



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

for

County or Counties: WASHINGTON

Effective Date: 06/01/2018

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 WASHINGTON COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES			
Lead Agency Address 1115 GILMAN AVE	City MARIETTA	State OH	Zip Code 45750
First Name of Lead Agency Official FLITE	Last Name of Lead Agency Official FREIMANN	Title of Lead Agency Official DIRECTOR	
Phone Number 740-434-0763	Email Address FLITE.FREIMANN@JFS.OHIO.GOV		

Program Contact Person R MICHELLE BROWN	Phone Number 740-434-0492
Phone Number 740-434-0492	Email Address RANDI.BROWN@JFS.OHIO.GOV

Fiscal Contact Person RUTH BURDETTE	
Phone Number 740-434-0494	Email Address RUTH.BURDETTE@JFS.OHIO.GOV

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

Agency Name WASHINGTON/MORGAN COMMUNITY ACTION			
Agency Address 218 PUTNAM STREET	City MARIETTA	State OHIO	Zip Code 45750
First Name of Lead Agency Official DAVID	Last Name of Lead Agency Official BRIGHTBILL	Title of Lead Agency Official EXECUTIVE DIRECTOR	
Phone Number 740-373-3745	Email Address DBRIGHTBILL@WMCAP.ORG		

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

Workforce Development Area AREA 15	
Workforce Development Board Chair Name HERMAN GRAY, JR	
Workforce Development Board Director Name REBECCA SAFKO	
Phone Number 740-632-4671	Email Address RSAFKO@JOBSETC.NET

1.4 Identify the implementation manager for the Lead Agency.

First Name of Implementation Manager R MICHELLE	Last Name of Implementation Manager BROWN	Title of Implementation Manager WORKFORCE DEVELOPMENT ADMINISTRATOR
Phone Number 740-434-0492	Email Address RANDI.BROWN@JFS.OHIO.GOV	

1.5 Lead Agency’s performance and data management contact:

Contact Person R MICHELLE BROWN	
Phone Number 7404340492	Email Address RANDI.BROWN@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:
Washington County Department of Job and Family Services administers the WIOA youth workforce development program and is also the lead agency for CCMEP. The Ohio Means Jobs center is co-located within the agency and follows the same guidelines, policies as the department of job and family services. The Adult and dislocated worker WIOA Programs administered by Washington/Morgan community action. All clients that are 18 years of age and older are referred to Adult WIOA and vice versa. All referrals are made and tracked through our local OMJ center. CDJFS attends all scheduled WDB meetings and updates the WDB on current procedures and policies.

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:
Workforce Development Board meetings are held quarterly, program operational meetings are held monthly to discuss clients, activities and exit strategies. The program operational meetings include the other workforce agency in our county and the other 3 counties in Area 15.

Washington County CCMEP belong to the Marietta City Chamber of Commerce, Belpre Chamber of Commerce and Muskingum Valley/Beverly-Waterford Chamber of Commerce. Meetings are held monthly and a representative attends to inform employers of our program.

Our Ohio Means Jobs center informs employers about the CCMEP/WIOA Youth Program to make sure they understand the importance of helping youth obtain employment.

Washington County CCMEP partner with different agencies in our county such as Building Bridges to Careers, Washington State Community College, Washington County Career Center, and Washington County Public Libraries and Buckeye Hills Regional Counsel.

CCMEP works with employers on work experience opportunities for youth.

Our agency has a policy for incentives that are used for hard to service individuals.
(See attachment for Incentives policy- OVERPL-1-16 .)

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:

Our agency has a contract at Washington County Career Center to TABE test youth for the basic skills assessment

WIOA eligibility determination is a part of the youth framework activities. All CCMEP case managers are trained in the eligibility determination processes and paperwork for the WIOA youth program. To ensure determination of eligibility for the Workforce Innovation and Opportunity Act (WIOA) youth program the JFS 3002 WIOA Youth Program Eligibility Application is used. Eligibility for WIOA is determined by following WIOA rules found under 5101:10-3-01 and OVERWIOAPL 15-03 (policy attached)

CCMEP case managers will perform all case management and CCMEP oversight for reporting and collecting data. All youth are registered in OMJ, entered in OWCMS and services paid in CFIS.

The agency contracts our services for contract monitoring to ensure compliance is being met.

All Supportive Services are provided by the CCMEP case managers or referred to community partners if additional services are needed. Supportive Services will be determined based on the needs of the participant as found during the comprehensive assessment. Allowability will come from the CCMEP Services Matrix. OVERPL 5-15 OVER Supportive Services Policy will be followed for WIOA. (policy attached)

Once a participant is exited, they immediately transition to follow-up for the next 12 months. The frequency of communication between CCMEP staff and the participant can fluctuate based on need, but will occur monthly at a minimum. This follow up will be conducted by office visits, phone calls, and/or visits to the home or employer. This agency will adopt the WIOA policy for CCMEP TANF participants found under OVERPL 1-17 Follow up (policy attached)

To determine individuals who may need additional assistance the Agency follows OVERWIOAPL 15-03 (policy already attached)

All applicants will be screened to determine if a close relationship exists between the participant and applicable stakeholders of the workforce development board. A disclosure form will be signed and dated and placed in the file. OWCMS will be updated as well. Washington County will follow OVERWIOAPL 15-05 for Serving applicants with a close relationship. (policy attached)

1.9 What other partners/providers are the Lead Agency collaborating with to implement CCMEP? Please provide name(s) and services to be provided. Check all that apply.

- Adult Basic Literacy and Education (ABLE) Providers

ASPIRE (Washington County Career Center) - completes the TABE testing for the Basic Skills Assessment. Any person that is 22 years of age or older and does not have a high school diploma is referred to ASPIRE.

Alcohol, Drug and Mental Health (ADAMH) Board

L&P Services and Hopewell Counseling Services for drug and alcohol counseling and/or mental health issues that the client may be experiencing.

Businesses

Marietta City Chamber of Commerce, Belpre Chamber of Commerce and Muskingum Valley/Beverly-Waterford Chamber of Commerce, Building Bridges to Careers, Washington State Community College, Washington County Career Center, and Washington County Public Libraries are some of the organizations that work closely with businesses that our agency partners with for Job Shadowing, on the job training, apprenticeship or work experience opportunities for the youth in Washington County.

Career and Technical Education

Washington County Career Center serves our youth for training opportunities, ASPIRE(Ohio options)

Child Care Providers

Our child care unit is located within the JFS. If child care is an obstacle for CCMEP participants, it can be easily resolved while they are at the office.

Child Support Enforcement Agency

The Agency interacts with the Washington County Child Support Enforcement Agency to enforce child support orders, provides additional services, employment opportunities, and reduce barriers.

Children Services Agency

Washington County Children Services will refer all children between the ages of 14-21 and the Agency will develop a plan based on the children's needs.

Community College(s)

Washington State Community College will be referring students to the CCMEP program that may need help with services so they can remain in school and graduate on time.

Community Action Agency

Washington-Morgan Community Action - refers participants to the Adult WIOA program.

County Family Service Planning Committee

Washington County Job and Family Services-we coordinate well with the committee to make sure every agency has been informed about that the CCMEP program.

Family and Children First Council

Director attends monthly meetings and discusses CCMEP guidelines and referrals with the group. Any child that maybe eligible for the program will be referred by Family and Children First Council Members.

Juvenile Court System

Washington County Juvenile Court System-works to make sure we are being referred any individuals that may need services through the CCMEP program in order for them to graduate timely and determine if additional training is needed for employment opportunities in the future.

Local Healthier Buckeye Council

Local School District(s)

Belpre City Schools, Fort Frye Local Schools, Frontier Local Schools, Marietta City Schools, Warren Local Schools, Wolf Creek Local Schools and the Washington County Career Center- Washington County has a MOU that allows a CCMEP worker to be in the schools no less than one day a week . Guidance counselors, truant officers, and teachers refer students to our program in order to assist with barriers so students can graduate on time and to help with future training and employment opportunities after they graduate.

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

OOD is located in Washington County JFS and because we are the lead agency for CCMEP Youth TANF and WIOA, we are fortunate that we can discuss and refer students/older youth with disabilities to OOD. I attend quarterly meetings with the members of OOD and our Behavioral Health Board to discuss CCMEP oppornities for youth.

Other

Buckeye Hills Regional Council -implement workforce development opportunities.
Building Bridges to Careers -All participants are referred to BB2C for career counselling.

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: 10

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: 200

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:

The Lead Agency has both the CCMEP TANF and WIOA youth program. Our agency meets monthly with the Chamber of Commerces in our County. We have developed fliers, advertising, and work experience programs with various employers in the county. Our agency contracts with Building Bridges to Careers and they work with the youth on Job Shadowing with local employers. We work closely with Washington County Career Center and Washington State Community College to ensure information is shared between them. Job fairs have been held and space has been provided to employer for interviews.

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

Describe:
Everything is monitored by the lead agency so all processes are developed by the agency to ensure all agencies are meeting the same goals, deadlines and receiving the same services.

In April, before summer employment is to begin, applications are taken to all the schools and the schools include the information about CCMEP in their daily announcements. A CCMEP worker is placed in each school for one day a week minimum. When the worker makes their monthly contact with the youth, it is determined if the youth wants to participate in Summer employment. The youth are involved in where they are placed for summer employment and are asked to give three choices. We will try to make that happen if possible. Contact is made to all out of school youth as well to determine if they want to participate.

During this time outreach is done with Employers in the area to determine if they would like to participate in employing youth for the summer and if so how many youth they want to work with.

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:
All required OWF individuals are seen the day they apply. Casemanager contacts the CCMEP worker and takes the client to the OMJ center for the CCMEP interview to be completed. All volunteers are brought through the OMJ Center and are seen the day they arrive at the center. Anyone that applies for CCMEP and is unavailable to come to the agency will either have a home call completed or some type of arrangement is made to make sure they are being seen within 7 days from the date they applied.

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:

CCMEP workers use the screen TLIN in CRIS-E to determine how many months of OWF each assistance group member has received.

Every month each worker is required to submit an OWF report. This report includes what the worker and participant have been doing to achieve self-sufficiency. The OWF report always includes how many months the participant has used of OWF as of the month the report is being completed. This report is viewed by all staff on a monthly basis.

- 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:

Washington County makes domestic violence screening and safety planning a top priority. All applicants are screened for domestic violence during the initial eligibility interview and at reapplication. When the agency becomes aware of the disclosure of domestic violence the CCMEP worker will contact or assist in contacting the local victims advocate. These referrals are entered into CFIS by the OMJ center for tracking. Workers also help the participant with finding a counselor. We have a resource book that is given to all individuals and any resource that is identified is discussed and proper referrals will be made. If it is determined that participant needs a waiver from requirements, the JFS 3803 will be completed or if modified hours are needed to keep the participant safe, the CCMEP worker and participant will discuss what is best. For situations where an individual is assigned to less than the 20 hour standard due to a reasonable modification, the reason will be documented. CCMEP will make referrals to counseling and other appropriate community resources. The agency will protect personal information and it will be discussed how to safely communicate with the participant. The Agency will not release any information about the victim/client unless the client has been clearly informed and the consent is written and signed.

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

Describe:

The OWF Caseworker will refer CCMEP eligible individuals to the CCMEP Caseworker the same day the JFS 7200 is made if they applied in person or the following day if submitted the JFS 7200 online, but no later than 7 days of the date of the JFS 7200. Our policy is to see the applicant the same day the application is made, but no later than 10 days of the referral, Caseworker and cash applicant will:

1) Complete 03002

2) Complete the comprehensive assessment, basic skills assessment, and IOP

CCMEP caseworker will complete the comprehensive case management assessment (JFS 03003) to determine barriers to employment. The Individual Opportunity Plan will then be developed (JFS 03004) with strategies to reach employment goals for self-sufficiency.

Upon completion, the CCMEP case worker will notify OWF Caseworker.

The OWF Caseworker and CCMEP Caseworker will communicate in person, by phone and by e-mail regarding OWF individuals on a regular and as needed basis. Changes regarding OWF eligible individuals will be communicated as needed between the OWF Caseworker and CCMEP Caseworker. Communication about OWF eligible individuals and their progress will take place at a minimum of every 30 days. Every month each worker is required to submit an OWF report. This report includes what the worker and participant have been doing to achieve self-sufficiency. The OWF report always includes how many months as of the month the report is being completed. This report is viewed by all staff on a monthly basis.

The following list of changes that would be discussed include: status changes to work-eligible individuals, income information, FLSA hour maximums, good cause, OWF sanctions, compliance activity assignment and completion, hourly requirement updates (D3 status, exemptions, etc.) and other factors impacting CCMEP activity hours or OWF eligibility.

If and when the monthly benefit amount changes, the CCMEP case worker and the OWF Case manager will communicate the change. The OWF case manager monitors and issues sanctions and determines good cause,

Failure of an OWF work-eligible participant to comply with the terms of an IOP will be communicated to the OWF Caseworker by the CCMEP Caseworker within 24 hours of the failure. The IOP replaces the current self-sufficiency plan the individual signed to receive cash benefits. The IOP will be the contract between the individual and the agency to allow the individual to continue to receive cash benefits. If the individual does not participate in the IOP (e.g., does not participate in activities without good cause), the individual may be sanctioned, just like an individual may be sanctioned for not following the self-sufficiency plan.

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

An OWF participant who has achieved self sufficiency will be exited from the program and follow up services will be provided for 12 months.

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

Describe:

When able, if a participant plans to move to another county, will discuss the pros/cons of keeping the case in Washington County versus transferring to the new county of residence.

When it is determined to be in the participant's best interest to transfer the case, the CCMEP case manager will: Email the point of contact in the county the participant is moving to.

Enter a case note in OWCMS, CRISE/OBWP regarding the move and transfer of case,

The IM Case manager will be notified so that CRISE and OBWP case can be transferred.

Cases will be transferred to the new county within 10 calendar days of the move.

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:

For Determining Household Members and Income counting for CCMEP TANF Funding Eligibility
Is one of the following

A Minor Child ;

For the minor child, Parents, Step-Parents, Domestic partner to the Parent, Grandparents, Aunts, Uncles, Adult Siblings, Minor Siblings income will be counted to determine whether they meet the 200% FPL. If the individual caring for the minor is providing the majority of the support their income will count.

The parent, specified relative, legal guardian or legal custodian or legal of a minor child ;

For the parent,specified relative, legal guardian or legal custodian to be served, the income of their spouse or domestic partner will count,if the domestic partner is the father of an unborn child or their is a common child even if the domestic partner is not the father of other children will count to determine if they meet the 200% FPL.If the parent, specified relative, legal guardian or legal custodian is receiving the majority of the support from an individual/family, their income will count.

A non-custodial parent who lives in the state, but does not reside with his/ her minor children;

For the non-custodial parent to be served the income of the individual and if applicable the spouse will count to determine if they meet the 200% of the FPL. In cases where the non custodial parent has a domestic partner in which he/she has a common minor child(ren) with, the domestic partner's income will count. Or if the domestic partner is pregnant and the non custodial person is named as the father, the domestic partner's income will count.

A Pregnant Individual;

For the pregnant individual to be served the income of the Parent's, step parents, or domestic partner, if the domestic partner is identified as the father to the unborn child or has other child(ren) with the domestic partner, will be counted to determine whether they meet the 200% of the FPL if the pregnant individual is a minor. If the pregnant individual is an adult, only the income of the Domestic Partner, if the domestic partner is identified as the father of the unborn child or if there is common children, will count. Also if the adult pregnant individual receives the majority of her support from an individual or family the individual/family income will count.

An individual age 18 to 24 that is part of a family that includes a minor child;

For the individual 18-24, the individual 18-24 to be served, Parents, Step-Parents and domestic partner, if there is a comon child or the domestic partner is pregnant and the 18-24 year old is named as the father of the unborn child, income will be counted to determine whether they meet the 200% FPL. For this individual, there would not need to be a relationship between the individual and the minor child other than living in the same household. If this occurs the income of the household members will count to determine if they meet the 200% FPL.

Remember any of these individuals to be served maybe couch surfing or in the household temporarily and not receiving financial support other than shelter.

For Determining Household Members and income counting for WIOA If the individual is a part of a family and is under eighteen years of age, living with parent(s) or guardian(s), and is receiving support from them or if the individual is ages eighteen to twenty-four years and the parent(s) or guardian(s) pay(s) for more than fifty per cent of the individual's support, the individual is considered to be dependent on the parent(s) or guardian(s) and their income must be used to determine WIOA youth program eligibility unless the individual has a disability per paragraph (A)(8) of this rule. Verification of dependent status and means of support must be documented for each youth program participant.

4.6 Confirm that the Lead Agency forms a family for income counting purposes for WIOA funding eligibility based upon the definition in paragraph (A)(5) of rule

5101:10-3-01 of the Administrative Code.

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

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

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

Describe:
Once an individual has been determined either TANF and/or WIOA eligible (and appropriate), , the CCMEP Comprehensive Assessment will be completed. An hour and a half will be set aside for this appointment. Upon completion of the Assessment, the CCMEP staff will move to completion of the IOP. All applicants are seen the same day if in the agency. If the applicant is not in the agency, staff call to schedule an assessment which would be scheduled with in 5 days

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:
TABE testing if the basic skills assessment being used. In some circumstances will use work keys or Standardized test result (if within the past six months)

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

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

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

Describe:

The lead agency will be monitoring and tracking CCMEP participants progress and attendance through reports. We will engage all participants at least once every 30 days. In most cases, participants will be engaged more frequently than the 30 day.

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:

Washington County Job and Family Services CCMEP casemanagers work closely with all 6 high schools and the career center to assist with tutoring, study skills, training, instruction and drop out prevention. The workers attend meetings with parents/guidance counselors, IEP meetings and meet weekly with guidance counselors to discuss the CCMEP youth TANF/WIOA program in order for the youth to graduate timely. Contracts have been completed to arrange tutoring for youth or to arrange for the school to help with the tutoring services at no cost to our agency. Education allows employment opportunities that will assist in ending the dependence on government benefits.

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

Describe:

CCMEP workers work closely with guidance counselors in the high schools to discuss alternative secondary services. Youth are referred to the ASPIRE program at the Washing County Career Center. ASPIRE works closely with students to help them graduate on time, obtain their GED, or high school diploma. The introduction and successful completion of secondary education provides participants potential employment opportunities that will assist in ending generational dependence on government benefits.

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

Describe:

Washington County CCMEP works with profit and non profit agencies/businesses to develop paid and unpaid work experience opportunities for youth. Contracts are completed with the youth and agency verifying wages, hours, job duties, place of employment, etc. Contracts are monitored by staff to make sure the youth and employer are fulfilling the contract obligations. These opportunities increase the participant's work experience and allows them to gain additional skills that enables them to expand their employability and or assist with job promotions.

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

Describe:

Washington Co TANF/WIOA program works closely with the youth to assist them in finding and securing training programs at any state approved training facility. Successful completion of occupational skill training promotes and encourages advancement in the workforce.

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

Describe:

Washington Co CCMEP program works with several educational facilities such as the Washington County Career Center, Washington State and other educational facilities to develop apprenticeships, internships and job shadowing for youth. This promotes advancement in the workforce to expand an individual's employability and end dependence on government assistance.

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

Describe:

Leadership opportunities are offered through our partnership with Building Bridges to Careers, Washington Co. Career Center and the local colleges and high schools to complete community service learning projects as well as peer centered activities to develop team work skills, decision making skills, budgeting and citizenship training. Leadership classes establishes the course for the individual to implement those leadership skills to end their own dependence on government assistance.

7. Supportive services - TANF Purpose(s) 2

Describe:

Supportive services will be made available to all CCMEP participants. We will ensure that supportive services provided with TANF funds to CCCMEP participants who are not OWF participants and not employed are non-recurrent, short-term benefits that are designed to deal with a specific crisis situation or episode of need: are not intended to meet recurrent or ongoing needs; and will not extend beyond four months by tracking supportive services provided. When possible, supportive services will be provided via other appropriate funding streams the participant is eligible for such as WIOA Youth, WIOA Adult or FAET. Removing barriers such as child care allows the parent to end the need for government assistance by removing obstacles to being gainfully employed.

8. Adult mentoring - TANF Purpose(s) 2

Describe:

Offered on a regular basis by Washington County schools, Hopewell Counseling Services, L&P Services, OMJ/JFS, Aspire, Washington County Career Center/Adult Technical Training and OOD to assist the youth in goal setting, increasing academic performance, social skills improvement and career exploration. Adult mentoring promotes job preparation, work, and marriage which in turn ends dependence on government benefits.

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

Describe:

Once a participant has exited the program, they immediately transition to follow-up for the next 12 months. The frequency of communication between CCMEP staff and the participant can fluctuate based on need, but will occur monthly at a minimum. This follow up will be conducted by office visits, phone calls, and/or visits to the home or employer. Follow up services with participants reinforces previous services provided to complete the IOP and promote successful and sustainable outcomes.

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

Describe:

CCMEP TANF/WIOA case managers coordinate and refer to Washington County Career Center/Adult Technical Training, Washington State, L&P Services, Hopewell Counseling Services and OOD to assist the youth as needed. Removing barriers through guidance and counseling leads to self confidence to obtain an education and employment to end dependence on government benefits.

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

Describe:

CCMEP TANF/WIOA case managers, Washington County Career Center/Adult Technical Training and Building Bridges to Careers will work with youth to create budgets, savings plans, managing spending, making informed

financial decisions and credit and debit awareness. Education on money management leads to self-sufficiency to end dependence of government benefits

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

Describe:

Building Bridges to Careers and Ohio University Voinovich School Small Business Development Center currently offers Small Business Seminars and referrals will be made to the Office of Development for Grant Opportunities. Completed skill training promotes advancement in the workforce to end dependence on government benefits.

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

Describe:

This begins when they enter in the OMJ center as well as when creating the IOP. Employment and Labor Exchange information is accessed from both the Federal and State Departments of Labor. This is an ongoing process as career decisions are made. Education on the labor market promotes awareness to high demand, economically stable careers, assisting with selection of a suitable field for education and a career. Sustainable employment leads to ending the dependence on government benefits.

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

Describe:

CCMEP Caseworkers will engage youth preparing for post-secondary education and training in preparation activities. The CCMEP Caseworker may also involve the training site for financial and other information. Completed skill training promotes advancement in the workforce to end dependence on government benefits.

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

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

Describe:

All subsidized employment is paid directly to either the profit or non profit business participating in the program. Payments are not paid directly to the client.

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 will be made available to all CCMEP participants. We will ensure that supportive services provided with TANF funds to CCCMEP participants who are not OWF participants and not employed are non-recurrent, short-term benefits that are designed to deal with a specific crisis situation or episode of need: are not intended to meet recurrent or ongoing needs; and will not extend beyond four months by tracking supportive services provided. When possible, supportive services will be provided via other appropriate funding streams the participant is eligible for such as WIOA Youth, WIOA Adult or FAET. Examples of supportive services that can be paid for clients include but not limited to, transportation costs such as gas cards, taxi or bus (very limited) service, car repairs, rent/shelter costs, clothes for employment opportunities, tools/supplies for education or employment, school fees, graduation fees, fees for hard to service youth to help successfully graduate on time, tuition/book fees or any other service that is needed in order for youth to successfully complete the program.

6.4 Provide a description of the follow-up services that the Lead Agency makes available to program participants including documentation requirements when a program participant cannot be located or contacted or requests to opt out or discontinue follow-up services:

Describe:

The same services listed in 6.3 would be eligible to youth for follow up services as long as they remain TANF/WIOA eligible. The case manager will contact the participant at least once a month during their 1 year follow up period. All contact and attempted contact will be recorded in the participant's case notes. All letters, or any attempted communication will be added to the participant's file for documentation. All "Opt-Out" requests

must be made in a documentable form i.e. not verbally. If the opt-out request is verbal, the case manager will ask that that the request be made in writing.

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

Describe:

Participants are required to contact their case manager and the site supervisor no later than one hour after their scheduled start time of any activity or appointment, to explain why he/she is not participating as scheduled. Documentation must be provided to the case manager within 10 calendar days for the client to provide good cause for any missed work assignments.

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

Describe:

Appointment letters are either mailed or if the appointment is scheduled in person, the participant will be given a hard copy of their appointment. In either case, the document will be filed into the case record so that a copy is retained by the agency.

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:

Referral for services is based upon each individual's needs as determined by the IOP. Therefore, if a participant does not have their high school diploma or equivalent, that will be included in the IOP. CCMEP case managers will contact the Washington County Career Center who handles our local ASPIRE and Ohio Options programs to assist the youth with ALL options needed in order to help them finish their high school diploma or attend GED classes.

6.8 Describe the Lead Agency's role in the design of the CCMEP services procured through the workforce development board including collaboration and co-funding.

Describe:

The Lead Agency will work with Area 15 Workforce Development Board to actively coordinate activities for uniform administration of CCMEP. The Lead Agency attends all WDB and COG meetings to inform of all CCMEP activities. Monthly meetings are held for the CCMEP lead agencies to discuss all program issues or share ideas on the program. This includes funding which at the WDB/COG meetings budgets are presented to the members of the board and discussed during the meeting.

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:

CCMEP staff attend trainings provided by the state, and will send staff to additional case management training if/when offered. CCMEP staff will attend monthly CCMEP webinars. When issues arise inhouse training is provided to address any issues the staff is having.

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

15 cases or less

Between 50 and 100 cases

- Between 15 and 25 cases
- Between 25 and 50 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:
 All feedback is done with the client and the CCMEP case manager. Everything is discussed during the monthly meeting to determine if change is needed to help meet the client's needs.

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:
 Monthly meetings and daily discussions with the Supervisor for suggestions on improving the program.

8. Performance Measures

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

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

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

Describe:
 The CCMEP case manager will be responsible for gathering supplemental data such as degree attainment through follow up and/or on-going case management. This supplemental data will be placed in the case record/OWCMS. Any supplemental data collected will be placed in the case file and date stamped. This supplemental data will be used to track performance measures or verify performance not already captured by the ODJFS system. Documentation of non-employment related outcomes (i.e., licensure, degree completion, entry into the military, etc., will be obtained from participants, and a copy saved in client hard copy or digitally imaged case file. A note of supplemental data collected will be documented into OWCMS.

CCMEP Plan Certification

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

Name and Title	
Signature	Date

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

Name and Title	
Signature	Date