

Ohio

Department of
Job and Family Services

Comprehensive **C**ase **M**anagement and **E**mployment **P**rogram



a new way to work

CCMEP Webinar

April 11, 2019

2 PM – 4 PM



April is Child Abuse Awareness Month!



CCMEP TEAM

Gerrie Cotter, Program Manager

Angela Martin, Human Services Developer

Jessie Oliver, Human Services Developer

Melissa Watkins, Human Services Developer

Sharon Shulok, Program Administrator



Agenda

April 11, 2019



CCMEP Report
Portage County Presentation
Bridges Program
Performance
Fiscal
OWCMS
Questions & Answers



CCMEP Report

- Program Updates
- Regional Roundtables

PRESENTER
GERRIE COTTER
PROGRAM MANAGER
CCMEP TEAM





Portage County CCMEP Program

PRESENTER

Mandy Berardinelli

Workforce Administrator



Portage County
A proud partner of the
American Job Center network



PORTAGE COUNTY'S COMPREHENSIVE CASE MANAGEMENT & EMPLOYMENT PROGRAM



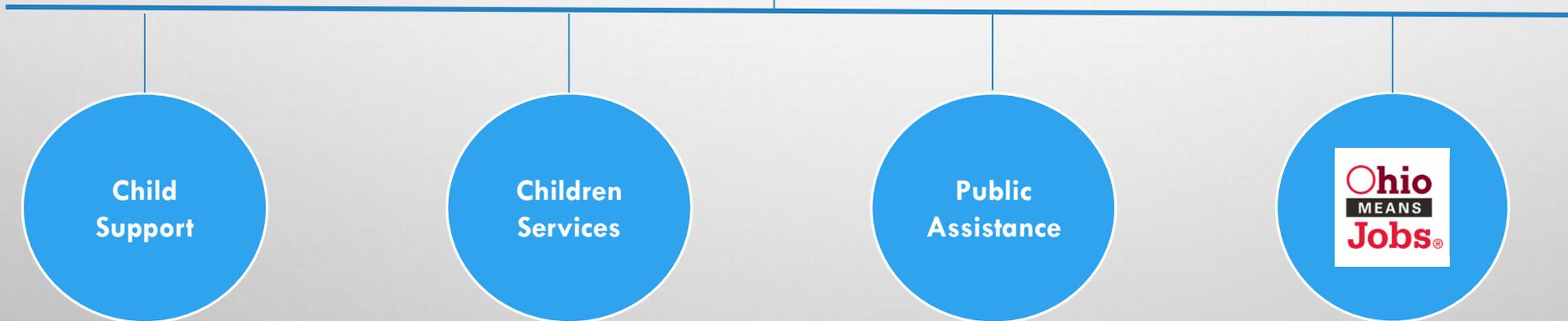
MANDY BERARDINELLI | OMJPC ADMINISTRATOR

CARLY SPENCER | CCMEP SUPERVISOR





**OMJPC IS THE WORKFORCE
DIVISION OF PORTAGE
COUNTY JFS**



**Child
Support**

**Children
Services**

**Public
Assistance**



PRE-ENROLLMENT



- Outreach
- Recruitment
- Eligibility

PROGRAM DESIGN



- Comprehensive Assessment
- IOP
- Case Management

SERVICES & ACTIVITIES



- Tutoring
- Mentoring
- Transition to Post Secondary
- LMI
- Supportive Services
- Leadership
- Entrepreneurship
- Work Experience
- Financial Literacy
- Education w/Workforce Prep
- Guidance and Counseling
- Occupational Skills Training
- Follow-Up
- Drop Out Recovery

**BUILDING
THE CCMEP
PROGRAM**

PROGRAM BREAKDOWN

OMJPC

Pre-Enrollment

Program Design

4 Services

(LMI, Occupational Skills Training, Supportive Services, Follow-Up)

4 Job Counselors

(1 Exit, 1 OWF, 2 Non-Intensive Cases)

4 Case Managers

(Mix of Intensive & Non-Intensive)

Contracted Services

Tutoring & Study Skills

Work Experience

Youth Job Club

Transition to Post Secondary

Leadership/Entrepreneurial Skills Training

Mentoring

Re-Entry Services

Guidance and Counseling

Financial Literacy

2

Vendors

(1 offers 6 services and the other 3)

CCMEP DEMOGRAPHICS

Participant Demographics	Count	Percentage
Current Number of CCMEP Participants	206	
Female	105	51%
Male	97	47%
14-18 Years Old	105	51%
19 and Older	101	49%
Individuals with Disabilities	87	42%
Pregnant or Parenting	42	20%
Single Parent	34	17%
Basic Skills Deficient	161	78%
Foster Youth	19	9%
Homeless/Runaway	12	6%
Lack Transportation	63	31%
Substance Abuse	22	11%
Ex-Offender	60	39%

ELEMENTS THAT HELP MAKE OUR PROGRAM A SUCCESS

STRUCTURE OF PROGRAM

- YOUTH'S SPECIFIC NEEDS ARE BEING ADDRESSED
- QUALITY SERVICES
- COMMUNITY RELATIONSHIPS
- CONNECTION TO OMJ PROGRAMMING

CONNECTION WITH CHILDREN SERVICES

- MONTHLY TEAM MEETINGS WITH CS DIVISION TO DISCUSS YOUTH
- LEVERAGE PROGRAM DOLLARS FOR CS, CCMEP AND BRIDGES
- VULNERABLE YOUTH ARE BEING SERVED

CONNECTIONS WITH SECONDARY SCHOOLS

- W.O.R.K.S. PROGRAMMING
- QUARTERLY NEWSLETTER TO HIGH SCHOOLS
- SATELLITE OMJ CENTERS IN 5 HIGH SCHOOLS
- CAREER CONNECTIONS EXPO

QUESTIONS?

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Bridges to Success

PRESENTER

Sarah Levels

Human Services Developer

Building **brighter** futures



Bridges:

Supporting Ohio's Young Adults Emancipating from Foster Care

Sarah Levels, Ohio Department of Job and Family Services

What is Bridges?

- Bridges is a voluntary program designed to provide housing and case management supports to young adults that have emancipated from the custody of a PCSA.
- Bridges can assist with stable housing and offer support in working towards educational, employment and other personal independence goals.
- Bridges is separate from the PCSAs current Post-Emancipation Supports.

Bridges: Who's eligible?

- Left the custody of an Ohio PCSA at the age of 18, 19, or 20 years old.
- Must meet at least one of the following eligibility criteria:

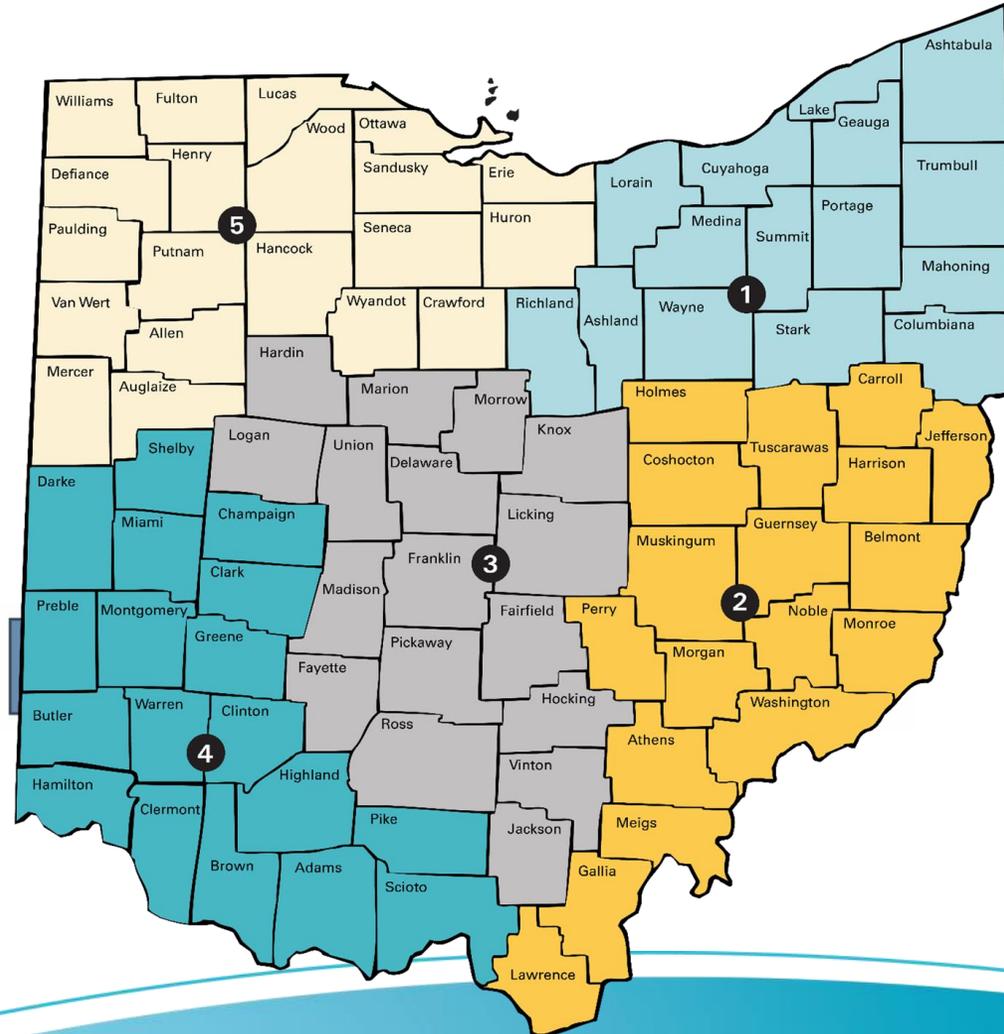
Bridges: Eligibility Criteria and Activities

- Secondary education or a program leading to an equivalent credential;
 - Enrollment in school to receive high school Diploma
 - Enrollment in GED program
- Is enrolled in an institution that provides post- secondary or vocational education;
 - Public or Private 4 year college or University
 - Community College
 - Vocational Programs
 - Technical schools

Bridges: Eligibility Criteria and Activities

- Is participating in a program or activity designed to promote, or remove barriers to, employment;
 - CCMEP
 - Job Corps
 - Job skills training
- Is employed for at least eighty hours per month;
 - Regular Employment
 - AmeriCorps
 - Internship/Externship
- Is incapable of doing any of the above activities due to a medical condition, which incapacity is supported by regularly updated information from a qualified practitioner.

Bridges: 5 Regions & Grantee



Bridges Regional Map

Grantee: The Child and Family Health Collaborative of Ohio, LLC

Region 1: Northeast Region

Region 2: Southeast Region

Region 3: Central Region

Region 4: Southwest Region

Region 5: Northwest Region

Bridges Referrals

- Referrals can originate from:
 - PCSAs (90 days prior to emancipation)
 - Direct agency contacts (in consultation with PCSA worker)
 - Other adult supporters
 - Young adult's themselves
- Referral/Interest Forms on bridgestosuccess.jfs.ohio.gov/index.stm
 - Get Started -- How to Apply -- Referral (adult supporter) or Interest Form (young adult) Links
 - Completed form feeds Centralized Intake System
- Referrals can also be initiated directly with Regional Coordinator by phone or email who will in turn complete the proper form

Housing, Support Services & Benefits of Bridges

Housing:

- Host Home
 - In-Home
 - Supportive In-Home
- College Room and Board
- Supervised Community Housing
- Community Housing
- Leased Housing
- Emergency Housing

Support Services:

- Monthly Visits
- Positive Young Adult Development
- Young Adult Driven Plan/Goals
- Critical Thinking
- Life Skills
- Employment & Career Preparation
- Budgeting
- Self-Advocacy
- Health and Self-Care
- Community Resources
- Permanent Connections

Benefits to Young Adults:

- More time to prepare for adulthood
- Better outcomes for young adults aging-out
- Long-term/stable housing support
- Financial Assistance
- Help in crisis or emergency situations
- Access to positive adult supports
- Education about Community Resources

Where are we now?

- Celebrated 1 year on February 1, 2019!
 - Total Applications Approved: 711
 - Currently Enrolled: 508
- Maintaining enrollment & Strategies to re-engage terminated young adults
- Finishing up Case Reviews
- Monitoring Outcomes
- Promoting Partnerships: PCSAs, Juvenile Courts, Housing Supports, Community Resources/Providers



How can CCMEP help Bridges Participants?

- CCMEP's activity requirement per week (20hrs) aligns with Bridges
- Coordination of services between CCMEP and Bridges
 - Regular communication between CCMEP and Bridges Liaison
 - Coordinated financial resources to maximize young adult's benefits from both programs
- Supports young adult's goals for employment, career, and furthering education
- Assistance in navigating/linking young adults with additional community resources

Bridges Personnel & Contacts

Website: bridgestosuccess.jfs.ohio.gov/index.stm

Email: Bridges@jfs.ohio.gov

ODJFS

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Collaborative

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Questions

Thank You!





CCMEP Credential Attainment Rate



Credential Attainment Rate

- Credential definition
- Who is included and how does a participant get into the measure
- How to document a credential in OWCMS
- Track and improve credentials
- Discussion about credentials



Credential Attainment Rate

- The percentage of all program participants who attain a credential during participation or within 1 year after exit from the program out of those enrolled in education or a training program leading to a recognized diploma, degree, or a credential.



Credential Attainment Rate

- Not all CCMEP youth are included in the Credential Attainment Rate
- Who is included in this measure?
 - All in-school youth
 - Out of school youth in occupational skills training, secondary or postsecondary education



How does a participant get into the Credential Attainment Rate?

- At program entry, if Educational Status is:
 - In school; High-School or less
 - In school; Alternative school
 - In school; Post-High School



How does a participant get into the Credential Attainment Rate?

- During program enrollment, if received specific service(s):
 - Youth:
 - Apprenticeship
 - Alternative Secondary School Offerings
 - Occupational Skills Training
 - Occupational Skills Training/ITA



Tutoring Service Change

- Tutoring, Study Skills, Drop Out Prevention
 - No longer solely an indicator of education/training
 - Participant **must** have at least one of the following:
 - An in-school status
 - Occupational Skills Training service
 - Alternative Secondary School Offerings service



How does a participant get into the Credential Attainment Rate?

- At program exit, if Youth School Status at Exit:
 - In school; High-School or less
 - In school; Alternative school
 - In school; Post-High School



How to document the attainment of a credential

Service Type	Long Term Goal	Short Term Goal	CFIS Status	Service	Add Activity
Youth	Education	Education		SUPPORTIVE SERVICES	+
Youth	Education	Education		PREPARATION	+
Youth	Meaningfu	A job		OCCUPATIONAL	+
Youth	Education	Education		OCCUPATIONAL	+

Actual Start Date: Planned End Date: Actual End Date: Service Outcome:

Planned Cost: \$0.00 Actual Cost:

Provider: Program: ONET Code:

ONET Title:

- High School Diploma
- GED
- Youth Certificate
- AA or AS Degree
- BA or BS Degree
- Post Graduate Degree
- Occupational Skills Licensure
- Occupational Skills Certificate
- Other Recognized Credential, Diploma, or Certificate

Local Area Demand:

Credential Diploma or Certificate: Date Attained:

- On **Services & IOP** screen:
 - From the menu, click on **WIOA** then **Services & IOP**
 - Click on **Individual Opportunity Plan** then click on **Services** tab
 - Under **Credential, Diploma, or Certificate**, choose the credential
 - Enter **Date Attained**



How to document the attainment of a credential

Education History | Literacy and Numeracy | Skills Gain

Schooling

Education Level: BACHELORS DEGREE

Youth: In School Out Of School

Has Seeker Dropped Out of School?: Yes No

Learning Disabilities

Does Seeker Indicate Any Learning Disabilities?: N/I Yes No

Describe: _____

Language

Seeker's Primary Language: AMHARIC

Is Seeker's English Speaking Ability Limited?: Yes No

Degree/Certificate/Other

Add

Institution/Organization	Delete

Type: Degree Certificate Other

Completion Date: _____ Not Completed Currently Enrolled

Country: _____ City: _____ State: _____

Degree: **GED/HIGH SCHOOL EQUIVALENT**

Major: _____ Minor: _____

- On the **Assess Education** screen
 - From the menu, click on **WIOA** then **Assess Education**
 - Under **Education History**, choose the credential
 - Enter **Completion Date**



How to document the attainment of a credential

Q1 Post Exit | Q2 Post Exit | Q3 Post Exit | Q4 Post Exit

Employed In Q1 After Exit Quarter? Is Employment Training-Related?

Occupational Code (ONET) Method Used

Entered Non-Traditional Employment?

Wages Exceed 200% of Poverty Yes No Missing Data - Unable to determine

WIA Credential, Diploma, or Certificate Date Attained

Placement Information 02/01/2014 Date of Placement

Trade Credential Received Date Trade Credential Received

Supplemental Source of Data

Enter the information below for any source of data. Examples would be the primary job or source of training.

- High School Diploma
- GED
- Youth Certificate
- AA or AS Degree
- BA or BS Degree
- Post Graduate Degree
- Occupational Skills Licensure
- Occupational Skills Certificate
- Other Recognized Credential, Diploma, or Certificate

- On **Post Exit & Wages** screen:
 - From the menu, click on **WIOA** then **Post Exit & Wages**
 - Under **Credential, Diploma, or Certificate**, choose the credential on any quarter
 - (NOTE: The post-graduate degree does not count towards a credential)
 - Enter **Date Attained**



Special case for Credential Attainment Rate

- ****HS diploma or equivalent only is not enough****
- Obtain the secondary school diploma or equivalent (e.g., GED)
- In order for it to count, within 1 year after exit, must either be:
 - Employed
 - Wage Record
 - Supplemental Wages on Post Exit & Wages
 - In an education/training program leading to a postsecondary credential
 - Placement on Post Exit & Wages



Track and improve credentials

- Run the CCMEP Credential Performance Report in BIC Cognos
 - List of participants in the measure and their estimated outcomes
 - If outcome is negative, can add their credential to OWCMS or other information to make them a positive



Track and improve credentials

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 - If outcome is negative, can add their credential to OWCMS or other information to make them a positive



Information about BIC Cognos

Business Intelligence Channel (BIC) Cognos

[Basic Guide to BIC Cognos](#): This beginner-level guide will show users how to log into BIC Cognos, how to run reports, how to schedule reports, and more.

[Intermediate Guide to BIC Cognos](#): This guide will demonstrate the BIC Cognos report Authoring Mode, formatting a report, adding report items, creating report prompts, and other advanced Cognos functions.

[BIC Cognos Report Directory](#) - A directory of existing state-developed WIOA and CCMEP BIC Cognos reports detailing their applicable use.

[BIC Cognos and OWCMS Data Crosswalk](#) - A data element crosswalk which lets the user know which items in Cognos correspond to which fields in OWCMS.

[Cognos Performance Webinar](#) (68:00 min) and [documentation](#) - In this webinar, participants will learn some basic functions of the Cognos reporting system. We will cover: logging into the system, the key features of the IBM Cognos Analytics Dashboard, and demonstrate how to run the Credential Attainment, the Employed 2nd Quarter after Exit, and the Employed 4th Quarter after Exit Performance reports for the Adult, Dislocated Worker, and CCMEP program areas.



Office of Workforce Development

Estimated Performance Report

CCMEP Youth Credential Attainment Measure

The percentage of program participants who obtain a recognized postsecondary credential or a secondary school diploma or its recognized equivalent during participation in or within 1 year after exit from the program. Program participants who obtain a secondary school diploma or its recognized equivalent shall be included in the percentage counted as meeting the criterion if such participants, in addition to obtaining such diploma or its recognized equivalent, have obtained or retained employment or are in an education or training program leading to a recognized postsecondary credential within 1 year after exit from the program.

Quarter Selected: PY 2018 First Quarter Report (Jul 1, 2018 to Sept 30, 2018)

Cohort Chart

Workforce Development Board: X

NUMERATOR:1

DENOMINATOR:3

IMPORTANT: This BIC Cognos Report uses data from the Reporting database which is updated from OWCMS each night. It is intended to be used by lead agencies and local areas to track participants and exiters and estimate performance outcomes. It may not match official performance reports from the state of Ohio due to timing of quarterly report processing.

If the data on this report is for public distribution (annual report, news article, on-line post, etc.), you must obtain prior approval from programs identified on the report prior to distribution.

Office(s):X-0-1 OhioMeansJobs XXXX County, X-0-2 OhioMeansJobs XXXX County

CCMEP Youth Credential Attainment Measure



CCMEP Youth Credential Attainment Measure

1	Seeker ID	Last Name	First Name	WDB Code	Office Name	Case Manager	Program	Exit Date	Degree Description	Employment/Education after Exit (HS or GED Only)	Outcome
2	1122333	KNOPE	LESLIE	X	X-0-1 OhioMeansJobs XXXX County	PERIGO, PAIGE	CCMEP Youth	3/31/2017			POSITIVE
3	1122333	WYATT	BEN	X	X-0-1 OhioMeansJobs XXXX County	PERIGO, PAIGE	CCMEP Youth	1/3/2017			NEGATIVE
4	1122333	HVERFORD	TOM	X	X-0-1 OhioMeansJobs XXXX County	PERIGO, PAIGE	CCMEP Youth	1/16/2017			NEGATIVE



If missing credential: Add to any quarter on Post Exit & Wages Screen (since already exited)

Q1 Post Exit Q2 Post Exit Q3 Post Exit Q4 Post Exit

Employed In Q1 After Exit Quarter? Is Employment Training-Related?

Occupational Code (ONET) ↓ Method Used

Entered Non-Traditional Employment?

Wages Exceed 200% of Poverty Yes No Missing Data - Unable to determine

WIA Credential, Diploma, or Certificate ▼ Date Attained

Placement Information 02/01/2014 Date of Placement

Trade Credential Received Date Trade Credential Received

Supplemental Source of Data

Enter the information below for any source of data. Examples would be the primary job or seasonal employer.

- High School Diploma
- GED
- Youth Certificate
- AA or AS Degree
- BA or BS Degree
- Post Graduate Degree
- Occupational Skills Licensure
- Occupational Skills Certificate
- Other Recognized Credential, Diploma, or Certificate



If obtained HS diploma or equivalent, add employment or post-secondary education/training on Post Exit & Wages Screen

WJOA Provider Staff Functions Reports LMI Administrative Help

Post Exit Wages

Name: TEST, YOUTH

Q1 Post Exit Q2 Post Exit Q3 Post Exit Q4 Post Exit

Employed In Q1 After Exit Quarter?  Is Employment Training

Occupational Code (ONET) Method Used

Entered Non-Traditional Employment?

Wages Exceed 200% of Poverty Yes No Missing Data - Unable to determine

WIA Credential, Diploma, or Certificate

Placement Information Exit Date

Trade Credential Received

Supplemental Source of Data

Enter the information below for any source of wages received from employment during the quarter. Examples would be the primary job or secondary job; and either full time, part time, temporary, or seasonal.

Delete?

Self Employed? Yes No

Supplemental Earnings From Employer

Employer Name

Employer City

Employer State

Total Q2 Supplemental Wages



If obtained HS diploma or equivalent, add employment or post-secondary education/training on Post Exit & Wages Screen

WIOA Provider Staff Functions Reports LMI Administrative Help

Post Exit Wages

Name: TEST, YOUTH

Record(s) saved.

Q1 Post Exit Q2 Post Exit Q3 Post Exit Q4 Post Exit

Employed In Q1 After Exit Quarter? YES Is Employment

Occupational Code (ONET) Method Use

Entered Non-Traditional Employment?

Wages Exceed 200% of Poverty Yes No Missing Data - Unable to

WIA Credential, Diploma, or Certificate

Placement Information Exit Data 

Trade Credential Received

Supplemental Source of Data

Placement Information

Placement Information

IN POSTSECONDARY EDUCATION

IN ADVANCED TRAINING

IN MILITARY SERVICE

IN A QUALIFIED APPRENTICESHIP

IN OCCUPATIONAL SKILLS TRAINING



Discussion

- What situations are you finding regarding participants' credentials and recording it in OWCMS?
 - *Please type your situation in the webinar question box so we can discuss your situation with the group*



PRESENTER
MARK ANDERSON
PROJECT MANAGER

Fiscal Updates

Set Asides



OWCMS

PRESENTER
GERRIE COTTER
CCMEP PROJECT
MANAGER



OWCMS Upcoming Enhancements

- TANF semi-annual process system update
- Streamline IOP
- Performance Reminders
- Reminders:
 - Mini assessment can be used for all participants
 - Enter education placement information after exit
 - Enter Credential Attainment



OWCMS Recent Enhancements

■ Literacy Numeracy

- “Other Assessments” added (does not count for EFL/skills gain)
- WorkKeys is updated (Applied Math, Workplace Documents, and Graphic Literacy)
- Assessments can now be entered when results are available
- Skills gain tab – can now add as many records as needed at anytime
- New additional information button for skills gain and EFL
- New pop up confirmation box to the IOP/goals when changes may affect measurable skills gain status



OWCMS Common Issues

- Over-clicking
- Saving
- Merging cases and deleting duplicate cases
- Calculate TANF eligibility - May need to select the “Other TANF Eligible” button



OWCMS Common Issues

- Education Status Change - As soon as a service is entered, education status change is locked down
- Case un-exiting/exited in error – soft exiting - If case unexited, must make changes same day (i.e., add current service)



OWCMS Common Issues

- Ending services retroactively can soft exit cases overnight
- Performance questions – see desk aid
- Change county - case transfer – need to wait to complete a warm handoff so new services can be entered



OWCMS Common Issues

- Closing case reasons
 - Awarded SSI/SSDI and made application for services with OOD
 - Failed to utilize CCMEP services
 - Not eligible for TANF or WIOA
 - *Successfully entered Post-Secondary Education, Military, or Employment*



Work Experience

PRESENTER
GERRIE COTTER
CCMEP PROJECT
MANAGER



Work Experience Reminders

- Training Component Required
 - During at work site or other provider
 - Before
- Worksite Agreements
 - See examples



CCMEP Q & A Review

PRESENTER
ANGELA MARTIN
CCMEP TEAM





Questions and Answers

CCMEP Inbox

If a participant re-enters the program on a case, that is in follow-up, does performance need to be tracked on both cases?

Yes. Documentation of information in post exit and wages screens would still be required on the case in follow-up and the lead agency will be liable for performance on both cases.

Are follow-up services required for participants who have moved out of state?

Yes. As long as it is a neighboring state to Ohio. Also, note that only WIOA funding can be used for follow-up in this case.



Questions and Answers

CCMEP Inbox

Should foster youth participants be globally excluded when they are in follow-up and they have relocated out of state?

No. Participants that have exited should not be excluded.

Is an individual that has been determined truant by the court an “offender”?

Yes, an individual who was determined truant by the court would be considered an “offender.”



Questions and Answers

If the CCMEP program participant fails to utilize services and is exited due to failure to cooperate, does the lead agency still need to provide follow-up services?

Yes. All program participants must receive some form of follow-up services described in paragraph (E)(9) of rule 5101:14-1-02 of the Administrative Code, for a minimum duration of twelve months unless the participant declines to receive follow-up services or the participant cannot be located or contacted. All program participants shall be offered an opportunity to receive follow-up services that align with their individual opportunity plan (IOP).

Thank You For All You Do!!



CCMEP TEAM

Gerrie Cotter, Program Manager

Angela Martin, Human Services Developer

Jessie Oliver, Human Services Developer

Melissa Watkins, Human Services Developer

Sharon Shulok, Program Administrator

Rev. 09/31/2018 County Contact

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Harrison	Marlene Emerick	(740) 942-6021	Marlene.Emerick@jfs.ohio.gov
Henry	Elizabeth Michael	(419) 592-4210 Ext. 124	Elizabeth.Michael@jfs.ohio.gov
Highland	Larry McGuire Karen Sauers	(937) 393-3111 (937) 402-5003	Larry.Mcguire01@jfs.ohio.gov Karen.Sauers@jfs.ohio.gov
Hocking	(See Ross)		
Holmes	Stephanie Geib	(330) 674-1111 Ext. 313	Stephanie.Geib@jfs.ohio.gov
Huron	Nikita McCain	(419) 663-5437	Nikita.McCain@jfs.ohio.gov
Jackson	Laura Hollback	(740) 286-4181 Ext. 324	Laura.Hollback@jfs.ohio.gov
Jefferson	Raymond Robinson	(740) 282-0961 Ext. 1232	Raymond.Robinson@jfs.ohio.gov
Knox	Danielle Swendal	(740) 399-3044	Danelle.Swendal@jfs.ohio.gov
Lake	Mindy Hughes	(440) 350-4413	Mindy.Hughes@jfs.ohio.gov
Lawrence	Teneka Ferguson	(740) 532-3324 Ext. 342	Teneka.Ferguson@jfs.ohio.gov
Licking	Catherine Weber Melanie Fling	(740) 670-8794 (740) 670-8716	Catherine.Weber@jfs.ohio.gov Melanie.Fling@jfs.ohio.gov
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Lorain	Kristin Ross	(440) 329-5672	KristinRoss@childrenservices.org

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Madison	Robin Bruno	(740) 852-6031	Robin.Bruno@jfs.ohio.gov
Mahoning	Jeff Phillips	(330) 941-8888	Jeff.Phillips@jfs.ohio.gov
Marion	Harry Simmons	(740) 386-0441	Harry.Simmons@jfs.ohio.gov
Medina	Sharon Holmes	(330) 661-0808	Sharon.Holmes@jfs.ohio.gov
Meigs	Terri Ingels	(740) 992-2117	Terri.Ingels@jfs.ohio.gov
Mercer	Jason Cupp	(419) 586-5106 Ext. 509	Jason.Cupp@jfs.ohio.gov
Miami	Michelle Hobson	(937) 335-4103	Michelle.Hobson@jfs.ohio.gov
Monroe	Lisa Swisher	(740) 472-1602 Ext. 226	Lisa.Swisher@jfs.ohio.gov
Montgomery	Stacia Burlingame	(937) 276-6548	Stacia.Burlingame@jfs.ohio.gov
Morgan	Kair Schaad	(740) 962-1421	Kari.Schaad@jfs.ohio.gov
Morrow	Chris Jones	(740) 919-2632	Chris.Jones@jfs.ohio.gov
Muskingum	Lori Moore Rhonda Hinkle	(740) 849-2344 (740) 849-2344	Lori.Moore@jfs.ohio.gov Rhonda.Hinkle@jfs.ohio.gov
Noble	Kelli Clark	(740) 732-2392 Ext.125	Kelli.Clark@jfs.ohio.gov
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Perry	Sally Ferguson	(740) 342-3836	Sally.Ferguson@jfs.ohio.gov
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Pike	Lisa Roberts	(740) 947-5080	LisaM.Roberts@jfs.ohio.gov
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Scioto	Lisa Thomas	(740) 456-4164	Lisa.Thomas01@jfs.ohio.gov

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Shelby	Sarah Dirksen	(937) 498-4981 Ext. 2832	Sarah.Dirksen@jfs.ohio.gov
Stark	Sarah Goins	(330) 451-8209	Sarah.Goins@jfs.ohio.gov
Summit	Michelle DuFore	(330) 3751675	mdufore@summitkids.org
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Union	Ryan King	(937) 644-1010	Ryan.King@jfs.ohio.gov
Van Wert	Lesley Sowers	(419) 238-5430	Lesley.Sowers@jfs.ohio.gov
Vinton	(See Ross)		
Warren	Lisa Benton	(513) 695-1519	Lisa.Benton@jfs.ohio.gov
	Becky Campana	(513) 695-1514	Rebecca.Campana@jfs.ohio.gov
Washington	Sabrina Buchanan	(740) 373-3485	Sabrina.Buchanan@jfs.ohio.gov
Wayne	Eric Killinger	(330) 345-5340	Eric.Killinger@jfs.ohio.gov
Williams	Anna Meyers	(419) 636-6725 Ext. 5240	Anna.Meyers@jfs.ohio.gov
Wood	Lynzie Zimmerman	(419) 315-1152	Lynzie.Zimmerman@jfs.ohio.gov
	Monica Gazarek	(419) 373-6930	Monica.Gazarek@jfs.ohio.gov
Wyandot	Rodney Traxler	(419) 294-4977 Ext. 252	RodneyJ.Traxler@jfs.ohio.gov
	Stephanie Weaver	(419) 294-4977	Stephanie.Weaver@jfs.ohio.gov

County	Director First Name	Director Last Name	Email Address
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Allen CDJFS	Joe	Patton	Joe.patton@jfs.ohio.gov
Ashland CDJFS	Peter	Stefaniuk	peter.stefaniuk@jfs.ohio.gov
Ashtabula CDJFS	Patrick	Arcaro	patrick.arcaro@jfs.ohio.gov
Athens CDJFS	Jean	Demosky	jean.demosky@jfs.ohio.gov
Auglaize CDJFS	Mike	Morrow	michael.morrow@jfs.ohio.gov
Belmont CDJFS	Vince	Gianangeli	vince.gianangeli@jfs.ohio.gov
Brown CDJFS	Mitch	Sharp	david.sharp@jfs.ohio.gov
Butler CDJFS	William	Morrison	william.morrison@jfs.ohio.gov
Carroll CDJFS	Kate	Offenberger	kate.offenberger@jfs.ohio.gov
Champaign CDJFS	Stacy	Cox	Stacy.Cox@jfs.ohio.gov
Clark CDJFS	Virginia	Martycz	virginia.martycz@jfs.ohio.gov
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Coshocton CDJFS	Danny	Brenneman	daniel.brenneman@jfs.ohio.gov
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Darke CDJFS	Gracie	Overholser	gracie.overholser@jfs.ohio.gov
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Summit CDJFS	Terri	Burns	terri.burns@jfs.ohio.gov
Trumbull CDJFS	John	Gargano	john.gargano@jfs.ohio.gov
Tuscarawas CDJFS	David	Haverfield	david.haverfield@jfs.ohio.gov
Union CDJFS	Sue	Ware	sue.ware@jfs.ohio.gov
Van Wert CDJFS	Marcia	Drake	marcia.drake@jfs.ohio.gov
Warren CDJFS	Lauren	Cavanaugh	lauren.cavanaugh@jfs.ohio.gov
Washington CDJFS	Flite	Freimann	flite.freimann@jfs.ohio.gov
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Williams CDJFS	Frederick	Lord	fred.lord@jfs.ohio.gov
Wood CDJFS	Dave	Wigent	david.wigent@jfs.ohio.gov
Wyandot CDJFS	Jason	Fagan	jason.fagan@jfs.ohio.gov



TRI-COUNTY EDUCATIONAL SERVICE CENTER

741 Winkler Drive
Wooster, Ohio 44691
Jon Ritchie – Superintendent

Phone 330-345-6771
Fax 330-345-7622
www.youresc.k12.oh.us

Dear Worksite Supervisor,

Thank you so much for agreeing to be a worksite for the WIOA Youth Program. This program funded through the Ashland County Department of Job and Family Services. The goal of the program is to assist youth in becoming better prepared to be a productive member of the workforce.

As you supervise and interact with the youth please remember that you are a role model for them. In many cases this is the youth's first experience in the workforce and you as their supervisor will have an impact of their attitude toward work. Please use the time the youth is at your worksite as a time of instruction and mentoring.

Prior to having a youth start work, we will have covered some basic work expectations, such as appropriate dress, appropriate language, staying off their cell phone, showing up on time, asking for things to do, seeking permission before taking a break or leaving. While we may have covered these and other topics, please remember that the youth may need to hear this more than once. I would ask that if you need to confront a youth on any workplace appearance and/or behavior issues that you would also include an explanation as to why what they are wearing, doing or saying is inappropriate. If at any time a youth does not appear to be working out at your worksite, please contact me as soon as possible, so that we can discuss the issues and if they cannot be resolved, the youth will be removed from your worksite. Again, thank you for your time and support in shaping the next generation of workers.

Attached to this is are copies of Worksite agreements, one agreement focuses on your agreeing to follow the rules and regulations that govern our program as a worksite. The other worksite agreement will be specific to each individual youth placed at your worksite. Also attached to this is a copy of our handbook that contains your expected responsibilities as a worksite supervisor and copies of forms that will be used by you and the youth while placed at your worksite.

Sincerely

Jeff Styer – Program Director
330-466-0984



TRANSITIONS
Ashland County WIOA Youth Program
Worksite Agreement

Funding provided by
Ashland County
Department of Job and
Family Services

TRI-COUNTY EDUCATIONAL SERVICE CENTER
741 WINKLER DR
WOOSTER, OH 44691
330-345-6771 Fax: 330-345-7622

WORKSITE NAME: _____

WORKSITE ADDRESS: _____

SUPERVISOR'S NAME _____ EMAIL: _____

SUPERVISOR'S NUMBER: _____ JOB TITLE: _____

NAME & SIGNATURE OF PARTICIPANT: _____

PRINT

SIGNATURE

PARENT/GUARDIAN SIGNATURE: _____

PARTICIPANT'S NUMBER: _____

This agreement will be in effect from (date) _____ to (date) _____

Total Hours Youth is allowed to work: _____

TENTATIVE TRAINING SCHEDULE					
		<u>HOURS</u>			<u>HOURS</u>
Sunday	_____ to _____	_____	Thursday	_____ to _____	_____
Monday	_____ to _____	_____	Friday	_____ to _____	_____
Tuesday	_____ to _____	_____	Saturday	_____ to _____	_____
Wednesday	_____ to _____	_____	Total hours/week:		_____

*YOUTH UNDER 18 MUST BE GIVEN A 30 MINUTE REST BREAK IF WORKING MORE THAN 5 HOURS

HOURLY TRAINING ALLOWANCE: \$ _____

The employer agrees to provide entry-level work experience for the participant named above.

The Participant will be assigned the following tasks and duties: _____

The worksite agrees to sign off on the provided participant's time sheets and to fill out provided performance evaluations.

The worksite agrees to provide all necessary materials and equipment to perform the work described above and to provide adequate and qualified supervision to the participant.

All Health and Safety Standards must be met – Including Minor Labor Laws.

The worksite agrees to be responsible for any hours worked beyond the Total Hours stated above

Not adhering to this agreement could result in termination of agreement by all parties.

Worksite Signature/Date

TRANSITIONS Program Staff Signature/Date

ASHLAND COUNTY WIOA YOUTH WORKSITE AGREEMENT

PLEASE LIST THE NAME(S) OF THE WORKSITE SUPERVISORS AND ANY OTHERS WHO WILL BE ASSISTING IN THE SUPERVISION OF THE YOUTH CUSTOMERS

Work Site Name: _____

Work Site Address: _____

Contact Name: _____

Phone Number: _____

Primary Supervisor's Name: _____

Other Supervisor's Names: _____

The worksite agrees to provide entry-level work experience to WIOA Youth Participant(s) beginning on (date) _____ ending on (date) _____.

In order to participate in the Work Experience Program, I hereby agree that my worksite will comply with the following terms:

- A. To abide by all of the rules, regulations, and policies set forth by the program operator (Handbook is attached to this form).
- B. To provide a sufficient amount of work for each participant.
- C. To provide adequate supervision for participants.
- D. To provide sufficient equipment, tools, and materials for participants to perform tasks.
- E. That participants will not perform work at worksites which engage in political activity, religious workshop, or sectarian instruction.
- F. To provide a safe and healthy work environment adhering to all standards.
- G. Abide by all federal state, and local labor laws and civil rights provisions.
- H. To provide access for program, county, state or federal monitoring of the worksite
- I. Provide union concurrence, if applicable.

Tri-County ESC as the employer of record agrees to the following:

- A. All youth are covered under Tri-County ESC's Workman's compensation insurance
- B. *TRANSITIONS* Program staff will pick up all Participants' time sheets and pay participants the agreed upon wage according to the ESC's Pay Period Schedule.
- C. *TRANSITIONS* Program staff will periodically monitor the worksite and address any issues regarding the participant that relate to the worksite.

Not adhering to this agreement could result in termination of agreement by all parties.

Worksite Signature/Date

TRANSITIONS Program Staff Signature/Date

WIOA Youth Work Experience Policies

Supervision:

Supervisors are required to monitor and assist participants in their efforts, follow-up to insure completion of the job and critique the quality of work being performed. Worksites will be monitored for compliance in providing adequate supervision and will have participants removed where deficiencies are found.

Adequate Work:

The work site supervisor will insure that sufficient work duties are available for the participant to perform at the work-site and will supply all the necessary tools and equipment.

Minor Labor Laws:

Youth below the age of 18 falls under the Minor Labor Laws protection. Certain limitations are placed on the supervisor in what tasks they may assign to a minor. *TRANSITIONS* staff and Program Director will assist supervisor with identifying those youth, who can and cannot mow, climb ladders, roofs, etc. A work site supervisor may be asked to describe tools and/or equipment required to complete a work assignment. A copy of the Minor Labor Laws is included in this document. The *TRANSITIONS* program obtains copies of a participant's work permit when required by Ohio Law (14-15 year old = year round, 16 -17 year old = school year) and the Parent Consent Form – giving permission for their minor to have a job.

Health and Safety:

A Medical release form is completed by the parents/guardians of each participant under the age of 18. Customers over 18 complete and sign the form themselves. A copy of the form will be in the Yellow Worksite Folder. Supervisors are expected to orient the participant to all safety precautions and procedures displayed on equipment, tools, and supplies they will be using or located in their work environment. Participants who willfully ignore safety precautions and procedures may be removed from the worksite.

In the event of an accident, the worksite supervisor and participant will seek medical attention if necessary. As soon as it is feasible, the worksite supervisor and participant will fill out a copy of Tri-County's Accident Report form (a copy is included in this document and also in the participant's yellow worksite folder). Tri-County ESC serves as the Employer of record for each participant engaged in a Paid Work Experience. These participants are covered under Tri-County ESC' workman's compensation insurance.

Time and Attendance:

Supervisors must account for the precise time the participant works and be prepared to supply the *TRANSITIONS* staff with a signature on an accurate timesheet when due (we do request that time be rounded to the nearest quarter hour). Participants are only paid for actual time worked. This does not include breaks. ALL participants are required to have at least a 30-minute break if they work more than 5 hours in one day per Minor Labor Laws and/or Tri-County ESC policy. This document contains a copy of Tri-County ESC's payroll schedule and each youth is also provided with a copy of the payroll schedule. Participants are oriented on how to properly fill out time sheets prior to being placed at a worksite. Participants are also oriented to the fact that an unsigned time sheet will not be paid until all necessary signatures are on the timesheet.

Absence from work:

If a youth is unable to attend work, they are required to contact their worksite supervisor at least one-half hour prior to their scheduled start time. If they are unable to contact their worksite supervisor, they should contact their *TRANSITIONS* Case Manager.

Absences which will be considered excused include the following: illness, illness of a dependent, doctor and dentist appointments that cannot be scheduled during non-working hours, and family funeral.

Excused absences are unpaid.

Not calling in prior to missed work hours or missing work for reasons not listed above will result in unexcused absences. An accumulation of three (3) unexcused absences may result in termination from the work experience.

In the event that a youth misses three (3) consecutive work days due to illness, the worksite supervisor may require a statement from a doctor in order for the customer to return to work.

Youth **WILL NOT** be paid for missed work time, whether excused or unexcused.

Discipline:

The supervisor should orient the youth to rules and regulations of the worksite. The supervisor should work in concert with the *TRANSITIONS* staff to ensure that proper disciplinary measures are taking place in accordance with the rules and regulations of the work site and the program. The program seeks cooperation of the work site supervisor to *promptly* inform our *TRANSITIONS* staff of any infractions of the work site rules. The work site supervisor always has the prerogative to send an unruly youth home, until the *TRANSITIONS* staff can be contacted to discuss appropriate action. The *TRANSITIONS* program requests that requests to terminate a youth from a worksite be done so in writing with an explanation for the termination.

TRANSITIONS follows a progressive disciplinary policy, whenever action is taken toward work experience participant. All disciplinary measures should be taken by program staff, in conjunction with worksites supervisors. If a problem requiring discipline arises, the worksite supervisor should contact the appropriate *TRANSITIONS* Case Worker. The following progression will be followed in most cases.

1. Verbal Reprimand
2. Written Reprimand
3. Suspension
4. Termination

Disciplinary Action may be initiated for any of the examples listed below:

1. Failure to follow order.
2. Not calling in prior to missed work hours or having unexcused absences.
3. Having “unexcused” absence or being tardy two (2) times within a pay period.
4. Failure to perform assigned work in a correct, neat, and timely manner.
5. Rudeness in dealing with coworkers and/or customers.

There are some instances which may constitute immediate termination:

1. Making false statement on the Work Experience application.
2. Willful destruction, negligence, or abuse of property, tools, equipment, etc.
3. Altering or tampering with time sheets.
4. Theft or destruction of property from your worksite or possession of stolen property from a worksite.
5. Proven drinking on the job or appearing for work under proven influence of alcohol or non-prescribed drugs.
6. Proven waste of material, property, or work time.

Performance Evaluations:

The *TRANSITIONS* program requests that performance evaluations be completed by the supervisor and signed by the youth at the end of each pay period.

Nepotism:

No participant shall be placed at a worksite in which a relative, legal guardian or family member has the authority to make supervisory decisions regarding the participant. This includes the Participant's:

Father	Mother	Husband	Wife	Sister
Brother	Aunt	Uncle	Nephew	Niece
Father-in-law	Mother-in-law	Sister-in-law	Brother-in-law	Grandfather
Grandmother	Legal Guardian			

Civil Rights:

The Civil Rights Act of 1964 prohibits employers from discriminating on the basis of race, age, sex, color, national origin, or religion, with regards to employment practices.

Sexual Harassment is a form of sex discrimination. The courts and the Equal Employment Opportunity Commission define it as unwelcome sexual advances, requests for sexual favors, or conduct of a sexual nature in which:

1. Submission is made either implicitly or explicitly a condition of employment
2. Submission or rejection is used as the basis for employment decision.
3. The conduct of employees has the purpose or effect of creating an offensive or hostile work environment.

Worksites will operate in compliance with the aforementioned laws with regard to the WIOA participant.

Complaints:

The *TRANSITIONS* program complaint procedure is open to participants, supervisors, and the general public. Persons who feel they have a legitimate grievance should contact Jeffrey Styer, Program Director, for more information regarding this process.

**Tri-County Educational Service Center
2018-2019 Payroll Schedule**

<i>Payroll Period</i>		<i>Timesheets Due to ESC Payroll Officer</i>	<i>Pay Date</i>
<i>Begin Date</i>	<i>End Date</i>		
July 6, 2018	July 20, 2018	July 25, 2018	August 3, 2018
July 21, 2018	August 5, 2018	August 10, 2018	August 20, 2018
August 6, 2018	August 20, 2018	August 24, 2018	September 5, 2018
August 21, 2018	September 5, 2018	September 11, 2018	September 20, 2018
September 6, 2018	September 20, 2018	September 25, 2018	October 5, 2018
September 21, 2018	October 5, 2018	October 10, 2018	October 19, 2018
October 6, 2018	October 20, 2018	October 25, 2018	November 5, 2018
October 21, 2018	November 5, 2018	November 12, 2018	November 20, 2018
November 6, 2018	November 20, 2018	November 26, 2018	December 5, 2018
November 21, 2018	December 5, 2018	December 11, 2018	December 20, 2018
December 6, 2018	December 20, 2018	December 26, 2018	January 4, 2019
December 21, 2018	January 5, 2019	January 10, 2019	January 18, 2019
January 6, 2019	January 20, 2019	January 25, 2019	February 5, 2019
January 21, 2019	February 5, 2019	February 11, 2019	February 20, 2019
February 6, 2019	February 20, 2019	February 25, 2019	March 5, 2019
February 21, 2019	March 5, 2019	March 11, 2019	March 20, 2019
March 6, 2019	March 20, 2019	March 27, 2019	April 5, 2019
March 21, 2019	April 5, 2019	April 10, 2019	April 19, 2019
April 6, 2019	April 20, 2019	April 25, 2019	May 3, 2019
April 21, 2019	May 5, 2019	May 10, 2019	May 20, 2019
May 6, 2019	May 20, 2019	May 24, 2019	June 5, 2019
May 21, 2019	June 5, 2019	June 11, 2019	June 20, 2019
June 6, 2019	June 20, 2019	June 25, 2019	July 5, 2019
June 21, 2019	July 5, 2019	July 11, 2019	July 19, 2019

Youth Work Performance Evaluation

(Continued on Reverse Side)

Participant's Name: _____ **Date:** _____

Worksite: _____

Rating Scale: *Proficient* = participant demonstrates necessary tasks within competency area
Some Proficiency = participant is learning some of the tasks associated with competency area
No Proficiency = participant demonstrates little or no progress in developing this proficiency

Goal: To achieve a score of "**Some Proficiency**" or higher in 70% of the evaluated areas.

Competency Area	Proficient	Some Proficiency	No Proficiency	N/A
Attendance and Punctuality:				
Attends scheduled working days				
On time scheduled days				
Reports lateness or absence at least 1/2 hour before starting time				
Returns promptly from scheduled breaks				
Does not leave worksite prior to scheduled quitting time				
<i>Comments:</i>				
Grooming and Personal Hygiene:				
Clothing clean and in good repair				
Hair clean and combed				
Body free of objectionable odor				
Meets work-site dress codes				
<i>Comments:</i>				
Safety and Care of Equipment:				
Obeys health and safety rules				
Replaces tools				
Does not waste materials				
<i>Comments:</i>				

Competency Area	Proficient	Some Proficiency	No Proficiency	N/A
Follows Instructions:				
Listens without interrupting supervisor				
Asks for assistance				
Follows Instructions				
Can work without supervision				
Assists co-workers				
<i>Comments:</i>				
Productivity and Initiative:				
Completes assignments timely and efficiently				
Corrects inaccurate work without complaint				
Requests additional work				
Suggests possible solutions to problems				
Limits personal phone calls				
<i>Comments:</i>				
Compatibility with Co-Workers:				
Does not use abusive language				
Does not complain unnecessarily				
Does not criticize others				
<i>Comments:</i>				
Working with the Public:				
Greets customers in a courteous manner				
Responds politely to customer questions				
Answers Telephone Correctly				
Takes and relays accurate messages				
Respects confidential information				
<i>Comments:</i>				

I certify the above information is accurate and represents my best judgment of the Participant's performance:

Supervisor Signature

Date

Participant's Signature

Date

To be completed by the Transitions Coordinator:

Goal(s) Achieved? Yes ____ No ____

Received some proficiency or higher in ____% of competency areas



JOHN R. KASICH
Governor

STATE OF OHIO
MINOR LABOR LAWS
OHIO DEPARTMENT OF COMMERCE
DIVISION OF INDUSTRIAL COMPLIANCE & LABOR
www.com.ohio.gov/



JACQUELINE T. WILLIAMS
Director

OHIO REVISED CODE CHAPTER 4109*

"MINOR" MEANS ANY PERSON LESS THAN 18 YEARS OF AGE

WORKING PERMITS: Every minor 14 through 17 years of age must have a working permit unless otherwise stated in Chapter 4109.

WAGE AGREEMENT: No employer shall give employment to a minor without agreeing with him/her as to the wages or compensation he/she shall receive for each day, week, month, year or per piece for work performed.

REST PERIOD: No employer shall employ a minor more than 5 consecutive hours without a rest period of at least 30 minutes.

LIST OF MINORS EMPLOYED: Employer shall keep a list of minors employed at each establishment and a list must be posted in a conspicuous place to which all minor employees have access.

TIME RECORDS: Every employer shall keep a time book or other written record showing actual starting and stopping time of each work and rest period. These records must be kept for two (2) years.

RESTRICTIONS ON WORKING HOURS FOR MINORS 14 and 15 YEARS OF AGE

No person under 16 shall be employed:

1. During school hours except where specifically permitted by Chapter 4109
2. Before 7 a.m. or after 9 p.m. from June 1st to September 1st or during any school holiday of 5 school days or more; or after 7 p.m. at any other time
3. For more than 3 hours a day in any school day
4. For more than 18 hours in any school week
5. For more than 8 hours in any day when school is not in session
6. For more than 40 hours in any week that school is not in session nor during school hours, unless employment is incidental to bona fide programs of vocational cooperative training, work-study, or other work-oriented programs with the purpose of educating students, and the program meets standards established by the state board of education.

RESTRICTIONS ON WORKING HOURS FOR MINORS 16 and 17 YEARS OF AGE

No person 16 or 17 who is required to attend school shall be employed:

1. Before 7 a.m. on any day that school is in session or 6 a.m. if the person was not employed after 8 p.m. the previous night
2. After 11 p.m. on any night preceding a day that school is in session.

PROHIBITED OCCUPATIONS FOR MINORS UNDER 16 YEARS OF AGE

1. All manufacturing; mining; processing; public messenger service
2. Work in freezers and meat coolers and all preparation of meats for sale (except wrapping, sealing, labeling, weighing, pricing and stocking)
3. Transportation; storage; communications; public utilities; construction; repair
4. Work in boiler or engine rooms; maintenance or repair of machinery
5. Outside window washing from window sills or scaffolding and/or ladders
6. Cooking and baking; operating, setting up, adjusting, cleaning, oiling or repairing power-driven food slicers, grinders, food choppers, cutters, bakery type mixers
7. Loading or unloading goods to and from trucks
8. All warehouse work except office and clerical
9. Work in connection with cars and trucks involving the use of pits, racks or lifting apparatus or involving the inflation of any tire mounted on a rim equipped with a removable retaining ring.

PROHIBITED OCCUPATIONS FOR MINORS 14 through 17 YEARS OF AGE

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Occupations involving slaughtering, meat-packing, processing or rendering 2. Power-driven bakery machines 3. Occupations involved in the manufacture of brick, tile and kindred products 4. Occupations involved in the manufacture of chemicals 5. Manufacturing or storage occupations involving explosives 6. Occupations involving exposure to radioactive substances and to ionizing radiations 7. Power-driven paper products machines 8. Power-driven metal forming, punching and shearing machines 9. Occupations involved in the operation of power-driven circular saws, band saws and guillotine shears | <ol style="list-style-type: none"> 10. Power-driven woodworking machines 11. Coal mines 12. Occupations in connection with mining, other than coal 13. Logging and sawmilling 14. Motor vehicle occupations 15. Maritime and longshoreman occupations 16. Railroads 17. Excavation operations 18. Power-driven and hoisting apparatus 19. Roofing operations 20. Wrecking, demolition, and shipbreaking. |
|---|---|

MINORS UNDER 16 YEARS OF AGE MAY NOT ENGAGE IN DOOR-TO-DOOR EMPLOYMENT UNLESS

The for-profit employer is REGISTERED with the Ohio Department of Commerce. DOOR-TO-DOOR SALES EMPLOYERS SHALL:

1. Be in compliance with all applicable Ohio and Federal laws relating to the employment of minors
2. Provide at least one supervisor who is over the age of eighteen, for each six minor employees
3. Have been and be in compliance with Ohio's Motor Vehicle Financial Responsibility, Workers' Compensation, Unemployment Compensation, and all other applicable laws
4. Require all minors to work at least in pairs
5. Not employ any minor who does not have an appropriate Age and Schooling Certificate
6. Provide each minor employee with a photo identification card
7. Not employ any minor in any door-to-door sales activity during school hours except where specifically permitted
8. Not employ minors under 16 in door-to-door sales activity before 7 a.m. or after 7 p.m.
9. Not employ minors 16 and 17 years of age in door-to-door sales activity before 7 a.m. or after 8 p.m.

*For Exceptions to Coverage See Chapter 4109.06

This is a summary of ORC 4109. This summary does not include all of the requirements for minor labor laws. Persons should refer to 4109 for specific requirements applicable to them. This information can be accessed through the Ohio Department of Commerce website at www.com.ohio.gov/.

POST IN A CONSPICUOUS PLACE

For further information about Minor Labor issues, please contact: The Ohio Department of Commerce, Division of Industrial Compliance & Labor, 6606 Tussing Road, Reynoldsburg, OH 43068 Phone: 614-644-2239. TTY/TDD: 800-750-0750. An Equal Opportunity Employer and Service Provider (REV. 9/13/16)

TRI-COUNTY EDUCATIONAL SERVICE CENTER
ACCIDENT REPORT and ANALYSIS WORKSHEET

Revised: August 25, 2014

("All information" must be completed and signed by "Employee's Immediate Supervisor" (injured employee and supervisor signatures are required), and "promptly" submitted to TESC Safety Manager at 741 Winkler Dr., Wooster, OH 44691)

Administrator submitting form: _____

Date: _____

I. EMPLOYEE INFORMATION (Please Print or Type)

Employee Name _____ Social Security Number _____

Job Title/Program/Address _____ Days of Week Worked _____

Work Schedule: Hours _____ am _____ pm # _____ Days/wk Wage Rate _____

DOB _____ Sex Male Female Marital Status _____ Number of Dependents _____

Employee Street Address _____ City _____

State _____ Zip _____ Work Phone () _____ Home Phone () _____

Date Employed _____ Email _____
(Contact Treasurer's Office if not known)

II. INJURY/TREATMENT/LOCATION INFORMATION: Date of Injury or Onset of Symptoms _____ Time _____ AM/PM (Circle One)

Name of location and address of injury _____

Specific part(s) of the body that were injured (right, left, etc.) _____

Accident Event and Location: Briefly describe **exactly what happened and specific location**; include injured person's comments (be specific – identify any objects or substances that were involved; continue on back of page as necessary):

Was **first aid** administered? Yes No If so, by whom? _____ Phone: () _____

Was **other medical treatment provided**? Yes No If so, by whom? _____ Phone: () _____

TREATMENT FACILITY:

Facility Name: _____ Address: _____ Phone: () _____

Time (if left work for medical treatment) _____ (AM/PM), **Emergency Room?** Yes No Return Time _____ (AM/PM)

Was the party providing treatment **BWC Certified**? Yes No

III. OTHER IMPORTANT INFORMATION:

To **whom/when** was the injury reported? _____ Date/Time _____

Will injury likely cause **loss of time worked**? Yes No Was **previous injury aggravated**? Yes No

Briefly state previous injury type/date: _____

Similar injury in the past? Yes No When (date)? _____ Where? _____

PERRP Training _____ *(Most Recent Date & Location or TCESC On-Line PERRP)*

Date last worked / / **Date returned to work** / / **Number of Calendar Days Out** / / **Total Days Restriction** / /

If Traffic Accident during work schedule: Specific location _____ Who was cited? _____

Going from (point of departure) _____ to (destination) _____ **(Must submit copy of Police Report)**

IV. WHAT HAS BEEN (WILL BE) DONE TO PREVENT A REOCCURRENCE OF THE ACCIDENT? _____



Fayette County

A proud partner of the American Job Center Network

**Workforce Services Unlimited, Inc.
CCMEP WIOA Youth/Young Adult Program
Work-Experience Time and Attendance**

In partnership with
Fayette County
Department of Job and
Family Services

NAME: _____

MONTH/YEAR: _____

WORKSITE: _____

HOURLY RATE: _____

Week Ending: _____

	DATE	IN	OUT		IN	OUT	TOTAL
S							
M							
T							
W							
TH							
F							
SAT							
TOTAL HOURS							

EMPLOYEE EVALUATION
(must be completed)

	Poor	Excellent
Attendance	1 2 3 4 5	
Attitude toward supervisor	1 2 3 4 5	
Ability to follow instructions	1 2 3 4 5	

Grand Total Hours _____

Week Ending: _____

	DATE	IN	OUT		IN	OUT	TOTAL
S							
M							
T							
W							
TH							
F							
SAT							
TOTAL HOURS							

I hereby certify that I have performed the above listed work experience hours and have seen my evaluation.

Work Experience Participant Signature Date

I hereby certify that the participant has attended the work experience hours as listed above.

Supervisor Signature Date

COMPLETED BY WSU STAFF

Total Hours Worked	x	Hourly Rate	=	Gross Wage
		Employer Taxes: ER Social Security 6.2%		
		ER Medicare 1.45%		
		Gross with ER Taxes	Sub Total	
		Workers Compensation		
			TOTAL	

WSU Staff Signature _____ Date _____