41(D) and 5719.042 and Chapter 5101: 9-4 of the OAC issued by the Ohio Department of Job and Family Services or other state WIOA funding agencies. Workforce Development Agencies and Subcontractors will follow the OMB circulars governing their agency structure and the Ohio Revised Code, the more stringent of the applicable circulars or the ORC will prevail when more than one applies.

Action

Definitions

- A. Award – A contract, grant subcontract, subcontract, sub grant or other type of legal instrument.
- B. Awardees - Any of the entities receiving the award, such as contractors or grantees.
- C. Immediate Family Member - Includes a spouse, son, son-in-law, daughter, daughter-in-law, mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, grandparent, and/or grandchild.
- D. Procurement - The process, which leads to any award of WIOA Title I funds.
- E. Request for Proposal (RFP)-Purchases for services for \$50,000 or more unless the local policy is more restrictive and can be awarded based not only on price but also to the firm whose proposal is most advantageous to the program.
- F. Request for Quote (RFQ) - Purchases for services less than \$50,000 usually requiring a minimum of three quotes and can be awarded primarily based on price and quality.



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- G. Service Provider - Any public agency, private nonprofit organization, or private-for-profit entity that delivers core and/or intensive and/or training services to WIOA participants with the exception of an ITA. Awards to service providers may be made by contract, subcontract, or other legal agreement.
- H. Sub grantee - Any county of Area 20/21.
- I. Sub-recipient - The legal entity to which an award is made and accountable for the use of the WIOA funds provided. For WIOA purposes, distinguishing characteristics of a sub-recipient include items such as determining eligibility of applicants, enrollment of participants, performance measured against meeting the objectives of the program, responsibility for programmatic decision-making, responsibility for compliance with program requirements, and use of the funds awarded to carry out a WIOA program or project. Service Providers are considered sub-recipients and not vendors.
- J. Vendor – An entity such as a training provider offering a standard published price for the general public.
- K. Youth Service Provider - An entity or individual identified by the Area 20/21 WDB and sub grantees in accordance with Section 123 of the Workforce Innovation and Opportunity Act to provide and/or deliver youth activities and/or services.

Minimum Standards

A. Code of Conduct

1. *Area 20/21 Conflicts of Interest*

No member of the Area 20/21 Board or Committee designated to award services for payshall cast a vote, or participate in any decision-making capacity on the provision of WIOA Title I programs/services or Area 20/21 matters that provide a direct or apparent financial benefit to said member, business partner, an immediate family member or the member's agency or organization.

When said member abstains from voting due to a conflict of interest or potential conflict of interest, the Area 20/21 minutes shall both reflect the abstention and the rationale for the abstention.

2. *Staff Conflicts of Interest*

No individual in a decision-making capacity shall engage in any activity, including participation in the selection, award, or administration of a contract agreement supported by WIOA funds if a conflict of interest or the appearance of a conflict of interest exists. A conflict of interest would arise when said individual, an immediate family member or business partner(s) is employed or about to gain employment with an organization selected for the award of a contract agreement supported by WIOA Title I funds.



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B. Drug-Free Workplace

The Area 20/21 WDB will comply with the Drug-Free Workplace Act of 1988, codified at 29 CFR Part 98.

C. Competition

The Area 20/21 WDB shall conduct all procurement to ensure that free and open competition exists.

1. *Free and Open Competition*

To promote free and open competition, the Area 20/21 WDB shall ensure that all transactions will be free and open and shall not:

- a. Place unreasonable requirements on firms and organizations in order for them to qualify to do business and/or provide services;
- b. Require unnecessary experience and excessive bonding;
- c. Engage in noncompetitive pricing practices between firms or organizations or between affiliated companies or organizations;
- d. Engage in noncompetitive awards to consultants that are on retainer contracts;
- e. Participate in organizational conflicts of interest;
- f. Specify only a "brand name" product instead of allowing "an equal" product to be offered;
- g. Create overly restrictive specifications;
- h. Include any arbitrary action in the procurement process.
- i. All contracts must be performance based fixed unit or cost reimbursement contracts.

2. *Solicitations*

The Area 20/21 WDB will:

- a. Solicit offers by disseminating a Request for Proposal (RFP) or Request For Quote (RFQ) to an adequate number of qualified sources to ensure competition (generally, sources included on the sub grantees RFP/RFQ mailing list), and advertising in one or more newspapers designed to reach service providers;
- b. Ensure that each RFP/RFQ includes a Statement of Work or Specifications, including a description of the requirements for time, place, and methods for the performance of the service;
- c. Ensure that each RFP/RFQ includes the deadline date and time the proposal must be submitted and that all proposals received are stamped with the date and time the original proposal was received;
- d. Ensure that each RFP/RFQ requires a line item budget; Ensure that each RFP/RFQ describes the solicitation process, including provisions for protest or appeal of the final award;
- e. Ensure that changing the service provider cannot effect the current active clients from participating in the program, by ensuring the new service provider factors in this additional cost when submitting their proposal based on current client data;



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- f. Ensure that each RFP/RFQ identifies all significant evaluation or rating factors and the relative importance of each factor;
- g. Ensure that the evaluation factors include minimum thresholds that, if not met, require disqualification;
- h. Negotiate with any or all bidders determined through the rating process to be responsive and advantageous to the program, and to notify unsuccessful bidders in a reasonable amount of time; and
- i. Award a contract to the bidder(s) who is (are) successful.

3. *RFP/RFQ Mailing List(s)*

The Area 20/21 WDB shall ensure that all qualified lists of persons, firms, or other organizations used in acquiring services are current and include sufficient numbers of qualified sources to ensure maximum open and free competition.

D. Dispute Resolution

All bidders will be notified, in writing, of the results of the technical evaluation. Failed bidders will be advised during the dissemination of each RFP that they have the right to protest the decision.

Reasonableness of Cost

A. Determination Required

Documentation of cost reasonableness is required for every procurement action, including contract modifications (except for modifications where a determination has been made that there is no monetary impact). Acceptable methods of documenting cost reasonableness are price analysis and cost analysis. In addition to other evaluation factors used for price or cost analysis, where applicable, the Area 20/21 WDB shall obtain independent estimates prior to soliciting for goods and/or services.

B. Price Analysis

1. Price analysis is the process of examining and evaluating a price without looking at the estimated cost elements and proposed profit of the offer or whose price is being evaluated.
2. Price analysis will be performed on every procurement action.
3. Price analysis techniques shall include:
 - a. Comparison of proposed prices with independent estimates of cost developed by Area 20/21 sub grantees;
 - b. Comparison of competitive price quotations;
 - c. Comparison of prior quotations and contracts with current quotations for the same or similar items;
 - d. Use of yardsticks or parametric relationships to point out apparent gross differences (e.g., dollars per placement, price per instruction hour, price per participant training hour, etc.); and



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- e. Comparison of prices on published price lists with published market prices of commodities, together with discount or rebate schedules.

C. Cost Analysis

1. Cost analysis is the review and evaluation, element by element, of the cost estimate supporting a company's proposal for the purpose of pricing a contract.
2. A cost analysis is necessary when the proposer is required to submit the elements of the estimated cost, when adequate price competition is lacking, and for sole source procurements, including contract modifications (except for modifications where a determination has been made that there is no monetary impact), unless price reasonableness can be established on the basis of a catalog or market price of a commercial product sold in substantial quantities to the general public or based on prices set by law or regulation.

Cost analysis includes evaluating:

- a. The supporting data submitted by the proposer;
- b. The cost elements; and
- c. The factors the proposer considered in developing the estimated cost of performing the specified work.

D. Profit or Program Income

1. If profit or program income is included in the price, the Area 20/21 WDB shall negotiate profit or program income as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is required.
2. To establish a fair and reasonable profit, consideration shall be given to:
 - a. The complexity of the work to be performed;
 - b. The risk borne by the contractor;
 - c. The contractor's investment;
 - d. The amount of subcontracting;
 - e. The quality of the contractor's past performance;
 - f. Industry profit rates in the surrounding geographical area for similar work; and
 - g. Market conditions in the surrounding geographical area.
3. Program income earned by the contractor must be reported to the agency issuing the contract along with a plan of how it will be expended for program activities. Program income must be spent for program activities only. (The requirements governing the use of program income are found at 29 CFR 95.24 (non-governmental) and 29 CFR 97.25 (governmental). The WIOA regulations at 667.200(a) (5) require the addition method to be used to account for program income, as does Part 95.



WIOA AREA 20

Selection of Service Providers

A. Definitions

The definitions of service provider and sub-recipient at the beginning of this Policy are extremely important in understanding the requirements of this section.

B. Demonstrated Effectiveness

Service providers for services under WIOA Title I will be selected competitively based on their demonstrated ability to deliver effectively the services required.

1. Determination of Program Effectiveness

A proposer's demonstrated ability to deliver effectively the services required in the RFP/RFQ will be in writing and completed prior to the award of a grant, sub-grant, contract, or subcontract. A copy of this determination will be placed in the procurement file.

2. Administrative Funds

The Area 20/21 WDB will ensure that, for all services provided to participants through contracts, grants, or other agreements with a service provider, such contract, grant, or agreement shall include appropriate amounts necessary for administration. Administrative costs must be accurately identified in all contracts.

Examples of administrative costs include:

- Accounting
- Some indirect costs (e.g. shared costs)
- Management Information Systems (MIS)
- Management or Director's time devoted to project
- Any other non-program personnel

3. Duplication of Services

WIOA Title I funds will not be used to duplicate facilities or services available (with or without reimbursement) from Federal, State, or local sources unless it is demonstrated in writing that alternative facilities or services would be more effective or more likely to achieve Local Workforce Area performance goals.

C. Service Provider Selection

1. Procedure

The competitive process outlined in this policy will be used to select all service providers. Requests for proposals (RFP) must be conducted by regional One-Stop Systems in accordance with the following steps:

- a. Select a regional RFP team.
- b. Develop RFP, which must include the required elements.



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- c. Prepare a timeline of the RFP process, which provides advertising at least 21 days prior to the bid deadline and offers time for questions and answers.
- d. Publish public notices throughout the region.
- e. Date stamp bids and open publicly.
- f. Select a rating team which is comprised of Board members and other community members. May include One-Stop staff members at the administrative staff's discretion. Compile rating scores.
- g. RFP team will recommend providers based on results of the rating process.
- h. Conduct price and cost analysis.
- i. Forward recommendations to the Area 20/21 WDB.
- j. Area 20/21 Administrative staff will notify the approved providers and negotiate contracts. If the contract will be between the one-stop operators and the approved providers, the one-stop system will negotiate the contract.

All of the above steps must be documented and a file maintained by the administrative staff for auditing and monitoring purposes.

2. Exception

At the conclusion of the procedure, the grantee or sub grantee within the system is unable to secure a provider for specific elements, than the grantee or sub grantee must be approved by the Area 20/21 Workforce Development Board to provide these elements in-house.

Documentation

Procurement files shall be maintained for each procurement action. Procurement files shall contain, if applicable, the following general procurement items.

- a. Justification for the type of procurement method used;
- b. The price and cost analysis performed, including the independent estimates made by the grant recipient prior to receiving bids;
- c. Copies of each proposal solicitation issued including all evaluation factors;
- d. Copies of advertisements announcing procurement actions;
- e. Copies of all proposals received;
- f. Summary of any negotiations including changes made to the curriculum, duration, technical requirements (such as instructor qualifications), or outcomes;
- g. Summary of the negotiations establishing fair and reasonable profit or program income;
- h. Copy of the evaluation results of the proposals received;
- i. Justification of the sound business reasons for rejecting any proposals;
- j. The original RFP and RFQ; and
- k. The demonstrated ability of service providers to deliver effectively the services required.

Revised 4/2018



Pickaway County Job & Family Services

ACQUISITION STANDARDS AND GUIDELINES

Effective July 1, 2007
Last Updated on May 2016

Joy Ewing, Director

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SECTION 1 - STANDARDS

1.1 PREFACE:

These guidelines establish the standards and procurement methods for the Pickaway County Job and Family Services (PCJFS) related to the purchase of all services, supplies, equipment, and the awarding and administration of all contracts as a quadruple combined agency (PA, CSEA, PCSA, and WIOA).

Chapter 5101:9-4, Ohio Administrative Code establishes general standards for the procurement of goods and services by county family services agencies in Ohio. Rule 5101:9-4-02 (B) (1), Ohio Administrative Code, Standards for Acquisition, requires that each county agency establish written acquisition standards to ensure that all purchase of goods and services are performed in accordance with applicable federal and state statutes, federal regulations, state administrative rules, and local policies.

1.2 APPLICABLE LAW:

The PCJFS Acquisition Standards and Guidelines are written as a high level overview of each applicable rule. For details PCJFS will refer to the actual citing of each rule, which we have incorporated as a part of this policy. This plan was written in accordance with all applicable regulations, rules and guidelines as listed below.

2 CFR Chapters I and II, Part 200 (OMB Omni Circular)
Ohio Administrative Code (OAC)
Ohio Revised Code (ORC)

1.3 SPECIAL CIRCUMSTANCES:

PUBLIC CHILDREN SERVICES AGENCY (PCSA):
OAC 5101:9-4-07.1 (C) (3) (a-d)

Small purchase procedures will be considered when purchasing for a PCSA specific cases. PCJFS will avoid exclusive and preferential relationships with providers such as foster care maintenance and adoption service providers.

1.4 EXCEPTIONS:

TITLE XX:
OAC 5101:9-4-07 (A) (3) (b)

Federal Social Services Block Grant (**SSBG**) is the only federal funding source excluded from the procurement requirements. PCJFS will adhere to the stipulations of the comprehensive social services program plan (**CSSP**) or other plan(s) filed with the Ohio Department of Job

and Family Services for the purchase of service contracts or other service agreements relating to the administrative of direct social services. Title XX procurements will be governed by Title XX purchase of service procedures. Purchases under Title XX Block Grants do not require competitive procurement.

CHILD SUPPORT GOVERNMENT CONTRACTS:

OAC 5101:12-1-80.1 (4)

Governmental Contracts with PCJFS Child Support Enforcement Agency is not subject to procurement as they are within the same county government.

INTERAGENCY AGREEMENTS:

Contracts funded in whole or part with federal funds and which are entered into by PCJFS with another county family services agency or workforce development agency within the county or workforce development area are not subject to the requirements of small purchase process, competitive bid/proposal process, non-competitive process and cost and price analysis sections of this plan, providing that such contracts are documented with either a memorandum of understanding or interagency agreement between the entities.

STATE PURCHASING CONTRACTS:

OAC 5101:9-4-07.1 (C) (1-2)

PCJFS is a member of the State of Ohio Cooperative Purchasing Program. Cooperative purchasing contracts available to PCJFS (GDC or MAC only) have already been competitively bid alleviating additional procurement requirements. The Cooperative Purchasing Program is not a mandated program and is an option PCJFS may utilize as long as an active membership is valid. State term schedules are not competitively bid and will be treated only as a pre-qualified Bidder's list.

1.5 PROCUREMENT AUTHORITY:

ORC 307.92

The PCJFS Director maintains primary authority to negotiate procurement for the efficient and effective administration of the agency. All procurements will be made in accordance with good administrative practices and sound business judgment. All proposed procurements shall be reviewed by Director's management staff to avoid purchase of unnecessary or duplicative items or service.

SECTION 2 – GENERAL PROCUREMENT STANDARDS

2.1 OHIO ETHICS LAWS:

OAC 5101:9-4-04 (A)
2 CFR 200.318 (c)
45 CFR 75-327 (c) (1)

PCJFS will maintain written standards of conduct covering conflicts of interest and governing the actions of our employees engaged in the selection, award, and administration of contracts as referenced in the PJCFS Ethics and Written Code of Standards of Conduct Policy. Any contracted Provider will be held to these same standards.

2.2 AVOIDING DUPLICATIVE AND UNNECESSARY PURCHASES:

OAC 5101:9-4-07 (B) (3) (c)
2 CFR 200.318 (d)
45 CFR 75-327 (d)

PCJFS will avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurement to obtain a more economical purchase. When appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

2.3 NON-PROFIT AGENCIES FOR PERSONS WITH SEVERE DISABILITIES:

OAC 5101:9-4-07(B) (4) (a)
ORC 4115.33

For procurement involving state funds only, PCJFS shall determine if a product or services is listed and provided by persons with severe disabilities by reviewing the website at <http://das.ohio.gov/Divisions/GeneralServices/ProcurementServices/CommunityRehabilitationPrograms.aspx>.

2.4 RESPONSIBLE PROVIDERS:

2 CFR 200.318 (h)
45 CFR 75-327 (h)

PCJFS will award contracts only to responsible Providers possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as Provider integrity, compliance with public policy, record of past performance, and financial and technical resources.

2.5 PROCUREMENT:

OAC 5101:9-4-02 (B) (1)

2 CFR 200.318 (a) and (i)

45 CFR 75.327 (a) and (i)

PCJFS must use its own documented procurement procedures, which reflect applicable State, local and tribal laws and regulations, provided that the procurement conforms to applicable Federal laws.

SECTION 3 – COMPETITIVE PROCESS

3.1 ASSURANCE OF COMPETITION:

OAC 5101:9-4-07 (B) (2)

2 CFR 200.319 (a)

45 CFR 75.327-75.335

All procurement transactions of PCJFS will be conducted in a manner which provides maximum open and free competition within state and federal guidelines. PCJFS will at all times be alert to organizational conflicts of interest and non-competitive practices among Providers that restrict or eliminate competition or restrain trade.

When procuring goods or services through competitive negotiation or sealed bids, the specifications developed by PCJFS will be based on a clear and accurate description of the technical requirements for the material, product or service to be procured. The specifications will not contain any features which unduly restrict competition by giving one Provider an unfair advantage or disadvantage over another. The specifications will not include unnecessary experience levels or bonding requirements. Specifications will not be so narrowly defined as to cite only a brand name as the competitive choice. PCJFS will avoid any arbitrary actions in the procurement process. PCJFS will avoid non-competitive awards to consultants that are on retainer contracts and non-competitive pricing practices between firms or affiliated companies.

Providers directly involved in the development of specifications shall be excluded from competing for such procurement to assure objective specifications are developed and that free and open competition is available to all eligible service Providers.

3.2 GEOGRAPHIC PREFERENCE:

OAC 5101:9-4-07 (B) (5) (a)

2 CFR 200.319 (b)

45 CFR 75.328 (b)

For purchases made in whole or in part with federal funds, or with state or local funds required for match, PCJFS will conduct procurement in a manner that prohibits the use of statutorily or administratively imposed in-state or local geographical preferences in evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference.

3.3 SMALL AND MINORITY OWNED BUSINESS:

OAC 5101:9-4-06

2 CFR 200.321

45 CFR 75.330

PCJFS will make positive efforts to utilize small, minority and women-owned businesses when they are potential resources for supplies and services. Support will not be provided to the extent of avoiding competitive bidding requirements.

PCJFS will place qualified small and minority businesses, and women's business enterprises on solicitation lists, and assuring that those businesses are solicited whenever they are potential resources.

When economically feasible, PCJFS will divide the total requirements into small tasks or quantities to permit maximum small and minority businesses and women's business enterprises participation. When tasks are divided to allow small businesses and women's business enterprises to compete, the separation will not be done to avoid competitive bidding requirements.

PCJFS will establish delivery schedules to encourage participation by small and minority

When possible, PCJFS will encourage small and minority-owned businesses and women's business enterprises to contract with consortiums of small business and minority-owned firms and women's business enterprises when a contract is too large for one of these firms to handle individually.

PCJFS will take an affirmative action in support of small, minority and women-owned companies directly, as well as, requiring contracted Providers to adhere to and certify a like philosophy.

3.4 PREQUALIFIED LIST:

OAC 5101:9-4-07 (B) (3) (b)

2 CFR 200.319 (d)

45 CFR 75.328 (d)

PCJF will ensure that all prequalified lists of persons, firms or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. PCJFS will not exclude potential bidders from qualifying during the solicitation period.

3.5 **PROCUREMENT METHODS:**

OAC 5101:9-4-07.1 (B)
2 CFR 200.320
45 CFR 75.329

PCJFS will utilize one of three methods of procurement on all purchases unless purchase meets exemption criteria in any of the applicable regulations, rules and guidelines listed in section 1.3.

These methods are:

- A. Micro purchase - limit defined in 48 CFR subpart 2.1 currently \$3,500.00 unless exceptions apply
- B. Small purchase procedures; or
- C. Competitive process, which includes:
 - competitive bidding (ITB)
 - competitive proposals (RFP)
 - non-competitive proposals

3.6 **COST AND PRICE ANALYSIS:**

OAC 5101:9-4-07 (B) (1)
2 CFR 200.323
45 CFR 75.332

PCJFS will perform a cost or price analysis in connection with every procurement action. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation.

A cost analysis must be performed when the bidder is required to submit the elements of the estimate cost, i.e., under professional consulting and architectural engineering services contract. A cost analysis is also required when adequate price competition is lacking, and for sole source procurements, including procurements on the basis of catalog or market price of commercial product sold in substantial quantities to the general public or based on prices set by law or regulation. A price analysis will be used in all other instances to determine the reasonableness of the proposed contract price.

“Price analysis” - the process of examining, evaluating and comparing a proposed price to determine if it is fair and reasonable, without evaluating its separate cost elements. Comparison should be with other prices and quotations submitted; published catalog or market prices; prices set by law or regulation; prices for the same or similar items; prior quotations for the same or similar items; market data (indexes); or other standardized data.

“Cost analysis” - the review and evaluation of the separate cost elements and the application of judgment to determine how well the proposed costs represent what the cost should be, assuming reasonable economy and efficiency. Comparisons should be with actual costs previously incurred by the same supplier; previous cost estimates for the same or similar items; other cost estimates received in response to the solicitation; independent cost estimates by technical personnel; or forecasts of planned expenditures. A cost analysis must be done for each non-competitive procurement.

3.7 MICRO PURCHASE PROCESS:

OAC 5101:9-4-07.1 (B) (1) (a and b)

2 CFR 200.320 (a)

45 CFR 75.329 (a)

PCJFS may acquire by micro purchase any supplies or services for which the aggregate dollar amount is at or below the micro-purchase threshold with the Federal Acquisition Regulation at 48 C.F.R. Subpart 2.1, which is currently set \$3,500.00 (reviewed threshold limit on 9/12/17). Micro-purchases may be awarded without soliciting quotes for acquisitions of supplies or services if:

- Price is considered reasonable; and
- To the extent practical, micro purchases are distributed equitably among qualified suppliers.

3.8 SMALL PURCHASE PROCESS:

OAC 5101:9-4-07.1 (B) (2) (a and b)

2 CFR 200.320 (b)

45 CFR 75.329 (b)

The small purchase procurement method will be used when making relatively simple and straight forward purchases for which the aggregate acquisition costs are greater than the micro purchase threshold but the aggregate costs do not exceed \$150,000 when using federal funding only and does not exceed \$25,000 for all other funding. PCJFS will solicit an adequate number of qualified sources, but not less than three, from various sources such as formal advertising, bidder's list, phone book, internet, etc. PCJFS will insure that all Providers are given the same information about the requirements of the product or service. Additional factors to consider:

- A. When purchase involves standardize products or services, price is the overriding factor or;
- B. When price is not the overriding factor, other factors will be evaluated such as relative quality and performance.

PCJFS will maintain written documentation identifying date Providers are called, price lists used, name of person or company contacted, price quote and pertinent factors leading to Provider selection. When selecting the Provider, PCJFS will use prudent judgment considering such facts as delivery time, administrative need, transportation costs, and product availability.

3.9 COMPETITIVE METHOD:

OAC 5101:9-4-07.1 (B) (3) (a and b) (4) (a and b)

2 CFR 200.320 (c and d)

45 CFR 75.329 (c and d)

A legal notice will be publicly advertised in the local newspaper and on the PCJFS website to solicit qualified Providers. PCJFS will also solicit an adequate number of Providers by utilizing sources such as bidder's list, phone book, internet, etc.

PCJFS will follow one of two methods:

1. Competitive Bid Process – An Invitation to Bid (ITB) will be used when:
 - a. Procurement exceeds the small purchase threshold;
 - b. Award of a contract is primarily on the basis of price alone;
 - c. Relatively simple, straightforward purchase description or specifications;
 - d. Two or more suppliers are willing to compete effectively.

When this method of procurement is used:

- The ITB will include specifications and pertinent attachments, defining the items or services in order for bidders to properly respond;
- Factors such as discounts, transportation costs and life cycle costs shall be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
- Bids must be solicited from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirements of the procurement.
- Bids will be publicly opened.
- Award of a firm fixed-price contract to the lowest responsive and responsible bidder, considering the terms and conditions of the ITB.
- Any or all bids may be rejected if there is a sound documented reason.
- Unsuccessful bidders will be notified promptly.

2. Competitive Proposal Process - A Request for Proposal (RFP) will be used when:
 - a. Procurement exceeds the small purchase threshold;
 - b. Award of a contract is based on logical factors other than price;
 - c. Contract is of a complex nature and can not be fully described in an ITB process;
 - d. Normally more than one source submits an offer.

This process of conducting competitive proposals is similar to conducting competitive sealed bidding and includes:

- Proposals must include a clear and accurate description of technical requirements for the material, product, or service to be procured. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of technical requirements, a brand name or equal description may be used as means to define performance or other conspicuous requirements. Specific features of the brand name must be clearly stated.
- Proposals must be solicited from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirements of the procurement.
- The RFP must identify all significant evaluation factors, including price or cost

where required, and their relative importance.

- Award must be made to the responsible source whose proposal is most advantageous to the program, with price and other factors considered.
- Unsuccessful proposals will be notified promptly.

3.10 WRITTEN SELECTION PROCEDURES:

OAC 5101:9-4-07 (B) (3) (a)

2 CFR 200.319 (c)

45 CFR 75.328 (c)

PCJFS will incorporate a clear and accurate description of the technical requirements for the materials, products or services to be procured. However, this description will not unduly restrict competition. PCJFS will identify all requirements that the bidders must fulfill and all other factors to be used in the selection process.

SECTION 4 – NON-COMPETITIVE PROCESS

4.1 NON-COMPETITIVE PROPOSAL PROCESS:

OAC 5101:9-4-07.1 (B) (5)

2 CFR 200.320 (f)

45 CFR 75.329 (f)

A non-competitive process will be followed if one or more of the following conditions exist:

1. Item available from a single source.
2. Emergency situation.
3. Federal agency or ODJFS authorizes non-competitive procurement.
4. Failed Competitive Procurement occurs when an ITB/RFP has produced less than two bids/proposals or in a small purchase procurement, less than three quotes obtained.
5. Prices established by law for equipment requiring standardization/interchangeability
PCJFS will complete a cost analysis as well as provide documentation as to why it is a non-competitive procurement.

SECTION 5 - CONTRACTS

5.1 CONTRACT TYPE:

PCJFS will select the type of contract to be awarded that is most appropriate for the type of procurement being made. The following is a list of the various types of contracts that may be utilized by PCJFS:

- (1) Fixed-price contract, either fixed-unit price or total lump sum price.
- (2) Cost reimbursable contract. This type of contract will be used only with negotiated procurement and PCJFS will establish a maximum dollar amount payable under each contract which the Provider will exceed at his own risk.

NOTE:

Under procurement regulations OAC 5151:9-4-07 (B) (1) (d), a cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

5.2 REQUIRED CONTRACT PROVISIONS:
OAC 5101:9-4-07 (B) (C)

Contracts must contain sufficient provisions to define a sound and complete agreement.

- 5.2.1 Violation or Breach of Contract: Contracts for more than \$150,000 must address administrative, contractual, or legal remedies in instances where Providers violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- 5.2.2 Termination: Contracts in excess of \$10,000 must address termination for cause and of convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- 5.2.3 Equal Employment Opportunity: Provider agrees not to discriminate against any applicant or employee because of race, religion, national origin, ancestry, color, sex, sexual orientation, age, disability, or veteran status for such actions that include but not limited to the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship.

Provider agrees to post, in a conspicuous place available to employees and applicants for employment, notices stating that the Provider complies with all applicable federal and state non-discrimination laws. Provider shall, in all solicitations or advertisements for employees placed by or on behalf of the contract, state that all qualified applicants shall receive consideration for employment without regard to race, religion, color, gender, national origin, ancestry, sexual orientation, veteran status, disability or age. Provider shall incorporate the foregoing requirements of this paragraph in all of its subcontracts for any of the work prescribed herein.

- 5.2.4 Copeland Anti-Kickback Act: Provider agrees to comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 3145) as supplemented in the Department Of Labor Regulations (29 CFR Part 3).
- 5.2.5 Davis-Bacon Act: Provider agrees to comply with the Davis-Bacon Act (40 U.S.C. 3141-3148) as supplemented by Department Of Labor Regulations (29 CFR Part 5) this applies to all construction contracts in excess of \$2,000.00.
- 5.2.6 Contractor Work Hours and Safety Standards Act: (only applies to facilities/construction contracts) Provider agrees to comply with sections 3702-3704 103 and 107 of the Subgrant Agreement of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708) as supplemented by Department of Labor Regulations (29 CFR Part 5).
- 5.2.7 Rights to Inventions: Clause 37 C.F.R. part 401 pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.

- 5.2.8 Record Keeping/Access: Provider shall maintain independent books, records, documents, accounting procedures and practices as well as recipient, program, and statistical records, and any other supporting documentation in the performance of this Agreement. Records must include sufficient detail to disclose: 1) services provided to program participants; 2) administrative cost of services provided to program participants; 3) charges made and payments received for items identified in items 1 and 2 in this section; and 4) cost of operating the organizations, agencies, programs, activities, and functions. Such records shall be subject at all reasonable times to inspection, review, or audit by duly authorized federal, state, and PCJFS personnel and/or representative.
- 5.2.9 Clean Air Act: Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 7401-7671). Section 508 of the Clean Water Act (33 U.S.C. 1251-1387), Executive Order 11738, and environmental protection agency regulations (40 C.F.R. Part 15) in excess of \$150,000.00.
- 5.2.10 Record Retention: Provider shall maintain and preserve all financial records including but not limited to, any documentation used in the administration of the program, for a period of seven years from the date of the last submitted invoice. If any litigation, claim, negotiation, audit or other action involving the records has started before the expiration of the seven year period, the records must be retained until the completion of the action and resolution of all issues that arise from it.
- 5.2.11 Debarment And Suspension: A contract award must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM) in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 and 12689. Provider certifies that neither Provider nor any of its principles or subcontracts to any party are presently debarred, suspended, or is otherwise excluded from or ineligible for participation in federal assistance programs or activities. Specific guidance for compliance contained in 45 CFR 75.212 and 2 CFR 200.213.
- 5.2.12 Byrd Anti-Lobbying Amendment: (31 U.S.C. 1352) contracts that apply or bid or an award exceeding \$100,000.00 must file the required certification.
- 5.2.13 State Finding For Recovery: PCJFS will certify that Provider or any of its principles are not presently in violation of the Ohio Revised Code section 9.24 prohibiting an agreement with whom the Auditor of State has issued an unresolved finding for recovery at the time of award. Provider agrees to review the Auditor of State's website prior to the awarding of a subcontract.
- 5.2.14 Monitoring/Provider Performance: PCJFS will maintain oversight to ensure that Provider performs in accordance with the terms, conditions, and specification of their contracts or purchase orders. 45 CFR 75.327 (b), 2 CFR 200.318 (b), OAC 5101:9-4-07 (B) (7). If Provider subcontracts any portion of this agreement, Provider agrees to maintain oversight to ensure conditions and specification of their subcontract is met.

OTHER CONTRACT PROVISIONS:

- 5.2.15 Ethical And Conflict Of Interest Requirements: Provider agrees to comply with the ethical and conflict of interest requirements listed in the OAC 5101:9-4-04, including but not limited to, the items listed below:
- No Provider seeking a contract shall promise or give to any PCJFS employee anything of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties;
 - No Provider seeking a contract shall solicit any PCJFS employee to violate any of the conduct requirements for employees;
 - Any Provider acting on behalf of PCJFS shall refrain from activities which could result in violations of ethics and/or conflicts of interest. Any subcontractor or potential subcontractor who violates the requirements above is subject to refusal or termination of contract.
- 5.2.16 Laws of The State of Ohio: Agreement shall be governed by the laws of the State of Ohio to the exclusion of the law of any other jurisdiction.
- 5.2.17 Terms of Agreement Severable: A judicial or administrative finding, order or decision that any part of this Agreement is illegal or invalid shall not invalidate the remainder of this Agreement.
- 5.2.18 Reimbursement for Overpayment and Duplicate Billing: Provider agrees to promptly reimburse PCJFS for any overpayment made by PCJFS. Provider warrants to PCJFS that reconciliation claims made to PCJFS for payment shall be for actual services rendered under the terms of this Agreement and do not duplicate claims made by Providers to other sources of funds for the same service, and that Provider will reimburse PCJFS the amount of payment made for any such duplicate reimbursement/billings.
- 5.2.19 Indemnification: Provider shall at all times during the existence of this Agreement, indemnify and save harmless PCJFS, its officers, employees, and agents; the Ohio Department of Job & Family Services, its officers, employees, and agents; and the Board of Pickaway County Commissioners against any and all liability, loss, damage, and or related expenses including, but not limited to, the costs of litigation and attorney's fees incurred pursuant to this Agreement.
- 5.2.20 Insurance: Provider agrees to maintain a policy of liability insurance to cover any negligent acts or omissions committed by Provider, employees or agents during the performance of any duties under this Agreement.
- 5.2.21 Independent Provider: Provider is an independent contractor pursuant to the terms of this Agreement. Provider, its employees, agents, subcontractors or others working in the employ or at the direction of Provider shall not be considered employees of PCJFS, and Provider, its employees, agents, subcontractors or others working in the employ or at the direction of Provider shall not be by the execution of this Agreement

entitled to or eligible for participation in any benefits or privileges given or extended by PCJFS to its employees.

5.2.22 Subcontracting: If Provider deems it necessary to subcontract in order to deliver services under the terms of this Agreement, Provider may subcontract with prior written authorization by PCJFS. If Provider subcontracts any portion of award the Provider must perform those functions required under federal, state and local laws as a pass-through entity.

Any award to a subcontractor shall be made by means of an Agreement which requires the subcontractor awarded the subcontract to comply with all conditions, requirements, and restrictions applicable to the Provider in this Agreement including the conditions, requirements, and restrictions of sections 5101.21 of the revised code.

5.2.23 Drug-Free Workplace: Provider will certify and affirm that any government or private entities associated with the duties and responsibilities to be performed pursuant to this Agreement agree to comply with all applicable state and federal laws and administrative regulations regarding a drug free workplace. Provider will make a good-faith effort to ensure that all employees of a government or private entity performing duties and responsibilities under this Agreement, while working on state, county or private property, will not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.

5.2.24 Child Support Enforcement: Provider agrees to cooperate with ODJFS and any Ohio Child Support Enforcement Agency in ensuring that Provider's employees meet child support obligations established under state law. In the performance of this Agreement, any subcontract made relative to these duties, shall also be governed by cooperation with child support enforcement laws.

5.2.25 Independent Audit: Provider agrees to provide for timely audits as required by 2 CFR 200.504, unless a waiver has been granted by a federal agency. Subject to the threshold requirements of 2 CFR 200.501 and 45 CFR 75.501, Provider must ensure that it has an audit that covers funds received under this agreement. Provider must send one (1) copy of the final audit report to PCJFS within two (2) weeks of receipt of any such audit report. Provider will take prompt action to correct problems identified in an audit. (This is required of Subrecipients only.)

5.2.26 State and Federal Audit Exceptions: Provider shall accept responsibility for receiving, replying to and/or complying with any audit exception by appropriate state or federal audit directly related to the provisions of this Agreement.

- The Provider agrees to pay PCJFS the full amount of payment received for services not covered by this Agreement.
- The Provider agrees to pay PCJFS the full amount of payment received for duplicate billing, erroneous billings, deceptive claims or falsification.

5.2.27 Provider Certification: Provider certifies that it is a public agency or a private non-profit organization that serves a useful public service to the general community, or is a private for profit organization, and that its facilities meet all federal, state and local health, safety and labor standards.

- 5.2.28 Matching or Cost Sharing: Pursuant to 2 CFR 200.306 and 45 CFR 95.306, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal and local laws. (This is a Subrecipient requirement only.)
- 5.2.29 Program Income: Program income must be used and accounted for as specified in 2 CFR 200.307 and 45 CFR 95.307. (This is a Subrecipient requirement only.)
- 5.2.30 Standards for Financial Management Systems: Provider and its subcontract(s) will comply with the requirements of 2 CFR 200.302 and 45 CFR 75.302, including, but not limited to the following: (This is a Subrecipient requirement only.)
- Fiscal and accounting procedures;
 - Accounting records;
 - Internal control over cash, real and personal property, and other assets;
 - Budgetary control to compare actual expenditures or outlays to budgeted amounts;
 - Source documentation; and
 - Cash management.
- 5.2.31 Confidentiality: Provider agrees to comply with all Federal and State laws applicable to PCJFS, concerning confidentiality. The Provider agrees that the use or disclosure of any information, records and/or the identity of any persons being served under this Agreement to any third party is strictly prohibited unless written consent to disseminate said information is obtained. The Provider also understands that this information shall only be used for the purpose of performing its responsibilities under this Agreement.
- 5.2.32 Equipment/Supplies: Provider shall maintain an inventory list of all equipment (non-consumable supplies) purchased using federal funds under this Agreement. This list does not include consumable items such as pencils and paper. This list shall be presented to PCJFS, along with the last invoice of this Agreement period. (This is required of Subrecipients only.)
- Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Provider or its subcontractor(s) with Subgrant Funds, will be governed by the provisions of 2 CFR 200.313 and 45 CFR 75.320, as applicable.
 - Supplies: Title and disposition of supplies acquired by Provider or its subcontractor(s) with Subgrant funds will be governed by the provisions of 2 CFR 200.314 and 45 CRF 75.321, as applicable.

SECTION 6 - RECORD KEEPING

6.1 RECORD KEEPING:

OAC 5101:9-4-07 (C) (10)

2 CFR 200.318 (i)

45 CFR 75.327 (i)

PCJFS will maintain pertinent records regarding all procurement in accordance with the agency's Schedule of Records Retention and Disposition as this is more restrictive than the citing above. The type of procurement will determine the information recorded and maintained.

SECTION 7 - CONTRACT MONITORING

7.1 CONTRACT MONITORING:

OAC 5101:9-4-07 (B) (7)

2 CFR 200.318 (b)

45 CFR 75.327 (b)

It is the policy of PCJFS to closely monitor all contracts to ensure compliance with all terms, conditions, specifications and provision of the contract as outlined in the PCJFS Monitoring Plan. PCJFS will accomplish this monitoring process by conducting one or more of the following: an in-house monthly fiscal review; an in-house annual desk review; an on-site annual comprehensive review.

SECTION 8 – ASSETS

8.1 TYPES OF ASSETS

Assets will be defined and reported to the Pickaway County Auditor's Office according to the Pickaway County Fixed and Controlled Reporting Procedures and the Pickaway County's GAAP Financial Reporting.

PCJFS will categorize their assets as follows:

- a. Inventory – items purchased with a cost \$999.99 and under
- b. Controlled – items purchased with a cost from \$1,000.00 to \$4,999.99
- c. Fixed – items purchased with a cost of \$5,000.00 or more.

8.2 METHODS OF ASSET REIMBURSEMENT:

OAC 5101:9-4-10

PCJFS will follow one of three methods for reimbursement of costs generated through the procurement of county assets. The three methods are:

- a. Expensing - PCJFS will expense the entire cost of an asset in the month of initial payment when the cost is less than \$5,000. Such expense will be coded to the appropriate funding source or cost pool.
- b. Depreciation - PCJFS will use this means of allocating the cost of an asset to periods benefiting from the asset's use. When the cost of an asset is \$5,000 or more, PCJFS will use the DAS useful life table (www.gsd.das.state.oh.us/fams/ug/appb.doc) of the asset and divide the cost by either the months or the years of useful life. This amount will be coded to the appropriate funding source or cost pool based on the method of division (cost divided by months is charged monthly; cost divided by years is charged yearly).

8.3 TRACKING OF ASSETS:

ORC 305.18

PCJFS shall track all non-consumable assets on an inventory software program following the PCJFS Asset Procedures and the PCJFS Inventory Control Procedures.

PCJFS shall also require Providers that are in receipt of federal funding to maintain an inventory listing of all non-consumable assets. The Provider is to submit the list to PCJFS at the end of each contract period.

8.4 ASSET DISPOSAL:
OAC 5101:9-4-15

When assets cease to be needed, become obsolete or become unfit for use due to damage or safety, PCJFS will follow the Pickaway County Fixed and Controlled Reporting Procedures.

Assets purchased under a contract with a service Provider remain the property of PCJFS and are subject to the disposal procedures found herein.

9.1 DEFINITIONS:

A

Acquisition Cost	<p>The net invoice price of an item including the cost of delivery, installations, modifications, and attachments, accessories, or auxiliary apparatus necessary to make the item usable for the purpose for which it is acquired, regardless of whether purchased together or separately.</p> <p>When an item is acquired by trading in another item and paying an additional amount, the acquisition cost is the amount received for the trade-in plus the additional outlay.</p>
Advances	<p>Funds issued by the state to the County Department of Job and Family Services and the Child Support Enforcement Agencies on the monthly basis for their operational and program expenditures for that month. County requests funds based on what is projected to be spend for each quarter. SCPA funds issued to the Public Children Services Agencies on a quarterly basis. APM section: 7351 through 7354.</p>
Addendum	<p>Written or graphic instruction issued prior to the opening of bids which clarifies, amends or interprets the contract documents.</p>
Agency	<p>PCJFS</p>
Allocation / Ceiling / Budget	<p>Terms used synonymously for funds issued to the County Department of Job and Family Services, Child Support Enforcement Agencies and Public Children Services Agencies. These are not cash, these indicate the amount of spending authority and agency has for a certain program. APM Chapter 6000.</p>
Allowable Cost	<p>Costs that have been identified by the state or federal government as approved costs.</p>
Amendment	<p>The process of correcting or updating an agreement or contract.</p>
Asset	<p>Building, capital improvements and equipments.</p>
Award Date	<p>A calendar date representing the date on which the Contract was awarded to a Provider.</p>
Awards	<p>Decisions made by the proper authority to do business with responding Provider based on the merits of their proposal</p>

or bid.

B

Bidder	Person or firm who submits a response resulting from a quote or Competitive Bid.
Bidder's Conference	A meeting held with prospective bidders prior to solicitation of bids, to clarify any ambiguities, answer bidder questions, and ensure all bidders have a common basis of understanding regarding the supplies or services required.
Bid Response	All documents, whether attached or incorporated by reference, supplied by the bidder in response to a Competitive Bid.

C

Cancelled	A status change to an RFP, ITB or Contract that indicates the termination of that RFP, ITB or Contract.
County Department of Job & Family Services (CDJFS)	County agency which has the responsibility of administering all activities related to public assistance programs.
Ceiling Excess	Expenditures are greater than the amount of allocation to which they have been charged (over budget amount). The expenditures can be a county obligation.
Child Support Enforcement Agency (CSEA)	County agency which has the responsibility of administering the programs and activities related to child support enforcement – Title IV-D Child Support program.
Competitive Sealed Bid	A competitive selection process which specifies terms and conditions and solicits sealed bids from Providers based on the criteria. A contract is awarded to the bidder whose bid meets or exceeds specifications at lowest and best cost. Reference ITB.
Code of Conduct	Standards governing conduct of employees involved in the procurement process.
Competitive Sealed Proposal	A competitive selection process ordinarily used for more complex projects demanding higher creativity or skill levels. A Competitive Sealed Proposal specifies project terms, conditions and criteria and awards the contract to the Provider whose proposal provides greatest value to PCJFS and meets or exceeds performance criteria and

expectations. Reference RFP

Contract A legally binding arrangement or agreement between two parties that involves the sale and purchase of products, supplies and/or services

Cooperative Purchasing (State Coop) The combining of requirements of two or more public procurement units in order to obtain the benefits of volume purchases and/or reduction in administrative expenses.

Cost Allocation The established methodology used to distribute costs to the various funding sources. PCJFS' cost allocation methodology uses the RMS system to distribute costs.

Cost Analysis The review and evaluation of the separate cost elements (i.e., salaries, equipment, supplies) and the application of judgment to determine how well the proposed costs represent what the cost should be, assuming reasonable economy and efficiency. Comparisons should be with one or more of the following costs:

- Actual costs previously incurred by the same supplier
- Previous cost estimates for the same or similar items
- Other cost estimates received in response to the solicitation
- Independent cost estimates by technical personnel; or
- Forecasts of planned expenditures.

County Family Services Agency (CFSA) Means all of the following: a child support enforcement agency; a county department of job and family services; a public children services agency; any private or government entity designated by the board of county commissioners to serve as a CFSA.

D

Department of Administrative Services (DAS) The administrative organization that provides oversight and leadership for state purchasing activities.

Double Combined Agency County agency which has the responsibility of the CDJFS and CSEA or the PCSA.

E

Effective Date The first day on which the contract may be used.

Encumbrance	Money allocated from the budget for a specific PO amount.
Emergency Condition	A situation which creates a threat to public health, welfare, safety, which may arise by reason of epidemics, riots, equipment failure which interrupts the operation of the Agency.
Equipment	Tangible personal property that has a useful life of more than one year and an acquisition cost of \$5,000.00 or more, except where counties adopt an acquisition cost limit lower than five thousand dollars.
Expensing	A method of claiming the cost of an asset in its entirety in the period it is acquired for purposes of federal and/or state reimbursement.
Expiration Date	The last day on which the contract may be used.

F

Facilities	Land and buildings or any portion thereof; equipment, either in individual pieces or pieces aggregated for a common purpose; and any other tangible capital asset.
Force Majeure	Acts beyond the control of PCJFS; acts of GOD or disruptive conditions for which a Provider cannot be held responsible.
Full Time Equivalent (FTE)	Quarterly data of PCJFS dedicated to the various cost pools (Income Maintenance, Social Services, Child Support, and Shared). This data is used in the cost allocation process.

G

General Distribution Contract (GDC)	A contract that is accessed through the State Coop that has been competitively bid contract and is available to all state and county agencies without further procurement.
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H

I

Invitation To Bid (ITB)	A process used to solicit Competitive Sealed Bids from Providers.
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Invoice An itemized listing showing delivery of the supplies or performance of the services described in the order, and the date of the purchase or rendering of the services, or an itemization of the things done, material supplied, or labor furnished, and the sum due pursuant to the contract or obligation.

J

K

L

Lowest Responsive and Responsible Bidder A bidder on the contract whose proposal responds to the bid specifications in all material respects and contains no irregularities or deviations from the specifications which would affect the amount of the bid or otherwise provide the bidder with a competitive advantage, and whose financial condition, experience, conduct and performance on previous contracts, facilities, and management skills, support the bidder's ability to execute the contract properly.

M

Maintenance Expenditures for services and items that 1) keep assets in an efficient operating condition; 2) are not already included in a rental agreement or other charges for space; 3) do not add to the asset's permanent value.

Repair work to an agency building that adds to the permanent value of the property or appreciably prolongs its intended life is a capital improvement and is not considered maintenance.

Mandated Share The amount required by law which is the county share of the Income Maintenance and TANF programs. These funds are deposited into the PA fund at the county level and this amount is used in various calculations in regards to this fund.

Minority Business Enterprise (MBE) An individual, partnership, corporation, or joint venture of any kind that is owned and controlled by a citizen of the United States or a resident of Ohio who are members of one of the following economically disadvantaged groups:

Blacks, American Indians, Hispanics, and Orientals.

Memorandum of Understanding (MOU)

A document that expresses mutual accord on an issues between two or more parties. MOUs are generally recognized as binding, even if no legal claim could be based on the rights and obligations.

Multiple Award Contract (MAC)

A contract that is accessed through the State Coop and is awarded to more than one Provider for same or comparable supplies or services. A competitively bid contract that is available to all state and county agencies without further procurement.

N

Non-Competitive

When there is inadequate competition and unable to receive bids/quotes from 2 or more sources.

Non-Profit Organization

As defined in OMB Circular A-133 – any corporation, trust, association, cooperative or other organization that: 1) is operated primarily for scientific, educational, services, charitable, or similar purposes in the public interest; 2) Is not organized primarily for profit; 3) Uses its net proceeds to maintain, improve or expand its operations; and Non-profit institutions of higher education and hospitals.

O

Opening Date

The day and time when sealed bid responses are opened as specified in the ITB or RFP.

P

Price Analysis

The process of examining, evaluating and comparing a proposed price to determine if it is fair and reasonable without evaluating its separate cost elements. Comparison should be made with one or more of the following:

- Other prices and quotations submitted;
- Published catalog or market prices;
- Prices set by law or regulation;
- Prices for the same or similar items;
- Market data; or
- Other standardized data.

Proposal All documents, whether attached or incorporated by reference, supplied by a bidder in response to a request for proposal.

Public Children Services Agency (PCSA) County agency which has the responsibility of administering the children services activities for neglect, abuse and dependent children.

Purchase Order An encumbering document used for all contracts to put into effect the prior certification of funds.

Q

R

Random Moment Study (RMS) A study completed by the county agencies to measure county staff activity. This data is used in the cost allocation process for Income Maintenance, Social Services and Child Support.

Reconciliation Quarterly generated reports which calculate the amount of overpayment or underpayment (expenditures to advances).

Request For Proposal (RFP) A process used to solicit Competitive Sealed Proposals from Providers for more complex goods and services.

S

Sole Source "The item is available only from a single source." This type of non-competitive proposal is typically found in instances of proprietary products. It truly means only one source exists for the good or service that is being sought. It does NOT mean obvious business justifications or long-term relationships with a particular Provider.

Small Purchase A small purchase costs less than \$25,000 unless the purchase comes for federal funds then it must cost less than \$100,000.

Specifications Any description of the physical or functional characteristics or of the nature of supplies or service to be purchased. It may include a description of any requirements for inspecting, testing, or preparing supplies or services for delivery.

Stand Alone Agency	County agency which has the responsibility of one of the following CDJFS, CSEA or PCSA.
Subrecipient	A non-federal entity that expends federal awards from a contract or grant agreement with either a CDJFS or a workforce development agency functioning as a pass through entity to carry out a federal program, but does not include an individual that is a beneficiary of such a program.
Sub-grant	An award of financial assistance in the form of money, or property in lieu of money, under a grant by a grantee to an eligible sub-grantee. The term includes financial assistance when provided by contractual legal agreement, but does not include procurement purchases, nor does it include any form of assistance that is excluded from the definition of grant in this part.
Sub-Grantee	The government or other legal entity to which a sub-grant is awarded and that is accountable to the grantee for the use of the funds provided.
State Term Contract	A contract that addresses the estimated requirements for a number of agencies for supplies or services that are used repeatedly or in significant quantities over a period of time. PCJFS place orders directly with term contract Providers for the quantity needed.
State Term Schedule (STS)	An alternative procurement method to solicit suppliers and services, with contracts negotiated between DAS and Providers.
Supplies	Consumable supplies – An item that will be used up (i.e., paper, pens) Non-Consumable supplies – An item that is relatively low in value that is used until no longer works (i.e., stapler, tape dispenser)
<hr/>	
T	
Terms and Conditions	Legal provisions of a contract that describe the nature, limits, and boundaries of that contract.
Triple Combined Agency	County agency which has the responsibility of <u>each</u> of the CDJFS, CSEA, PCSA.

U

Useful life

The period of time over which an asset is depreciated, and is determined by taking into consideration the type of the equipment used historical usage patterns, technological developments, and manufacturer documentation.

Use Allowance

The method of allocating the cost of an asset in lieu of depreciation for purposes of federal and/or state reimbursement.

V

Vendor

A dealer, distributor, merchant or other seller providing goods or services that is required for the conduct business.

W

W-9 Form

A federal Internal Revenue Service Request for Taxpayer Identification and Certification Form, required to be completed by Providers doing business with PCJFS. This allows the county to track and report payments to Provider.

**Workforce
Development Agency
(WDA)**

The entity given responsibility for workforce development activities designated by the board of county commissioners.

X

Y

Z

Acronyms

CDJFS	County Department of Job and Family Services
CFR	Code of Federal Regulations
CFSA	County Family Services Agency aka CDJFS
COOP	Cooperative Purchasing Program
CSEA	Child Support Enforcement Agency
DAS	Department of Administrative Services
EEO	Equal Employment Opportunity
EFT	Electronic Funds Transfer
FS	Food Stamps
GDC	General Distribution Contract
IT	Information Technology
ITB	Invitation to Bid
MAC	Multiple Award Contract
MBE	Minority Business Enterprise
OAC	Ohio Administrative Code
OBM	Office of Budget and Management
ODJFS	Ohio Department of Job & Family Services
ORC	Ohio Revised Code
OWF	Ohio Works First (Welfare)
PA	Public Assistance (OWF, FS, Medicaid)
PCSA	Public Children Services Agency
PRC	Prevention, Retention and Contingency
RFP	Request for Proposal

RMS	Random Moment Sample
STS	State Term Schedule
TANF	Temporary Assistance for Needy Families aka OWF (Welfare)
WDA	Workforce Development Agency
WIA	Workforce Investment Act
WIOA	Workforce Innovation and Opportunity Act



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GAME PLAN PICKAWAY ROSS CAREER & TECHNOLOGY CENTER REFERRAL

Referral Information

Customer's Contact Info	Referral Date	Monthly OWF Hrs required	Monthly FS Hrs. required	CCMEP Tanf referral	Referring Case Manager's Name
Name:					
Address:		Enter number of hours/monthly	Enter number of hours/monthly	Yes No	
Phone #:					
SSN :		How many months of OWF used?			

Comments to Game Plan Staff:
(ie: OWF assignment, change of address, moved out of the county, etc.)

Date & Signature of OMJ staff:

Results of referral/comments from Game Plan Staff:

Date & Signature of Game Plan staff:

8/24/2017

Share/public/CCMEP/Game Plan Referral

Pickaway County, 160 Island Road, P.O. Box 610, Circleville, Ohio 43113
740-420-7339



GOOD CAUSE

- A. If you fail or refuse to participate without a good cause reason it will result in denial of OWF if your case is not approved. OWF cash benefits, Food Stamps and/or Medicaid will be reduced or terminated if a required individual fails to participate in the work activities without good cause. Failure or refusal to participate in OWF work activities with good cause includes, but is not limited to the following reasons:
1. **Participant responsibility**
 - a. Illness of the work eligible individual
 - b. Illness of another family member, if care by the work eligible individual was necessary. A "family member" is defined as an individual related by blood, marriage, or adoption, and who is living in the same household.
 - c. For either the work eligible individual or a family member, a previously scheduled appointment necessary for medical, dental, or vision care
 - d. Previously scheduled appointment for a work eligible individual for a job interview including any subsequent interview and/or testing requirements.
 - e. Court ordered appearances
 - f. Appointment with another social services agency or program.
 - g. Death in the family-participation may be excused at the discretion of the case manager.
 - h. A school, place of work or worksite is closed due to weather or other emergency.
 - i. Lack of child care demonstrated inability, as determined by PCJFS, of a single custodian parent caring for a minor child under age six, to obtain needed child care for one or more of the following reasons:
 - Unavailability of appropriate child care within a reasonable distance from the parent's home or work-site;
 - Unavailability or unsuitability of informal child care by a relative or under other arrangements;
 - Unavailability of appropriate and affordable formal child care arrangements.
 - j. Other absence[s] excused at the discretion of the PCJFS Director or designee, after consideration of the facts.
 - k. Circumstances involving domestic violence which make it difficult for the individual to comply in full with a provision of the self sufficiency contract.
 2. **Pickaway Co. DHS responsibility**

Good Cause exists for your failure to participate in OWF work activities if the PCJFS fails to:

 - a. Provide the individual with all information necessary about the assignment.
 - b. Provide supportive services.
- B. If you voluntarily quit your employment without good cause or refuse or fail to accept a bonafide offer for employment, your OWF and/or Food Stamps will be reduced or terminated.
- C. It is your responsibility to contact the PCJFS or designated service provider within one hour of the scheduled start time for any work activity to explain why you will be unable to participate in your scheduled activity. An exception to the rule will be made for unusual circumstances that make notification within one hour impractical.
- D. Good cause must be provided within twenty-four (24) hours of scheduled absence. Written or third party verification may be requested to verify your good cause reason. If you fail to provide good cause within twenty-four (24) hours of scheduled absence, the process to sanction your OWF and/or Food Stamps may be implemented.

**AREA 20 DEFINITION OF ASSISTANCE GROUP COMPOSITION FOR TANF CCMEP
FUNDED SERVICES FROM WIOA**

An individual referred to CCMEP from WIOA shall be determined eligible to receive TANF services funded by TANF when that individual:

1. Has (or has applied for) a social security number;
2. Is a United States citizen or non-citizen national or qualified alien as those terms are defined in rule 5101:1-2-30 of the Administrative Code;
3. Does not owe any of the cost of fraudulent TANF assistance paid to the individual;
4. Has been afforded the opportunity to register to vote;
5. Has a gross household income in the previous 30 day period of less than 200% of the federal poverty level; and
6. Is one of the following:
 - a. A minor child;
 - b. The parent, specified relative, legal guardian or legal custodian of a minor child;
 - c. A non-custodial parent who lives in the state, but does not reside with his/her minor child(ren);
 - d. A pregnant individual; or
 - e. An individual age 18 to 24 that is part of a family that includes a minor child

NOTE: "Specified Relative" means the following individuals who are 18 or older:

1. The following individuals related by blood or adoption:
 - a. Grandparents, including grandparents with prefix "great", "great-great", or "great-great-great)
 - b. Siblings;
 - c. Aunts, uncles, nephews, and nieces, including such relatives with the prefix "great", "great-great", "grand" or "great-grand";
 - d. First cousins and first cousins once removed.
2. Stepparents and step siblings.

NOTE: The above individuals in item numbers (1) and (2) will be counted for purposes of a "household unit" to determine the Assistance Group size, however everyone's income will be excluded other than the parent(s), and/or stepmother, and/or stepfather of the individual referred to CCMEP TANF funded services from WIOA funded services.

AREA 20 CCMEP SUPPORTIVE SERVICE POLICY

Supportive services are intended to enable an individual to participate in CCMEP and to secure and retain employment and may include but are not limited to linkages, referrals or assistance with: Access to community services; access to health care; transportation, child care, housing, uniforms, work attire and work related tools; educational testing; and reasonable accommodations for youth with disabilities. (See attached example of description and definition of CCMEP Supportive Services, list is not all inclusive).

TANF **financial** Supportive Services may be utilized to meet an **unemployed** participant's needs up to four (4) months. TANF funded supportive services is designed to deal with a specific crisis or episode of need along with helping to support a participant so they may participate in CCMEP activities and services (i.e. temporary lack of transportation) and is not intended to meet recurrent or ongoing needs (food, clothing, shelter, basic income, etc). TANF **financial** Supportive Services may extend beyond four (4) months to **employed** participants and **OWF** recipients.

Supportive services that do not provide basic income support such as: counseling, peer support, child care information, transitional services, job retention, job advancement, peer support, and other employment related services, etc may extend beyond four (4) months.

The utilization of WIOA funded and TANF CCMEP supportive services is intended to promote self-sufficiency and job readiness as result of the participant's comprehensive assessment administered in accordance with rule 5101:14-1-04.

Funding cap will be determined by each individual county's CCMEP plan within Area 20, which consists of Fairfield County, Hocking County, Pickaway County, Ross County, and Vinton County.

****While it is not the intent of Area 20 to routinely alter the amount of its CCMEP Supportive Service policy, there may be extraordinary occasions in which CCMEP Supportive Services may be increased, decreased, or suspended based on available funding and/or program enrollment. Any exception to this CCMEP Supportive Service policy shall specifically be reviewed and approved by the program administrator or designee. Sufficient documentation shall be maintained in the case file as to why an exception occurred.**

Funding may be reduced or terminated at any time due to budget constraints.

9/2017

Description	Definition
Health Care Access	Assistance in finding appropriate medical insurance coverage.
Health Care Referral	Assistance with finding appropriate medical care provider.
Community Assistance Referral	Assistance in determining appropriate community based organization to meet an immediate need of the CCMEP participant so that he or she may participate in program services and activities.
Transportation	Assistance with the cost of transportation necessary to enable a participant to participate in CCMEP activities. Transportation costs may include bus tickets, costs of a taxi, mileage reimbursement, car repairs, etc.
Child Care	Assistance with either the referral to subsidized child care or for temporary assistance in child care payments necessary to allow the participant to participate in CCMEP services and activities.
Housing	Temporary assistance in payment for rent and/or rental deposits.
Disability Accommodations/ADA Modifications	The provision of services which provide necessary adaptations to enable an individual with disabilities to participate in certain assessments and to have equal access and opportunity to participate in a variety of work-based learning activities.
Uniforms/Work Attire	Assistance in the cost for uniforms and/or work attire so that the CCMEP participant may participate in paid or unpaid work experience, occupational skills training, and unsubsidized employment.
Work-Related Tools	Assistance in the cost for tools so that the CCMEP participant may participate in paid or unpaid work experience, occupational skills training, and subsidized employment.
Educational Testing/Fee Expenses	Assistance with educational testing and associated fee expenses which will allow participants with the opportunity to take high school equivalency tests, as well as other exams for occupational certification and credentials.
Dependent Care	Assistance with finding dependent care for a family member as well as provision of payment for such care so that the participant may participate in CCMEP services and activities.
Criminal Justice (Domestic Violence) Referral	Assistance in referring victims of domestic violence to appropriate legal services.
Work Allowance	Monetary assistance provided to Ohio Works First (OWF) individuals to allow them to participate in work experience activities.
JVSG – Veterans Referral	The Jobs for Veterans Grant (JVSG) provides intensive services to veterans and eligible spouses to mitigate significant barriers to employment and transition these individuals into the civilian workforce. If a CCMEP participant is an eligible veteran or an eligible spouse and has at least one significant barrier to employment or is a transitioning service member, the CCMEP lead agency shall refer this participant to the JVSG program.



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PICKAWAY COUNTY CCMEP SUPPORTIVE SERVICES POLICY

Supportive services are intended to enable an individual to participate in CCMEP and to secure and retain employment and may include but are not limited to linkages, referrals or assistance with: Access to community services; access to health care; transportation, child care, housing, uniforms, work attire and work related tools; educational testing; and reasonable accommodations for youth with disabilities.

(See attached example of description and definition of CCMEP Supportive Services, list is not all inclusive).

TANF **financial** Supportive services may be utilized to meet an **unemployed** participant's needs up to four (4) months. TANF funded supportive services is designed to deal with a specific crisis or episode of need along with helping to support a participant so they may participate in CCMEP activities and services (i.e. temporary lack of transportation) and is not intended to meet recurrent or ongoing needs (food, clothing, shelter, basic income, etc). TANF **financial** Supportive Services may extend beyond four (4) months to **employed** participants and **OWF** recipients.

Supportive services that do not provide basic income support such as: counseling, peer support, child care information, transitional services, job retention, job advancement, peer support, and other employment related services, etc. may extend beyond (4) months.

The utilization of WIOA funded CCMEP activity or supportive services is intended to promote self-sufficiency and job readiness as result of the participant's comprehensive assessment administered in accordance with rule 5101:14-1-04.

Funding is capped at \$2,500.00 per year beginning July 1st through June 30th.

**While it is not the intent of Area 20 to routinely alter the amount of its CCMEP Supportive Service policy, there may be extraordinary occasions in which CCMEP Supportive Services may be increased, decreased, or suspended based on available funding and/or program enrollment. Any exception to this CCMEP Supportive Service policy shall specifically be reviewed and approved by the program administrator or designee. Sufficient documentation shall be maintained in the case file as to why an exception occurred.

Funding may be reduced or terminated at any time due to budget constraints.

AREA 20 YOUTH CCMEP WORK EXPERIENCE POLICY

GOAL OF WORK EXPERIENCE FOR YOUTH: Paid and unpaid work experience is designed to aid participants in a structured environment, learning good work habits with the focus on career exploration and skill development. Work experiences must include academic and occupational education.

DURATION OF SUBSIDIZED AND UNSUBSIDIZED WORK EXPERIENCE: The duration of paid and/or unpaid work experience shall be no longer than six (6) months. A maximum of no more than 40 hours per week shall be assigned for any single work experience.

INCENTIVES: Incentives and funding cap will be determined by each individual county's CCMEP plan within Area 20, which consists of Fairfield County, Hocking County, Pickaway County, Ross County and Vinton County

MONITORING OF WORKSITE: The Youth Provider Coordinator and/or designee(s) will be responsible for monitoring of the worksite or host site entity no less frequent than every fourteen (14) days.

MAINTAINING OF DOCUMENTS: The Youth Provider shall be responsible for maintaining of the following documents in the participant's file and made available upon request by the Lead Agency, and/or any other Monitors, Auditors, or Local Workforce Development Board.

- An objective assessment and ISS indicating a need for work experience;
- Justification for incentive, and description of type of payment method and amount, if applicable
- A copy of the Worksite Agreement between the participant, the worksite or host entity, including any attachments to the agreement, such as a training plan;
- Time sheets, attendance sheets and performance records, as appropriate; and
- Documentation of receipt of incentives and supportive services received by the participant.

Incentives may be reduced or terminated at any time due to budget constraints

9/2017



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PICKAWAY COUNTY YOUTH CCMEP WORK EXPERIENCE POLICY

GOAL OF WORK EXPERIENCE FOR YOUTH: Paid and unpaid work experience is designed to aid participants in a structured environment, learning good work habits with the focus on career exploration and skill development. Work experiences must include academic and occupational education.

DURATION OF SUBSIDIZED AND UNSUBSIDIZED WORK EXPERIENCE: The duration of paid and/or unpaid work experience shall be no longer than six (6) months. A maximum of no more than 40 hours per week shall be assigned for any single work experience.

INCENTIVES: Based on available funding, the following incentives may be awarded to the participant:

- A. \$25.00 each month the participant is at work on time and no absences with the same employer not to exceed \$150.00.
- B. \$100.00 for perfect attendance at the same employer for three (3) months.
- C. \$100.00 if participant obtained employment of at least 20 hours per week or more with the same employer at the end of their work experience program.

MONITORING OF WORKSITE: The Youth Provider Coordinator and/or designee(s) will be responsible for monitoring of the worksite or host site entity no less frequent than every fourteen (14) days.

MAINTAINING OF DOCUMENTS: The Youth Provider shall be responsible for maintaining of the following documents in the participant's file and made available upon request by the Lead Agency, and/or any other Monitors, Auditors, or Local Workforce Development Board.

- An objective assessment and ISS indicating a need for work experience;
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- A copy of the Worksite Agreement between the participant, the worksite or host entity, including any attachments to the agreement, such as a training plan;
- Time sheets, attendance sheets and performance records, as appropriate; and
- Documentation of receipt of incentives and supportive services received by the participant.

Incentives may be reduced or terminated at any time due to budget constraints

Worksite Agreement

This agreement is made between PICKAWAY ROSS CAREER AND TECH CENTER and the _____ to provide WORK EXPERIENCE to youth participating in the youth program authorized under the CCMEP TANF, Game Plan Program. Under this agreement, youth will be provided useful Work Experience which will be consistent with each youth's capabilities and career interests and goals and which will assist the youth in obtaining future unsubsidized employment.

The terms contained in Work Experience Agreements between PICKAWAY ROSS CAREER AND TECH CENTER and WORKSITE will also apply to each Work Experience.

This agreement will take effect on **May 1, 2017 – June 30 2018**.

It is agreed that such Work Experience will be conducted in a safe and sanitary work environment and that there will be adequate supervision by qualified WORKSITE supervisors; adequate accountability for each youth's time and attendance; and adherence by all parties to all laws, rules, and regulations governing employment and Minor Labor Laws of the State of Ohio, including occupations prohibited to minors.

STAFF SOURCE will be the employer of all youth involved in Work Experience and will provide Worker's compensation for all participating youth for the duration of the Work Experience. Youth will be paid by STAFF SOURCE. PICKAWAY ROSS CAREER AND TECH CENTER will ensure that all youth have necessary work permits, proof of age, and parental consent forms.

The WORKSITE supervisor ratio will be at least one supervisor to every five youth. All WORKSITE supervisors must be experienced in the work to be performed. WORKSITE supervisors will reevaluate each youth at the end of the 12 weeks.

The WORKSITE will provide a job description to each youth and will inform all youth of WORKSITE rules, policies, and disciplinary actions. Accurate attendance records will be kept by the WORKSITE supervisor on each youth and will reflect the time actually worked by the youth. Youth will sign in when reporting to work and sign out at the completion of specified number of hours, using STAFF SOURCE time sheets. In no case will a youth be allowed to sign in and out simultaneously. No youth will work more than 40 hours per week **unless other arrangements have been made**. If a youth works more than 5 hours per day, a 30 minute uninterrupted break will be provided. THE EMPLOYER WILL FAX A COPY OF THE TIME SHEET TO (740) 420-0809 AT THE END OF EACH WORK WEEK. Attendance records will be signed at the end of each week. The youth's and the WORKSITE supervisor's signatures will certify the attendance records accuracy.

Youth will not be assigned to Work Experience in any WORKSITE where there is an individual on layoff from the same or equivalent job. No currently employed worker will be displaced by any youth, nor will any currently employed worker's hours be reduced by and youth Work Experience. Youth will not be involved in partisan political or sectarian activities. No youth will be employed on the construction, operation, or maintenance of any facility used or to be used for sectarian instruction or as a place of religious worship.

Youth will not be assigned to a WORKSITE that employs immediate relatives of the youth. Where there is a union, union concurrence must be obtained on the agreement.

It is understood the WORKSITE will be monitored by PICKAWAY ROSS CAREER AND TECH CENTER, PICKAWAY ROSS CAREER AND TECH CENTER'S designees, and other Federal, State, and local personnel at PICKAWAY ROSS CAREER AND TECH CENTER'S discretion. All WORKSITE supervisors will cooperate fully to provide all monitors with WORKSITE information as required in a timely manner.

This agreement may be terminated by either PICKAWAY ROSS CAREER AND TECH CENTER or the WORKSITE by written notification 30 calendar days before the effective date of such termination. In addition, PICKAWAY ROSS CAREER AND TECH CENTER may terminate this agreement if PICKAWAY ROSS CAREER AND TECH CENTER determines that there is substantial violation of specific provisions of this agreement or the WORKSITE has failed to provide services specified by this agreement. The PICKAWAY ROSS CAREER AND TECH CENTER will notify the WORKSITE of such unsatisfactory performance in writing, and the WORKSITE will have 15 working days in which to respond with at plan agreeable to PICKAWAY ROSS CAREER AND TECH CENTER for correction of the deficiencies. If the WORKSITE does not respond within the appointed time or respond with appropriate plans, PICKAWAY ROSS CAREER AND TECH CENTER will serve a termination notice on the WORKSITE which will become effective within 30 days after receipt.

All parties must be knowledgeable regarding the content of this agreement and any questions regarding the content should be addressed to PICKAWAY ROSS CAREER AND TECH CENTER.

Worksite	Union (if applicable)
Address	Address
City, State, Zip	City, State, Zip
Telephone	Telephone
E-mail	E-mail
Authorized Representative Signature	Authorized Representative Signature
Print Authorized Representative's Name	Print Authorized Representative's Name
Title	Title
Date	Date

Area 20 CCMEP FOLLOW UP SERVICE POLICY

Follow up services are critical services provided following a program participant's exit from CCMEP to help ensure job retention or successful participation in post-secondary education and training. Participants may receive some form of follow up services described in paragraph (E) (9) of rule 5101:14-1-02, for a minimum of twelve months. Follow up services may be provided beyond twelve months at discretion of the lead agency.

The types of follow up services provided and duration of services will be determined based on the needs of the participant, therefore the type and intensity of follow up services may differ for each program participant. Follow up services are intended to provide the necessary support to ensure the program participant's post-program success, including but not limited to:

- a. Leadership development and supportive services
- b. Regular contact with a program participant's employer, including assistance addressing work-related problems;
- c. Assistance in securing better paying jobs, career pathway development, and further education or training;
- d. Work-related peer support groups;
- e. Adult mentoring;
- f. Other services necessary to ensure the success of the youth participant in employment and/or post-secondary education; and/or
- g. A referral to the county's PRC program for services necessary to ensure the success of program participants in employment and/or post-secondary education.

Should a participant no longer be eligible for TANF and WIOA funding services in accordance with rule 5101:14-1-04 he/she shall not be eligible to receive follow up services.

A participant may waive their right to follow up services, such waiver shall be documented in the participant's case record.



Pickaway County

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9/2017

**PICKAWAY COUNTY CCMEP
YOUTH INCENTIVE POLICY**

Participant Name: _____

Participant Address: _____

INCENTIVE MEASURE	GOAL	INCENTIVE REWARD	ACHIEVED GOAL	INCENTIVE EARNED & DATE EARNED
TABE TESTING – verification required	2 nd TABE resulted in a skills gains increase	\$50.00	<input type="radio"/> Yes <input type="radio"/> No	
Completion of assigned activities and attending appointments – verification required	Completion of all assigned activities AND keeping all scheduled appointments with Game Plan each month	\$10.00 per month	<input type="radio"/> Yes <input type="radio"/> No	
Passed all classes in secondary schooling – verification required	Obtained a “C” or better in all classes	\$50.00 each quarter or semester	<input type="radio"/> Yes <input type="radio"/> No	
High School Graduation/GED – verification required	Met all requirements and obtained Diploma and/or Certificate	\$500.00	<input type="radio"/> Yes <input type="radio"/> No	
Training Program Completion – verification required	Earned ALL required occupational skills Certificates and/or Degree	\$500.00	<input type="radio"/> Yes <input type="radio"/> No	
Employment – verification required	Has obtained full time employment and kept job for (3) months	\$200.00	<input type="radio"/> Yes <input type="radio"/> No	
TOTAL INCENTIVES EARNED				\$

Participant Signature _____ Date _____

Case Manager Signature _____ Date _____

Youth Coordinator Signature Date

Funding may be reduced or terminated at any time due to budget constraints.

**Pickaway County, 160 Island Road, P.O. Box 610, Circleville, Ohio 43113
740-420-7339**



WIA YOUTH Funding Provisions

Ongoing Case Management Services

Participants must meet with or provide information to their Career Advisor/Case Manager at least one time per month in order to continue to receive funding through WIA. Failure to do so will result in immediate termination of supportive services and/or established individual training account.

Timelines of Student Training Agreements

Prior to approval for training, an *Individual Training Agreement* must be completed and returned to the Career Advisor/Case Manager. Once approved, this *Individual Training Agreement* will remain in effect for one year. If, however, a change or amendment to the program is made, a new *Individual Training Agreement* must be completed and returned prior to additional funding approval.

Grade Point Average Requirements

Students are required to provide copies of information received from the school regarding grades and academic progress following each term in school. Students must maintain satisfactory progress, 2.0 GPA, in High School or GED program. Students must also maintain a 2.0 GPA while attending training for funding through WIA to continue. If the student's GPA drops below 2.0 he/she will receive a warning to improve their GPA by the following class term. If the GPA does not return to at least 2.0, training services will be suspended for one term. If WIA previously paid for a course taken by the student and the student needs to re-take the course due to not passing, WIA will not pay for the course to be taken again. If there is no improvement after the non-WIA funded term, training services will be terminated entirely. Extenuating circumstances may be reviewed on a case-by-case basis.

Class Attendance

Students are required to contact their Career Advisor/Case Manager if they are unable to attend classes three (3) or more consecutive days. Students are required to have at least 90% attendance. Students are further required to contact their Career Advisor/Case Manager immediately if they are experiencing problems with transportation, childcare, illness, or other related situations. Students are also required to notify their Career Advisor/Case Manager in writing if their student status changes from full to part-time before classes begin. If students switch from full to part-time status, they must also be employed part-time. Extenuating circumstances may be reviewed on a case-by-case basis. If a student decides to stop taking classes for any length of time, they must notify their Career Advisor/Case Manager in writing before classes are to begin.

Fairfield County JOBS One-Stop
239 West Main Street
Lancaster, Ohio 43130
(740) 689-2494

Pickaway County JOBS One-Stop
1080 U.S. Route 22 West
Circleville, Ohio 43113
(740) 420-7339

Ross County JOBS One-Stop
150 East Second Street
Chillicothe, Ohio 45601
(740) 779-2946

Dropping / Adding Courses

Prior to making any changes to the agreed training program, such as adding or dropping classes or withdrawals from schools, students must notify their Career Advisor/Case Manager in writing of the decision. If a student withdraws from school and does not submit the proper paperwork to the school, WIA will not pay the costs incurred. A copy of the withdraw paperwork must be submitted to the Career Advisor/Case Manager within ten (10) days. A new application must be completed and submitted to the Review Committee for approval/denial if the student decides to attend again at a later date.

Book Purchase

Requests for book and other supply purchases must be approved by the Career Advisor/Case Manager prior to students taking items from the bookstore. Books and other supplies must be directly related to the courses taken in that term. Grants are paid to the training institutions and are used to defray the cost of tuition, books and lab fees. If the school's bookstore is privately owned, the WIA representative will guarantee payment of the amount in order for the student to obtain their books prior to the start of school. However, when the grants are released, it is the student's responsibility to pay whatever charges are made. If the grants are less than the cost of tuition, books, etc. WIA will cover the difference if you have remaining supportive services dollars. If books are returned before the last date to return for the term, the money for those books is to be returned to the local Jobs One-Stop.

Tool / Equipment / Supply Purchase

All purchases of tools, equipment, supplies, etc. purchased through WIA funds remain the property of the local Jobs One Stop until training in approved program or the probationary period of employment is complete. If training is not completed or the probationary period is not passed, all purchases must be returned to the local Jobs One Stop within ten (10) days. All requests must be made prior to receiving items. WIA funds will not reimburse for items obtained by the student without proper approval.

Mileage Reimbursement Forms

Prior to WIA funding approval, Travel documentation via a MapQuest print out must be completed and returned to the Career Advisor/Case Manager. The student must provide a separate MapQuest print out for each site they are submitting a mileage reimbursement form. Mileage reimbursement forms must be completed and returned to the Career Advisor/ Case Manager every two weeks while attending school. Failure to do so will forfeit student's eligibility of reimbursement for that two week period.

Change in Status

Change in address, telephone number, or other personal information must be reported to your Career Advisor/ Case Manager in writing within three (3) days of the change. If appropriate, a new MapQuest printout must be submitted at that time as well.

Requirements After Training Completion

Students are required to provide verifications to the Career Advisor/Case Manager that the training was completed successfully. Students will also be required to submit proof of a successful progress in their High School or GED program. Participants who have not obtained employment upon completion of classroom training must meet with their Career Advisor/Case Manager monthly while continuing to seek employment. After employment is secured, students must provide verification of income quarterly for a specified time period of one year from last date of service.

Supply/Uniform/Tool/Other Supportive Service Purchase After Training Completion

Requests for items must be made and approved by the Career Advisor/Case Manager prior to services or items being received. Purchases for items after training is complete must be directly related to employment and verification of employment must be submitted to the Career Advisor/Case Manager. WIA funds will not reimburse for items obtained by the participant without proper approval. All items purchased remain property of the local Jobs One Stop until the probationary period is passed. If the probationary period is not passed, all items must be returned to the local Jobs One Stop within ten (10) days.

Termination of WIA Funding

Funding may be terminated at any time if all of the above criteria has not been met, or due to budget constraints even if all of the above criteria has been met. Jobs One Stop also reserves the right to deny funding based upon any unethical or questionable act performed by the student.

I have read and understand the above provisions. I understand that failure to comply with any one or more of these provisions will be grounds for termination of services.

Student Signature _____

Date _____

Career Advisor/ Case Manager Signature _____

Date _____



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Suitability Requirements Policy

The WIOA program is designed to provide employment and training opportunities to those who can benefit from and who are most in need of such opportunities. However, WIA is not an entitlement program.

Enrollment into the WIOA adult program requires applicants to be at least 18 years of age, properly registered for Selective Service, and authorized to work in the U.S. Further, all employed individuals must demonstrate they are not self-sufficient as defined by Area 20 WIB policy in order to move from core to intensive services. Access to ITAs requires additional assessments in order to receive WIOA adult-funded training, including a determination of the "need" for training services. All available sources of funds (including grants such as Pell but excluding loans) shall be considered in determining an individual's need for WIOA funds.

Services available through the WIOA adult and dislocated worker programs are obtained through the delivery of core, intensive, and training services. Unregistered core services are available without regard to program eligibility or suitability. Determining an individual's suitability and "need" for intensive services requires one-on-one assistance with WIOA staff. The information must be obtained in order to identify if WIOA intensive services are appropriate for the eligible core serviced participant. A review of individual barriers, work history, existing skills, interests, expectations, and the availability of appropriate intensive services in the local area are factors which shall be reviewed in order to determine if the individual should be enrolled.

Access to training services requires even more information in order to determine if training is appropriate for the intensive services customer. The regulations state a customer, in order to receive training services, must:

1. Be unable to obtain or retain employment through intensive services;
2. Be determined to be in need of training after an individual interview, evaluation, or assessment;
3. Have the skills and qualifications to successfully participate in the selected program of training services;
4. Select a program of training services which are directly related to the employment opportunities in the local area involved or in other areas in which the individual is willing to relocate; and
5. Be unable to obtain other grant assistance for training or require assistance beyond the assistance made available under grant assistance programs including Pell Grant funds.



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Other relevant factors to be considered include the self-sufficiency standard and determination of any close relationships to immediate family or stakeholders in the WIOA workforce system. (Refer to Area 20's Conflict of Interest Policy) If a relationship exists between the customer and a stakeholder or relative in the WIOA system, case managers shall follow the local WIB policy which describes the mandatory procedures governing how the customers may be assessed and served. This information combined with the assessment data collected during intensive services help determines suitability for training assistance.

WIOA staff will gather information and assess suitability in a timely manner. A customer flow is established which allows an expedited path to needed services in order to maximize the amount of time a dislocated worker can receive financial support through Unemployment Compensation and/or Trade benefits while enrolled in services.

In order to be suitable for ITAs, adults, including dependent adults, must be below Area 20/21 established income guideline for family self-sufficiency. This information should be a combination of standardized tests, interviews, inventory of applicants' field of interest, skill assessments, career exploration, available labor market information, and more.

All individuals ages 18-23 which are applying for ITAs under the WIOA adult program are required to be screened for dependency status.

Two separate determinations must be made before an ITA can be issued for an adult customer: eligibility and suitability.

When determining eligibility for moving from core to intensive services Area 20 shall apply its self-sufficiency for employed adults. When determining suitability all individuals under WIOA adult program are required to be screened for dependency status. Dependency status will be determined by completing the Determination of WIOA Dependent Status Checklist. Since a determination is made as to a WIA adult program applicant's dependency status then the case manager must apply all appropriate individual income and/or family income and eligibility criteria.

Extenuating Circumstances are defined as an economic hardship which is beyond the reasonable control of the person(s) responsible for providing financial assistance to the WIOA customer for training. The costs related to the economic hardship must be the responsibility of the person or for his or her legal dependent, spouse, or parent. Those costs must be ongoing and expected to cause a financial hardship for the duration of the ITA.



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Economic hardships include:

- The portion of medical procedure or prescription medication costs which are not covered by insurance and are ongoing and determined to be medically essential;
- Health insurance premium payments which are not paid by private or public sources;
- Payments on past due or back mortgage, rent, or essential services (e.g. electric, water, natural gas, propane, and other utility arrearages) which accumulated because of involuntary unemployment or underemployment;
- Ongoing payments to a nursing home, home health care provider, elder care provider, or assisted living provider; and
- Payments toward debt which accumulated as a result of a natural disaster, severe illness, or disability.

Extenuating circumstances do not include normal rent, mortgage, utility, court ordered child support, court ordered spousal support, automobile, fuel, grocery, credit card, or "pay-day loan" payments.

An administrator/director may approve exceptions on a case by case basis for dependents whose parent or guardians' income falls above the family self-sufficiency standard. Documentation explaining the extenuating circumstances must be maintained in the participant file, along with the signature approval of the administrator/director.

Documentation shall be maintained in the participant file in order to justify the decision to enroll in intensive and training services and to justify the financial need of dependent adults with ITAs. The type of documentation will be driven by requirements at the local level which, at a minimum, meet the conditions described in this policy; including family self-sufficiency standard documentation.



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Monitoring Plan

Area 20/21 Workforce Investment Board

Introduction:

Area 20/21 has developed this monitoring plan to review, analyze, and report on the activities and services provided by the area sub grants or contracts. The focus is to monitor for compliance with federal, state, and local laws, regulations, policies, and procedures to ensure quality of services. This monitoring plan will also comply with WIA law 20 CFR Section 667.400 and 20 CFR Section 667.410. Through this process Area 20/21 is then able to recommend corrective actions or provide technical assistance to the sub-grantees to resolve any issues.

Area 20/21 defines monitoring as the assurance that sub-grantees comply with program regulations; measure progress toward performance goals; and improve the product or service being delivered.

Monitoring focuses on solutions, not problems. Area 20/21 views monitoring as another opportunity to provide on-going communication and technical assistance to support sub-grantees to improve the quality of services delivered before any major problems develop.

Area 20/21 will revise this Monitoring Plan at any time it deems appropriate due to changes in federal, state and/or local regulations or laws.

Plan Objectives:

The objectives of the Area 20/21 Monitoring Plan are:

- To ensure that the sub-grantees are reviewing and monitoring its WIA activities and those of its sub-grantees and contractors;
- To provide program guidance and direction to the sub-grantees to assist them in providing quality services;
- To assist the sub-grantees in resolving compliance problems and assist in continuous improvement efforts of programs;
- To provide consulting, training, and technical assistance to sub-grantees;
- To comply with the federal monitoring requirements;
- To ensure that required records are maintained for compliance for audit purposes

Program Monitoring:

Area 20/21 will establish dates for on-site comprehensive monitoring visits as needed. Required sub-grantees will be monitored at least once a year.

Area 20/21 will ensure that the monitor(s) are adequately trained before beginning the annual monitoring process. The monitor will be familiar with the performance requirements; program

requirements; financial regulations related to the specific grant(s); and other pertinent information related to the sub-grantees.

The monitor(s) will review all the written data available at Area 20/21 prior to the on-site visit, such as:

- Financial Reports;
- Progress reports;
- Required data collection reports;
- Documentation of previous monitoring; and
- Copies of audits whether by an Independent Public Accountant (IPA) or another entity such as the Auditor of State, or ODJFS.

This information can be used to identify potential problem areas to examine during the on-site visit.

Documentation:

Each step of the monitoring process is documented and maintained at Area 20/21. The client files will remain confidential to protect the privacy of the clients served.

Follow-up:

If the monitoring report identifies a finding or concern, a follow-up monitoring or technical assistance visit may be conducted prior to the end of the grant. This will assure that the corrective actions cited in the report were implemented, performance was maintained or improved, and that communication was sustained. All follow-up actions will be appropriately documented and communicated to the sub-grantees in writing.



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Area 20/21
Youth Barriers & Sixth Criteria

Needs Additional Assistance and Faces Serious Barriers to Employment

The youth will be considered in need of additional assistance or facing serious barriers to employment if he or she possesses one or more of the following barriers: poverty; unemployed parents; drug or alcohol abuse by the individual, parent, or family members; parents that lack a high school education; single parent family; poor academic performance; poor attendance; feeling of alienation from society and school; frequent suspensions from school; low sense of self-worth; inappropriate behavior and attitude; having an IEP. The needs additional assistance category must have documentation on the barrier or assistance needed.

This definition will also apply to the sixth criteria for youth eligibility: requires additional assistance to complete an educational program or to secure and hold employment.

Fairfield County Jobs One-Stop
239 West Main Street
Lancaster, Ohio 43130
(740) 689-2494

Pickaway County Jobs One-Stop
1080 U.S. Route 22 West
Circleville, Ohio 43113
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Ross County Jobs One-Stop
150 East Second Street
Chillicothe, Ohio 45601
(740) 779-2946



Area 20
Hocking - Fairfield
Pickaway - Ross - Vinton

AREA 20/21

Serving Family, Friends, and Stakeholders Policy

The WIOA program, while not an entitlement, is accessible to any individual who is eligible and suitable for services available. However, when applicants have a close relationship to WIOA staff, management, and other specific stakeholders of the workforce investment system, attention will be given to ensure access to program services is not based upon this relationship or political influence. It is possible that even without an intention to misuse WIOA funds, the decision to enroll an individual in the program could be perceived as improper and cause potential non-compliance with State and/or federal law.

In no instance shall any person determine eligibility, assess, access information, or directly serve a member of his or her immediate family or an individual with whom a close personal relationship exists. Likewise, stakeholders identified in this issuance shall not use their position to influence a decision to enroll an individual in the WIA program.

Real or perceived violations of this policy shall result in referral, including but not limited to the Ohio Ethics Commission or prosecuting authority for investigation.

When a relationship exists, it must be disclosed at the time of application to the program, and documented for the record. Thereafter, the local policy describing how the individual will be determined eligible, assessed, and served (if appropriate) in the WIOA program must be followed.

An arms-length determination of eligibility and assessment must be conducted by a staff member that has no relationship to the individual. Likewise, decisions related to approving training, supportive services, or other service needs must be made by an authorized manager with no such relationship to the applicant.

Area 20/21 established procedures will be followed unless one of the following conflicts exists: Relation to

1. WIOA case manager. Case manager is removed from any involvement or decision making process.

2. WIOA supervisor. Supervisor is removed from any involvement or decision making process. The Administrator or Director will step in to complete the process.
3. WIOA Administrator or Director. The Administrator or Director is removed from any involvement or decision making process. Supervisor will step in to complete the process.

All relatives to the following parties: local elected officials, WIB members, WIB committee or subcommittee members, Youth Council members, WIOA executive staff and supervisors, WIOA employees, One-Stop partners, Contractors, and County employees, will be tracked on a county/Area spread sheet.

B. Definitions

Close Family Member:	Include parents, children, sibling, spouses and domestic partners. (As defined by the State of Ohio Governor's Executive Order 2007-01S)
Immediate and other family:	Consists of the individual's parents (including step-parents), spouse, domestic partner, children (including step-children), foster children, siblings, grandchildren, grandparents, and any immediate relatives by blood or marriage (i.e., in-laws, cousins, nieces, nephews, aunts, and uncles).
Stakeholders:	Individuals not related to WIOA agency staff or management, that have direct or indirect management or responsibility for managing the WIOA workforce system, including WIOA executive staff, supervisors, local elected officials, contractors, WIB and Youth Council members, WIOA employees, and One-Stop partners.
Close Relationship:	An applicant has a "close relationship" to WIOA staff, management or other specified stakeholders of the workforce investment system if and when the applicant's prior and/or present social interactions and/or business dealings with the stakeholder would

give a reasonable observer cause to believe that the applicant's access to program services was based upon this relationship, as opposed to a demonstrable need. Although there is no bright line test for the determination of such a relationship, WIOA staff, management and other workforce investment systems stakeholders are advised to avoid the appearance of impropriety by abstaining from directly assisting and/or influencing the application process of friends, former and/or present colleagues and persons with whom they have an ongoing social or business relationship.