



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

for

County or Counties: Trumbull

Effective Date: October 1, 2017

Updated May 21, 2018

Updated June 28, 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.

Table of Contents

1. Lead Agency and Coordination with Partners	3
2. Population Served	6
3. Coordination of Services	7
4. Outreach, Referral, and Eligibility	7
5. CCMEP Comprehensive Assessment and Individual Opportunity Plan (IOP) ..	9
6. Program Services	16
7. Case Management	12
8. Performance Measures	13

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 Trumbull County Department of Job and Family Services			
Lead Agency Address 280 North Park Avenue		City Warren	State Oh
Zip Code 44481			
First Name of Lead Agency Official John	Last Name of Lead Agency Official Gargano	Title of Lead Agency Official Director	
Phone Number 330-675-2204		Email Address John.Gargano@jfs.ohio.gov	

Program Contact Person Kimberly Barrell		Phone Number 330-675-2213	
Phone Number 330-675-2213		Email Address Kimberly.Barrell-Hecker@jfs.ohio.gov	

Fiscal Contact Person William Cummings			
Phone Number 330-675-2168		Email Address William.Cummings@jfs.ohio.gov	

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

Agency Name OhioMeansJobs Trumbull County			
Agency Address 280 North Park Ave		City Warren	State OH
Zip Code 44481			
First Name of Lead Agency Official Kimberly	Last Name of Lead Agency Official Barrell	Title of Lead Agency Official OMJ Administrator	
Phone Number 330-675-2213		Email Address kimberly.barrell-hecker@jfs.ohio.gov	

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

Workforce Development Area Workforce Development Board Area 18	
Workforce Development Board Chair Name John Moliterno	
Workforce Development Board Director Name William Turner	
Phone Number 330-675-7711	Email Address ceturner@co.trumbull.oh.us

1.4 Identify the implementation manager for the Lead Agency.

First Name of Implementation Manager Kimberly	Last Name of Implementation Manager Barrell	Title of Implementation Manager Program Administrator
Phone Number 330-675-2213	Email Address Kimberly.Barrell-Hecker@jfs.ohio.gov	

1.5 Lead Agency’s performance and data management contact:

Contact Person Kimberly Barrell	
Phone Number 330-675-2213	Email Address Kimberly.Barrell-Hecker@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:
OhioMeansJobs Trumbull County and the Trumbull County Department of Job and Family Services being a combined agency work together on a regular basis to implement, correct, and improve the process for individuals who are involved with CCMEP. Together we have established an agreed upon referral process for anyone who is CCMEP required or who volunteers for CCMEP. This process has allowed us to potentially see CCMEP referrals the same day that they come in to apply for TANF/cash assistance as not to hold up the approval process. Our supervisors and workers are in constant communication to discuss case activity and participation. Our CCMEP team meets on a weekly basis on Fridays for case reviews to discuss progress and other potential options for clients. We try to brain storm the case to offer the best services which are available and to help to overcome potential barriers. We also set up quarterly meetings with management staff to discuss any changes we need to make to the current processes or any improvements that could help the program. As of January 1, 2018, we began meeting with our contracted CCMEP provider on a monthly basis. This allows us to discuss the assigned program participants assigned there and to work out any issues in a face to face setting instead of just through email or over the phone.

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

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

Describe:
The Lead Agency actively participates in all quarterly Workforce Development Board and subcommittee meetings. The Lead Agency Director is a member of the Workforce Development Board, while OhioMeansJobs staff actively engage the Board in reporting activities, and outcomes, while seeking guidance on policy development and other matters. The OhioMeansJobs Administrator and the Workforce Development Board Director collaborate regularly on service delivery, policy and activities. The Workforce Development Board has empowered in the Business Resource Network, Mahoning Valley Manufactures Coalition, and the Oh-Penn Collaborative. In addition, the OhioMeansJobs center sponsors an annual Job Fair (which in 2018, featured 92 employers and 1200 job seekers) and an Employer Open House conducted at the OhioMeansJobs Center. Further, the Local Board, as well as Board Director and local staff cooperate and collaborate with the local economic developers. Community collaborator is evidenced through speaking engagements, participation in job fairs, and community events. The Board was also instrumental in giving ideas and ultimately approving our WIOA CCMEP incentives for out of school youth. The Lead Agency, worked to implement the incentives for CCMEP TANF in school youth. We continue to carefully monitor and assess these incentives to help motivate our youth and determine what else we can do to modify incentives and assist our youth.

Please see Attachment #1 for WIOA and TACF CCMEP Work Experience Policies and Incentive Policies for both TANF and WIOA.

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:
Please see Attachment #2 for all 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.

- Adult Basic Literacy and Education (ABLE) Providers

The Lead Agency is working to collaborate with ASPIRE to refer those in need of their GED or is basic skills deficient.

- Alcohol, Drug and Mental Health (ADAMH) Board

The ADAMH is a member of the TCDJFS Community Planning Board. Their support will be available for services as needed.

- Businesses

The local OhioMeansJobs Center enjoys a good relationship with the local business community through its provision of recruitment and referral services as well as collaborating with businesses in providing On the Job Training programs, Ohio Works Incentive Programs and Work Experience Programs. In addition, the local WDB has a strong business representation. Further, the local OMJ operation is involved in collaborations designed to assist business through the Business Resource Network and the OH-Penn collaborative, which is involved in the Mahoning Valley Manufactures Coalition, and the Amerivan Apprenticeship Initiative Grant. Through these efforts, CCMEP will be vetted; the involvement and cooperation of business is integral.

- Career and Technical Education

The Trumbull career and Technical Center is an OMJ partner and the local agency enjoys a solid relationship with TCTC. We meet with the TCTC staff as needed for updates on services provided so that we can share this information to our interested CCMEP participants.

Child Care Providers

Though we do not have a direct relationship with our child care providers, we work to educate our CCMEP participants regarding the provider options in our area so that they can make the best decision for their child and family. We provide applications for child care assistance and direct to the State website where they can research providers in their local area.

Child Support Enforcement Agency

Trumbull County Department of Job and Family Services is a dual combined agency with Trumbull County Child Support Enforcement. TCCSEA is an avenue for recruitment and referrals.

Children Services Agency

Through education and communication with Trumbull County CSB we have worked to use CSB as a referral source and for outreach of the services we are able to provide.

Community College(s)

OhioMeansJobs works with many of the local community colleges to help utilize the programs available to get on a career pathway of their choice.

Community Action Agency

The Trumbull Community Action Program works with TCDJFS as a transportation provider. They are a potential referral for CCEMP youth.

County Family Service Planning Committee

As a member of the County Family Services Planning Committee, we work with other members to inform them of the services which are available through CCMEP and potential referrals.

Family and Children First Council

TCDJFS is a member of the Family and Children First Council. And they are a member of our Family Services Planning Committee. They are a potential referral source.

Juvenile Court System

A representative from Trumbull County Family Court participates in our WDB Youth Committee and are non-voting members of the WDB. They are a valuable

Local Healthier Buckeye Council

Local School District(s)

The OhioMeansJobs is reaching out to work with local school districts to help our youth meet their goals. We are working to get attendance and progress reports on a monthly basis so that we can track our youth who are currently in high school. The guidance counselors and principals would also serve as an excellent referral source for our program.

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

OOD is a partner of the OMJ. We collaborate with clients who are in need of their services. They are also a potential referral source.

Other

The Trumbull Metropolitan Housing Authority (TMHA) sits on the WDB and is a partner of the OMJ. They provide Youthbuild training for our young adults who are interested in the construction trades. They are currently our only provider of CCMEP services.

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: 150

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: 120

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: 100

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 Trumbull is working to engage local businesses to provide employment and training opportunities for our CCMEP youth through outreach and recruitment activities. In April 2018, we hosted our Job Fair where we drew in 92 employers and over 1200 job seekers. We used this opportunity to discuss with employers the services which we offered at OhioMeansJobs and to discuss the potential link with the CCMEP youth. To prepare for our summer program, we reached out to new employers to work to job match our CCMEP work experience and summer work experience participants to get jobs that they were interested in doing. In September 2017, we hosted our Open House to engage employers again and reintroduce them to the different

services that OhioMeansJobs Trumbull can offer. We have begun to meet monthly with our current CCMEP provider to discuss case progress and what skills are lacking in our youth. Our staff has also been actively reaching out to local organizations to try to explain the services which we provide and to see how we can partner to help the youth in our area on their career pathways. We are hoping that the latest round of proposals will give us more options to partner with other providers for services for our youth so that we are able to engage more local businesses to provide services and opportunities.

When we have worked with local employers to set up paid work experience sites, we have also taken the opportunity to discuss with them the skills they have seen in past hires and also what skills were lacking. This information is then in turn used internally to discuss with the people we are looking to place at the sites and also in our workshops. This information has been used to update our soft skills workshop, specifically looking at proper attire for the workplace. It has also been used to help with resumes so that we can advise what employers are looking for.

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 works to communicate with the TANF workers and Youthbuild workers in a way that is efficient and not duplicating efforts. The Lead Agency will enter comments into the Crise cases so that TANF workers have all information readily available to them on their cases. We also work with Youthbuild to get monthly updates on our participants. As of January 1, 2018, we began to meet once a month with Youthbuild to discuss program participants and look for ways to further assist them. The Lead Agency is also working with other OMJ partners to streamline their communication so that any potential CCMEP customer who is touched by a partner can discuss progress and how all are working with the youth. Currently our staff is implementing and following up with the participants from our 2017 Summer Program to re-enroll for this years program. Callos does serve as the employer of record for payroll services but our staff is responsible to be the contraact for all employers and youth working in this program. We began the actual recruitment process for the 2018 program in March. However prior to this, we worked with our local schools and educational services center to speak to local principals, counselors, and even superintendents to talk about the program and the dates for recruitment events. This year we spoke directly to the youth at local schools to explain the program. We hosted a Parents Night with our Educational Services Center which was open to all schools in our district to explain the program and the benefits of being a part of it. We even spoke on television about the program. To streamline the process of applying, we condensed the process of applying and completeing all paperwork into a one day 4 hour session. Youth who are being placed will have to return for a one day boot camp prior to starting their summer jobs. This day is meant to be fun, yet informative regarding the expectations of their summer employers and how they should look and act on the job. Our administrative staff works with the OMJ supervisor, to place youth at sites throughout the county. Our OMJ and WIOA staff serve as their casemanagers for the summer, going out to visit youth and sites on a minimum of a biweekly basis. The staff will talk with both the youth and the site managers to make sure that they are meeting the expectations of the sites and how we can help to improve if there are deficiencies. This information is brought back to the office and entered into the OWCMS system and the payroll system for the employer of record, Callos. Throughout the summer, our staff works with the youth to develop a relationship and help to look at the next step after the summer program. The staff will go out at the end of the program to update the IOP for the youth who are returning to school or will schedule appointments for those who are not returning to school to explore how we can assist on the next step of their journey. Throughtout the school year, our workers will email or text message youth in school to keep in touch. We also will remind them to turn in report cards so that they can get any potential incentives which they earn while in school.

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: Community events, job fairs, faith based organizations, youth organizations and word of mouth

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:

OhioMeansJobs Trumbull County and Trumbull County Department of Job and Family Services have worked together to come up with an agreed upon referral process for anyone who is CCMEP required or who volunteers for CCMEP. For any person who is TANF eligible, work required and 14-24 years of age, the TANF worker will explain the CCMEP program and how it can benefit the youth. For anyone who is not work required but is interested in volunteering, whether they are a youth registered for WIOA with a barrier or a volunteer, the worker will also explain the CCMEP program and the benefits. When a cash applicant is ready to be referred to the program, The IM caseworker would give the client the first available appointment to come to the OhioMeansJobs to meet with a worker to complete all necessary paperwork including the CCMEP application, CCMEP assessment, TABE Test, and Individual Opportunity Plan. These appointments are held three times a week on Monday, Wednesday and Thursday so that the client can be scheduled within the seven-day referral time frame. If for some reason there are no open appointments, the IM worker or supervisor will contact the OMJ supervisor and an appointment will be added. The IM worker will give the client the first appointment letter and enter in to the online appointment book under the CCMEP orientation worker. The OMJ receptionist will pull the list before each session to take attendance. For anyone who attends, they will be then assigned on rotation to the CCMEP workers and be given an appointment for after the first testing, to complete the assessment and IOP. The assessment must be completed and entered into OWCMS before the 30th day the client applied for cash assistance. For anyone who is a no show, the OMJ receptionist will call the participant to see why not there and reschedule for the next scheduled session. Another appointment letter will be sent to the participant with appointment date and time which was confirmed via phone conversation. This information will be entered into CLRC in Crise and the appointment letter in document imaging. The appointment will also be in the online appointment book. If the participant is a no show for the second orientation appointment, the OMJ receptionist will again call and reschedule for the next session. Another appointment letter will be sent to the participant. This information will be entered in CLRC for Crise and the appointment book online. For those persons who do come, at the end of their appointment with the CCMEP worker, an email will be sent by the CCMEP worker to the IM worker to inform that the orientation is completed and what steps will be taken with the youth and that the worker can proceed in approving the cash assistance. Our current process has been a collaboration between the three different areas of TCDJFS to make an efficient and effective referral process that allows us to get our CCMEP participants in and assessed in a timely manner.

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:

As part of the referral form the TANF worker provides the CCMEP worker the number of months of cash which the youth has used already.

- 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:

As part of the assessment interview, the CCMEP worker will question the youth about domestic violence in their home. If the customer is a victim of domestic violence then the workers from IM and CCMEP will discuss the case more in depth and will come up with an appropriate plan for the youth. When the youth identifies as a victim of domestic violence, the worker will provide a pamphlet from our local domestic violence shelter, Someplace Safe, and explain the services which are available there. If it is deemed necessary to exempt the youth or to alter their hours of participation, the CCMEP worker will do so. OMJ and TCDJFS have a strong history of working with our local domestic violence shelter. In the event that collaboration is needed, we can call to work with them at any time to make the appropriate referrals. These cases are closely monitored so that we can offer assistance to the youth and provide support as they work through their situation. Any case where there is reported domestic violence will be only worked on by the supervisor and any paper files will be kept locked in the supervisors office.

- 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:

When establishing the plan for a CCMEP TANF required person, the CCMEP worker will contact the IM worker to inform that the assessment and IOP have been completed so that necessary action can be taken on the case to establish eligibility. A copy of the IOP will be imaged so that the caseworker can view and properly update the case in Crise. Our internal referral provides our CCMEP worker with all information regarding the clients time limits used and the number of hours which are required for assignment under the FLSA. When any action is taken on the case, the CCMEP worker will notify the IM Caseworker via email within 10 days of the change in the plan, employment, income, work requirement changes, etc. When these changes occur the CCMEP worker will confirm with the OWF worker the hours that are required for FLSA based on the changes. All actions are documented in OWCMS and also in CLRC in Crise. Alternatively, if the IM worker discovers any change that would affect work requirements/FLSA, employment/income, etc. they will notify the CCMEP worker via email within 10 days so that appropriate changes can be made to amend the IOP. Our staff is in constant communication with both work sites and with work experience sites, to make sure that youth are attending. When a person is a no show for appointments, workshops, work experience, or any other portion of their IOP, the CCMEP worker documents this in both computer systems (OWCMS and Crise) and email the worker for appropriate action within 10 days of the occurrence so action can be taken. Monthly schedules are completed by the site supervisor or Administrator to confirm attendance. When good cause is provided to our CCMEP worker, we also will note this on the schedule, image the verification in the agency document imaging system, and notate in both computer systems. When a sanction is requested on an OWF case, the CCMEP worker will continue to offer services to the participant. If a sanction compliance activity is needed, the worker will assign and inform the OWF worker when completed via email. Information will also be entered into case notes on both systems. When a OWF work eligible person is being exited from CCMEP, the OWF worker is notified via email of the action and why it is being taken.

- 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:

Upon knowledge of a participant's move to another county, the JFS and OMJ will coordinate the transfer of the OWF CCMEP activities to the new county of residence within ten days. If the participant is enrolled in CCMEP as a volunteer through PRC or WIOA with our county, and it would be in the best interest of the participant to stay with us, we will notify the county of the move but will continue working with the youth.

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:

Please see Attachment #3

For the semi-annual redetermination process our agency follows the following procedure to make contact and determine which funding stream is appropriate. The basement will pull all persons who are in the CCMEP Database system who were intakes 5 months prior. From this they will print up a list of labels for anyone who is potentially required to complete the CCMEP 6month redetermination procedure.

All TANF funded CCMEP persons who are not still receiving TANF assistance, will need to complete this procedure. If the person is getting OWF cash, you do not have to send out the JFS 3002 but you are required to document why not done in your OWCMS notes. "No 6 month redetermination sent out as Joe Smith is still receiving OWF cash assistance." The CW is required to go into the Crise case and confirm if your person is still receiving OWF assistance

In month 5, set up a face to face meeting in month 6 to complete the JFS 3002 (name, address, phone and signature needed)

If client doesn't come in for their scheduled appointment, the worker needs go to their site to get completed.

If worker is still unsuccessful to make contact by end of month 6 to have the JFS 3002 updated, CW must end any TANF funded services and enroll in WIOA funded services. If services not available through WIOA, exit program.

For the next 90 days from exit, attempt to reengage at least 5 times to reestablish 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:

CCMEP orientation is held three times a week in the OMJ office. The first part of this appointment includes completing the CCMEP application and TABE testing as a group with a representative from our OhioMeansJobs staff. The OMJ staff will score the tests and give to CCMEP caseworker so that they can be reviewed and entered into OWCMS. This information is also important in assessing the steps to take with the youth. Upon completion of the TABE test and initial paperwork, the youth is assigned to a CCMEP casemanager who meets one-on-one to complete the assessment and begin developing the IOP. When the meeting is done, the CCMEP workers are responsible to enter the new information into OWCMS within 24 hours so the agency meets its 30 day requirement. All youth who are referred for CCMEP are scheduled in by the IM worker within the first 7days of applying. If for any reason, the youth misses their appointments and needs to come back to meet the 30 day requirement, a special appointment will be set up by the OMJ supervisor or administrator.

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:

All Youth who are referred for CCMEP will be given the TABE test including the Reading, Math and Language Arts section.

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

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

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

Describe:

The case managers have developed a "tickler" system that they use to ensure that they are following up with their clients every 30 days. Case managers will follow up with participants in a variety of different ways, including but not limited to, email, phone calls, text messaging, scheduling face to face meeting, going to their sites to check in on youth, and sending out postcards/letters. All efforts and responses are documented in OWCMS. The WIOA Supervisor reviews cases each month to spot check to make sure that this follow up is occurring regularly and is documented in the case on OWCMS. In an effort to keep our youth engaged in the program, we have implemented new incentives and are working to get more contracted providers to help generate interest and have more people working with and following up with our youth.

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:

The Lead Agency and ASPIRE partner together currently to help provide tutoring assistance and study skills to those who are in need of this assistance. Our CCMEP case managers work with youth and refer for this service as needed by looking at their TABE test scores and report cards. They will also provide support when they see that there is a youth at risk of dropping out of school.

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

Describe:

The Lead Agency and ASPIRE partner to provide alternative secondary school for people who are not in school any longer. We can also refer to Rivergate for these services.

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

Describe:

The OMJ staff work to help establish paid and unpaid work experience with local businesses to help teach our youth how to work and get them the skills they need to be productive members of the workforce.

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

Describe:

When a youth is interested in occupational skills, we will work to get them into the proper school and find funding for their endeavors.

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

Describe:

Through our job prep workshop series, we work to help our youth become job ready through educational workshops so that they are ready to go into the workforce.

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

Describe:

Our office has worked to develop a leadership workshop to encourage our youth to become leaders in the community. This includes a portion to give back to others who are in need through our toiletries closet.

7. Supportive services - TANF Purpose(s) 2

Describe:

We offer a wide variety of supportive services for our youth to help them overcome barriers and lead them to self-sufficiency.

8. Adult mentoring - TANF Purpose(s) 2

Describe:

Our staff, including supervisors and administrators, provide mentoring services. Success stories are presented to the participants to inspire them to set and achieve higher goals for themselves.

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

Describe:

Our agency works to track anyone who has been exited from services for no less than 12 months. We check to make sure that they are still on the correct path and to see if there are any other supports which we can offer.

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

Describe:

Our staff works to provide comprehensive guidance and counseling. However, when the situation arises that this is too much for staff we are able to make referrals to our local counseling services to get our participants the help which they need. Part of counseling also includes speaking to clients regarding family planning and waiting to have additional children until they can support themselves.

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

Describe:

Through our partnership with Apprisen, ESOP, and Primerica we offer a variety of financial literacy workshops to help educate our youth to make informed educated decisions. These partnerships also allow us to make referrals as necessary for one on one services as needed. Options for funding when persons are in a crisis are also discussed with the participant, i.e. HEAP or other services.

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

Describe:

Through our partnership with the Urban League we are able to refer anyone who is interested in entrepreneurial skills training for their workshop series.

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

Describe:

Our staff provides a labor market and employment information workshop that specifically targets CCMEP individuals on a monthly basis. Our staff works individually to discuss one on one with participants how their career goals may be affected by the labor market for our area.

14. Post-secondary preparation and transition activities - TANF Purpose(s) 1/2

Describe:

For individuals who are interested in attending post-secondary schooling we will test to make sure that they are at the proper levels for reading and math, and if necessary refer for remedial classes. The youth are given opportunities to explore different occupations and learn about the training and education needed for these. The OMJ staff works with youth who are enrolled in post-secondary school to assist with study skills, time management, and getting funding aligned for schooling/budgeting.

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:

In order to facilitate subsidized employment, or paid work experience, the Lead Agency, as well as the Board, procure the service of a contracted entity to serve as the Employer of Record. The Employer of Record compensates CCMEP participants and provides Workers' Compensation coverage. All payroll related activities are contracted to the Employer of Record.

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

Describe:

Supportive Services include, but are not limited to, child care, transportation, uniforms, tools, work clothing/footwear. Our WIOA Supportive Services plan will be adopted as the Supportive Services policy also for TANF CCMEP. The TANF CCMEP Supportive Services policy will follow and aligns with the definition of non-assistance as described in 45 C.F.R. 260.31. See Attachment # 2

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:

Contact is made by phone, email, text message, follow up with JFS staff for updated address and phone and/or social media to make aware of follow up services available. If a person is unable to be located, after 3 months of attempts the case will be exited. All attempts at contact will be documented in the OWCMS case. Please note we are in the process of interviewing to hire a CCMEP Life Coach who will also be going out to try to find individuals who we are unable to locate to try to re-engage them in our services. The TANF Supportive Services policy will follow and aligns with the definition of non-assistance as described in 45 C.F.R. 260.31. See Attachment #2

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

Describe:

When the assessment and IOP are developed the youth participant will be informed of their responsibility to provide good cause when they fail to participate in any assigned activities. All work eligible individuals shall be given seven days to provide the county with proof of good cause for missing any hours. Good cause rules will be consistent with 5101:1-3-13. Good cause must be provided to the CCMEP worker in writing or if not available, can be established through a third party collateral contact. Good cause is not accepted after a sanction has been implemented.

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

Describe:

For new referrals, while the case is pending, the IM worker would assign the participant to come to OhioMeansJobs for a CCMEP orientation at the first available orientation date. Orientations includes completing the CCMEP application, IOP, assessment and TABE test . The IM worker will give the client their first appointment letter and enter into the online appointment book under the CCMEP orientation worker name. The OMJ receptionist will send out any second and third appointment letters as needed for missed appointments for the orientation. Appointments are scheduled within the 7 day referral time frame for all OWF work eligibles, if there are no appointments then the IM worker will contact the OMJ Supervisor or Administrator who will create an additional appointment, accomidating the referrant. For youth who come into the OMJ center to apply for WIOA services, after they have completed their orientation process, an appointment letter will be mailed to them to see their casemanager to explore CCMEP services. For youth who choose to volunteer for CCMEP program, the IM caseworker would assign to come to the OhioMeansJobs office for the next available orientation - a letter would be given to the client. Our agency expectation, is for the worker to enter the CCMEP intake information into OWCMS the same day that they see the referrant, next day at latest. This expectation allows for us to meet the 30day requirement for entry into OWCMS. For follow up appointments with CCMEP workers, a written notice will be given /mailed to the client at the time of the in person appointment. The appointment will be noted in OWCMS and in Crise. These letters will also be in the agency document imaging system.

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:

CCMEP and TANF caseworkers will notify those lacking a high school diploma of the availability and necessity of these services. Staff works to educate youth who have dropped out of school of the importance of gaining their high school diploma or HSE. When we discuss in demand jobs, this is also reinforced by showing that this is a requirement for many jobs. We show how salaries increase for persons who have their diploma or HSE. Our first goal for persons without their high school diploma or HSE, is to get them enrolled in these local programs. Our staff will note this as a goal to look into orientation and will follow up with the local provider to make sure that they are checking out this option. This information will be noted in the Assessment and IOP.

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:

CCMEP services are procured by the Workforce Development Board in conjunction with the Trumbull County Commissioners, through the local Board Director. The procurement document is prepared, with input from the Lead agency staff. The authorization to release the Request for Proposals is granted by the WDB, as well as the Commissioners. A notice of funding is sent to the local and regional newspapers directing the proposers to the RFP which is posted at <http://www.ohiostopohio.org> and at <http://www.commissioners.co.trumbull.oh.us>. Proposers, via the RFP, are notified that questions or clarifications to the RFP can be addressed to the Board Director at cetumer@co.trumbull.oh.us. The RFP provides submission details, inclusive of the deadline and deliver. Once proposals are submitted, they are reviewed and rated by a committee of Board staff , Lead Agency staff, and Fiscal Agency staff. Proposals that are selected for funding are negotiated, and a contract is executed between the Lead Agency and the proposing entity to provide co-funded services to the benefits of youth funded through WIOA and TANF. See Attachment 4

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

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

7. Case Management

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

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

Describe:

Our case managers attended the State training on CCMEP before it started. We are currently looking at ways to get more training for the staff so that we can better serve this population.

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

- | | |
|---|---|
| <input type="checkbox"/> 15 cases or less | <input type="checkbox"/> Between 50 and 100 cases |
| <input type="checkbox"/> Between 15 and 25 cases | <input type="checkbox"/> 100 cases or more |
| <input checked="" type="checkbox"/> Between 25 and 50 cases | <input type="checkbox"/> Other: |

7.3 What process does the Lead Agency use for program participant feedback and how will the Lead Agency utilize this information for ongoing improvements?

Describe:
The Lead Agency is working with youth to help provide ideas of how to better market our program and where to reach youth. Staff and administration are available to talk to and meet participants to voice concerns or ideas at any point along the way.

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:
Case managers have the opportunity to provide feedback during weekly meetings. They also have an open door policy with the administration to discuss concerns and ideas.

8. Performance Measures

A key feature of CCMEP is strengthened accountability through the establishment of a single Lead Agency responsible for meeting common outcome measures and performance goals.

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

In addition, ODJFS also matches case records with data from various sources. Some post-exit program participant accomplishments (e.g., degree attainment) may not be captured this way.

Describe:
The OMJ administration is currently working with our OMJ partners and with our JFS co-workers to get a better flow of information for any like customers. Any information regarding employment, including wages, or education that is known will be entered into OWCMS post exit.

CCMEP Plan Certification

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

[Redacted Signature]

Date
6/28/18

the local workforce development board (or the chairperson's designee).

[Redacted Signature]

Date
6/28/18

Attachment 1

CCMEP/ WIOA Work Experience Procedure

- Purpose:** To establish the parameters for the Trumbull County Work Experience for Youth.
- Background:** Work Experience (paid & unpaid) is one of the program elements of WIOA and CCMEP Youth services. It is a planned, structured learning activity that takes place in a workplace setting for a limited period of time. Youth can gain exposure to work and its requirements.
- Goal:** The primary intent of the work experience element is to provide youth with opportunities for career exploration and skill development to gain work readiness skills in preparation for future employment.
- Policy:** The use of work experience must be based on the assessment and strategies identified in the Individual Opportunity Plan (IOP). Work experience helps participants to gain an understanding of proper workplace behavior and what is necessary to attain and/or retain employment. Work experience can serve as a stepping stone to unsubsidized employment and is an important step in the participant's career pathway.

Work experience may be conducted in the private-for-profit, private non-profit and public sectors.

Duration and Wages

Youth assigned to a Work Experience activity will participate for a period of up to twenty-six (26) weeks for thirty (30) hours a week. They will be compensated at a rate of \$8.50/hour. Weekly hours will be determined using established timesheets.

- Procedure:** Once the youth is identified as ready for Work Experience, the WIOA/CCMEP worker will complete a CCMEP Work Experience Referral form. The referral will be reviewed by the WIOA Supervisor and then emailed to the OhoMeansJobs Supervisor who will assign to his staff.

The BSR will review the referral and begin reaching out to local businesses to try to get a match based on the participant's career pathway. The BSR is to serve as the primary point of contact with the CCMEP participant while the job search process occurs. When a potential job is found, it will be the BSR responsibility to inform the client of the interview and help to prep them for this. The information will need to be shared with the CCMEP worker.

The BSR is to follow up after the interviews to see if the participant is hired, they will notify the WIOA CCMEP worker, OMJ and WIOA Supervisors. This will be the end of the involvement the BSR will have with the CCMEP participant.

The WIOA CCMEP workers responsibility to have the participant complete the Callos application so that they can be entered into their payroll system.

After the participant has started working, the BSR will be responsible to go out on a biweekly basis to check in on the progress and collect the time sheets. The time sheets and the information regarding participant's progress will be reported to the WIOA CCMEP worker who will document in their file. They will also be responsible for entering the payroll information into the online payroll system.

Kb

2/22/18

Attachment 1

Trumbull County
Area 18 Policy for Incentives

SUBJECT:

WIOA/CCMEP Youth Program Bonus Policy

PURPOSE:

To establish a policy for providing incentive payments to eligible youth participants.

EFFECTIVE:

February 16, 2017

BACKGROUND:

Workforce Innovation and Opportunity Act, 2014, **Sec. 681, Subpart C, sec. 681.640**; 2 CFR part 200.

It is the policy of the Board to provide incentive payments to eligible youth participants for recognition of achievement of individual and programmatic goals as deemed appropriate by staff and by the availability of funds. Bonuses are disbursed at the discretion of the appropriate supervisor.

POLICY:

- I. Achieve Basic Skill Competencies \$200.00

~ The basic skill goal will be achieved when one of the following conditions are met.

A. Increase TABE scores by 2 grade levels in both Math and Reading (pre-test at the time of application, post-test within one year of application)

(OR)

B. All test subjects of the High School Equivalency test / GED test are listed on the Report as "PASSED" for that participant after application (Math and Reading).

Documentary Proof Required

A. Pre & post TABE score reports

B. Test report with individual scores highlighted

- II. Attain a credential \$200.00

~ This incentive will be awarded when an eligible participant receives a credential authorized and issued by the State of Ohio or a NIMS (National Institute for Metalworking Skills) credential.

Documentary Proof Required

A. Diploma or certificate

- III. Attendance Award for completing pre-employment workshops \$25.00/workshop

~ This award will be given to eligible youth when the participant has no more than 2 (two) absences attendance during the three week period for pre-employment workshops.

A. Bonus may not exceed \$300 per time they are enrolled in the CCMEP/WIOA youth program

Documentary Proof Required

A. Verified through OMJ Empra records

IV. Job Retention Bonus

\$100/\$400

~ This award will be given to eligible youth when the participant who has gained employment working a minimum of 30 hours/week at state minimum wage has remained employed for 90 days.

~ This award will be given to eligible youth when the participant who has gained employment working a minimum of 30 hours/week at state minimum wage has remained employed for 180 days.

Documentary Proof Required

A. Paystubs

B. Or payroll report from employer

** Bonuses are limited to one time per bonus per person in a lifetime.

Attachment 1

Trumbull County Department of
Job and Family Services
CCMEP TANF Incentives for In-School Youth

SUBJECT:

CCMEP TANF Youth Program Bonus Policy for in-school youth

PURPOSE:

To establish a policy for providing incentive payments to eligible in-school youth participants.

EFFECTIVE:

February 1, 2018

BACKGROUND:

It is the policy of TCDJFS to provide incentive payments to eligible in-school youth participants for recognition of achievement of individual and programmatic goals as deemed appropriate by staff and by the availability of funds. Bonuses are disbursed at the discretion of the appropriate supervisor.

POLICY:

I. Academic Achievement \$100/\$75/\$50/\$25

~ The goal is to keep young adults in school and motivate them to do well for future success. At the end of each grading period, the report card will be turned in and incentives will be ordered for young adults who receive the following grade point averages for the previous time period.

3.5 to 4.0	\$100
3.1 to 3.4	\$75
2.5 to 3.0	\$50
2.0 to 2.4	\$25

Documentary Proof Required

- A. School report card
- B. Certified school transcript

II. Attendance in school

\$100/\$75/\$50

~ The goal is to keep young adults in school and motivate them to do well for future success. At the end of each grading period, the report card will be turned in and incentives will be ordered for young adults who have perfect attendance or near perfect attendance for the grading period, including no tardies.

Perfect attendance for the entire period	\$100
1 day absent	\$75
2-3 days absent	\$50

Documentary Proof Required

- A. School report card
- B. Certified school transcript

Attachment 2

WORKFORCE DEVELOPMENT BOARD ADMINISTRATIVE POLICY #1

Effective Date: July 1, 2016

Updated 9-13-2017

Subject: Uniform Administration of CCMEP

Purpose: To establish a system of uniform administration of CCMEP.

Policy: In order to ensure an effective CCMEP program, a system of uniform administration will be established. The program will be centered on effective communication and adherence to applicable laws and regulations. Communication between WIOA, TANF, and CCMEP, administration, the Workforce Development Board, and the Fiscal Agent will be accomplished as to appropriately communicate to supervision, support staff, and most importantly, front line staff.

Procedure: CCMEP Orientation sessions scheduled for Monday, Wednesday, and Thursday at 10:30am to complete the JFS 3200, WIOA paperwork and TABE test. Then the participants would come back at 1:30pm that same day to meet with CCMEP case manager to complete assessment and develop an IOP.

When the cash applicant is able to be approved, IM caseworker would assign to come to OhioMeansJobs for the CCMEP orientation at the first available orientation. IM worker will give client the first appointment letter and enter into the online appointment book under Effie Deuble. IM worker will also give the CCMEP Participant a log for each step of the orientation process which would be initialed by the worker who they are working with as they complete each step. When done, this will be scanned at the end of the day by the front desk customer service workers to send to OWF worker to know that the orientation and assessment/IOP have been completed.

The OMJ receptionist will pull the list before each session to take attendance.

For anyone who comes to orientation at 10:30am, they will be then assigned on rotation by OMJ receptionist to the CCMEP workers to come down that day to give an appointment to come back and complete the assessment and IOP that same day. Once this is done, we notify the OWF worker via email once completed so cash can be approved. Assessment must be completed and entered into OWCMS within 24 hours of being seen by the CCMEP worker.

For anyone who is a no show for the orientation, the OMJ receptionist will call the participant to see why not there and reschedule for the next scheduled session.

Another appointment letter will be sent to the participant with appointment which was confirmed via phone conversation. This information will be entered into CLRC for Crise and the appointment letter in DI. The appointment will also be put in the appointment book.

** The client will be given 3 appointments to complete the initial orientation. If they fail to do so, the OWF caseworker will be notified by OMJ receptionist via email of the failure to comply with this requirement of eligibility. OMJ receptionist will also enter information in CLRC in Crise and all appointment letters in DI.

When a youth comes in to apply for WIOA services and is identified as falling within the CCMEP age, their file will be assigned also to the CCMEP case managers to be pulled in and complete the assessment and IOP.

Distribution: JFS Administration
WIOA Administration
Board Staff
Fiscal Administration

Attachment 2

WORKFORCE DEVELOPMENT BOARD
ADMINISTRATIVE POLICY #2

Effective Date: July 1, 2016

Updated 9-13-2017

Subject: Basic Skills Assessment/CCMEP

Purpose: To establish the test of Adult Basic Education (TABE) as the Basic Skills Assessment for CCMEP.

Policy: The TABE will be utilized to assess the basic skills, including the reading, math computation, and applied math and language skills of the CCMEP participant.

The participant's TABE results will be utilized as a factor in the assessment, as well as, in the development of the Individual Opportunity Plan.

Procedure: The TABE test will be administered to all CCMEP applicants. CCMEP staff will administer, score and record results.

As a part of the CCMEP Orientation process, the TABE test will be administered per the policies of the testing company. Each section of the TABE test will be timed and youth will not be allowed to go back to another section after that time has ended.

25 minutes Reading
15 minutes Math Computation
25 minutes Applied Math
25 minutes Language

Distribution: CCMEP Staff
JFS Staff
WIOA Staff

Attachment 2

Workforce Development Board Administrative Policy #3

- Subject:** Monitoring contracts to ensure compliance
- Policy:** Monitoring and oversight will occur for any and all CCMEP services procured by the WDB
- Purpose:** The Workforce Development Board will conduct monitoring and oversight of procured CCMEP services in accordance with WIOA. Monitoring and oversight activities will be conducted by WDB staff with outcomes reported to the WDB.
- Procedure:**
1. CCMEP procured services will be monitored onsite at least once during the program year for provision of the act, regulations, and State and local policies;
 2. Each entity reviewed will receive a letter explaining the outcome of the monitoring within 30 days of the review;
 3. A corrective action plan, including a completion date, citing findings and observations will be issued if merited.
 4. WDB staff/operator staff will provide technical assistance, as appropriate, to resolve any findings or observations;
 5. Completed corrective action plans and follow up reports will be reviewed by the WDB Director.
 6. The WDB Director, in consultation with program management staff, effects final action as regarding the content of follow up reports.
- Distribution:** Board staff
CCMEP staff

Attachment 2

**Workforce Development Board
Administrative Policy #4**

Effective: July 1, 2016
Updated 9-13-17

Subject: Data Collection and Reporting

Purpose: To establish a system of data collection and reporting for CCMEP

Policy: It is necessary to accurately collect and report pertinent data in conjunction with CCMEP. As the accurate collection of data is both a good management and reporting tool, the agency will enter all information into OWCMS as per policy.

Procedure: CCMEP staff shall enter required data, including case notes, concerning CCMEP participants into OWCMS as a part of the enrollment and case management process. All data will be entered timely and accurately.

Distribution: CCMEP staff
WIOA staff
WIOA/CCMEP Supervision

Attachment 2

Workforce Development Board Administrative Policy #5

Effective Date: July 1, 2016
Updated: 9-13-17

Purpose: Eligibility determination for the WIOA Youth Program

Policy: To ensure that applicants are eligible for WIOA services, they must be determined suitable and eligible for those services.

Procedure: All participants must be determined eligible for program services prior to commencing any program activity. All established eligibility standards are to be adhered to.

When a youth wants to apply for funding for training through WIOA, they will attend a WIOA orientation. This process will include completing all necessary paperwork for their WIOA application, Summary of Complaint Rights, Career Services, 12 Challenges, and TABE test.

To participate in the WIOA Youth Program, applicants must provide documentation of:

- Driver's license
- Birth certificate
- Address (current household utility)
- Social Security number
- Individual/household income for the last 6 months
- School attendance status or Receipt of high school diploma or equivalent
- Selective Service registration (as applicable)
- Those under the age of 18 must also be accompanied by a parent or legal guardian.

In addition, proof of disability, Veteran status and any other requested pertinent information must be presented at time of application.

After the application is completed, it will be reviewed and assigned to a CCMEP case manager who will call the interested party in for a face to face meeting. Here they will review the application and complete the CCMEP assessment and IOP.

No participation in the program can occur without being determined eligible prior.

Distribution: CCMEP staff
WIOA staff
WIOA/CCMEP Supervision

Attachment 2

Workforce Development Board Administrative Policy #6

Policy: Serving applicants with a close relationship to WIOA Stakeholders and Staff

Purpose: To establish a policy to ensure that applicants with a close relationship to any WIOA staff member, OMJ staff member, partner staff, WDB member, elected official or any other stakeholder are not afforded undue preference for service.

Procedure: Customers requesting WIOA or OMJ assistance who are relatives or have a close relationship with any WIOA, OMJ, partner staff, elected official, or any stakeholder, will be requested to disclose such relationship during orientation as a part of completing the application.

If such a relationship exists, an OMJ Disclosure Form is completed by the customer and staff member, and signed by the WIOA Supervisor and the OMJ Administrator/Coordinator.

The WIOA Supervisor will assign the case to a staff member with no ties to the customer or the disclosed party.

The case will then be reviewed for eligibility by MCTA, our sister agency in Mahoning County.

The staff member managing the case will observe the expected confidential relationship between customer and case manager and will refrain from discussing any confidential information with unauthorized parties.

Effective: September 13, 2017 (Revised)
July 1, 2016 (Revised)
May 6, 2014
July 31, 2013

Distribution: WIOA Staff, Management
OMJ Staff, Management
Workforce Development Board and Staff

**WIOA/OMJ Trumbull
DISCLOSURE FORM**

Are you a relative of or do you have a close personal relationship with any of the following person (s)?
No ____ Yes ____ . If Yes, Please check one of the following:

- a. Local elected officials
- b. WDB members
- c. Youth Committee members
- d. WIOA/OMJ Trumbull/TCDJFS Administration/Supervisors
- e. WIOA/OMJ Trumbull/TCDJFS Employees
- f. One-Stop Partners
- g. Contractors

Name of Person(s) _____

Relationship (explain) _____

Applicant's Name

Date

Applicant's Signature

Staff Signature

Stakeholder Listing

Kimberly Barrell-Hecker, WIOA Administrator

Adam Berenics, OMJ staff

Maria Butcher, OMJ staff

Jenny Carsone, WIOA Coordinator

Melissa Davis, WIOA/CCMEP staff

Effie Deuble, OMJ staff

Lindy Lucas, WIOA staff

Susan Mays, WIOA staff

John Mores, OMJ staff

Diane Michelakis, OMJ staff

Audrey Taylor, WIOA/CCMEP staff

Sue Vingle, OMJ staff

John Virostko, OMJ staff

Danette Wasko, WIOA/CCMEP staff

Judy Williams, WIOA Supervisor

Attachment 2

Workforce Development Board CCMEP TANF/ WIOA Youth Follow-Up Services Policy

Effective: July 1, 2016

Updated: 9-13-2017

Subject: CCMEP TANF/WIOA Youth Follow-Up Services

Purpose: To establish and identify services available to participants exiting WIOA and CCMEP TANF.

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 / training.

All participants must receive some sort of follow up services for a minimum of twelve months following exit. The type of services provided and time frame are determined based on the needs of the individual.

Services include, but are not limited to:

- Leadership development and supportive services
- Regular contact with a program participant's employer, including assistance addressing work-related problems
- Assistance in securing better paying jobs and further career pathway development
- Work-related peer support groups
- Adult mentoring
- Other services necessary to ensure the success of the youth participant in employment and/or post-secondary education; and/or

Staff will assist customers throughout the follow-up period to aid in a successful outcome.

This policy is adopted for both WIOA and TANF CCMEP Follow Up Services. The policy will follow and aligns with the definition of non-assistance as described in 45 C.F.R. 260.31

Distribution

WIOA Administrator

WIOA Coordinator

WIOA Supervisor

OMJ Supervisor

WIOA Staff

OMJ Staff

CCMEP Staff

WDB Director

Attachment 2

Policy:	Supportive Services/Youth
Revised:	July 1, 2018
Previous:	July 1, 2016
Purpose:	To establish a policy of Supportive Services for participants enrolled in CCMEP TANF/WIOA youth services.
Procedure:	Supportive Services will be made available to CCMEP TANF/WIOA youth enrollees as funds permit.

These services will be provided in response of a need or to enhance the participants' training or employment situation, to advance a successful outcome.

Available supportive services include, but are not limited to:

- Tools
- Uniforms
- Clothing
- Footwear
- Eyeglasses
- Hearing aids
- Safety equipment
- Transportation
- Day care
- Supplies
- Pins and similar ancillary training items
- Drug screening (if a requisite)

Other supportive services will be considered as conditions merit.

The TANF Supportive Services policy will follow and aligns with the definition of non-assistance as described in 45 C.F.R. 260.31.

Supportive Services will be offered to all youth enrollees, regardless of WIOA or TANF CMEP funding.

In order to access Supportive Services, the following procedure is followed:

1. A documented need is identified via assessment or contact between customer and case manager;
2. The case manager submits a request for the supportive service through his/her supervisor;
3. Upon approval of the request, the service is provided to the customer.

Any supportive service must be documented/entered on the IOP, case notes, OWCMS and CFIS.

Distribution: OMJ staff
WIOA staff
Board staff

Attachment 2

- Policy: Youth Requiring Additional Assistance/Face Serious Barriers to Employment
- Revised: July 1, 2017
- Previous: July 1, 2016
- Purpose: To provide definitions for “Youth Requiring Additional Assistance” and “Youth Facing Serious Barriers to Employment.”
- Procedure: Youth eligible to participate in CCMEP must possess at least one of the following identifiable barriers:
1. Basic Literacy Skills deficient
 2. School dropout
 3. Homeless, runaway or foster child
 4. Pregnant/parenting youth
 5. Offender
 6. Youth requiring additional assistance - a youth lacking in any of the Work Readiness Skills:
 - a. Career Readiness – world of work awareness; labor market knowledge; occupational information; values clarification/personal understanding; career planning/decision making; job search techniques (resume, interviewing, application, follow-up letter).
 - b. Work Ethic and Professionalism – attendance; punctuality; workplace appearance; accepting directions and constructive criticism; motivation and taking initiative; understanding workplace culture; policy and safety.
 - c. Communication/Interpersonal Skills – speaking; listening; interacting with coworkers; motivation; adaptability; coping skills; problem solving; self-image.
 - d. Survival Skills – telephone use; telling time; shopping; paying rent; opening a bank account; budgeting; balancing a check book.

Face Serious Barriers to Employment

Those youth who:

- Are involved in the Juvenile Justice System;
- Are disabled;
- Are basic skills deficient

These youth face serious barriers to employment, and therefore, need assistance with Work Readiness Skills, Career Counseling, and case management services in addition to employment, education and training services. Other services may be offered as conditions merit.

- Distribution: OMJ staff
WIOA staff
Board staff

Attachment 3

Household Members and Income Counting for CCMEP TANF Funding Eligibility

Is one of the following:

1. A Minor Child- For a minor child to be served under CCMEP TANF guidelines, the income of the Parents, Step-Parents, and Domestic Partners' will be counted to determine whether the group meets the 200% FPL.
2. The parent, specified relative, legal guardian or legal custodian of a minor child- For the parent, specified relative, legal guardian or custodian of a minor child to be served under CCMEP TANF guidelines, the income of the Parents, Step-Parents, and Domestic Partners' will be counted to determine whether the group meets the 200% FPL.
3. A non-custodial parent who lives in the state, but does not reside with his/her minor child(ren)- For the non-custodial parent to be served under CCMEP TANF guidelines, the income of the Parents, Step-Parents, and Domestic Partners' will be counted to determine whether the group meets the 200% FPL.
4. A pregnant individual- For a minor pregnant individual to be served under CCMEP TANF guidelines, the income of the Parents, Step-Parents, and Domestic Partners' will be counted to determine whether the group meets the 200% FPL. If the pregnant individual is an adult, only the income of her domestic partner will be counted.
5. An individual age 18 to 24 that is part of a family that includes a minor child- For the individual age 18 to 24 to be served under CCMEP TANF guidelines, the individual's income, the income of the Parents, Step-Parents, and Domestic Partners' will be counted to determine whether the group meets the 200% FPL. There must be a relationship between the individual and the minor child other than living in the same home.

5/2018

Attachment 4

**Workforce Development Board
Procurement Policy**

Effective Date: July 1, 2016

Subject: Procurement

Purpose: To establish a method of procurement for the Trumbull County Workforce Development Board Area 18.

Policy: The Trumbull County Workforce Development Board Area 18 follow the procurement guidelines established by Trumbull County.

The Executive Director prepares a procurement document for the desired service (CCMEP, OMJ Operator) and obtains approval from the Board.

The Executive Director submits the procurement to the County Commissioners to authorize its release.

The procurement is then released for publication in area newspapers. The Procurement is also posted to the Trumbull County Commissioners website as well as the OhioMeansJobs Trumbull website for review and comment, as well as instruction for submission.

The completed proposals are returned to the Executive Director and distributed to those designated to rate the proposal.

The proposal is rated, scored, and if accepted, submitted to the Board for approval.

Once approved by the Board, the proposal is submitted to the Board of Trumbull County Commissioners for approval.

Upon approval by the Commissioners, the proposal is negotiated and a contract is prepared and issued.

Distribution: OMJ Fiscal Agent
OMJ Management
WDB Board Staff