



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

for

County or Counties: Wyandot

Effective Date: 10/1/2017

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 Wyandot County Department of Job and Family Services				
Lead Agency Address 120 East Johnson Street		City Upper Sandusky	State Ohio	Zip Code 43351
First Name of Lead Agency Official Jason	Last Name of Lead Agency Official Fagan		Title of Lead Agency Official Director	
Phone Number 419-294-4977		Email Address jason.fagan@jfs.ohio.gov		

Program Contact Person Laura Gier		Phone Number
Phone Number 419-294-4977	Email Address laura.gier@jfs.ohio.gov	

Fiscal Contact Person Laura Gier	
Phone Number 419-294-4977	Email Address laura.gier@jfs.ohio.gov

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

Agency Name Ohio Means Jobs - Wyandot County				
Agency Address 120 East Johnson Street		City Upper Sandusky	State Ohio	Zip Code 43351
First Name of Lead Agency Official Laura Gier	Last Name of Lead Agency Official Gier		Title of Lead Agency Official	
Phone Number 419-294-4977		Email Address laura.gier@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 Laura	Last Name of Implementation Manager Gier	Title of Implementation Manager Fiscal Supervisor
Phone Number 419-294-4977	Email Address laura.gier@jfs.ohio.gov	

1.5 Lead Agency's performance and data management contact:

Contact Person Laura Gier	Phone Number 419-294-4977	Email Address laura.gier@jfs.ohio.gov
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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 with CDJFS and WIOA staff. Staff are crosstrained in CCMEP and will work jointly in administering the program.

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. Wyandot County staff collaborate with Area 7 to help develop and implement policy for work experience and incentives and plan to attend bi-monthly board meetings as time allows in the department. 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. The Lead Agency reaches out to local businesses to encourage participation in the summer employment program, also to encourage participation in our yearly career expo, and use of the OMJ website. The Lead Agency works with community partners to ensure all participants have access to all community services available. WIOA Policy regarding stipends and incentives is attached. The Lead Agency will adopt the WIOA policy for TANF-funded work experience and incentive policies. Stipends are not allowed for TANF funding as this would be considered TANF "assistance" because they are likely covering basic needs. Incentives for TANF and subsidized employment though is allowable.

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 Area 7 Workforce Board does not have any CCMEP-specific policies. With the exception of 1) basic skills assessments and 2) the "needs additional assistance" policy, the Area 7 Board has adopted the relevant ODJFS policies in whole as local policy. Regarding, basic skills assessment, Area 7 has not mandated a common assessment. Regarding "needs additional assistance", the Area 7 policy is in draft form and has not been considered yet by the Board. All relevant policies are available upon request. The Lead Agency will adopt the WIOA policy for TANF-funded supportive and follow-up services policies.

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

- Adult Basic Literacy and Education (ABLE) Providers

The lead agency will work with Marion Technical College (ASPIRE) program to assist those who score below average on the basic skill assessment.

- Alcohol, Drug and Mental Health (ADAMH) Board

If a participant shows a need for drug and/or alcohol rehabilitation or mental health treatment, a referral will be made to Firelands Counseling and Recovery Services to get help with necessary treatment.

- Businesses

The lead agency will partner with local businesses, Chamber of Commerce, and Economic Development Board for help with employment and leadership services.

- Career and Technical Education

The lead agency works with Career and Technical school partners in neighboring counties such as Tri Rivers to provide training and occupational skills training.

- Child Care Providers

The lead agency is a combined agency and has a list of child care providers who are licensed by and participate in state subsidized child care programming.

- Child Support Enforcement Agency

The lead agency is a quadruple combined agency and outreach will be conducted to non-custodial parents through the child support program to encourage participation in the CCMEP program

Children Services Agency

The lead agency is a quadruple combined agency and Children Services will refer foster children to CCMEP for services

Community College(s)

Community Action Agency

Lead Agency uses HHWP/CAC for transportation and housing assistance services

County Family Service Planning Committee

Family and Children First Council

The Family Children First Council is a partner agency to the lead agency and information regarding the CCMEP program and process will be shared.

Juvenile Court System

The Juvenile Court will be provided information on the CCMEP program and process so that appropriate referrals can be made to the lead agency. They also refer at risk youth to the program.

Local Healthier Buckeye Council

Local School District(s)

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

If the assessment identifies a need for services that are offered through OOD, a referral will be made to OOD

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: 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: 25

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: 3

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 reaches out to all local businesses in collaboration local economic development office. CCMEP staff will be located at the OMJ Center Wyandot County as the agency is a combined agency. They will have access to job market information, employer job postings, career exploration and job searches.

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 local participating agency are the same. There are no subcontractors. The Lead Agency is responsible for the summer employment program. The Agency calls local businesses to request participation and has a long history of employers who are will to participate in the program.

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: Newspaper

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:

The Lead Agency is a quadruple combined Agency. When someone is referred to Work Activities for OWF from the eligibility unit, once determined eligible, the Work Activities person gives the CCMEP worker a referral via email. The CCMEP worker sends out and appointment letter to meet the required time frames according to the OAC. The IOP replaces the Self Sufficiency contract for all work eligible OWF individuals age 14-24. OWF work-eligible individuals will be referred to CCMEP within 7 calendar days of the JFS07200 cash application and then Wyandot County work activities dept will complete the JFS03002 WIOA Youth Program Eligibility Application, comprehensive assessment, basic skills assessment, and IOP and enter all information into OWCMS within 30 days of the date of the JFS07200 as described in paragraph (H) of rule 5101:14-1-04 of the OAC.

Our workforce development agency is located within the CDJFS and caseworkers are crossed trained in all programs, all OWF applications for youth 14-24 years old are screened directly to the CCMEP case manager via email. The CCMEP case manager sees all interested volunteers who call or stop in at the front office so no referral is necessary. The CCMEP case manager also determines eligibility (intake) and completes the required assessment at the same time. This provides a seamless application process for our youth, reducing the number of appointments they must attend and reducing errors with the referral timeframes.

CCMEP staff will also identify potential youth through our job seekers list, participants in resource room workshops, OWF caseloads, and the existitng WIOA youth enrollment list. Those youth who are in receipt of WIOA youth services and/or OWF benefits will automatically be enrolled in the program. Other potential referral lists will be PRC recipient lists, child care caseload, healthchek and pregnancy related services lists, as well as partnerships with agencies such as Health Department (WIC), Children Services, and the Juvenile justice system and they all contact CCMEP case manager via phone call or email to make referral.

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:

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

- The Lead Agency has a process to screen, refer, and communicate about a program participant who is determined to be a victim of domestic violence, including modified hours of participation, waivers from requirements, referrals to counseling and other appropriate community resources, and protecting personal information.

Describe:

Agency or provider staff will document in case record when a participant is determined to be a victim of domestic violence. The OWF caseworker, provider staff, and/or CCMEP staff will be notified of victim status at time of referral if known or via email within 2 business days. Participants determined to potentially be a victim of domestic violence will be referred to appropriate community resources and each case will be evaluated to determine any necessary modification of hours, waivers, additional referrals, etc. All program participants will be screened for domestic violence and all participant information will be protected in accordance with paragraph ©(5) of OAC rule 5101:14-1-03

- 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:

Wyandot County JFS acts as the Lead Agency for CCMEP programs. Eligibility, Work Activity and CCMEP case workers document in case record and also communicate case information via email, phone and in person on a daily basis or whenever necessary to share factors impacting continued OWF and/or CCMEP eligibility, assignment of activities, status changes, exits, income information, FLSA hour maximums, good cause, OWF sanctions, compliance activity and completion, etc. They are all located on the same floor of the WCDJFS agency. The CCMEP worker will complete the Comprehensive assessment and IOP for all OWF work eligible participants within 30 days from the OWF approval and provide a signed copy of the IOP to the Work Activity worker so they know what requirement(s) are assigned to the individual. Any failures will be reported to the OWF caseworker within 10 calendar days. All of the caseworkers have open communication and are able to review status changes as they occur and the work activity worker receives alerts that can be communicated to the CCMEP worker when needed. When either caseworker receives verification that a participant did not participate in their assigned program(s) as required the other worker is notified via email, phone call, or in person. When a participant fails to comply with an IOP assignment the CCMEP worker notifies the Work Activity worker via email or phone call. Agency workers will document in case record and also communicate via email, phone or face-to-face regarding information about an OWF or SNAP recipient that requires action according to ©(4) of OAC rule 5101:14-1-03.

- 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:

OWF recipients will be transferred within 10 calendar days of a move; however, WCDJFS reserves the option to keep a program participant who is not OWF required in our county if it is determined and documented in case notes to be in their best interest as described in paragraph (1) of OAC 5101:14-1-04. The CCMEP worker will

notify the OWF caseworker and work activities worker when an OWF required CCMEP participant moves out of Wyandot County. The OWF work activities caseworker will log all current participation hours in CRISE and end all OWF assignments, and then transfer the case to the receiving county's transfer administrator through CRISE within ten calendar days of the move. The CCMEP caseworker will also email the receiving county alerting the county of the CCMEP casefile. OWF participants moving into Wyandot County from another county will be referred to the CCMEP caeworker once determined that the participant is CCMEP required. The CCMEP worker will make face to face contact to develop a new IOP within ten calendar days. If the participant is a victim of domestic violence, CCMEP worker will email the receiving county of this information at the time of the case transfer to the receiving county. Participants determined to potentially be a victim of domestic violence will be referred to appropriate community resources and each case will be evaluated to determine any necessary modification of hours, waivers, additional referrals, etc. All program participants will be screened for domestic violence and all participant information will be protected in accordance with paragraph ©(5) of OAC rule 5101:14-1-03

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:
WCDJFS/OhioMeansJobs Wyandot County follows the PRC Plan that is in place for Wyandot County Definitions can be found in page 3 of Wyandot County PRC Plan (A) Assistance group means a group of individuals treated as a unit for purposes of determining eligibility for the PRC program. (ORC 5108.1) (B) Minor child means either of the following: 1. An individual who has not attained age eighteen (18), or 2. An individual who has not attained age nineteen (19) and is a full time student of a secondary or vocational school . A PRC application should be completed for individuals applying for PRC benefits. Then within 90 days of receipt of the PRC benefit/service, the individual can volunteer for CCMEP. Once referred, only the JFS 03002 is needed for TANF eligibility and not the PRC application,

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, and Domestic Partners' income will be counted to determine whether the group meets the 200% FPL. The parent, specified relative, legal guardian or legal custodian of a minor child;
For the parent, specified relative, legal guardian or custodian*, Parent, Specified Relative, Legal Guardian or Legal Custodian to be served, the Parents, Step-Parents, Domestic Partner income will be counted to determine whether they meet the 200% FPL.
A non-custodial parent who lives in the state, but does not reside with his/her minor child(ren);
For the non-custodial parent*, Parents, Step-Parents, Domestic Partner income will be counted to determine whether they meet the 200% FPL.
A pregnant individual; or
For the pregnant individual*, Parents, Step-Parents, and Domestic Partner income will be counted to determine whether they meet the 200% FLP if the pregnant individual is a minor. If the pregnant individual is an adult, only the income of her domestic partner would be counted.
An individual age 18 to 24 that is part of a family that includes a minor child.
For the individual age 18 to 24*, the Individual (18-24) to be served, Parents, Step-Parents, Domestic Partner 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.
*Remember any of these individuals to be served may be "couch surfing" or in the household temporarily and not receiving financial support other than shelter.

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:
After initial intake of the application CCMEP Coordinator will sit with client to complete the CCMEP comprehensive assessment and basic skills assessment to determine fit.

5.2 What basic skills assessment does the Lead Agency use?

WorkKeys®

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

Describe:

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

- 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:
WCJFS CCMEP Coordinator engages program participants and keeps program participants engaged 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) 2

Describe:
People who do not have diplomas tend to make less money, and therefore are more dependent on government benefits. A HS diploma/GED offers better job opportunities, with greater monetary compensation. Wyandot: Tutoring service is offered through Lead Agency partner, Open Door Resource Center. Also referrals are made to Sylvan or other credible outside vendors.

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

Describe:
People who do not have diplomas tend to make less money, and therefore are more dependent on government benefits. A HS diploma/GED offers better job opportunities, with greater monetary compensation. Wyandot: Lead Agency works with Tri Rivers Career center and Marion Technical College to identify at risk population and work with them to ensure they work toward a diploma or equivalent. Refers and enrolls at risk population to ASPIRE.

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

Describe:
Work experiences provide the youth with opportunities for career exploration and skill development. This promotes job preparation and work. Paid work experience also provides additional income to needy families without affecting their benefits allowing a positive impact for families. Wyandot: Paid work experience is offered to all CCMEP participants who are completing their education component and are aimed at career exploration or gaining work skills for self-sufficient employment.

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

Describe:

Occupational training reduces dependence on government benefits by providing youth with credentials to enter in demand occupations in the local area with self-sufficient wages. Wyandot: The Lead Agency works with all participants to discuss skill training needs. Through ITAs, OJTs, job shadowing and our summer employment program, the agency meets the customers need to additional skills training.

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

Describe:

Earning a diploma and credential reduces dependence on government benefits by providing youth with a way to enter in demand occupations in the local area with self sufficient wages. Wyandot: Lead agency works with local high schools guidance and tri Rivers Educational institution to ensure educational opportunities are available all CCMEP customers in need of this service.

6. Leadership development opportunities - TANF Purpose(s) 2,4

Describe:

Leadership development opportunities encourage responsibility and provide social and civil skills which lead to behaviors that support work thereby ending dependence on governmental benefits and families. Examples include good decision making, responsible parenting and maintaining healthy lifestyles. Wyandot: Our local Economic Development Agency and Chamber of Commerce offers leadership and enterpenual training opportunities.

7. Supportive services - TANF Purpose(s) 1,2

Describe:

Supportive services are offered to enable an individual to participate in activites that lead to job preparation and work. They also enable the individual to meet daily living needs while preparing for a job so that their children cab remain in their own homes. Wyandot: Supportive Services are offered based on barriers identified during assessment/IOP or circumstances that arise in the course of the agency working with the customer

8. Adult mentoring - TANF Purpose(s) 2,4

Describe:

Adult mentoring offers guidance, support and encouragement to develop the competence and character of a participating youth. These traits are desirable in promoting work and self sufficiency and also in strengthening relationships to encourage two parent families. Wyandot: Lead Agency partners with Open Door Resource Center for adult mentoring assistance at no cost.

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

Describe:

Follow up services are provided to help ensure the youth is successful in employment. Employment provides income which assists parents in caring for their children in their homes. This income also reduces or ends dependence on governmental assistance. Wyandot: Follow up services are managed by Wyandot County JFS and includes quarterly contact and services if needed to retain employment or secure better employment. Any follow up supportive services are paid through WIOA not TANF.

10. Comprehensive guidance and counseling - TANF Purpose(s) 1,2,3,4

Describe:

Individualized counseling is offered to youth participants to help them overcome barriers (educational, AOD, mental health, etc.). Overcoming these barriers meets all four TANF purposes: Maintaining families in their homes, increasing self sufficiency, reducing unplanned pregnancies and stabilizing families with both parents. Wyandot: Lead Agency partners with Firelands Recovery Services to provide counseling services. Youth service provider coordinate with that organization to ensure continuity of services.

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

Describe:

Financial literacy education increases the youth's ability to make informed decisions enabling them to attain greater financial health and stability thereby reducing dependence on governmental assistance and maintaining financially healthy households. Wyandot: Lead Agency partners with Open Door Resource Center for financial literacy training classes through a no cost agreement. Youth service provider will also work directly with youth.

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

Describe:

Entrepreneurial skills training guides youth to the values and basics of starting and running a business which leads to employment that reduces dependence on governmental benefits by providing youth with a way to enter in-demand occupations in the local area with self-sufficient wages. Wyandot: Customers are referred to HHWP/Community Action Commission for this training. Youth service providers coordinate with that organization to ensure continuity of services.

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

Describe:

LMI increases the youth's ability to make informed decisions enabling them to attain self-sufficiency in an in-demand occupation thereby reducing dependence on governmental benefits and maintaining financially healthy households. Wyandot: Offered by all case managers/youth service providers. Lead agency ensures all customers have full access to all labor market and employment information from any area the customer the customer has interest.

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

Describe:

Increased educational attainment increases ability to earn a self sufficient wage in an in-demand occupation thereby reducing dependence on governmental assistance. Wyandot: Lead agency works with local high schools guidance and tri Rivers Educational institution to ensure educational opportunities are available all CCMEP customers in need of this service.

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

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

Describe:

CCMEP participants will not be compensated directly by the lead agency for subsidized employment. Participants enrolled in an OJT will be compensated directly by the employer and the employers qualify for reimbursement. All youth work experience participants will be hired directly by all participating employers. These employers are the employer of record for compensation and workers compensation coverage purposes..

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:

Wyandot County lead agency provides reasonable and necessary supportive services to participants to complete CCMEP activities such as transportation, child care, housing, educational testing, uniforms or other work attire, interview clothing, school fees, auto repair and insurance, drivers licensing, drivers education and incentive payments for accomplishing goals as noted on their IOP. When paid with TANF funds, these supportive services must align with 45 C.F.R. 260.31(b) because TANF does allow for help beyond the four months for OWF recipients, employed individuals, and for activities such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support. See Area 7 supportive services policy for more specifics for WIOA and TANF funding. WIOA supportive services policy states support accounts can pay for medical related items such as physical exams and eyeglasses. TANF funding cannot be used for medical services besides pre-pregnancy family planning services. TANF funding is not being used for medical services listed in Sec. 1.8 or Sec. 6.3. Also, support accounts section of P7-302 allows gas cards to be used for WIOA eligible customers only. FAL 103 will be followed for TANF funded gas cards and agency will reconcile these cards monthly.

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:

Participants are informed at assessment and development of the IOP that they will be eligible for follow up services for 12 months after their exit from the program. Follow up services are managed by the JFS and include monthly contact and services (if needed) to retain employment or secure better employment. Any needed follow up supportive services are paid through WIOA and not TANF. This may include supportive services, additional training, counseling and guidance, mentoring and leadership development activities. Documentation of follow up services recorded in OWCMS both by entering case notes and entering services provided in the YOUTH FOLLOW UP tab. If a youth cannot be located, continuous attempts are made on a monthly basis until the one year follow up is complete. Any request to opt out is recorded in OWCMS and requires supervisor approval. See Area 7 follow-up services policy for more specifics for WIOA and TANF funding.

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

Describe:

The lead agency will determine good cause as described in the IOP. The participant must notify the CCMEP case manager within one day of the first missed/failed day of participation for good cause to be requested. Participants must provide acceptable written third-party documentation of good cause within 10 calendar days of the failure. Documentation on anyone's case should happen the day of contact or change. If an individual is required for the program, CCMEP casemanager stays in contact with JOBS worker to fulfill needs for their program requirements and updates JOBS worker of progress or lack of progress for participant.

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

Describe:

A notice is typically mailed to the participant 7 to 10 days prior to scheduled appointment. If a participant is in the office and another appointment is required, an appointment letter is given to them at that time.

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 casemanager goes over all options of obtaining a high school diploma, or it's equivalency in detail with these individuals. Options are typically explored by the casemanager and relayed to the participant. The participant is given Aspire's contact information so that they can look into options as well. We will help financially with any tutoring needed prior to testing and for actual testing as well.

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:

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. WCDJFS fosters collaboration and co-enrollment. TANF Procurement will be followed according to Lead Agency's local Procurement Plan.

Lead Agency follows WIOAPL 17-03 (Procurement of the CCMEP Provider for WIOA Youth-Funded Activities and Services) which includes Selection of the Provider of WIOA Youth-Funded CCMEP Services by the Area 7 WPB. The provider of CCMEP WIOA youth-funded services will be selected in by the following ways:

1. Award Competitive Contracts to youth service providers to carry out some of the youth workforce investment activities on a competitive basis.
2. Using Partner Resources with an agreement in place with the partner organization to ensure the program element will be offered where they are already provided at no-cost.
3. Determination by Area 7 WDB that the Wyandot CCMEP lead agency could most efficiently and cost-effectively provide specific youth services and activities. Therefore, Area 7 WDB will subgrant with the CCMEP lead agency to conduct the following services and activities within the lead agency's county of designation:
 - a. Outreach;
 - b. WIOA youth program eligibility determinations;
 - c. Completion of the CCMEP comprehensive assessment (WIOA objective assessment);
 - d. Completion of the CCMEP individual opportunity plan (WIOA individual service strategy);
 - e. Case management;
 - f. Development and management of individual training accounts (ITA) and on-the-job training (OJT);
 - g. Provision of labor market information and labor exchange activities, including but not limited to, resume development and job placement;
 - h. Supportive services; and
 - i. Follow-up services.

The provision of the remaining activities and program services and/or elements will either be competitively procured or provided through partner resources.

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:

The Lead Agency requires CCMEP case managers to attend all webinars/on-line trainings and State presentations available to the case managers.

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

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

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

Describe:

The Lead Agency will send surveys to all CCMEP customers annually. Informally, the agency also asks for helpful feedback at each 30 day contact period.

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:

Supervisor and case manager has open communication daily about customer needs/services and appropriate time frames to ensure agency is giving customers the best opportunities possible for them.

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:

Agency enters all information in OWCMS and fully documents service information not otherwise available on reports.

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

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

Date