



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

for

County or Counties: Wood

Effective Date: October 1, 2017

Plan Submission

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

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

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

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

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1. Lead Agency and Coordination with Partners

Each board of county commissioners is required to choose a single Lead Agency, either the CDJFS or workforce development agency that serves the county, to administer CCMEP. A single Lead Agency is necessary to ensure accountability for program performance and results.

1.1 Identify the Lead Agency designated to administer the CCMEP program.

Lead Agency Name Wood County Department of Job and Family Services			
Lead Agency Address PO Box 679 1928 E. Gypsy Lane Road		City Bowling Green	State Ohio
Zip Code 43402			
First Name of Lead Agency Official Dave	Last Name of Lead Agency Official Wigent	Title of Lead Agency Official Director	
Phone Number 419.352.7566 X 8209		Email Address David.wigent@jfs.ohio.gov	

Program Contact Person Mary DeWitt		Phone Number 419.373.6970	
Phone Number		Email Address mary.dewitt@jfs.ohio.gov	

Fiscal Contact Person Blanca Wheeler			
Phone Number 419.352.7566 X 8243		Email Address Blanca.wheeler@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 Wood County			
Agency Address PO Box 679 1928 E. Gypsy Lane Road		City Bowling Green	State Ohio
Zip Code 43402			
First Name of Lead Agency Official Mary	Last Name of Lead Agency Official DeWitt	Title of Lead Agency Official Workforce Administrator	
Phone Number 419.373.6970		Email Address mary.dewitt@jfs.ohio.gov	

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

Workforce Development Area Area 7	
Workforce Development Board Chair Name Swen Hunt	
Workforce Development Board Director Name John Trott	
Phone Number 937.525.1025	Email Address trottj@clarkstate.edu

1.4 Identify the implementation manager for the Lead Agency.

First Name of Implementation Manager Mary	Last Name of Implementation Manager DeWitt	Title of Implementation Manager Workforce Administrator
Phone Number 419.373.6970	Email Address mary.dewitt@jfs.ohio.gov	

1.5 Lead Agency’s performance and data management contact:

Contact Person Mary DeWitt	
Phone Number 419.373.6970	Email Address mary.dewitt@jfs.ohio.gov

1.6 How does the Lead Agency partner with the other local participating agency (CDJFS or workforce development agency) to implement CCMEP?

Describe:
The lead agency is a combined agency. Wood County Department of Job and Family Services houses the OhioMeansJobs Wood County Center. A strong partnership and collaboration already exist. Staff are cross-trained to assist clients. The lead agency will continue to have joint policy and processes that will reduce duplication of services.

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

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

Describe:
This Lead Agency is a member of the Area 7 Workforce Area. Within that area every workforce entity (i.e., provider of career services or Job Center) has also been identified as the Lead Agency by their respective county commissioners. In each case, coordination between the Lead Agency and the Workforce Entity will be maximized because they are, in fact, the same organization. All of Area 7’s Lead Agencies communicate and coordinate regularly with the staff and members of the Area & Workforce Development Board, providing input to policy development and operational practices. Board meetings take place bi-monthly. Area 7 technical assistance meetings take place continually (e.g., there are monthly all-county webinars) throughout the program year. The Lead Agency adopted the Area 7 WIOA Policy for Youth Work Experience to include TANF-funded services. However, TANF funding will not be used for stipends. See attached. The Lead Agency incentive policies for both WIOA and TANF is attached as well. If gas cards and gift cards are purchased using TANF funding, the vendor will follow their reconciliation process to insure they are following FAL 103.

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:

The Lead Agency adopted the Area 7 WIOA policy for supportive services and follow up services to include TANF-funded services. The Area 7 Career Services policy, that includes supportive services and follow up services are attached. Also attached is the Area 7 Code of Ethics policy which includes the disclosure of relationships and the Area 7 policy for “needs additional assistance.” TANF funding will not be used for medical services or supportive and follow up services which may constitute as “assistance” as defined in 45 C.F.R. 260.31.

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 will work with Penta Career Center to assist those that have scored below average on the basic skill assessment. Penta Career Center will assist in increasing their basic skill level. Penta Career Center will assist in dropout prevention strategies as well. Encouraging them to stay in school to receive their high school diploma.

Alcohol, Drug and Mental Health (ADAMH) Board

After the participant completes the CCMEP assessment and has shown a need for drug and/or alcohol rehabilitation or mental health treatment, a referral will be given to our local ADAMHS Board. The local ADAMHS Board partners with Harbor Behavioral Health. We will ensure the participant engages in treatment.

Businesses

The lead agency will partner with local businesses, Chambers of Commerce, and Economic Development Boards to assist the participant in job development, placement and job coaching. We will align the skills that are needed for our industries to ensure appropriate training for the participants. We will align the skills that are needed for our industries to ensure appropriate training for the participants. Some local companies include but are not limited to; Rosenboom, Wood County Committee on Aging, POCO's Playhouse, Wright Tire and Auto, M.D Auto and Repair, Grand Rapids Care Center and Thompson Construction.

Career and Technical Education

The lead agency will work with local career (Penta Career Center) and technical schools (Owens Community College, Terra Community College, Tranico Truck Driving) to assist the participant in a secondary school offering. This will assist the participant to increase their academic competencies and increase their employability. We will also work with the TRIO Educational Opportunity Center administered by Owens State Community College that serves low-income (under the Federal TRIO Current Year Low-Income Guidelines) and/or potential first-generation college students who need assistance completing admission applications and applying for financial aid and scholarships for a postsecondary educational program (i.e., vocational, technical, community college, or university).

Child Care Providers

Participants may apply for publicly funded child care assistance. The lead agency will make applications and lists of child care providers available both at the agency and online. Qualified participants may receive child care for qualifying activities as listed on the individual opportunity plan. Care may be utilized at a state licensed child care provider who has a provider agreement with ODJFS. A listing of Child Care providers can be found at www.childcaresearch.ohio.gov.

Child Support Enforcement Agency

The lead agency will partner with Wood County Child Support Enforcement Agency for referrals to the CCMEP program. CCMEP will provide them access to employment and training, including career counseling, job placement and services to assist in job retention. Communication between Wood County CSEA and CCMEP provider is frequent and ongoing.

Children Services Agency

The lead agency is a combined agency which includes children services. Children services has a commitment to identify and refer potential participants from their existing caseloads to CCMEP for services which will provide them access to employment and training, including career counseling, job placement and services to assist in job retention.

Community College(s)

The lead agency will work with local community colleges (Owens Community College 30) to assist the participant in a secondary school offering. This will assist the participant to increase their academic competencies, and increase their employability.

Community Action Agency

WSOS, the community action agency in Wood County, determines CCMEP WIOA out of school eligibility, administers the TANF Summer youth programs and provide services to the eligible CCMEP TANF participants. WSOS will complete the comprehensive assessment, basic skills assessment, and Individual Opportunity Plan (IOP). WSOS staff will work with the participants to enroll in the Program Services (Elements) as driven by the IOP. WSOS will initiate referrals for supportive services to remove barriers and provide follow up services. WSOS will complete case management activities.

County Family Service Planning Committee

Family and Children First Council

Juvenile Court System

The lead agency will educate the Juvenile Court on the benefits of the CCMEP program. CCMEP could be used as an alternative assignment for the troubled youth. The Juvenile Court system will also be a referral source. The Lead Agency will ensure that TANF funding is not utilized for juvenile justice services in accordance with section 404(a)(1) of the Social Security Act.

Local Healthier Buckeye Council

Local School District(s)

School districts in Wood County include, Elmwood, Lake, Northwood, Rossford, Otsego, Bowling Green, Eastwood, North Baltimore, Perrysburg and Penta Career Center. Ongoing meetings with the Administration and Guidance Counselors from each school district are in place. Referrals for at risk youth, will be made to the CCMEP Vendors, WSOS and Wood County Educational Service Center. The Wood County Educational Service Center is a sub-grantee that determines eligibility for the WIOA In-school youth and provides the framework activities and the 14 elements to participants. Wood County Educational Service Center also delivers the activities to the eligible CCMEP TANF participants.

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

If the assesment identifies a need for services that are offered through OOD, a referral will be made to OOD. OOD will also referral youth ages 16-24 to the CCMEP program. OOD has an office at the lead agency building, which will make for an easy transition.

Other

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: 70

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: 50

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: 30

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:
Describe:
The Lead Agency participates in area Chambers of Commerce, local, county and regional economic development boards, JobsOhio and additional workforce organizations to help engage local businesses in our services. Local businesses express their in demands needs to the Lead Agency. We assist businesses with job postings, resume searching and other activities on OhioMeansJobs.com. CCMEP funding is made available to eligible participants to assist them in upgrading their skills through vocational or technical career centers to meet

the businesses demand. Job Fairs are held at the OMJ Center every other month to match the job seeker with employers.

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 and Vendors communicate daily regarding referrals, supportive service, outreach activities and other items as needed. Quarter meetings are also held between the Lead Agency and vendors for continuous improvement on the process. The sub-grantees will communicate with the high school guidance counselors regarding summer youth employment opportunities. Informational flyers will be given to all the applicants applying for the k-12 fitted for success PRC program. Monitoring of the Youth services are done monthly by viewing the invoices, spreadsheets and OWCMS. Face to face monitoring is completed bi-annual, reviewing case files as well as fiscal processes.

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: Phone calls, mailings

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:
Once the Income Maintenance (IM) Unit determines a CCMEP mandate or volunteer OWF work-eligible applicant, the IM unit will schedule an assessment the following business day at 1:00 pm at WCDJFS to meet with the Work Activities case worker as well as the CCMEP Youth vendor. This referral will be first received through the workflow process, then an email will be sent to the CCMEP Youth Vendor notifying them of the appointment and meeting the 7-day referral process. Both case workers meet with applicant at the same time. For WIOA youth and PRC volunteers, a referral form is filled out (see attached) and emailed to the CCMEP vendor to be contacted.

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:
Both the Work Activities (WA) case manager and the CCMEP case manager will meet with the CCMEP required individual and explain the basic OWF requirements, which include time limits. Once the IOP is signed the WA case manager will review the number of months remaining on OWF for the applicant, and number of required hours for OWF. The WA case manager will keep record of the number of months the participant has left and will

advise the CCMEP vendor of this each month via email while the participant is a required CCMEP OWF work-eligible.

- 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:

Each work eligible individual will be screened at the appraisal/reappraisal for possible signs of domestic violence. If a required individual has been determined to be a victim of domestic violence, the individual may be granted a waiver from with work requirement if the requirement would make it more difficult for the participant to escape domestic violence, pursuant to rule 5101:1-3-20 of the Ohio Administrative Code.

However, the individual may choose to participate and may be assigned to and engaged in a work activity. However, if the individual fails to comply with the work requirement as a result of domestic violence, the individual will be excused from the work requirement and a sanction for failure to comply with the work activity requirement will not be imposed, as pursuant to rule 5101:1-3-20 of the Ohio Administrative Code. The excused non-participation will be reviewed at least once every six months or more frequently if necessary. Cases are either made confidential or sensitive documents are scanned under medical records to ensure protected. The individual will be referred to The Cocoon who will provided domestic violence advocacy and shelter services for all of Wood County.

- 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:

OWF Self-sufficiency case manager will inform CCMEP case manager of the following:

- o Number of months remaining of OWF for the applicant
- o Number of required hours for OWF
- o Schedule for Job Find (job search) ** This needs to be listed on the signed IOP- IOP is the SSC**
- o Any supportive services to be received (PRC, child care, etc.) ** This needs to be listed on the signed IOP- IOP is the SSC**

OWF case manager will follow-up regularly with CCMEP case manager to provide the following information:

- o Applicants progress in Job Find
- o Approval date of OWF
- o Any reported changes that may require revision of the IOP
- o Decisions concerning any good cause for non-participation within 10 days of the failure.

OWF case manager receives alerts in OBWP and EDMS for any type of status changes, FLSA hour maximums, compliance activity assignments and completion, hourly requirement updates, completion of the comprehensive assessment and IOP within 30 days, OWF or SNAP recipients' information and action on it, exiting processes, and OWF recipient income information. Case manager records information on a spreadsheet. Any changes needed to participant IOP will be communicated to the vendor via email. Vendor keeps spreadsheet on comprehensive assessment and IOP's. The IOP's are updated, if needed every 30 days.

CCMEP case manager will also follow up regularly with OWF case manager to inform the worker of the following:

- Participation in CCCMEP services including failures
 - Must notify within 7 days; if not sooner
 - Any good cause requested for non-participation
 - Number of hours completed in CCMEP activities on a monthly basis
 - Any reported changes that may affect OWF eligibility
 - The OWF case manager will be responsible for the following:
 - Entering all hours of participation in the state eligibility system
 - Determining good cause and sanctions
- See attached Referral Process and Ongoing Case Management Policy

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

Describe:
 Once the lead agency has been notified that a participant has moved out of the county, the lead agency will immediately contact that county's lead agency by phone and email and alert them that a new CCMEP participant is arriving in their county. The participant will also receive a letter with the contact information of their new CCMEP Lead Agency. When the lead agency is notified that a participant moved into the county, the lead agency will work with the prior county to transfer information. The new Lead agency will make an immediate appointment with the participant to get acquainted and continue with assignments. If the participant is moving to a surrounding county, but would still like to receive services in current county and is feasible for the participant to continue, then the new county of resident will not be notified. OWF recipients will ALWAYS be transferred 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 TANF funded individuals – please see attached policy.
For WIOA funded individuals – please see attached policy, WIOAPL 15-03 Youth Program Eligibility.
Semi-annual process - The vendors use an excel spreadsheet that lists all the eligible participants and the dates of when their semi-annual determination is due.

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

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

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

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

Describe:
The Lead Agency has contracted with two vendors, WSOS and Wood County Educational Service Center to complete the framework activities and the 14 elements of CCMEP. After the CCMEP application has been completed, the vendors will proceed in completing the comprehensive assessment and ensure that it is signed by the participant and/or parent or guardian.

5.2 What basic skills assessment does the Lead Agency use?

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

Describe:
The vendors will administer the TABE test.

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

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

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

Describe:

WCDJFS works with WSOS and Wood County Educational Service Center to engage program participants at least once every 30 days through a variety of formats which could include: individual meetings, phone calls, text messages, emails etc. It is understood that some clients may require more contact throughout the program. All contact attempts and interactions are documented in client case notes.

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) The services listed in section 1 will meet TANF purpose #2. Tutoring, training and dropout prevention will help end the dependence of needy parents on government benefits to attain a better paying job.

Describe:

The vendors will provide ongoing support and service to those youth working towards obtaining their high school diploma or recognized equivalent. Vendors utilizes the Silvan Learning Center, Career Ready 101, Credit Recovery Program, and the WCESC Opportunity School Program. Tutoring services are provided by qualified case workers to address basic skills deficiencies and to assist youth who are behind grade level or at risk for failing specific courses.

2. Alternative secondary school services/dropout recovery services - TANF Purpose(s) The services listed in section 2 will meet TANF purpose #2. Ensuring that participants receive their HS diplomas will promote a better paying job and not be dependent on government benefits.

Describe:

Study skills training including such topics as organization, note-taking, reading for meaning and metacognitive skill building. These services will be offered through peer tutoring, peer support, and one-on-one interaction with a case worker to promote attendance and motivation. Case workers will provide referrals to GED preparatory classes as appropriate. The case managers will provide support to participants to assist them in successfully completing the process to obtain their GED.

3. Paid and unpaid work experience (with an academic and occupational education component) - TANF Purpose(s) The services listed in section 3 will meet both TANF purpose #1 and #2. Ensuring participants receive work experience will assist them in

getting a better paying job that will lead to caring for their children in their own home and end the dependence of government benefits.

Describe:

Career interest and abilities assessments (O*NET Career Interest Survey, O*NET Career Values Inventory, Ability Explorer...) will be administered by case workers as needed to help participants identify career interests and also assist in researching career pathways. Tools available through OhioMeansJobs.com will also be utilized for this service. The goal of work experience services is to give youth work readiness and employability skills which will prepare them for the world of work. The vendors offer a wide variety of work experience opportunities. These opportunities will be available during the summer as well as year round. Worksites will be developed through partnerships with local businesses (profit and non-profit), organizations, and communities.

4. Occupational skill training - TANF Purpose(s) The services listed in section 4 will meet both TANF purpose #1 and #2. Ensuring participants who receive occupational skills training will assist them in getting a better paying job that will lead to caring for their children in their own home and end the dependence of government benefits

Describe:

Participants will have the opportunity to enroll in Occupational skills Training Programs including, but not limited to CDL certifications, STNA and other medical services certification, welding certification, and other programs found to be in high demand fields. Participants will be provided with all needed supplies/equipment and uniforms, as well as covering the cost of tuition, fees, and testing required for each occupational skills training program.

5. Education offered concurrently with workforce preparation - TANF Purpose(s) The services listed in section 5 will meet both TANF purpose #1 and #2. Ensuring the participant is interested in a training/education program that will lead to a high demand job, will help them be successful in that occupation. This will lead to long term employment that will help the participant take care of their without assistance from the government.

Describe:

All efforts will be made to place youth in work experiences that coincide with their career goals and interest. Vendors will seek out worksites in the Wood County communities that are appropriate and willing to provide engaging and meaningful experiences for our youth.

6. Leadership development opportunities - TANF Purpose(s) The services listed in section 6 will meet both TANF purpose #1 and #2. Giving the confidence to the participant of being a leader will help that participant gain experience in promotion in current job position or the courage to attain better employment at a different employer.

Describe:

Leadership and team building activities, and community service opportunities are provided throughout the year for both younger and older youth. To ensure youth can participate transportation assistance will be offered.

7. Supportive services - TANF Purpose(s) The services listed in this section will meet TANF purposes, 1 & 2. Supportive services are truly important to families to get back on their feet and be successful.

Describe:

Vendors will provide supportive services through a combination of in-house programs as well as referrals to partner agencies. As youth transition, receiving guidance and support when facing life's challenges can help prepare them for self-sufficiency. Vendors offers an array of supportive services to youth participants that include but are not limited to transportation, child care, housing, work attire and work-related tools, etc. Appropriate supportive services are identified to assist in reducing barriers .

8. Adult mentoring - TANF Purpose(s) The services listed in section 8 will meet the TANF purposes 1, & 2. Having an adult mentor in the participant's life will not only be a role model to them but someone that will be there to give support and guidance when needed. So that they can continue on the track to become self-sufficient.

Describe:

Adult mentoring will be made available to all youth who need support to reassure they are not alone in dealing with day-to-day challenges, and make them feel like they matter. Quality mentoring relationships have positive effects on young people. Mentoring connects youth to personal growth and development, and social and economic opportunity. Mentoring will be arranged by staff to connect youth with a mentor.

9. Follow-up services for not less than 12 months - TANF Purpose(s) The services listed in section 9 will meet the TANF purposes of 1, & 2. Follow up services will ensure the continued success of the participant to provide the assistance they need to care for their family and to continue to stay off of government benefits.

Describe:

In order to support the youth's success and stability, follow up services will be provided to participants for a minimum of 12 months after their completion of participation in CCMEP. These services will assist participants during their transition to employment and /or further education. The types of services must be determined based on the individual needs of the CCMEP participant. These service may include, but are not limited to leadership development, employment support and assistance, mentoring, and peer centered activities.

10. Comprehensive guidance and counseling - TANF Purpose(s) The services listed in section 10 will meet the TANF purposes of 1, & 2. By providing guidance and counseling to participants that are in need of these services will ensure their success and support needed to provide for their families.

Describe:

Comprehensive guidance and counseling will provide individualized counseling to participants, which includes substance and alcohol abuse counseling, and mental health counseling. Participants will be referred to the Wood County ADAMHS board and United Way. Also, participants will be referred to a new program called Adventure Therapy. This is a 12 week session for youth who have experienced some trauma in their life. Through games, problem solving and adventure activities, youth are allowed to regain some control over their behaviors and emotions. The goal is to show a decrease in problem behaviors, an increase in social skills, and the ability of the youth to achieve their future goals rather than just surviving in the present.

11. Financial literacy education - TANF Purpose(s) The services listed in section 11 will meet the TANF purposes of 1, & 2. By providing these services of financial literacy the participants and their families will learn the importance of budgeting. This is to ensure they are able to budget their money to ensure they can care for their children and end the dependence on government benefits.

Describe:

Financial literacy education encompasses information and activities on a range of topics, such as creating budgets; setting up checking and saving accounts; managing spending, credit, and debt; understanding credit reports and credit scores; and protecting against identify theft. This element will be taught through the Keys to Success program provided through Wood County Educational Service Center.

12. Entrepreneurial skills training - TANF Purpose(s) The services listed in section 12 will meet the TANF purposes of 1, & 2. Entrepreneurial skills will assist in the job market success or opening own business which will end the dependence on the government benefits and ensure their families are taken care of in their own homes.

Describe:

Entrepreneurial skills will be offered to any participant showing an interest in opening a business. Staff will provide training in-house or refer to an outside organization to help the participant develop the skills associated with entrepreneurship. Skills including, developing budgets and forecasting, marketing, business plans and day-to-day operations.

13. Labor market and employment information - TANF Purpose(s) The services listed in section 13 will meet the TANF purposes of 1, & 2. Labor Market information is important to the success in the participant's future. Ensuring that the participants are interested in a high demand job will have a better success in finding work and keeping it.

Describe:
Career interest and abilities assessments (O*NET Career Interest Survey, O*NET Career Values Inventory, Ability Explorer...) will be administered by case workers as needed to help participants identify career interests and also assist in researching career pathways. Tools available through OhioMeansJobs.com will also be utilized for this service.

14. Post-secondary preparation and transition activities - TANF Purpose(s) The services listed in section 14 will meet the TANF purposes of 1, & 2. Preparation and transition activities will prepare the success of the participants to ensure they will be prepared in the job market.

Describe:
For youth preparing for post-secondary education, case workers will assist in activities including exploring post-secondary options, completion of college applications, and FAFSA paperwork, and researching financial aid opportunities.

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:
Wood County Department of Job and Family services contracts the 14 program services, including subsidized employment. WSOS or Wood County Educational Service Center is 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:
The vendors will offer supportive services when needed, possibly by using WIOA funding or other sources to ensure supportive services are available to all CCMEP program participants.

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:
In order to support the youth's success and stability, follow up services will be provided to participants for a minimum of 12 months after their completion of participation in CCMEP. These services will assist participants during their transition to employment and /or further education. The types of services must be determined based on the individual needs of the CCMEP participant. These service may include, but are not limited to leadership development, employment support and assistance, mentoring, and peer centered activities.

Case workers will make every attempt to contact the participants, through phone, email, social media, mail and other possible means available to them. They will document this contact information in OWCMS. If the participants opts out, they will need to put it in writing and the documentation will be placed in their file.

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 vendor informs that someone is failing, a sanction is entered. A notice is generated through the CRISE system informing of the closing reasons. Participants have 7 calendar days to provide good cause.

Documentation is required based on the situation. For example: (a medical provider statement , hospital inpatient, lack of child care, lack of transportation, etc).

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

Describe:
The CCMEP case manager will provide written notice in person to the participant or will mail notice of the appointment at least 10 days prior to the appointment. Email may also be used with a follow up mailing.

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

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

Describe:
The lead agency will work with Penta Career Center to ensure both out of school youth and other youth participants without a high school diploma obtain their high school degree or equivalent. Penta Career Center administers the Adult Diploma Program for individuals ages 22 years or older without a high school diploma or GED. This program assists those individuals to receive a diploma and train for Ohio's in-demand jobs at the same time.

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 specifics of WIOA youth procurement as of the date of plan submittal, has not been finalized by ODFJS. For this reason, this response will be limited. However, the Area 7 Board plans to provide the greatest flexibility possibility for Lead Agencies to design and structure services to maximize customer care, program funding, and program performance. Wood County Educational Service Center and WSOS are subgrantees for CCMEP TANF. Also, Wood County Educational Service Center is the In-school youth provider, as WSOS is Out-of-School provider. Having both providers for both TANF and WIOA series fosters collaboration and co-enrollment.

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:
All case managers are required to attend CCMEP trainings that are scheduled by the CCMEP team that have or will be offered. They are encouraged to review all resources on the CCMEP website and search out other resources for further trainings.

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 100 cases or more

Between 25 and 50 cases

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 participants have the ability to either fill out a comment card or to speak to their case worker directly. The information is gather to determine a plan of action to improve the program.

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:
The Lead Agency and case workers meet regularly regarding CCMEP and the process. We are always looking for ways to improve and streamline the program to ensure the success of the youth. Case managers are always encouraged to give feedback.

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 managers will work with the participant and/or training providers and employers to gather the information needed for performance. This contact can be through mail, phone, email or fax.

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