



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

**For**

**County or Counties:** Seneca

**Effective Date:** August 23, 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 Seneca County Department of Job & Family Services			
Lead Agency Address 900 E. County Road 20	City Tiffin	State Ohio	Zip Code 44883
First Name of Lead Agency Official Kathy	Last Name of Lead Agency Official Oliver	Title of Lead Agency Official Director	
Phone Number 419-447-5011	Email Address kathy.oliver@jfs.ohio.gov		

Program Contact Person Michael McLane	Phone Number 419-447-5011
Phone Number 419-447-5011	Email Address michael.mclane@jfs.ohio.gov

Fiscal Contact Person Beth Anway	
Phone Number 419-447-5011	Email Address beth.anway@jfs.ohio.gov

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

Agency Name Seneca County Department of Job & Family Services is a Combined CDJFS and Workforce Development Agency.			
Agency Address 900 E. County Road 20	City Tiffin	State Ohio	Zip Code 44883
First Name of Lead Agency Official Kathy	Last Name of Lead Agency Official Oliver	Title of Lead Agency Official Director	
Phone Number 419-447-5011	Email Address kathy.oliver@jfs.ohio.gov		

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

Workforce Development Area Area 7	
Workforce Development Board Chair Name Swen Hunt	
Workforce Development Board Director Name John Trott	
Phone Number 937-525-1025	Email Address trottj@clarkstate.edu

**1.4 Identify the implementation manager for the Lead Agency.**

First Name of Implementation Manager Michael	Last Name of Implementation Manager McLane	Title of Implementation Manager Administrator
Phone Number 419-447-5011		Email Address michael.mclane@jfs.ohio.gov

**1.5 Lead Agency’s performance and data management contact:**

Contact Person Michael McLane	
Phone Number 419-447-5011	Email Address michael.mclane@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:  
The lead agency is a combined agency. Seneca County Department of Job and Family Services houses the OhioMeansJobs-Seneca County Resource Center. A strong partnership and collaboration already exist. Staff are cross-trained to assist clients. The lead agency will continue to have joint policy and processes that will reduce duplication of services.

**1.7 How does the Lead Agency plan to partner and actively collaborate with the local workforce development board including but not limited to (Please attach any relevant policies to this plan.):**

- Frequency of meetings
- Engagement of local businesses
- Engagement of community partners
- Develop policies for work experience and incentives

Describe:  
This Lead Agency is a member of the Area 7 Workforce Area. Within that area every workforce entity (i.e., provider of career services or Job Center) has also been identified as the Lead Agency by their respective county commissioners. In each case, coordination between the Lead Agency and the Workforce Entity will be maximized because they are, in fact, the same organization. All of Area 7’s Lead Agencies communicate and coordinate regularly with the staff and members of the Area & Workforce Development Board, board members include local businesses and community partners, providing input to policy development and operational practices. Board meetings take place bi-monthly. Area 7 technical assistance meetings take place continually (e.g., there are monthly all-county webinars) throughout the program year.  
Attached are the lead agency’s policies for work experience and incentives.  
**TANF funding will not be used for stipends.**

**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:

- (a) Regarding basic skills assessment, Area 7 has not mandated a common assessment, but Seneca County DJFS uses the TABE. WIOAPL 15-10 Youth Program Services
- (b) Ensure determination of eligibility for WIOA youth program WIOAPL 15-03, 04, 05, 06, 07, 15-19
- (c) Monitor contracts and ensure compliance WIOAPL 17-03
- (d) For Supportive Services policy as per WIOAPL 15-10 and TANF regulations 45 CFR260.31
- (e) For Follow-up policy as per WIOAPL 15-10 and 5101 :14-1-06
- (f) For Youth Needs Additional Assistance Policy. Part of youth eligibility policy WIOAPL No 15-03 requires local definition for Needs Additional Assistance: Seneca County DJFS will use the Area 7 suggestions
- (g) Seneca County DJFS has an Incentives Policy
- (h) All other WIOA policy for TANF funded services has been adopted for CCMEP Policy.  
(See Attachments for Seneca County DJFS specific policies)

**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.**

- ASPIRE Adult Basic Literacy & Education Providers

Vanguard-Sentinel Career Center operates the ASPIRE program and is a partner of OhioMeansJobs-Seneca County. Our agency will refer CCMEP participants to ASPIRE services when appropriate. ASPIRE holds regularly scheduled orientations and classroom training sessions at the Seneca County DJFS agency, so referrals to those sessions are made easily made.

- Alcohol, Drug and Mental Health (ADAMH) Board

Our local ADAMH board is the Mental Health and Recovery Services Board of Seneca, Sandusky, and Wyandot Counties. Our agency will refer CCMEP participants to the board and/or community counseling agencies when a potential need for Alcohol, Drug and Mental Health services are identified.

- Businesses

OhioMeansJobs-Seneca County has established relationships with many local businesses. The lead agency's Policy & Business Service Consultant coordinates with local Chambers of Commerce and Economic Development Corporations to promote the agency's employment and training programs. Our Policy & Business Service Consultant is also a member of our EDC's "Insight Team" and the Tiffin City Schools Business Advisory Council. Our agency also participates in our community's annual Manufacturing Showcase event. This annual event is planned in coordination with local business partners to provide area High School Students the opportunity to interact with representatives from local manufacturing businesses to learn more about their operations and desirable employee traits. CCMEP participants will also be referred to businesses for training and/or employment opportunities when appropriate

- Career and Technical Education

Vanguard-Sentinel Career Center is a partner of OhioMeansJobs-Seneca County. Our agency will refer CCMEP participants to Vanguard-Sentinel for Career and Technical Education when appropriate.

Child Care Providers

Seneca County DJFS administers the Child Care Assistance program for Seneca County. Our agency will link CCMEP participants with our Child Care Eligibility staff and provide details regarding community Child Care Providers when child care barriers are identified.

Child Support Enforcement Agency

Seneca County DJFS is the Child Support Enforcement Agency for Seneca County. Our agency will link CCMEP participants with our Child Support staff when child support barriers are identified.

Children Services Agency

Seneca County DJFS is the Public Child Services Agency (PCSA) for Seneca County. Our agency will link CCMEP participants with our Children Services staff when children services barriers are identified.

Community College(s)

Terra State Community College and Owens Community College are two community colleges in our area. Tiffin University and Heidelberg University are universities located in Seneca County. Our agency will link CCMEP participants with representatives from those colleges and universities when appropriate.

Community Action Agency

W.S.O.S. is our local Community Action Agency and also a partner of OhioMeansJobs-Seneca County. Agency staff will link CCMEP participants with WSOS staff when it is identified that their programming benefit the participant.

County Family Service Planning Committee

The Seneca County Family Service Planning Committee will continue to review/approve our agency's PRC plan on an annual basis.

Family and Children First Council

The Seneca County Family and Children First Council (FCFC) is our local FCFC. Wrap Around Coordinator services are also available through FCFC, which our staff will refer CCMEP participants to when appropriate.

Juvenile Court System

The Seneca County Juvenile & Probate Court is our local Juvenile Court System. Our staff will refer CCMEP participants to Juvenile Court staff when appropriate.

Local Healthier Buckeye Council

The Seneca County Family and Children First Council (FCFC) has been designated as our local Healthier Buckeye Council. Our staff will refer CCMEP participants to FCFC when appropriate.

Local School District(s)

The following Local School Districts operate within at least part of Seneca County: Bellevue, Buckeye Central, Carey, Fostoria City, Lakota, Mohawk, New Riegel, Seneca East, and Tiffin City Schools. There are also several private schools including Calvert, St. Wendelin, Bridges Academy and North Central Academy. Our agency will refer CCMEP participants with representatives from those School Districts when appropriate and work with school representatives to address school-related barriers as identified.

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

OOD is a partner of OhioMeansJobs-Seneca County. Our agency will refer CCMEP participants to our local OOD staff when disabilities that cause a barrier to employment are identified.

Other

Our agency will coordinate with other various local agencies and organizations including Tiffin-Seneca United Way, Parenting Passport, Help me Grow, Seneca County General Health District, Salvation Army, Adult Parole Authority, Tiffin-Fostoria Municipal Court Probation, etc. These and other local organizations may have beneficial services for our CCMEP participants

## 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: 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: 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: 50

## 3. Coordination of Services

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

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

Describe:

OhioMeansJobs-Seneca County (which is part of the lead agency Seneca County DJFS) has established relationships with many local businesses. The lead agency's Policy & Business Service Consultant coordinates with local Chambers of Commerce and Economic Development Corporations to promote the agency's employment and training programs, including those available through CCMEP. The Youth Provider has also established relationships with local businesses and utilize them regularly for CCMEP opportunities. Our Policy & Business Service Consultant is also a member of our EDC's "Insight Team" and the Tiffin City Schools Business Advisory Council. Our agency also participates in our community's annual Manufacturing Showcase event. This annual event is planned in coordination with local business partners to provide area High School Students the opportunity to interact with representatives from local manufacturing businesses to learn more about their operations and desirable employee traits. CCMEP participants will continue to be linked with local businesses for training and/or employment opportunities when appropriate.

**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:

Seneca County DJFS is a combined CDJFS and workforce development agency. Our OhioMeansJobs-Seneca County resource center and many of our supportive services are housed together in one building. Communication between our CDJFS and Workforce staff is very streamlined. Summer Employment Services are a component of our CCMEP program available through paid and unpaid work experience. Please see the attached CCMEP Work Experience Policy.

**4. Outreach, Referral, and Eligibility**

**4.1 What outreach activities are being conducted to identify individuals potentially eligible for CCMEP? Check all that apply.**

- Social media (e.g., Facebook, Twitter, Snapchat, Instagram, YouTube, Secret, & Whisper)
- Brochures, posters, flyers
- OhioMeansJobs.com
- Digital banners
- Special events
- Radio
- Promotion through partners (e.g., schools, community centers, etc.)
- Other: \_\_\_\_\_

**4.2 What is the referral process between the local participating agency and the Lead Agency?**

The Lead Agency is responsible for developing an agreed upon referral process that takes place no later than 7 calendar days from when the determination is made that the individual is required or may volunteer to participate. A mandatory OWF participant shall be referred to



CCMEP as described in paragraph (B)(2) of rule 5101:1-2-01 of the Administrative Code. This process should include confirmed contact(s) between each agency.

Describe:

Seneca County DJFS is a combined CDJFS and workforce development agency. Work-Eligible OWF participants requiring a CCMEP referral, along with non work-eligible OWF participants wishing to volunteer, will be directly referred to the agency's CCMEP caseworker through email and/or face-to-face meeting. The OWF caseworker will make this referral to the CCMEP caseworker within 7 calendar days from when the the OWF application is submitted. The agency will also be providing CCMEP services to youth enrolling into CCMEP through WIOA Youth. Referrals of any non-OWF potentially eligible CCMEP participants may be made directly to the agency's CCMEP Caseworker.

**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 agency's OWF caseworker will continue to track the number of months a program participant has participated in OWF to ensure compliance with OAC 5101:1-23-01. This number will be provided to the CCMEP caseworker at the time of referral to CCMEP services, and will continue to be tracked by the OWF caseworker.

- 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:

Subcontractors are no longer used to provide CCMEP case management in Seneca County. Communication regarding domestic violence victim status will be kept confidential pursuant to paragraph (C)(5) of rule 5101:14-1-03. Agency staff will document in the case record when a participant is determined to be a potential victim of domestic violence. The OWF caseworker and/or CCMEP staff will be notified of victim status via email within 2 business days. Participants determined to potentially be a victim of domestic violence will be referred to appropriate community resources and each case will be evaluated to determine any necessary modification of hours, waivers, additional referrals, etc. to help address concerns for the participant's safety.

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

Describe:

Subcontractors are no longer used to provide CCMEP case management in Seneca County. Communication regarding CCMEP activities, verifications, failures, etc. will occur directly between Seneca DJFS OWF caseworkers and CCMEP caseworkers pursuant with paragraph (C)(4) of rule 5101:14-1-03. Seneca DJFS staff will document in case record and also communicate via email, phone or face-to-face whenever necessary to share factors impacting continued eligibility (OWF and/or CCMEP eligibility), assignment of activities, 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 exits, etc. The CCMEP caseworker will complete the Comprehensive Assessment and IOP for all OWF work-eligible participants no later than 30 calendar days from OWF application, and report any failures to the OWF Caseworker within 10 calendar days. Agency staff will document in case record and also communicate via email, phone or face-to-face regarding information about an OWF or SNAP recipient that requires action in accordance with OAC 5101:1 and/or 5101:4.

- The Lead Agency has a process of notifying the new Lead Agency within 10 calendar days when a program participant moves to another county and it is in the best interest of the program participant to be served in the new county. OWF recipients must be transferred to a new county within 10 calendar days of the move.

Describe:

Once the lead agency has been notified that a participant has moved out of the county, the lead agency will immediately contact that county's lead agency (within 10 calendar days). When the lead agency is notified that a participant that moved into the county, the lead agency will work with the prior county to transfer information. Lead agency will make an appointment with the participant (within 10 calendar days) to get acquainted and continue with assignments. If the participant is not an OWF recipient, the lead agency may continue serving the participant instead of transferring, if it is in the participant's best interest as described in 5101:14-1-04.

**4.4 The Lead Agency must provide an assurance that it will comply with all requirements of the Americans with Disabilities Act (ADA) including that participants will have the right to request reasonable modification in CCMEP activities, including hours.**

- The Lead Agency certifies compliance with ADA in accordance with rule 5101:9-2-02 of the Administrative Code and section 188 of WIOA.

**4.5 Define how the Lead Agency forms a household based upon Title IV-A federal regulations and state law for income counting purposes for TANF funding eligibility for WIOA youth individuals and for the semi-annual process. (Please attach any related policies.)**

Describe:

Participants that are enrolled through TANF and not receiving OWF will have their household composition and entire household income established using the household and income guidelines contained in OAC 5101:14-1-02 (Which is based upon Title IV-A federal regulations and state law for income counting purposes for TANF funding eligibility). Non-OWF TANF CCMEP Participants will have their household composition and entire household income re-evaluated on a semi-annual basis to determine continued TANF eligibility. This re-evaluation of TANF eligibility will be completed by Seneca County DJFS staff only and documented in OWCMS case record by the CCMEP caseworker. Please see the attached Seneca County DJFS policy which was revised on 7-24-18: CCMEP TANF Eligibility

**4.6 Confirm that the Lead Agency forms a family for income counting purposes for WIOA funding eligibility based upon the definition in paragraph (A)(5) of rule 5101:10-3-01 of the Administrative Code.**

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

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

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

Describe:

The JFS 03003 CCMEP Comprehensive Assessment (or the JFS 03006; when appropriate) will be administered by trained agency staff. An explanation of the assessment and need for the assessment will be provided to each participant prior to the interview. Information obtained from the interview will be used to complete the assessment details.

**5.2 What basic skills assessment does the Lead Agency use?**

- WorkKeys®
- Basic English Skills Test (BEST)
- Comprehensive Adult Student Assessment Systems (CASAS)
- General Assessment of Instructional Needs (GAIN)
- Massachusetts Adult Proficiency Test (MAPT)
- Test of Adult Basic Education (TABE®)
- Standardized tests – secondary school students only
- Other formalized testing instruments to measure skills-related gains (Specify below).

Describe:

The Test of Adult Basic Education (TABE) is used for basic skills assessment by our agency CCMEP caseworker staff.

**5.3 Confirm that the Lead Agency has a process to ensure IOPs are developed with participants based on their needs and revised with updates when necessary.**

- The Lead Agency has a process to ensure IOPs are developed with program participants based on their needs and revised with updates when necessary.

**5.4 Describe how the Lead Agency ensures that case managers engage with program participants at least once every 30 days and keep them engaged.**

Describe:

Participants will be contacted by the CCMEP caseworkers to engage program participants at least once every 30 days through a variety of formats which could include: individual meetings, phone calls, text messages, emails, etc. It is understood that some clients may require more contact throughout the program. All contact attempts and interactions are documented in OWCMS and monitored during case reviews.

## 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:

CCMEP caseworkers provide dropout prevention through case management, and may also refer youth to community resources for tutoring, study skills, etc. Youth are often referred to ASPIRE and also sometimes online study skills services such as OhioMeansJobs.com.

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

Describe:

CCMEP caseworkers refer youth to educational providers in our community for Alternative School options (such as digital schools, academies, etc.). CCMEP caseworkers also provide dropout recovery services through case management with youth.

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

Describe:

Work Experience is provided by CCMEP caseworkers through partnership with local employers. A staffing agency is utilized as a payroll processor and employer of record to provide compensation to youth for Paid work Experience. Agency staff help maintain employment sites through communication with employers and case management efforts with each youth. On-the-job Training (OJT) opportunities are also made available to our CCMEP participants. Employers will be paid OJT reimbursement for training directly for eligible employees.

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

Describe:

Occupational Skills Training is provided through approved WIET Training providers.

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

Describe:

Workforce Preparation and Education is provided to youth through case management by CCMEP caseworkers. Staff provide Resume assistance, develop interviewing skills, etc. When appropriate, youth are also referred to their educational providers (such teachers, school counselors, etc.)

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

Describe:

Leadership Development is provided to youth through case management by CCMEP caseworkers. Youth may also be referred to other community partners for Leadership Development Opportunities such as after-school programs, extra-curricular activities, mentoring programs, etc.

7. Supportive services – TANF Purpose(s) 2

Describe:

Supportive services are provided on a case-by-case basis to each youth participant based on their identified needs through the Comprehensive Assessment and case management activities during program participation. Supportive services may include, but are not limited to, assistance toward the purchase of fuel, utilities, uniforms, books needed for training, tools needed for employment, etc. Supportive services may also include referrals to agencies for services/programs, assistance with completing applications or enrollment forms for various programs, etc.

8. Adult mentoring – TANF Purpose(s) 2

Describe:

Adult Mentoring is available to youth through referrals to SMYL (Seneca Mentoring Youth Links). SMYL is a local agency with links youth with appropriate Adult Mentors and provides case management to youth and adults.

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

Describe:

Follow-up services are provided on a case-by-case basis to each youth participant based on their identified needs.

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

Describe:

Guidance may be provided by CCMEP staff through case management with youth, however youth are also referred to community partners for Comprehensive Guidance and Counseling. When appropriate, referrals are also made to mental health providers, church organizations, and/or Educational Providers (such as School Guidance Counselors, School Phycologists, etc.).

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

Describe:

Financial Literacy Educations is provided to youth by CCMEP caseworkers through case management. Youth may also be referred to other community partners and online training for financial literacy education.

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

Describe:

Youth are referred to our local Chamber of Commerce which hosts monthly Small Business Seminars. Youth are also referred to community colleges for Entrepreneurial/Small Business education and/or online training opportunities. CCMEP caseworkers may also help provide these skills through case management with youth.

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

Describe:

Labor Market and Employment Information is provided to youth through case management by CCMEP caseworkers. Caseworkers utilize OhioMeansJobs.com as well as other LMI data sources to provide information to youth.

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

Describe:

Youth are provided Preparation and Transition Activities through case management by our CCMEP caseworkers. Youth are also referred to ASPIRE for preparation services, as well as referred to community colleges, universities, etc. for enrollment/preparation activities.

**6.2 The Lead Agency must provide an assurance that TANF or WIOA funds are not used to pay a program participant directly for subsidized employment by the local participating agency as either a Lead Agency or as a service provider.**

- The Lead Agency certifies that it does not use TANF or WIOA funds to pay a program participant directly for subsidized employment by the local participating agency as either a Lead Agency or as a service provider. Provide a description of how participants will be compensated for subsidized employment:

Describe:

CCMEP participants receiving subsidized employment through paid work experience will not be paid directly by the lead agency. The lead agency is currently contracted with Flex-Temp Employment Services, Inc. as the employer of record for paid work experience. The lead agency then reimburses the contracted service provider. For OJT's, the participant is hired directly by the employer, and the lead agency reimburses the employer for a portion of those training expenses. The participant is not paid directly by the lead agency.

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

Describe:

Supportive services are provided on a case-by-case basis to each youth participant based on their identified needs through the Comprehensive Assessment and case management activities during program participation. Supportive services may include, but are not limited to, assistance toward the purchase of fuel, utilities, uniforms, books needed for training, tools needed for employment, etc. Supportive services also include referrals to agencies for services/programs, assistance with completing applications or enrollment forms for various programs, etc. All supportive services will be documented in OWCMS. Please see the attached Supportive Services policy. TANF funded services will align with 45 C.F.R 260.31 following the non-assistance regulations. FAL #103 will be followed for TANF funded gas cards as a reconciliation process needs to be in place for these.

**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:

Follow-up services are available to each youth participant and provided on a case-by-case basis to participants based on their identified needs. All follow-up services provided, as well as attempts to locate/contact youth in follow-up status are documented in OWCMS. If a participant chooses to opt out of follow-up services, this will also be documented in OWCMS.

In order to support the youth's success and stability, follow up services will be provided to participants for a minimum of 12 months after their completion of participation in CCMEP. These services will assist participants during their transition to employment and/or further education. The types of services must be determined based on the individual needs of the CCMEP participant. Please see the attached Follow Up Services policy which also details documentation requirements and frequency of contacts for participants based upon client's need and level of client's participation. TANF funded services will align with 45 C.F.R 260.31 following the non-assistance regulations for follow up services.

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

Describe:

CCMEP caseworkers will document all contacts in OWCMS. The CCMEP caseworker will notify the OWF caseworker within three (3) business days of any OWF work-eligible participant's failure to participate in a CCMEP activity (unless that participant provides verification of a good cause reason for the failure; in accordance with OAC 5101:14-1-05). All contacts and verifications will be documented in OWCMS. Participants are required to contact their case manager and the site supervisor each time (and no later than one (1) hour after the scheduled start of any activity or appointment) to explain why he/she is not participating as scheduled. This reporting time may be extended if compelling circumstances prevented timely contact. Documentation must be provided to the case manager within seven (7) calendar days of the absence. Documentation requirements for good cause depend on the specific reason for the absence. Requirements may include a doctor's statement, an obituary, school/work schedule, etc.

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

Describe:

Written notice of scheduled CCMEP appointments may be sent via USPS to the CCMEP participant. CCMEP caseworkers also encourage participants to utilize digital calendars and appointment reminders on their phones. Staff also utilize emails, text messaging, phone calls, etc. to provide notice of scheduled CCMEP appointments.

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

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

Describe:

Both during the Comprehensive Assessment and during continuous case management, the CCMEP Caseworker will continue to ensure those individuals are made aware of options to obtain their high school diploma or equivalency. The ASPIRE program holds orientations and classroom training sessions at our agency, so referral to their programming is very streamlined. Orientation schedules

are readily available, and often an ASPIRE representative is on-site should there be any specific questions or concerns during the referral process.

**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:  
Seneca County was reviewed and recommended for approval as defined by board criteria to provide WIOA Youth Framework Services and Elements. TANF CCMEP services were not procured as they are also provided by this lead agency, Seneca County DJFS.

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

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

Describe:  
Seneca County DJFS primarily utilizes CCMEP funding for program participants, however may utilize PRC funding when appropriate. PRC funding may also be used to continue services should CCMEP funding be exhausted.

**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:  
Seneca County DJFS maintains its own CCMEP caseworker in addition to contracted provider staff through our current youth provider (EHOVE Career Center). EHOVE is a post-secondary education institution and requires all of its case managers to be licensed by the State of Ohio as an Adult Education Instructor. The requirements to be licensed to provide career services includes a minimum of an Associate's degree in education, human resources or social sciences and verifiable experience working with that target population of young adults. Youth program staff must be experts in community resources and have knowledge of services and agencies available in the county. Additionally, the youth service provider's case managers engage in quarterly in-service training to review policies, processes and case management tools. Case managers also take advantage of various trainings provided by state agencies or other organizations on topics that include policy updates, reporting system updates, performance outcomes and topics that affect specific program barriers including homelessness, drug use, parenting, generational poverty issues, etc. The Lead Agency also employs a Social Services Caseworker to provide case management for a separate CCMEP caseload. This position requires a Bachelor Degree in a social science field. All CCMEP caseworkers are required to attend ongoing CCMEP training as it becomes available through various training providers (including but not limited to: ODJFS, OJFSDA, Area7, etc.).

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

- 15 cases or less
- Between 15 and 25 cases
- 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:  
CCMEP participants are encouraged to provide feedback during meetings with case managers. Participants will also have access to a survey to provide additional feedback.

**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:  
Seneca County DJFS schedules periodic meetings with CCMEP case managers to discuss the program and encourage feedback as well as discussing information for ongoing program improvements.

**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.

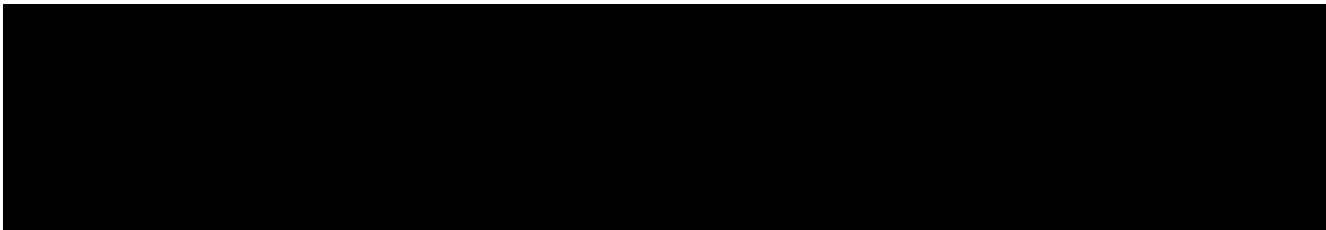
**8.1 How will the Lead Agency collect and report any supplemental data to be included?**

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:  
CCMEP caseworkers, as part of follow-up services, will contact employers, participants and partner agencies to gather employment information, educational information, etc. This supplemental data will be used for post-exit accomplishments and will be documented in OWCMS.

**CCMEP Plan Certification**

**Please provide the name, title, and signature of the administrator, director or executive director of the CCMEP Lead Agency:**



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

