

Welcome to the 2021 CCMEP Virtual Round Table

WE'LL GET STARTED
AT 9 A.M.



While you are waiting....

Please share the following information in the chat:

- Your first name and the county you work in and
- If you joined us yesterday for Day 1, what was your favorite session?





Please mute your microphone when not speaking



Please be present and avoid multi-tasking



Please take stretch and bathroom breaks as needed



Please enter in the chat or raise your hand

Housekeeping



Each session will be recorded and accessible next week on the CCMEP Training page



PDF's will be shared in TEAMS and emailed



A feedback survey will be emailed at the end

Housekeeping cont.

Welcome

Today's Agenda:

- Performance Metrics
- Monitoring Trends
- *Break (10:30 – 10:45 am)*
- ARIES Sneak Peek
- Secondary Traumatic Stress and the Cost of Caring
- *Lunch (12:00 – 1:00 p.m.)*
- Strategies to Attain H.S. Equivalent Diploma
- CCMEP Rule and Form Updates



CCMEP Credential Attainment

OWD PERFORMANCE TEAM

PRESENTED BY EMILY GROVER AND BEN SULLIVAN

7/28/21

A solid teal horizontal bar spanning the width of the slide at the bottom.

Agenda

1. What is the Credential Performance Measure?
2. What is an example of the cohort for the Credential measure?
3. Credential Scenarios
4. How does the Wage Record work when determining Credential performance?
5. How does the Credential Measure compare to the Measurable Skill Gains measure?
6. CCMEP Performance: Frequently Asked Questions

What is the Credential Performance Measure?

Performance Definitions

WHO: ONLY in-school youth or out-of-school youth in training, secondary, or postsecondary while enrolled

WHAT: 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

- ✓ There is an additional requirement for attainment of a HS diploma or equivalent

WHEN: Collected: During Participation or Within 1 Year After Program Exit

Reported: 6 Quarters After Exit

WHERE: OWCMS (Only)

WHY: Credentials can lead to employment and furthering education.

Performance Evaluation Timeline

Performance Measure	Performance Evaluation
Exiters	1 Quarter After Exit
Education, Training or Employment 2nd Quarter After Exit ----- Median Earnings 2nd Quarter After Exit	4 Quarters After Exit
Education, Training or Employment 4th Quarter After Exit ----- Credential Attainment Rate	6 Quarters After Exit
Measurable Skill Gains	Each Program Year (at end)
Participant Counts, Participant and Program Characteristic Information	During Enrollment

High School Exception



High School Exception:

If a participant obtains a secondary school diploma or equivalent (e.g. GED), in order to count in the numerator, they must also be employed OR in an education/training program leading to a postsecondary credential within 1 year after exit



High School Exception Scenarios

Scenario 1:

Q: Maria was enrolled in school and attained her GED. Is Maria a success for the credential attainment rate?

A: No. in addition to earning her GED, she needs to be enrolled in postsecondary education or employment within 1 year after exiting the program.

Scenario 2:

Q: At program completion, Maria was enrolled in post-secondary at exit. Will she need to attain that credential as well to be successful in the credential attainment measure?

A: No. Maria already attained her GED and enrolled in post-secondary within 1 year after exit. As a result, her GED will count as an earned credential and she will be a success in the credential attainment rate.

Who Is Included in the Measure?

When and where is education / training status checked?

➤ Anytime during program participation

➤ At program entry

- In school; HS or less
- In school; Alternative school
- In-school; Post-HS

➤ During program enrollment

- Received Specific Service(s)

➤ At program exit

- In Education or Training

Entering Education Status in OWCMS at Program Entry

WIOA Provider Staff Functions Reports LMI Administrative Help

Basic Intake

RP910

Name: HOUSTON, WHITNEY

General Additional WIOA Data CCMEP/TANF Data Special Grant

Current Claimant Status: NEITHER CLAIMANT NOR EXHAUSTEE Claimant Sub Status:

UI Status at Intake: NOT CURRENT CLAIMANT AND NOT AN EXHAUSTEE

Education Level: BACHELORS DEGREE

Do you have work experience in Agriculture within the last 12 months? ☐ Yes ☒ No [MSFW Details](#)

Education Status: NOT ATTENDING SCHOOL; H.S. GRADUATE

Have you served in US Military? ☐ Yes ☒ No [Vet Details](#)

Are you a Spouse of Veteran? ☐ Yes ☒ No [Vet Spouse Details](#)

Homeless Veteran? ☐ Yes ☒ No [Homeless Details](#)

Military Service

Veteran Status: NON-VETERAN

Special Disabled Veteran ☐ Yes ☒ No

Campaign Veteran ☐ Yes ☒ No

Disabled Veteran ☐ Yes ☒ No

Other Veteran ☐ Yes ☒ No

Eligible Person ☐ Yes ☒ No

Non-Veteran ☐ Yes ☒ No

Chapter 31 Veteran ☐ Yes ☒ No

Transitional Service Member ☐ Yes ☒ No

Recently Separated Veteran ☐ Yes ☒ No

Active Duty Dates

Start Date: End Date:

TAP Workshop? ☐ Yes ☒ No

TAP Workshop Date:

Valid Driver's License

State: CALIFORNIA

Class: NON-COMMERCIAL

[Add](#)

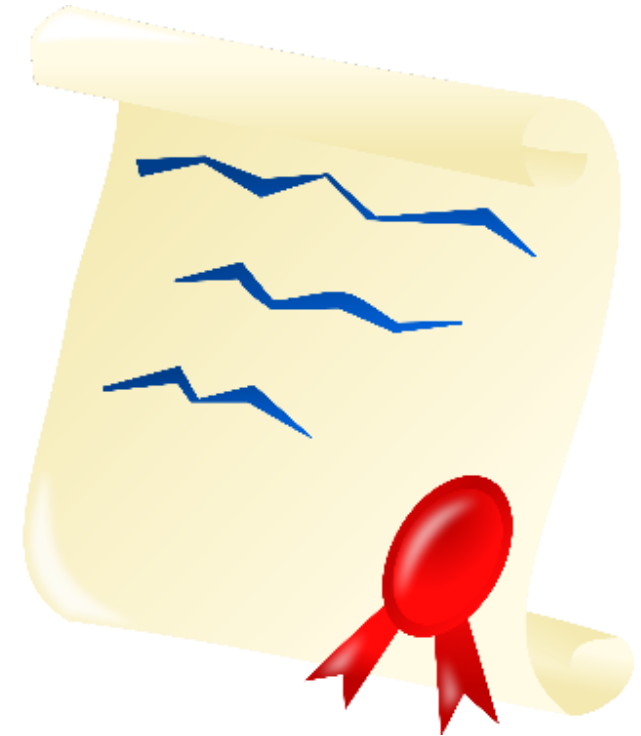
Endorsement Code

[Remove](#)

During Enrollment: Services

Youth Services included in the Credential Attainment Measure:

- Alternative Secondary School Offerings
- Apprenticeship
- Occupational Skills Training
- Occupational Skills Training/ITA



CCMEP IOP Screen – Updating Services Tab

CCMEP - IOP
Print IOP Summary

Experience Summary
Goals
Services

Age at Enrollment

Non-Registered Services

Select	Date	Group	Service	Description
<input type="checkbox"/>	<input type="text" value="02/14/2017"/>	<input type="text" value="WIOA Non-Registered"/>	<input type="text" value="REFERRAL TO CCMEP TANF"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text" value="10/04/2019"/>	<input type="text" value="WIOA Non-Registered"/>	<input type="text" value="REGISTRATION"/>	<input type="text"/>

Youth Services

Select	Program Affiliation	Service Name	Actual Start Date	Planned/Actual End Date	Services Outcome	CFIS Status	Add Activity
<input type="checkbox"/>	<input type="text" value="CCMEP WIOA YOUTH"/>	<input type="text" value="OCCUPATIONAL SKILLS TRAINING/ITA"/>	<input type="text" value="01/16/2020"/>	<input type="text" value="02/29/2020"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text" value="CCMEP TANF YOUTH"/>	<input type="text" value="SUPPORTIVE SERVICES"/>	<input type="text" value="2018"/>	<input type="text" value="01/31/2019"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text" value="CCMEP TANF YOUTH"/>	<input type="text" value="TUTORING, STUDY SKILLS, DROP OUT PREVENTION"/>	<input type="text" value="2018"/>	<input type="text" value="03/20/2019"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text" value="CCMEP TANF YOUTH"/>	<input type="text" value="WORK EXPERIENCE/INTERNSHIPS"/>	<input type="text" value="2020"/>	<input type="text" value="04/02/2020"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text" value="CCMEP TANF YOUTH"/>	<input type="text" value="WORK EXPERIENCE/ON THE JOB TRAINING"/>	<input type="text" value="2019"/>	<input type="text" value="03/29/2019"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text" value="CCMEP TANF YOUTH"/>	<input type="text" value="WORK EXPERIENCE/PRE-APPRENTICESHIP"/>	<input type="text" value="2019"/>	<input type="text" value="05/28/2019"/>	<input type="text" value="COMPLETED SUCCESSFULLY"/>	<input type="text"/>	<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text" value="CCMEP TANF YOUTH"/>	<input type="text" value="WORK EXPERIENCE/SUMMER EMPLOYMENT"/>	<input type="text" value="2019"/>	<input type="text" value="05/28/2019"/>	<input type="text" value="COMPLETED SUCCESSFULLY"/>	<input type="text"/>	<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text" value="CCMEP TANF YOUTH"/>	<input type="text" value="WORK EXPERIENCE/TRADITIONAL"/>	<input type="text" value="2019"/>	<input type="text" value="05/28/2019"/>	<input type="text" value="COMPLETED SUCCESSFULLY"/>	<input type="text"/>	<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text" value="CCMEP TANF YOUTH"/>	<input type="text" value="WORK EXPERIENCE/UNSUBSIDIZED"/>	<input type="text" value="2019"/>	<input type="text" value="05/28/2019"/>	<input type="text" value="COMPLETED SUCCESSFULLY"/>	<input type="text"/>	<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text" value="CCMEP TANF YOUTH"/>	<input type="text" value="HOLD"/>	<input type="text" value="2019"/>	<input type="text" value="05/28/2019"/>	<input type="text" value="COMPLETED SUCCESSFULLY"/>	<input type="text"/>	<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text" value="CCMEP TANF YOUTH"/>	<input type="text" value="OCCUPATIONAL SKILLS TRAINING/ITA"/>	<input type="text" value="2019"/>	<input type="text" value="05/28/2019"/>	<input type="text" value="COMPLETED SUCCESSFULLY"/>	<input type="text"/>	<input type="button" value="+"/>

CCMEP IOP Screen – School Status at Exit

CCMEP

Assessment

Assessment Summary

IOP

WIOA ADULT/DW

IOP Summary

Documents

Exit

Exit

Employment Status at Participation

Not Employed

Long-Term Unemployed

No

Youth School Status at Exit

IN-SCHOOL; ALTERNATIVE SCHOOL

Seeker Exit Reason

IN-SCHOOL; ALTERNATIVE SCHOOL

IN-SCHOOL; H.S. OR LESS

IN-SCHOOL; POST-H.S.

NOT ATTENDING SCHOOL; H.S. DROPOUT

NOT ATTENDING SCHOOL; H.S. GRADUATE

Enrollment Date

02/22/2017

Seeker Exit Date

Save

Program Summary

Program Name	Program Status	Enrollment Date	Close Date	Individual Service Strategy Date	Program Close Reason
CCMEP WIOA YOUTH	CURRENTLY ENROLLED	01/16/2020			Select Close Reason
CCMEP TANF YOUTH	CURRENTLY ENROLLED	04/01/2020			Select Close Reason

Enrolled in Education?

☒ Yes ☐ No

Exit Notice Summary

Notice Type	Close Reason	Notice Date	Sent/Print Date	Status	Resend/Reprint
No records found.					

No Exit Notices

Secondary Credential

Secondary school diplomas, alternate diplomas, and recognized equivalents include:

- Obtaining certification of attaining passing scores on a State-recognized high school equivalency test
- Earning a secondary school diploma or State-recognized equivalent through a credit-bearing secondary education program

Postsecondary Credential

RECOGNIZED POSTSECONDARY CREDENTIALS

- Attainment of technology or industry/occupational skills for a specific industry/occupation based on standards developed (or endorsed) by employers or industry associations
- More than general skills related to safety, hygiene, etc.

OTHERS WHICH ARE **NOT** RECOGNIZED POSTSECONDARY CREDENTIALS:

- Certificates awarded by workforce development boards (WDBs)
- Work readiness certificates
- General certificates related to safety, hygiene, etc.

Which Credentials Count? Examples

EXAMPLES OF COMMON CREDENTIALS THAT **MEET** THE DEFINITION:

- Occupational Licensure
 - ✓ Certified Nursing Assistant (CNA) License
- Occupational Certification
 - ✓ Automotive Service Excellence (ASE) Certification
- Commercial Driver License (CDL)

EXAMPLES OF COMMON CERTIFICATES THAT **DO NOT MEET** THE DEFINITION:

- Occupational Safety and Health Administration (OSHA) 10 Hour Course that provides awareness of job-related common safety and health hazards
- Work/Career Readiness Certificates
- Completion of Orientation and Mobility training
- Post Graduate Degree

CCMEP IOP Screen – Services Tab

▼ Youth Services

Select	Program Affiliation	Service Name	Actual Start Date	Planned/Actual End Date	Services Outcome	CFIS Status	Add Activity
<input type="checkbox"/>	CCMEP WIOA YOUTH	OCCUPATIONAL SKILLS TRAINING/ITA	01/16/2020	02/29/2020			<input type="button" value="+"/>

Staff Name

Program Name

ONET Description

Provide basic patient care under direction of nursing staff. Perform duties such as feed, bathe, dress, groom, or move patients, or change linens. May transfer or transport patients. Includes nursing care attendants, nursing aides, and nursing attendants.

ITA
☐

Planned Cost

ONET Code

In-Demand
☐

Credential Diploma or Certificate

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

Provider Name

ONET Title

Local Demand

Waiver

Tuition Fee(s)

Registration Fee(s)

Tool Fee(s)

Testing/Exam Fee(s)

Date Attained

Book Fee(s)

Other Fee(s)

Supplies/Materials Fee(s)

Total Fees

Comments
remaining.

CCMEP IOP Screen – Experience Summary Tab

Education Degrees and Certifications Details

Current Schooling/Education Program Information

Educational Level

BACHELORS DEGREE

Current School/Education Program Name

Northern

High School Diploma and BA

Other Completed Certifications

Seeker is currently

☐ In School ☒ Out Of School

Seeker Dropped Out of School?

☐ Yes ☒ No

Degrees/Certifications

Select	School/Program Name	Degree/Certification	Completion Date	Currently Enrolled/Not Completed
<input type="checkbox"/>	Southern University	BA or BS Degree	06/12/2020	<input type="radio"/> Currently Enrolled <input type="radio"/> Not Completed <input type="radio"/> None
<input type="checkbox"/>	Technical Institute	AA or AS Degree	01/10/2020	<input type="radio"/> Currently Enrolled <input type="radio"/> Not Completed <input type="radio"/> None
<input type="checkbox"/>	USA Certificates	High School Diploma	06/05/2020	<input type="radio"/> Currently Enrolled <input type="radio"/> Not Completed <input type="radio"/> None

Approved Degree/Certification

Degree/Certification	
Select	AA or AS Degree
Select	BA or BS Degree
Select	GED/High School Equivalent
Select	High School Diploma
Select	Occupational Skills Certificate
Select	Occupational Skills Licensure
Select	Other Recognized Credential, Diploma, or Certificate
Select	Post Graduate Degree

ted 06/05/2020

Next to text box for Degree/Certification, select the blue “down arrow” to get pop-up box for options to select the credential

Post Exit and Wages Screen

WIOA Provider Staff Functions Reports LMI Administrative Help

Post Exit Wages

Name: YOUTH, CCMEP RP910

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 02/28/2017 Date of Placement

Trade Credential Received Trade Credential Received

Supplemental Source of Data

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

Total Q1 Supplemental Wages ☐ Per Hour ☐ Per Quarter

Pre-Employment During Case Management ☐

High School Diploma

GED/High School Equivalent

AA or AS Degree

BA or BS Degree

Post Graduate Degree

Occupational Skills Licensure

Occupational Skills Certificate

Other Recognized Credential, Diploma, or Certificate

Measure Summary

- Rate for participants who are enrolled in an education or training program leading to a credential:

$$\frac{70 \text{ participants obtained a credential during enrollment or within 1 year of exit}}{75 \text{ participants enrolled in a program leading to a recognized diploma, degree, or a credential, etc}} = 93\%$$

- Data can be entered in OWCMS on any of the three screens in the previous slides:
- CCMEP IOP: Services
 - CCMEP IOP: Experience Summary Tab
 - Post Exit and Wages Screen

What is an example of the cohort for the Credential measure?

Cohorts: What and Why

Q: The participants being evaluated on the performance reports exited from the program a long time ago. Why is that?

A: CCMEP is measuring long-term outcomes, and it takes time to collect the data.

- 4 quarters after exit = waiting a year to capture employment info
- We must wait an additional 2 quarters because of the delay in capturing wage record info
 - **Wage Record:** Employment verification and wages via Ohio's Unemployment Insurance and State Wage Interchange System (SWIS)

Timing of Performance Evaluation



Participant exits August 5, 2020

When will data be collected for Education, Training, or Employment 4th Quarter after Exit?

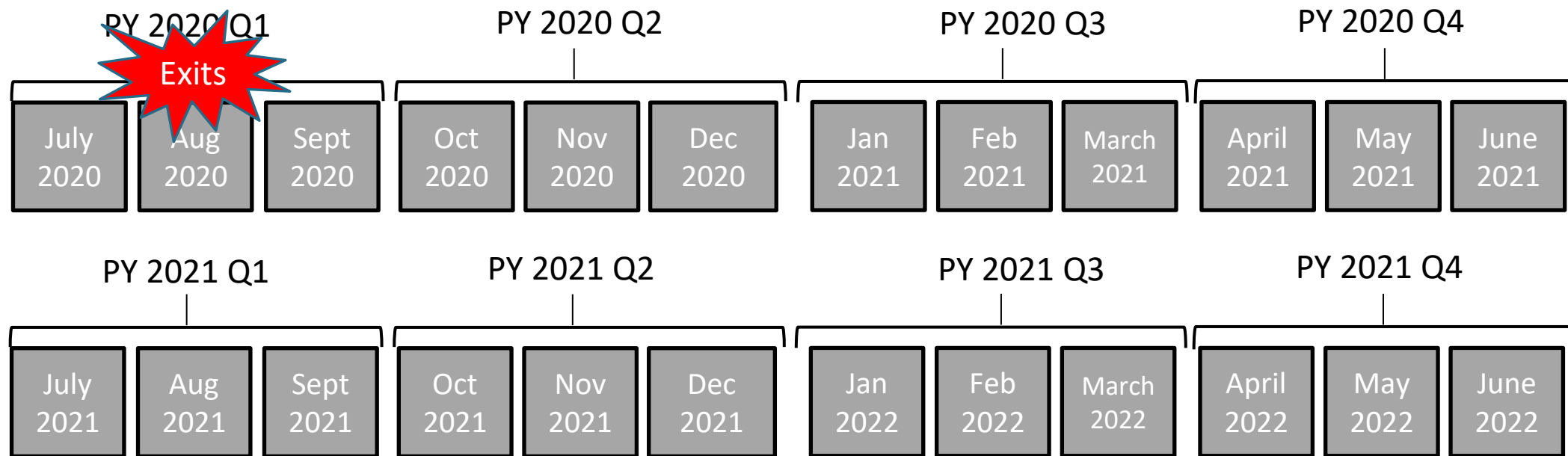


- 4 quarters after exit

When will he be included on the performance report for Education, Training, or Employment 4th Quarter after Exit?

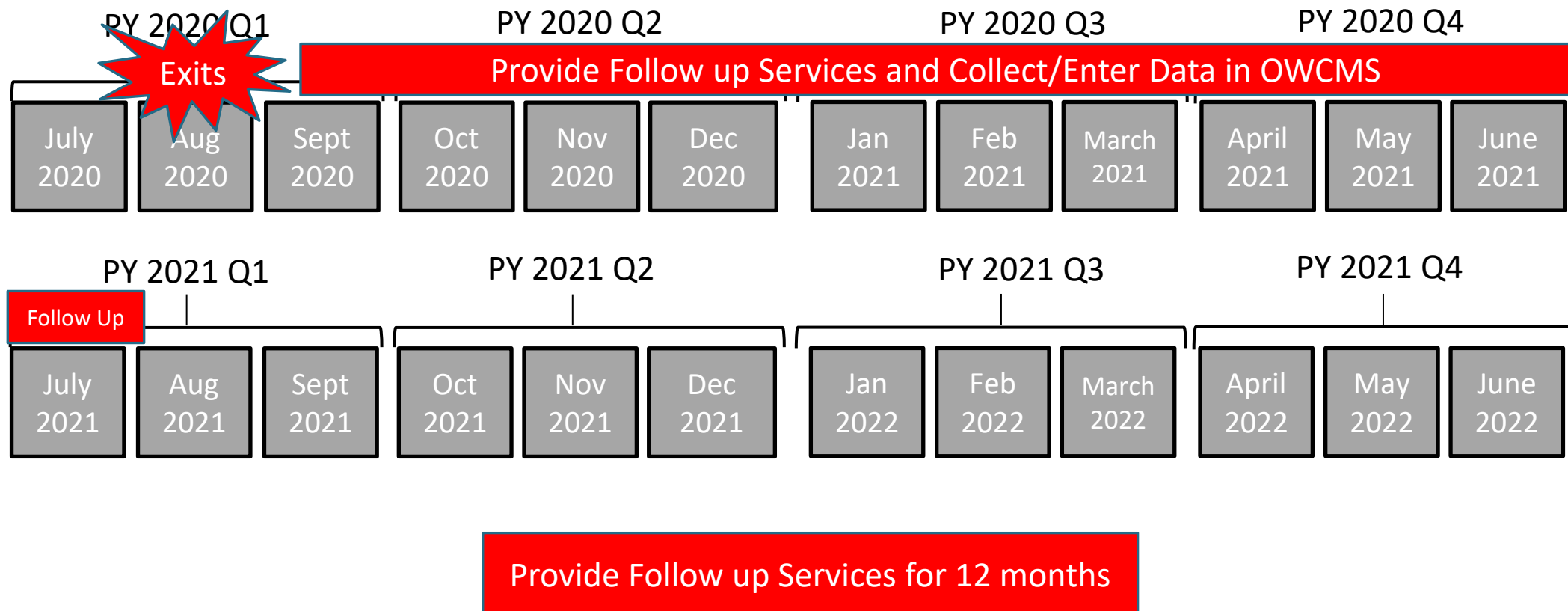
- Beginning 6 quarters after exit

Cohort Example – Timing of Credential Attainment

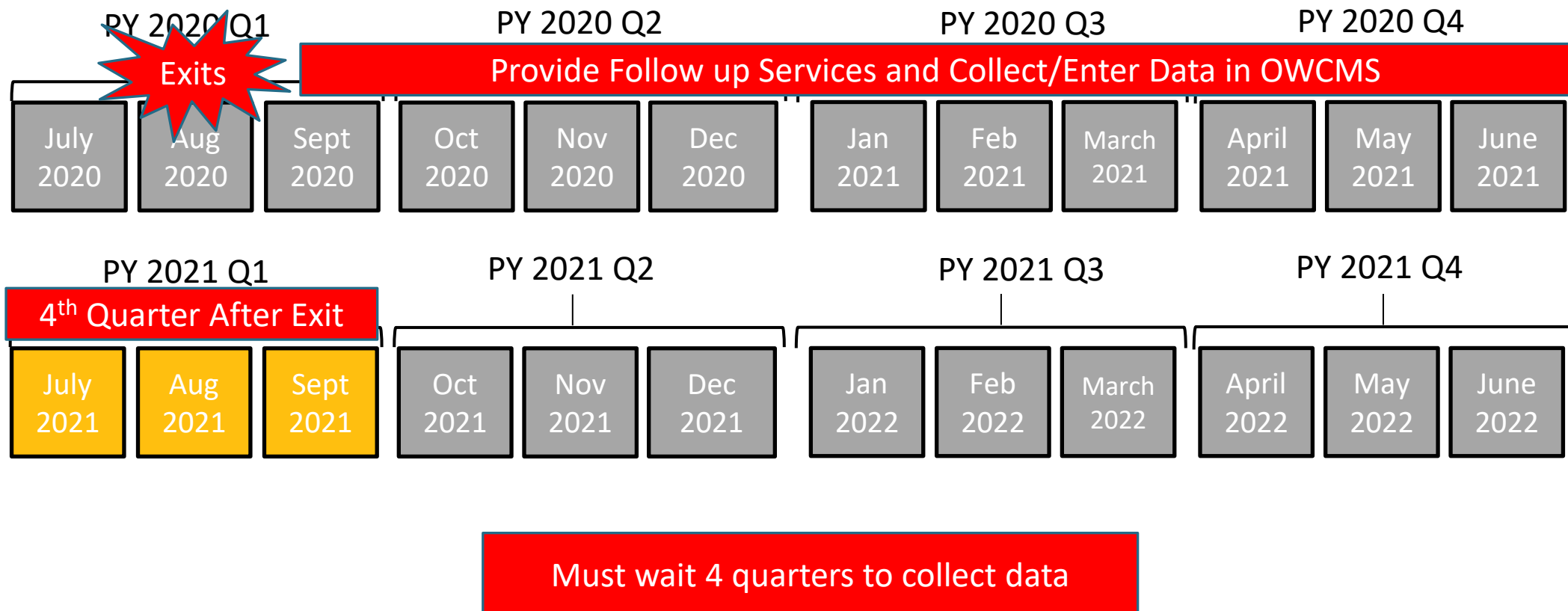


Participant Exits CCMEP on 8/5/2020

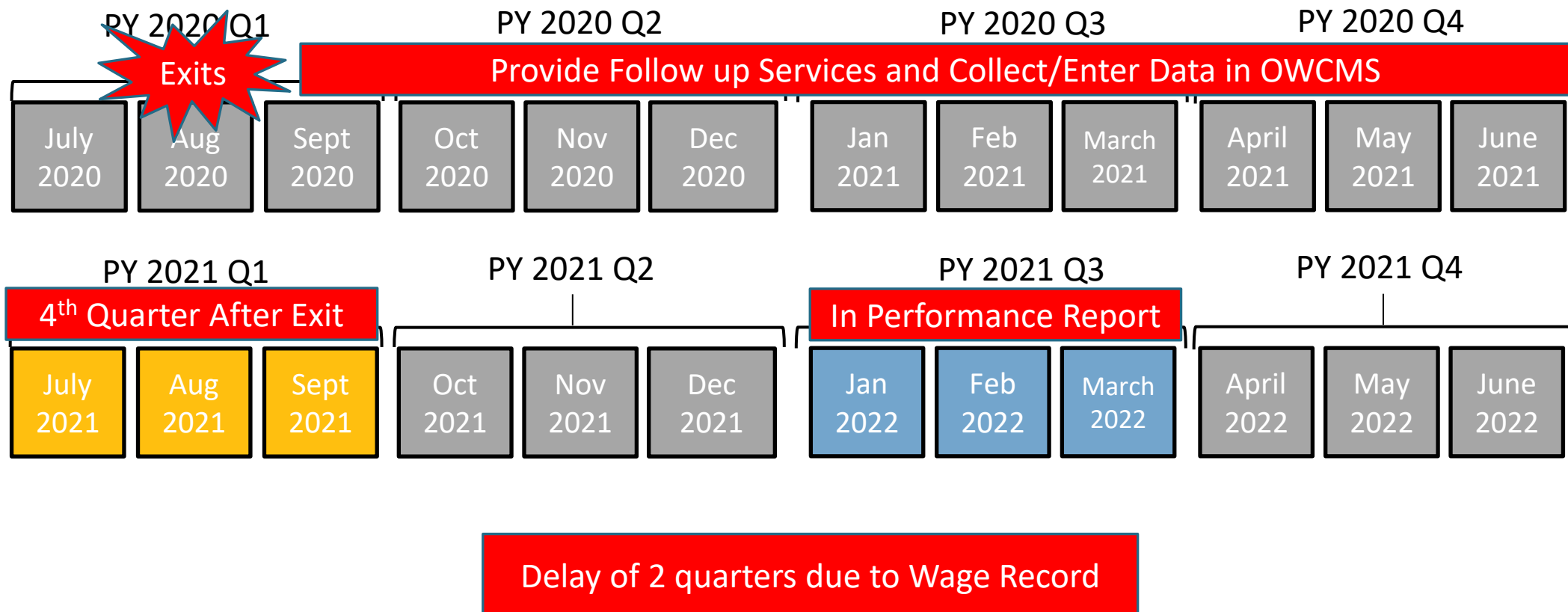
Cohort Example – Timing of Credential Attainment



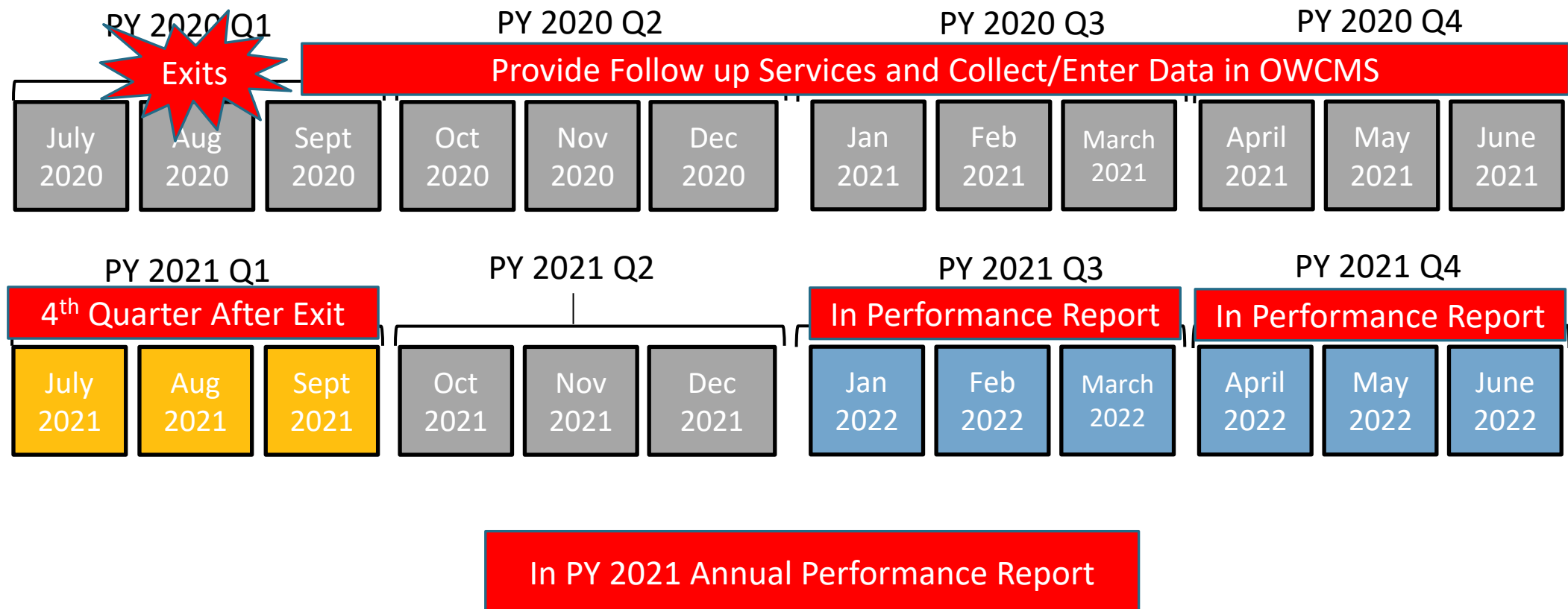
Cohort Example – Timing of Credential Attainment



Cohort Example – Timing of Credential Attainment



Cohort Example – Timing of Credential Attainment



Credential Scenarios

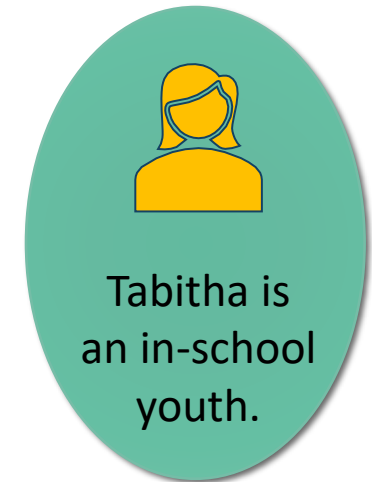
Credential Scenario 1: Participant in High School

How they get into measure:

- Education Status at Entry: “In School, High School or Less”
AND/OR
- Alternative Secondary School Offerings as service

Credential attained:

- High School Diploma or Equivalent



Credential Scenario 1: Participant in High School

Recording Credential—After Exit:

- Post Exit & Wages
- Under WIA Credential, Diploma, or Certificate
- Choose “High School Diploma” OR “GED”
- Enter Date Attained

Recording Credential on Post Exit & Wages Screen

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 data for a seasonal employer.

No data

Credential Scenario 1: Participant in High School

If High School diploma or Equivalent, must verify:

- Employment in 1st, 2nd, 3rd, OR 4th quarter after exit
 - Wage Record
- OR
- Supplement Wages on Post Exit & Wages (any quarter)
- Postsecondary Education in 1st, 2nd, 3rd, OR 4th quarter after exit
 - Placement of “In Postsecondary Education” on Post Exit & Wages (any quarter)

Credential Scenario 2: Participant in OST

How they get into measure:

- Occupational Skills Training as service

Credential attained:

- Occupational Skills Licensure



Credential Scenario 2: Participant in OST

Recording Credential—During participation (option 1):

- Services & IOP
- Choose Service > Occupational Skills Training
- Under Credential, Diploma, or Certificate
- Choose “Occupational Skills Licensure”
- Enter Date Attained

Recording Credential on Services and IOP Screen

▼ Youth Services

Select	Program Affiliation	Service Name	Services Outcome	CFIS Status	Ac Acti
<input type="checkbox"/>	CCMEP WIOA YOUTH	OCCUPATIONAL SKILLS TRAINING			

Staff Name
BARAN, DAVID

Program Name

ONET Description

Planned Cost

ONET Code

In-Demand

ITA

Credential Diploma or Certificate
Select Credential

Date Attained

Provider Name
Clark State Community College

ONET Title

Waiver
Select Waiver

Select Credential

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

Credential Scenario 2: Participant in OST

Recording Credential —During participation (option 2):

- Services & IOP
- Select Experience Summary
- Choose Education Degrees and Certifications Details
- Under Degrees/Certifications, choose “Occupational Skills Licensure”
- Enter Date Attained

Recording Credential on the IOP Experience Summary Screen

Education Degrees and Certifications Details

Current Schooling/Education Program Information

Educational Level

BACHELORS DEGREE

Educational Status

NOT ATTENDING SCHOOL; H

Current School/Education Program Name

Northern

High School Diploma and BA

State

OHIO

Other Completed Certifications

Seeker is currently

☐ In School ☒ Out Of School

Seeker Dropped Out of School?

☐ Yes ☒ No

Approved Degree/Certification

Select

AA or AS Degree

Select

BA or BS Degree

Select

GED/High School Equivalent

Select

High School Diploma

Select

Occupational Skills Certificate

Select

Occupational Skills Licensure

Select

Other Recognized Credential, Diploma, or Certificate

Select

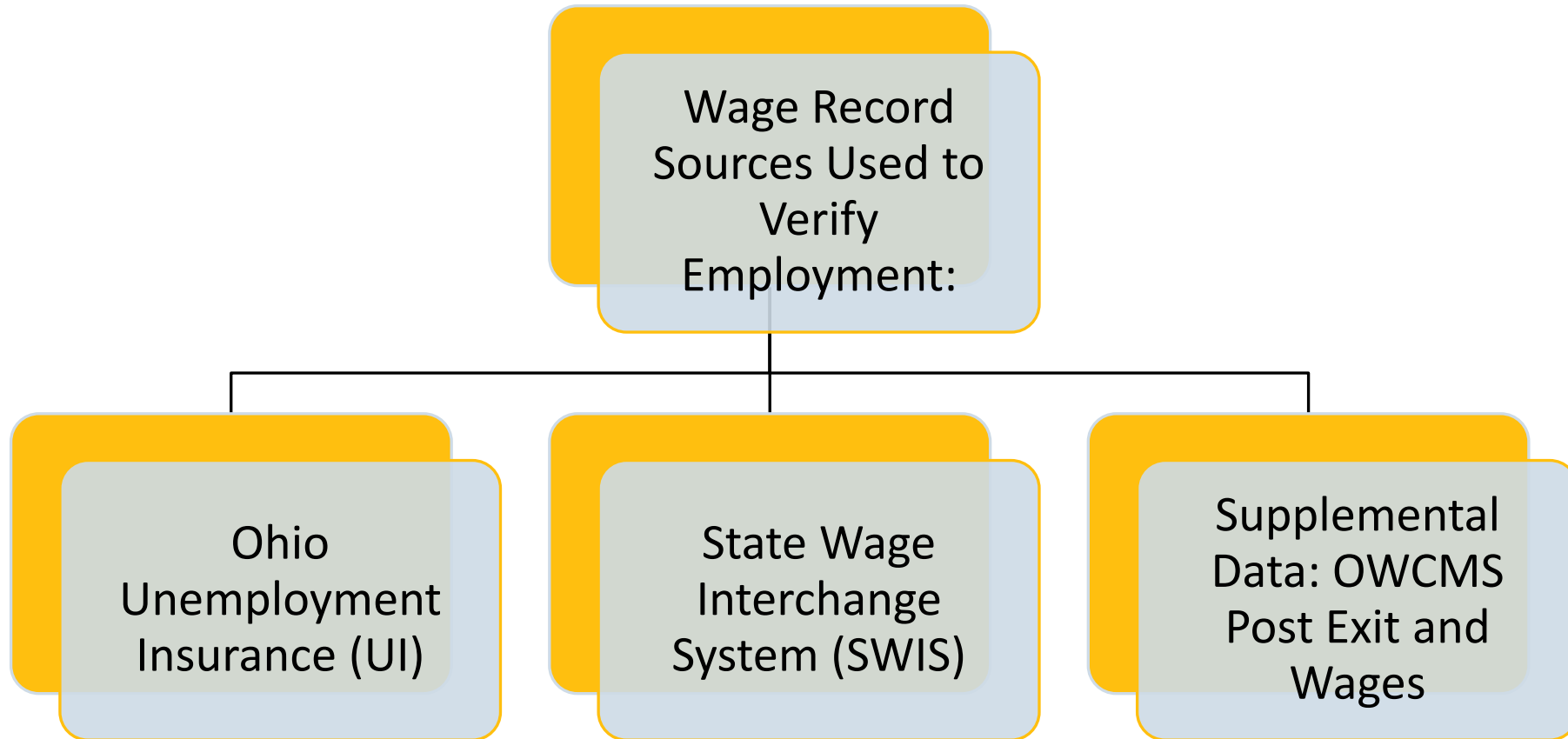
Post Graduate Degree

Degrees/Certifications

Select	School/Program Name	Degree/Certification	Completion Date	Currently Enrolled/Not Completed
<input type="checkbox"/>	Southern University	BA or BS Degree	06/12/2020	<input type="radio"/> Currently Enrolled <input type="radio"/> Not Completed <input type="radio"/> None
<input type="checkbox"/>	Technical Institute	AA or AS Degree	01/10/2020	<input type="radio"/> Currently Enrolled <input type="radio"/> Not Completed <input type="radio"/> None
<input type="checkbox"/>	USA Certificates	High School Diploma	06/05/2020	<input type="radio"/> Currently Enrolled <input type="radio"/> Not Completed <input type="radio"/> None
<input type="checkbox"/>		Occupational Skills Certificate		<input type="radio"/> Currently Enrolled <input type="radio"/> Not Completed <input type="radio"/> None

How does the Wage Record work when determining Credential outcomes?

Wage Record Sources



Wage Record Process

Challenges with using UI wage data:

- Typically there is a **two quarter delay** before data can be accessed by the state for WIOA or CCMEP performance
 - This means wage records required for employment verification and subsequent performance reporting are typically not available for months after the exit quarter
- Not all employed workers show up in UI wage records
 - For example, self-employed individuals will not be included in UI wage records
 - Department of Labor allows for the use of Supplemental Data to verify employment for these workers
 - This is supplied in OWCMS

A Note Regarding Documenting Employment in OWCMS...



IMPORTANT: Do **not** use the OMJ Employment Opportunities screen for documenting post exit employment!!

- This is for documenting employment before or on the date of participant exit
 - Using this screen will add a service, which may delay exit
- For post-exit employment, use post exit and wages screen

How does the Credential Measure
compare to the Measurable Skill
Gains measure?

Purpose of the Measurable Skill Gains (MSG) measure



- **MSG** keeps CCMEP Youth's progress on-track toward their ultimate goal:

**Credential Attainment and
Improved Employment
Outcomes**

Performance definitions: Measurable Skill Gains

WHO: ONLY in school youth or out of school youth in training, secondary, or postsecondary while enrolled

WHAT: The percentage of program participants who attain a skill gain during a program year out of all participants who are enrolled in an education or training program leading to a recognized diploma, degree, or a credential OR employment.

WHEN: Collected: Throughout Each Program Year

Reported: For the current program Year (no delay)

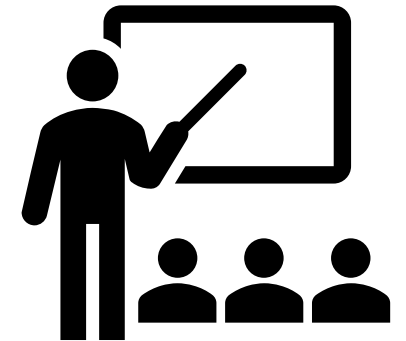
WHERE: OWCMS (Only)

WHY: Document progress towards credential or employment.

Who is included in the measure?

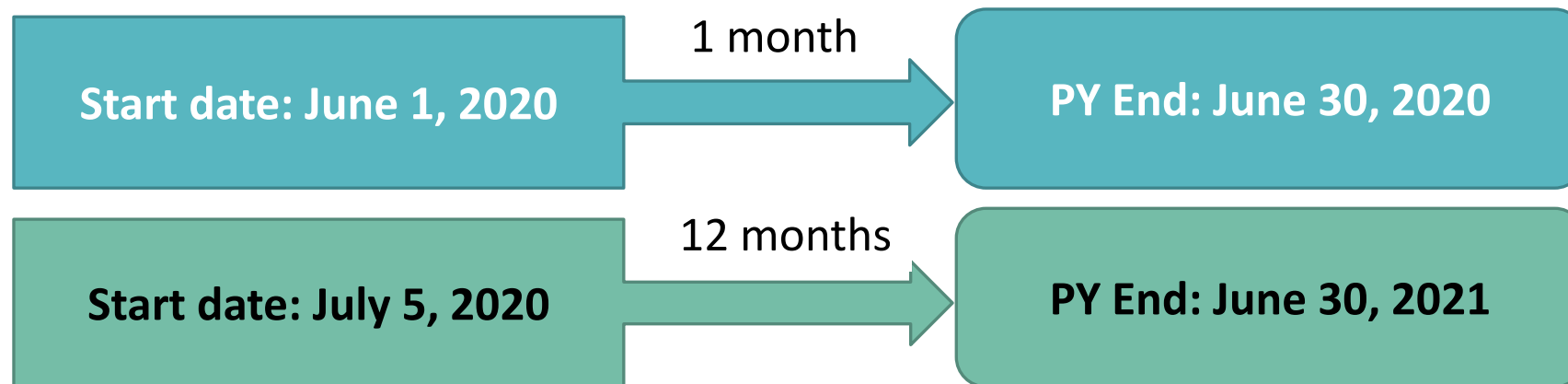
Youth Services included in the Measurable Skill Gains Measure:

- All In-School Youth
- Out-of-School Youth with the following services:
 - Alternative Secondary School Offerings
 - Apprenticeship
 - Occupational Skills Training
 - Occupational Skills Training /ITA
- *Note: OJT is considered a Career Service for Youth so no MSG*



Evaluation and Timing

- Most of the performance measures are evaluated after program exit, but **MSG is evaluated during participation**
- A gain must be attained and documented **by the end of each Program Year (i.e., June 30th)**
- Inclusion in this measure begins with the program year associated with the education or training program



How Do You Achieve A Gain?

Educational Functional Level:

Achievement of at least one educational functioning level, if receiving instruction below postsecondary education level.

H.S. Diploma or Equivalent:

Attainment of secondary school diploma or equivalent.

Transcript:

Secondary or postsecondary transcript for sufficient number of credit hours.

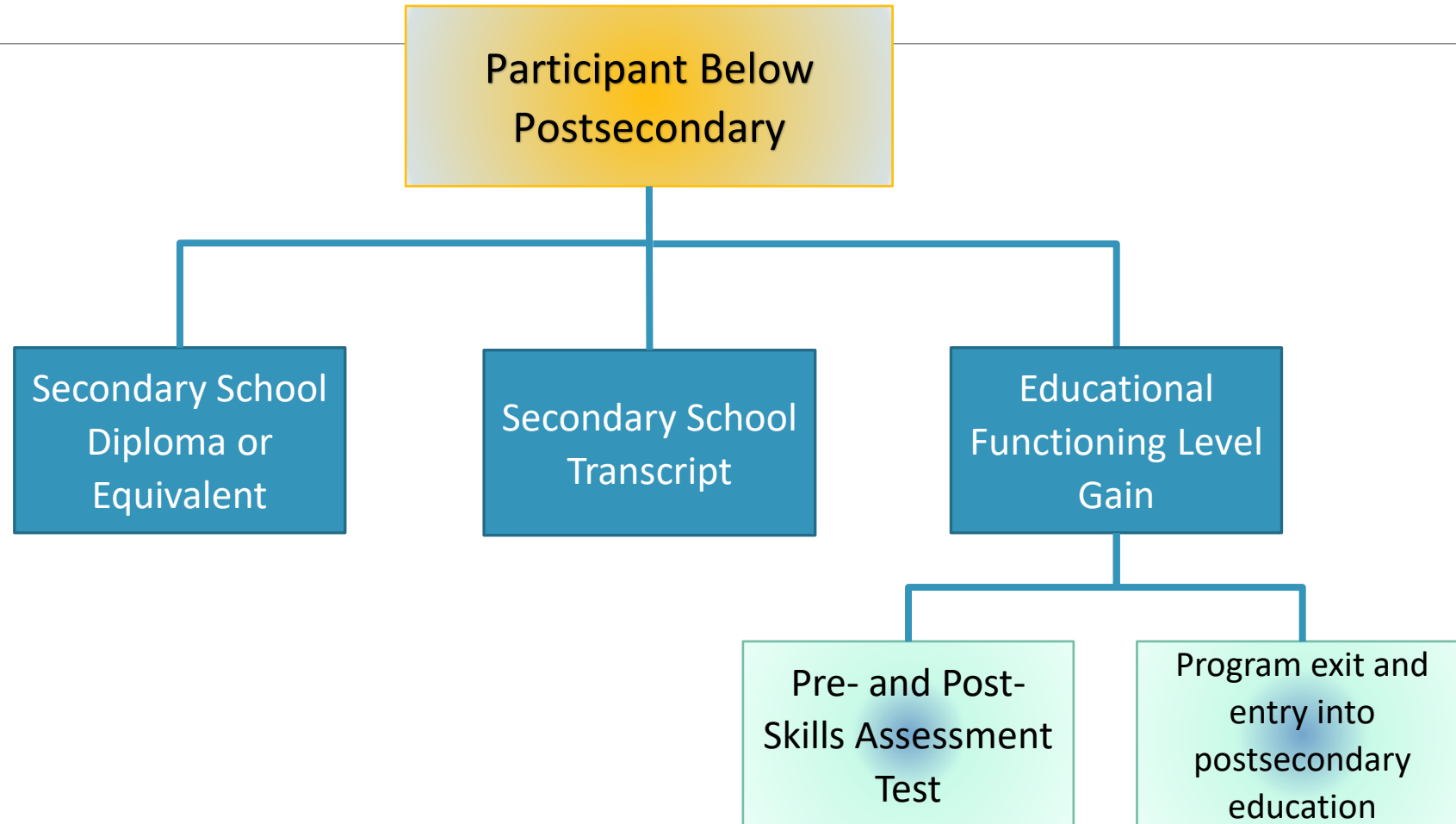
Training Milestone:

Satisfactory progress report toward an established milestone from an employer or training provider.

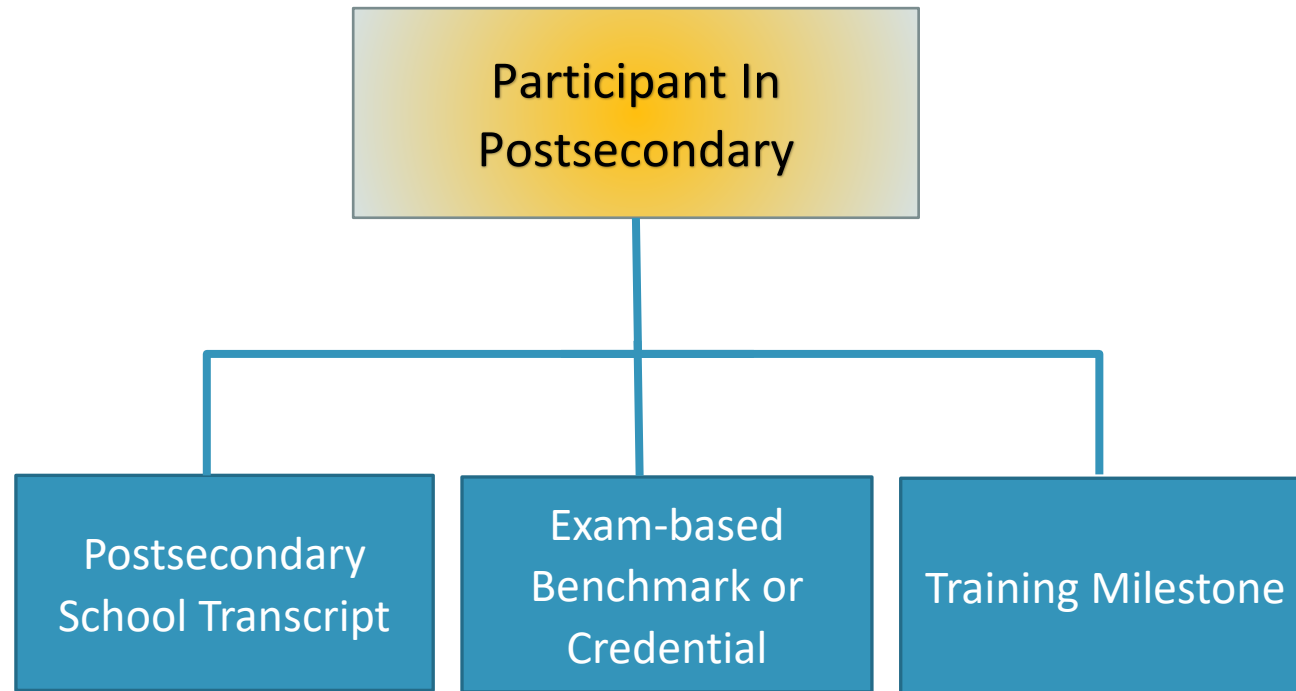
Skills Progression:

Passage of an exam required for an occupation or progress attaining technical/occupational skills as evidenced by trade-related benchmarks.

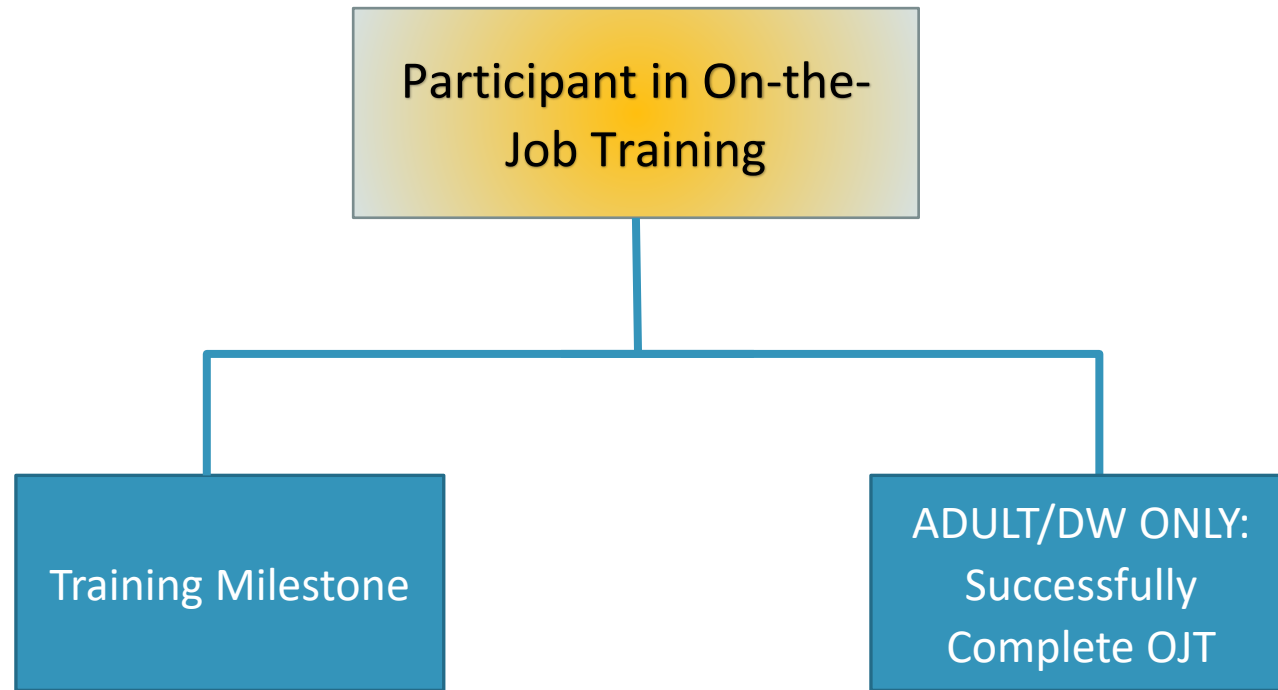
Measurable Skill Gains for Below Postsecondary



Measurable Skill Gains for Below Postsecondary



Measurable Skill Gains for On the Job Training



CCMEP Performance: Frequently Asked Questions

CCMEP Performance FAQ: Question 1

I ran a performance report in BIC Cognos but it does not match the state's quarterly performance report. Why?

BIC Cognos vs. State Performance Reports

BIC Cognos Performance Reports

- Data from OWCMS from prior day
- ***ESTIMATES only***
- For data management purposes
- Quarterly reports are **not** cumulative; Annual report is cumulative for Program Year
- A couple limitations due to the query design in BIC Cognos

Performance Report from the State

- Data from OWCMS from end of quarter
 - E.g. Program Year 2020 Quarter Three will contain all data entered by 3/31/21
- Official numbers which are published online
- Quarterly reports are cumulative; Annual report is cumulative for Program Year

An important point of emphasis...

NOTE: BIC Cognos Performance Reports are estimates and for data management purposes ONLY!

1		Department of Job and Family Services	A
2			
3			
4		BIC Business Intelligence Channel	
5			
6			
7			
8			
9			
10		Office of Workforce Development	
11			
12		Estimated Performance Report	
13			
14		CCMEP Youth Education, Training, or Employment 2nd Quarter After Exit Measure	
15			
16			
17		The percentage of program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program.	
18			
19			
20		Quarter Selected: PY 2018 First Quarter Report (Jul 1, 2018 to Sept 30, 2018)	
21		Cohort Chart	
22			
23		Workforce Development Board: X	
24			
25		NUMERATOR: 13	DENOMINATOR: 22
26			
27		CURRENT RATE: 59.1%	
28		<p>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.</p> <p>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.</p>	
29			
30			
31			
32			
33			
34			
35		Office(s): X-0-1 OhioMeansJobs XXXX County, X-0-2 OhioMeansJobs XXXX County	

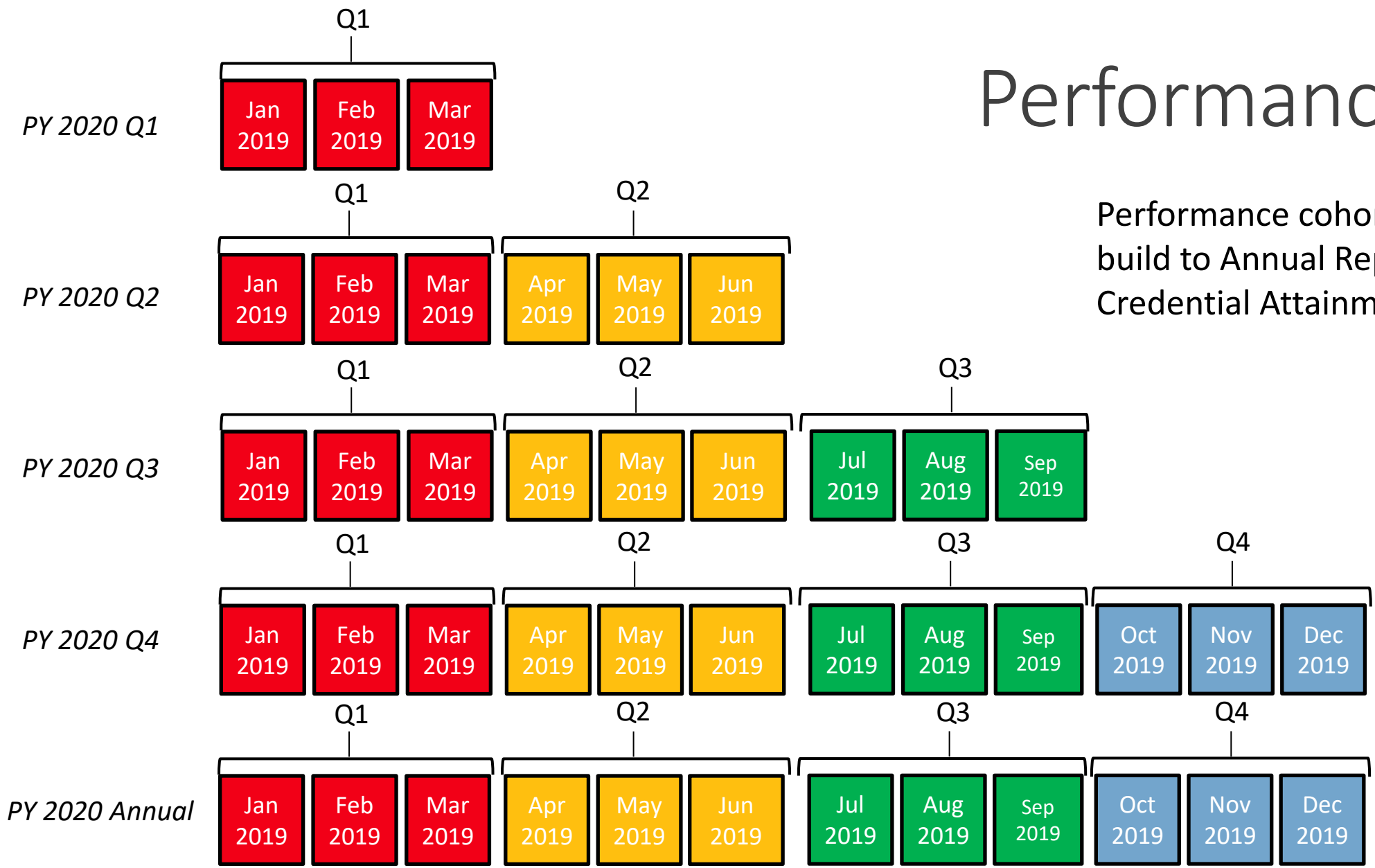
CCMEP Youth Credential Attainment Measure

Example of the BIC
Cognos Report screen

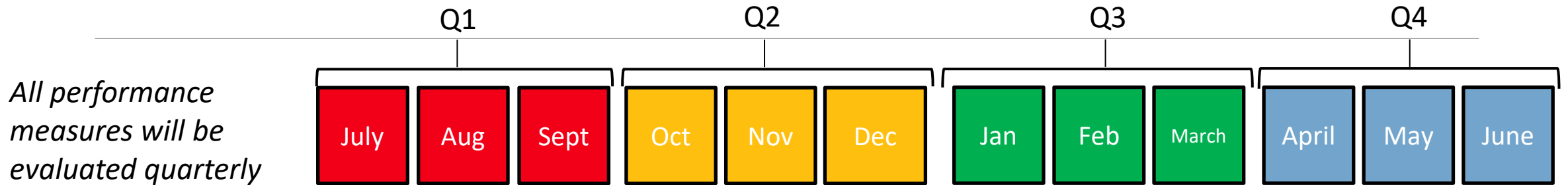
	
Office of Workforce Development	
Estimated Performance Report	
CCMEP Youth Credential Attainment Measure	
The percentage of program participants who obtain a recognized postsecondary credential or a secondary school diploma or its recognized equivalent during participation in or within 1 year after exit 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	

Performance Reports

Performance cohorts are cumulative to build to Annual Report; Example of PY20 Credential Attainment



BIC Cognos vs. State Performance Reports



BIC COGNOS REPORTS = NOT CUMULATIVE

Q1 Report = Q1 data

Q2 Report = Q2 data

Q3 Report = Q3 data

Q4 Report = Q4 data

Annual Report = Q1, Q2, Q3, and Q4 data

(The Annual Report from Cognos is cumulative regardless of when it is run)

STATE PERFORMANCE REPORTS = CUMULATIVE

Q1 Report = Q1 data

Q2 Report = Q1 and Q2 data

Q3 Report = Q1, Q2, and Q3 data

Q4 Report = Q1, Q2, Q3, and Q4 data

Annual Report = Q1, Q2, Q3, and Q4 data

Cohort options in the BIC Cognos Report

The screenshot displays the 'Business Intelligence Channel Office of Workforce Development Estimated Performance Report' for 'CCMEP Youth Education, Training, or Employment 4th Quarter After Exit Measure'. The interface includes a sidebar with navigation icons, a top navigation bar with the report title, and a main content area with three selection panels: 'WDB Code', 'WIOA Office', and 'Select Reporting Quarter'. The 'Select Reporting Quarter' panel is highlighted with a red box, showing a list of reporting quarters. To the right of this panel, two red callout boxes are present: 'Single Quarter' and 'Annual = Cumulative PY'. Below the selection panels, a table titled 'Reporting Quarter includes participants who exited between the dates listed below.' is shown, with columns for 'Reporting Quarter' and 'Participants who Exited Between'. The table lists various reporting quarters and their corresponding exit date ranges. A red callout box labeled 'Cohort information' points to this table.

Downloading as Excel

Business Intelligence Channel
Office of Workforce Development
Estimated Performance Report

CCMEP Youth Education, Training, or Employment 4th Quarter After Exit Measure

WDB Code

WIOA Office

Select Reporting Quarter

Quarter Selection

PY 2017 Fourth Quarter Report (Apr 1, 2018 to Jun 30, 2018)

PY 2017 Annual Report (Jul 1, 2017 to Jun 30, 2018)

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

PY 2018 Second Quarter Report (Oct 1, 2018 to Dec 31, 2018)

PY 2018 Third Quarter Report (Jan 1, 2019 to Mar 31, 2019)

PY 2018 Fourth Quarter Report (Apr 1, 2019 to Jun 30, 2019)

PY 2018 Annual Report (Jul 1, 2018 to Jun 30, 2019)

PY 2019 First Quarter Report (Jul 1, 2019 to Sept 30, 2019)

PY 2019 Second Quarter Report (Oct 1, 2019 to Dec 31, 2019)

PY 2019 Third Quarter Report (Jan 1, 2020 to Mar 31, 2020)

PY 2019 Fourth Quarter Report (Apr 1, 2020 to Jun 30, 2020)

PY 2019 Annual Report (Jul 1, 2019 to Jun 30, 2020)

Single Quarter

Annual = Cumulative PY

Cohort information

Reporting Quarter includes participants who exited between the dates listed below.

Reporting Quarter	Participants who Exited Between
PY 2017 First Quarter Report	Information Unavailable
PY 2017 Second Quarter Report	Information Unavailable
PY 2017 Third Quarter Report	Jul 1, 2016 to Sept 30, 2016
PY 2017 Fourth Quarter Report	Oct 1, 2016 to Dec 31, 2016
PY 2017 Annual Report	Jan 1, 2016 to Dec 31, 2016
PY 2018 First Quarter Report	Jan 1, 2017 to Mar 31, 2017

CCMEP Performance FAQ: Question 2

How can I use the BIC Cognos report to better track credentials and improve our outcomes?

Best Practices for Performance Reports on BIC Cognos

Run performance reports on BIC Cognos quarterly - prior to end of quarter

- End of PY 2020 Q1 – 9/30/2020
- End of PY 2020 Q2 – 12/31/2020
- End of PY 2020 Q3 – 3/31/2021
- End of PY 2020 Q4 – 6/30/2021

AND/OR run the Annual report to examine the full cohort which will be evaluated in PY 2020

Downloaded report will list participants in the measure and their estimated outcomes

THEN examine the “Negatives” and add data into OWCMS if information is missing or incorrect (may or may not be included in the recent performance report)

Track and improve credentials

Run the CCMEP Credential Performance Report in BIC Cognos

Example:

Choose Report “PY 2020 Annual Report (Jul 1, 2020 to Jun 30, 2021)”

Comprehensive list for the Annual Program Year Report

Select Reporting Quarter

Quarter Selection ▼

- PY 2018 Third Quarter Report (Jan 1, 2019 to Mar 31, 2019)
- PY 2018 Fourth Quarter Report (Apr 1, 2019 to Jun 30, 2019)
- PY 2018 Annual Report (Jul 1, 2018 to Jun 30, 2019)
- PY 2019 First Quarter Report (Jul 1, 2019 to Sept 30, 2019)
- PY 2019 Second Quarter Report (Oct 1, 2019 to Dec 31, 2019)
- PY 2019 Third Quarter Report (Jan 1, 2020 to Mar 31, 2020)
- PY 2019 Fourth Quarter Report (Apr 1, 2020 to Jun 30, 2020)
- PY 2019 Annual Report (Jul 1, 2019 to Jun 30, 2020)
- PY 2020 First Quarter Report (Jul 1, 2020 to Sept 30, 2020)
- PY 2020 Second Quarter Report (Oct 1, 2020 to Dec 31, 2020)
- PY 2020 Third Quarter Report (Jan 1, 2021 to Mar 31, 2021)
- PY 2020 Fourth Quarter Report (Apr 1, 2021 to Jun 30, 2021)
- PY 2020 Annual Report (Jul 1, 2020 to Jun 30, 2021)**

Entering a missing Credential in OWCMS

If missing credential:

- Add to any quarter on Post Exit & Wages Screen (since participant has already exited)

The screenshot shows the 'Q1 Post Exit' screen in the OWCMS system. The 'WIA Credential, Diploma, or Certificate' dropdown menu is open, displaying a list of options: High School Diploma, GED, Youth Certificate, AA or AS Degree, BA or BS Degree, Post Graduate Degree, Occupational Skills Licensure, Occupational Skills Certificate, and Other Recognized Credential, Diploma, or Certificate. A red arrow points to the dropdown menu. The 'Date Attained' field is circled in red. Other fields visible include 'Employed In Q1 After Exit Quarter?' (NO), 'Occupational Code (ONET)', 'Entered Non-Traditional Employment?' (checkbox), 'Wages Exceed 200% of Poverty' (radio buttons: Yes, No, Missing Data - Unable to determine), 'Is Employment Training-Related?' (checkbox), 'Method Used', 'Placement Information', 'Trade Credential Received', and 'Supplemental Source of Data'.

Entering a missing Credential in OWCMS

If participant attained HS diploma or equivalent:

- Add employment or post-secondary education/training on Post Exit & Wages Screen

The screenshot displays the 'Post Exit Wages' interface in OWCMS. The main form includes fields for 'Name: TEST, YOUTH', quarterly post-exit tabs (Q1-Q4), and various employment and wage-related questions. A red arrow points from the 'Add' button in the 'Supplemental Source of Data' section to a detailed inset window. This inset window, outlined in red, shows a form for adding a new source of data, including fields for 'Delete?', 'Self Employed?' (Yes/No), 'Supplemental Earnings From Employer' (\$3,000.00), 'Employer Name' (Call Center Example), 'Employer City' (Happytown), and 'Employer State' (OHIO). A blue arrow points from the 'Total Q2 Supplemental Wages' field (\$3,000.00) in the inset back to the main form.

WIOA 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? NO

Occupational Code (ONET) Method Us

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 exit quarter. Examples would be the primary job or secondary job; and either full time, part time, temporary, or seasonal.

Add

Inset Form:

Delete? ☐

Self Employed? ☐ Yes ☒ No

Supplemental Earnings From Employer \$3,000.00

Employer Name Call Center Example

Employer City Happytown

Employer State OHIO

Total Q2 Supplemental Wages \$3,000.00

Entering a missing Credential in OWCMS

If obtained HS diploma or equivalent:

- Add employment or post-secondary education/training on Post Exit & Wages Screen

The screenshot shows the 'Post Exit Wages' screen in the OWCMS system. The main form contains fields for 'Name: TEST, YOUTH', 'Record(s) saved.', and several checkboxes and radio buttons for employment status and wages. A red arrow points to the 'Placement Information' dropdown menu, which is currently open. The dropdown menu lists five options: 'IN POSTSECONDARY EDUCATION', 'IN ADVANCED TRAINING', 'IN MILITARY SERVICE', 'IN A QUALIFIED APPRENTICESHIP', and 'IN OCCUPATIONAL SKILLS TRAINING'. A blue arrow points from the 'Exit-De' button in the main form to the dropdown menu.

WJOA 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

Occupational Code (ONET)

Entered Non-Traditional Employment? ☐

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

WIA Credential, Diploma, or Certificate

Placement Information Exit-De

Trade Credential Received

Supplemental Source of Data

Placement Information

IN POSTSECONDARY EDUCATION

IN ADVANCED TRAINING

IN MILITARY SERVICE

IN A QUALIFIED APPRENTICESHIP

IN OCCUPATIONAL SKILLS TRAINING

BIC Cognos Resources

Under the Business Intelligence Channel (BIC) Cognos section on the Training for Workforce Development Professionals website (<http://jfs.ohio.gov/owd/WorkforceProf/WFDtraining.stm>)

- Resources available:
 - User guides to BIC Cognos
 - BIC Cognos Report Directory
 - OWCMS Data Crosswalk
 - A recorded webinar to learn how to use BIC Cognos to manage performance data

On performance website, [Business Intelligence Channel \(BIC\) Performance Report Quick Guide](#): See guide for information on performance report in BIC Cognos and how these reports differ from the state-produced performance reports.

CCMEP Performance FAQ: Question 3

From the CCMEPQNA:

Is it ok to use an OSHA certificate for a MSG so long as we are not using it as a credential? We agree it doesn't meet the definition of an approved credential, but we do believe it counts as a skills progression. Our participant is in a welding program and the certificate was a required part of her training program.

Skills Progression and MSG

If attainment of the OSHA is laid out in their training plan and is relevant to the completion of their credential, then it can qualify as a skills gain towards their welding program. This seems to be the case from your message so it would be a skill gain.

5. Skills Progression

- **Definition:** Passage of an exam required for an occupation or progress attaining technical/occupational skills as evidenced by trade-related benchmarks, such as knowledge-based exams
- May include:
 - Passage of a component exam in a Registered Apprenticeship program
 - Employer-required knowledge-based exam
 - Satisfactory attainment of an element on an industry or occupational competency-based assessment
 - Other completion tests necessary to attain a credential (e.g., exam-based credential, such as nurse aid certificate (STNA), commercial driver's license (CDL), etc.)

CCMEP Performance FAQ: Question 4

What are some best practices for improving my lead agency's credential attainment rate?

Strategies to Improve Credential Attainment Rate

- **Manage case with goal to receive credential**
- Enter data in OWCMS if received credential during participation
- Provide follow up/reach out to participant to collect data after exit
 - Tell participant from day one what is the plan regarding follow up
- Enter data in OWCMS if received credential after exit
- Use BIC Cognos reports to check credential data
- Reach out to local high schools for graduation data



Getting Credit for Performance

If it's not in OWCMS, it didn't happen!

Enter data as soon as the information is learned

For example, enter a credential as soon as it is earned

- Do not wait until after the quarterly performance report comes out to put it in retroactively
- The quarterly reports are for informational purposes; are not that informative if always playing catch up

Run estimated performance reports in BIC Cognos each quarter to double check data

A Common Credential Issue: Exiting During Secondary School

Credential must be earned during participation or within 1 year after exit



If someone exits from the program and is still more than 1 year away from receiving their High School Diploma or equivalent then they will fail the credential measure

Proactive Data Management

Program Quarter	Quarter Start Date	Quarter End Date*
Q1	July 1 st	September 30 th
Q2	October 1 st	December 31 st
Q3	January 1 st	March 31 st
Q4	April 1 st	June 30 th

* The Quarter End Date reflects the date that we pull data from OWCMS for the next performance report

CCMEP Performance and Credential Reference

- Program Performance Information: <http://jfs.ohio.gov/owd/WIOA/Performance/index.stm>
- ODJFS/OWD/CCMEP Information: <http://jfs.ohio.gov/owd/WorkforceProf/Index.stm>
- CCMEP Desk Aid (for questions about how participants get into the Credential measure or how to enter the data): [CCMEP-Desk-Aid May-2021.stm \(ohio.gov\)](http://jfs.ohio.gov/owd/WorkforceProf/Docs/CCMEP-Desk-Aid_May-2021.stm)
- OWD Credential Checklist: <https://jfs.ohio.gov/owd/WorkforceProf/Docs/CredentialClassificationChecklistTemplate.stm>
- DOL resource for all credentials (NOTE: not all will meet credential definition) <https://www.careeronestop.org/Credentials/Toolkit/find-certifications.aspx>
- DOL definition of industry-recognized credential: https://wdr.doleta.gov/directives/attach/TEGL/TEGL_10-16_accessible_version.pdf (pages 12-16)
- Allowable Source Documentation for WIOA Performance Measure <https://jfs.ohio.gov/owd/WorkforceProf/Docs/SourceDocumentationChart-Performance.stm>

Program and System Questions

Contact The Ohio Department of Job and Family Services,
Office of Workforce Development

- WIOA
 - Email WIOAQNA@jfs.ohio.gov
- CCMEP
 - Email CCMEPQNA@jfs.ohio.gov
- OWCMS
 - Phone: 1-888-296-7541, Option # 2
 - E-Mail: OWCMS-Help-Desk@jfs.ohio.gov
- Email with questions and to request trainings

Performance and Reporting Questions

Dan Rizo-Patron

Workforce Analytics Project Manager

Office of Workforce Development

614-466-9881

Daniel.Rizo-Patron@jfs.ohio.gov



Let's Take a
Quick Break!

Overview: CCMEP PY'19 Monitoring Review

Workforce Monitoring & Consulting

Diana Skinner

Graig Pellman

Agenda

- ▶ PY'19 Monitoring Process (Desk Reviews)
- ▶ The “Top 4” Issues
- ▶ Q&As



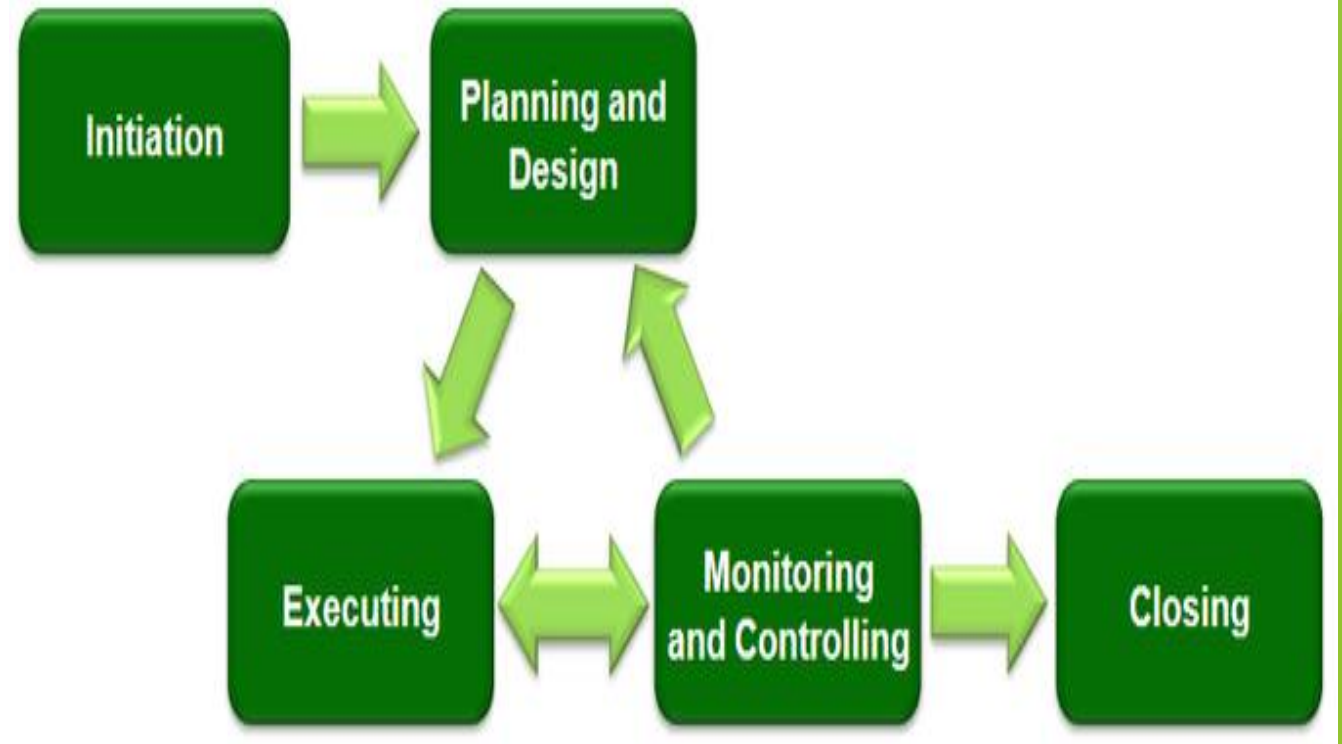
Why Monitor



- ▶ We have to...
- ▶ Find problem areas early so they can be corrected
- ▶ See how programs and policies are working
- ▶ Identify best practices, training needs or policy updates

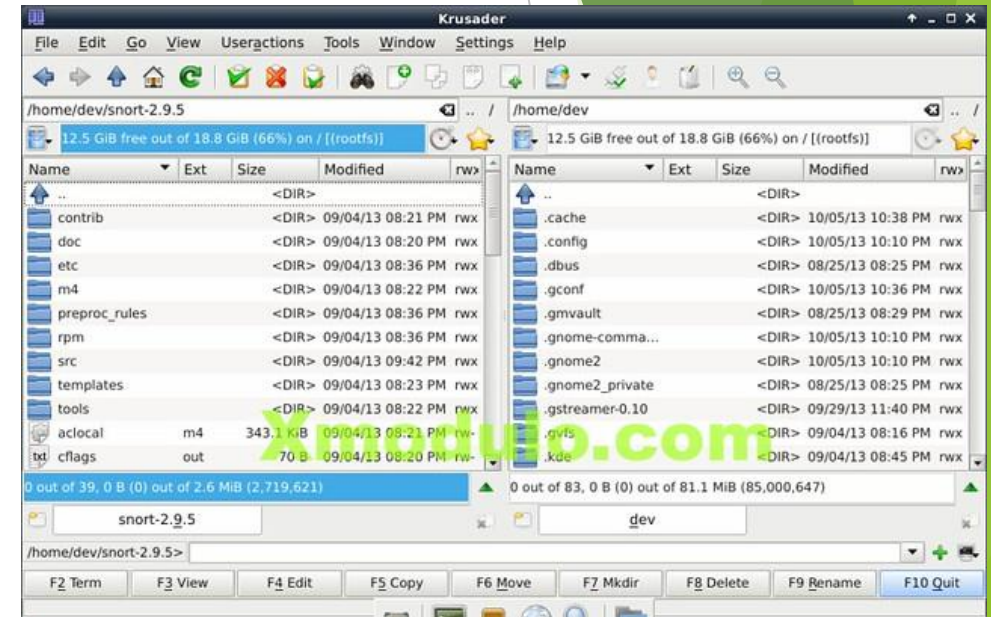
Monitoring - Planning

- ▶ Risk Assessment
- ▶ Consult with Program Area for input and guidance
- ▶ Prepare monitoring guide
- ▶ Program Area review guide & give final input
- ▶ Schedule reviews



Monitoring - Review

- ▶ Schedule review - send monitoring guide & document request
- ▶ Pull sample
 - ❑ Review participant's information in OWCMS and fill out monitoring guide based on information in OWCMS
 - ❑ Send sample participants to local area or Lead agency
- ▶ Go on-site, have entrance conference, ask questions, review sample of participant files



Participant File Review

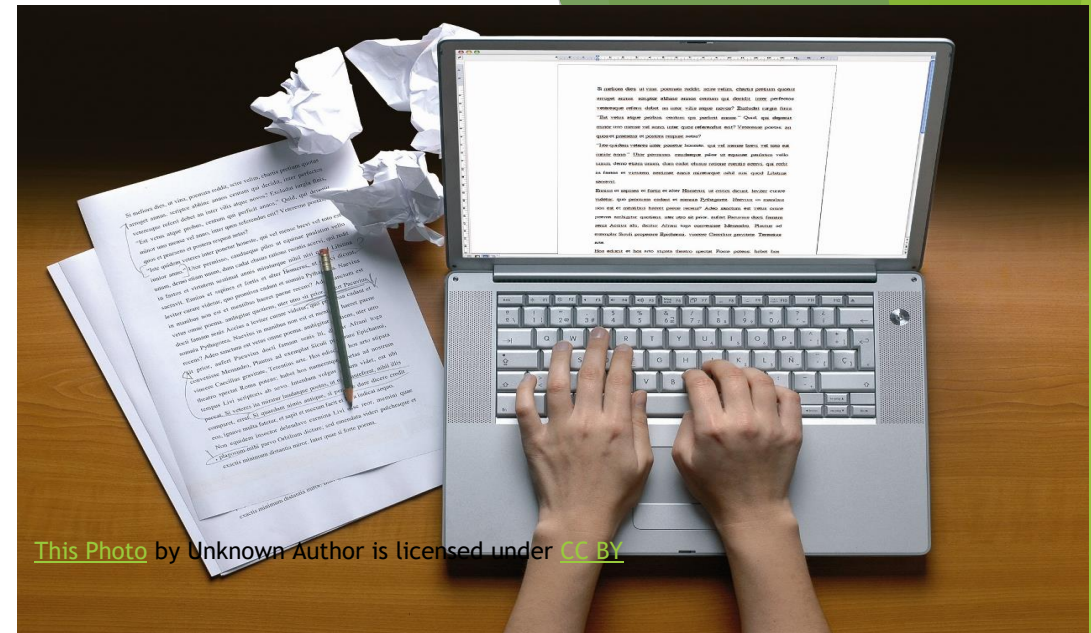
- ▶ Review any additional documentation provided in hard copy files
- ▶ Compare what was provided in OWCMS with documentation in file
- ▶ Ask follow up questions and obtain additional documentation
- ▶ If questions remain, will consult with Program and Policy area for clarification and guidance



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Report Process

- ▶ Prepare draft report & finalize workpapers
- ▶ Peer review
- ▶ Management reviews - two (2) levels
- ▶ Exit Conference and share draft report
 - ❑ (If CIPs required, will have two (2) weeks to prepare and send response)
- ▶ Final report issued



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PY'19: Desk Reviews

► Different Process

- ❑ Used Information in OWCMS
- ❑ Used Case Notes
- ❑ Requested Additional Information
- ❑ Meetings via Microsoft Teams



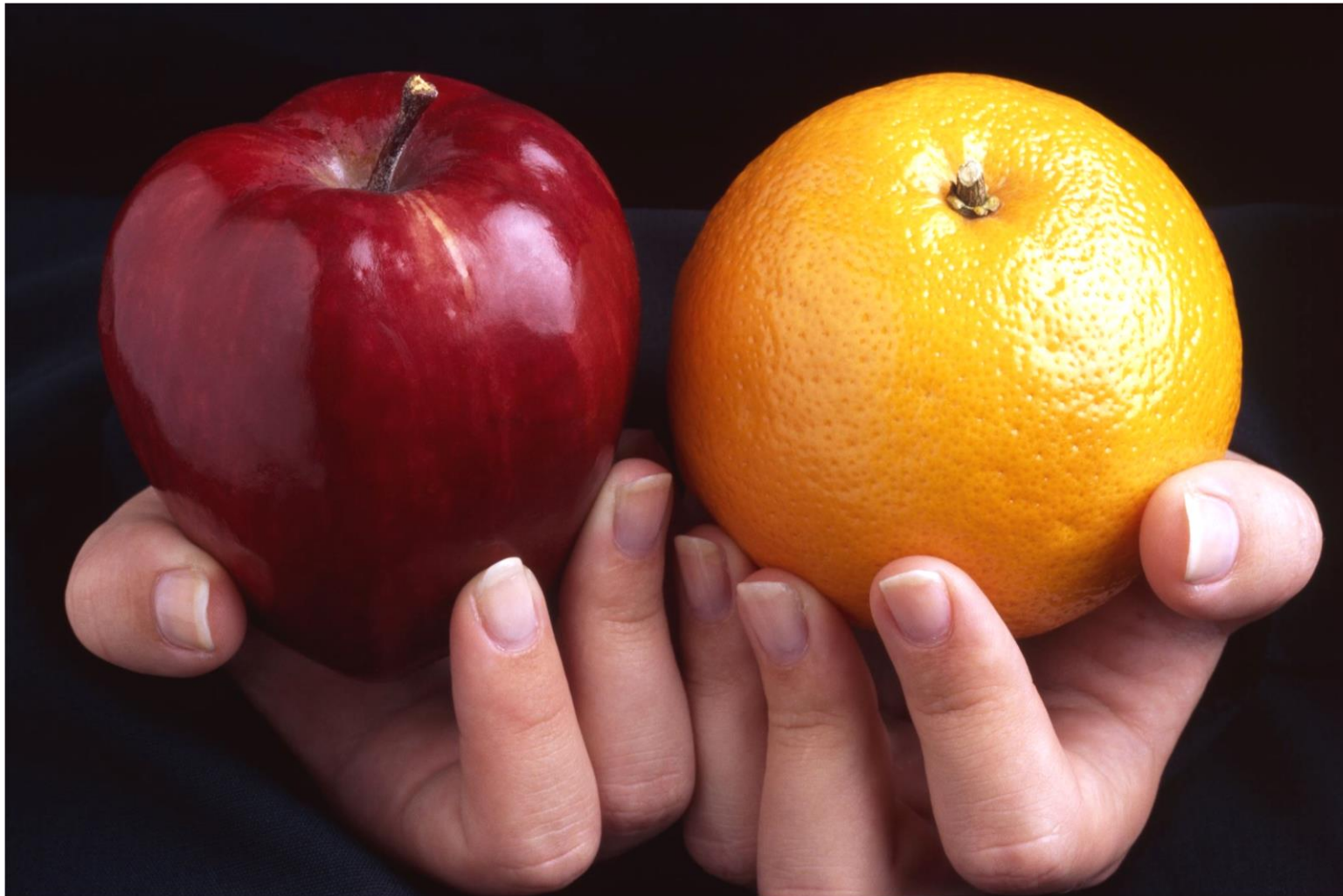
PY'19: Desk Reviews

► Different Results

- ❑ Limited Review
- ❑ Some Aspects Not Reviewed
- ❑ **Still... Issues Were Found**



Apples to Oranges



Ohio Workforce Case Management System (OWCMS)

- ▶ The Ohio Workforce Case Management System (OWCMS) is the system of record for all WIOA workforce activities. Per rule 5101:9-30-04 and 5101:14-1-02 of the Administrative Code, local areas must use OWCMS to accurately report the following:
 - ❑ WIOA participant information, including eligibility criteria and barriers to employments;
 - ❑ Services provided to the participants;
 - ❑ Case management activities, including case notes; and
 - ❑ Performance information
- ▶ Information must be placed into OWCMS within 30 days of obtaining the information.

Case Management - Attempts to Engage Participants - not Documented

MISSING

► What we Found...

- ❑ Lack of documentation of engagement in case notes (longer than 30 days)
 - Gaps were sometimes months long
 - Lack of documentation occurred both pre-pandemic and during the pandemic

Case Notes

► What we Found...

- ❑ Generic, not individual, case notes
 - Names of other participants
 - Information that did not pertain to the participant
- ❑ Good News: All cases in the PY'19 review had case notes!

Online Training: Documentation Management

<https://www.odjfs.state.oh.us/tutorials/OWD/trainingandtechnicalassistance/DocumentationManagement/>

OWCMS - Reporting Accurate and Timely Information

► What we Found...

- ❑ **Completed services on IOP not closed**
- ❑ Information in one part of OWCMS did not match information in another part of OWCMS
- ❑ Gender not recorded on Basic Intake screen

Sectarian Activities - Using CCMEP Funds for Unallowable Activities

► What we Found...

- ❑ Participants engaged in sectarian activities


Sectarian Activities

► What we Suggest...

- ❑ Review current activities with faith-based organizations
- ❑ Pay particular note to:
 - Worksite agreements
 - Job descriptions

Q&As



The background features a series of concentric circles that create a tunnel-like effect. The color gradient transitions from a light blue on the left to a light green on the right, passing through a pale teal in the center. The circles are semi-transparent, allowing the gradient to show through.

Time to stretch!
Let's Take a Break!

ARIES Sneak Peek



Heidi Quirion

- ARIES Systems Team
 - Ohio Department of Job and Family Services/Office of Workforce Development
 - heidi.quirion@jfs.ohio.gov

Questions?
Email:

CMadmin@jfs.ohio.gov





CONTROL, CONNECTION AND MEANING: THE IMPACT OF TRAUMA

Kim Kehl, MEd

Trauma-Competent Care

Kehl Partnership Group

Grounding

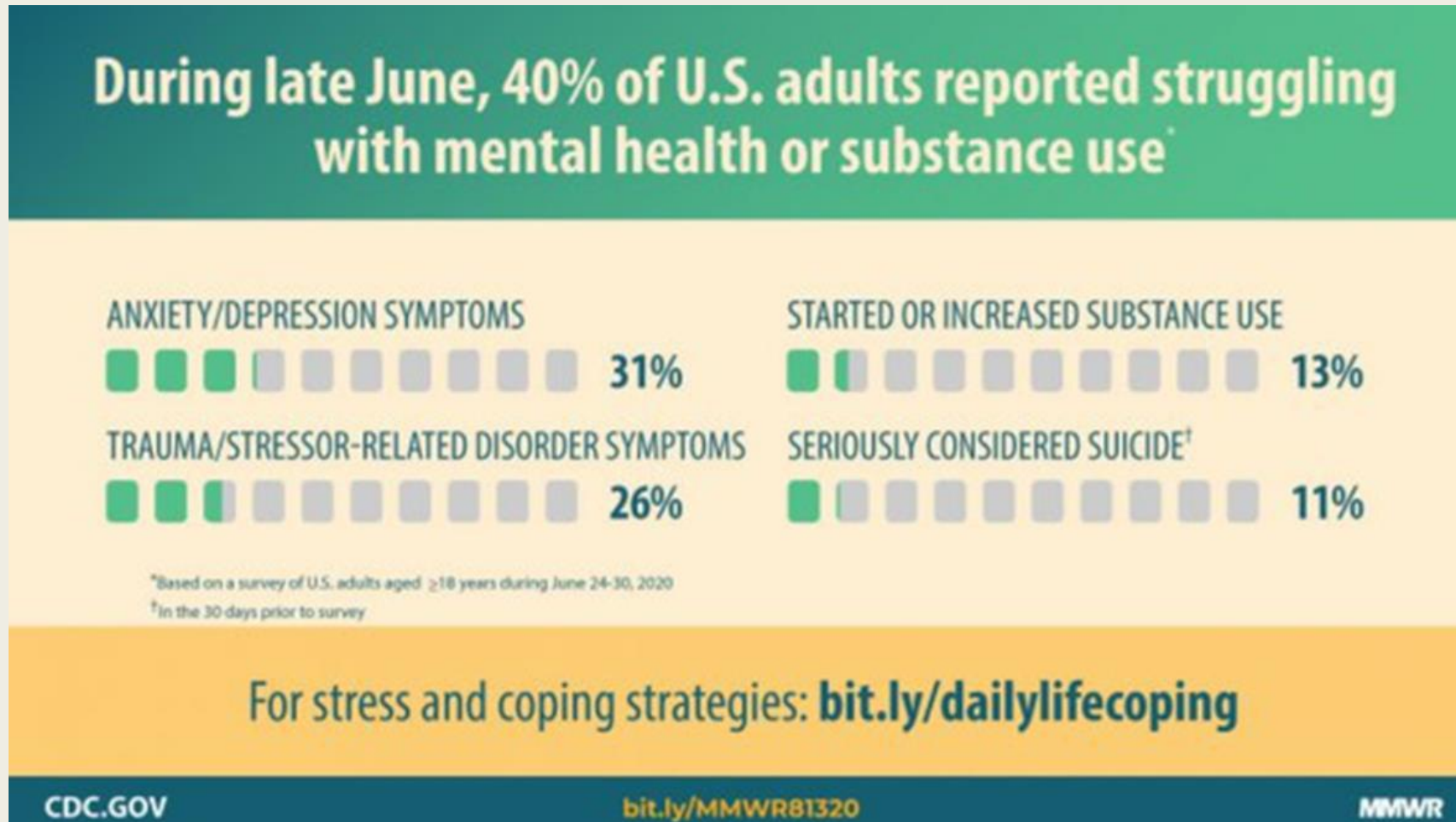


Assume Best Intent...

When we talk about stress and trauma, we can be reminded of events from our own lives that may cause discomfort, feelings of anxiety or other emotions.

Please assume that if there is anything you see or hear that causes you concern or uneasiness, it was not meant to, the only intent is to share information in an open and honest fashion to save lives.

Mental Health, Substance Use, and Suicidal Ideation During the COVID-19 Pandemic - June. (CDC.gov)



American Psychological Association

"In terms of the impact of COVID, coupled with the economic downturn as well as systemic racism that has been in the news, it is certainly showing all these things are having a significant effect on people's mental health."

SAMHSA Substance Abuse and Mental Health Services Administration

- Even before the coronavirus hit, [one-quarter](#) of U.S. adults suffered from a diagnosable mental health condition.
- [Suicide rates](#) were on the rise as the tenth leading cause of death.
- [Drug overdoses](#) cost more than 71,000 lives and [alcohol](#)-related fatalities topped 88,000.

CDC Centers for Disease Control

Essential workers reported much higher incidents of trauma, anxiety, depression and substance use than nonessential workers.

Roughly 1 in 5 essential workers said they seriously considered suicide in the past month, almost three times the number of nonessential workers.

What is Trauma?

Individual trauma results from an event, series of events, or set of circumstances that is experienced by an individual as physically or emotionally harmful or life threatening and that has lasting adverse effects on the individual's functioning and mental, physical, social, emotional, or spiritual well-being.

Traumatic Events

1. Render victims helpless by overwhelming force;
2. Involve threats to life or bodily integrity, or close personal encounter with violence and death;
3. **Disrupt a sense of control, connection and meaning;**
4. Confront human beings with the extremities of helplessness and terror; and
5. Evoke the responses of catastrophe.

Judy Herman, Trauma and Recovery, (1992)

ACEs

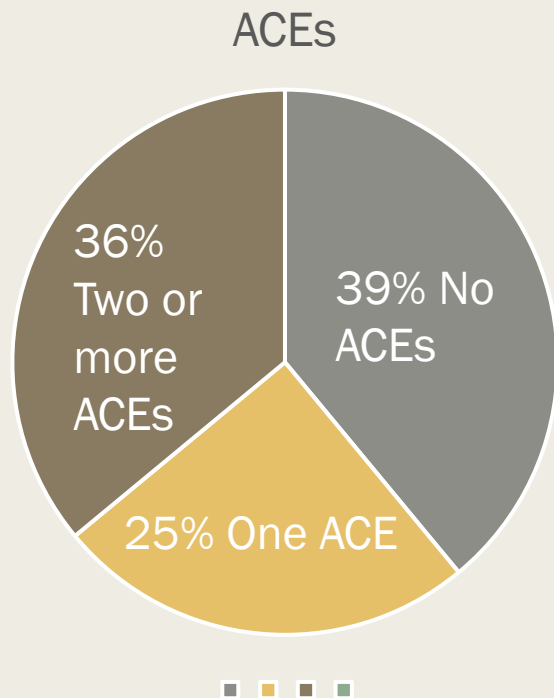


Exposure to ACEs is a pervasive problem. Nearly two-thirds of Ohioans have been exposed to ACEs. Ohioans of color and Ohioans with low incomes, disabilities, and/or who are residents of urban and Appalachian counties are more likely to experience multiple ACEs.

Preventing ACEs can improve health. For example, if exposure to ACEs were eliminated in Ohio, an estimated 36% of depression diagnoses could be prevented.

ACEs

Prevalence of ACEs, by number of ACEs, Ohio, 2015



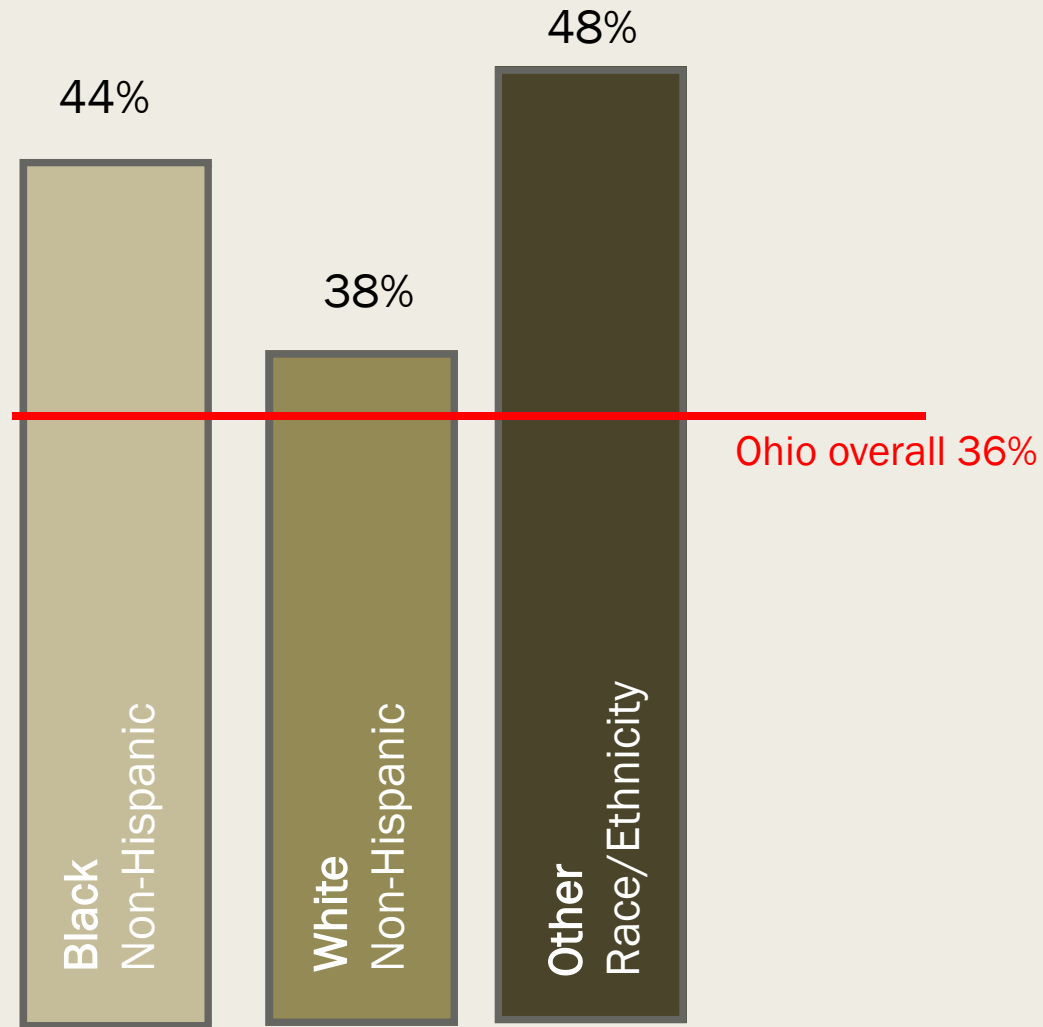
Source: Data from the 2015 Behavioral Risk Factor Surveillance System was provided by the Ohio Department of Health's Division of Health Improvement and Wellness. Analysis by Ohio University, Voinovich School of Leadership and Public Affairs.

Prevalence of specific ACEs among adults who report at least one ACE, by type, Ohio, 2015

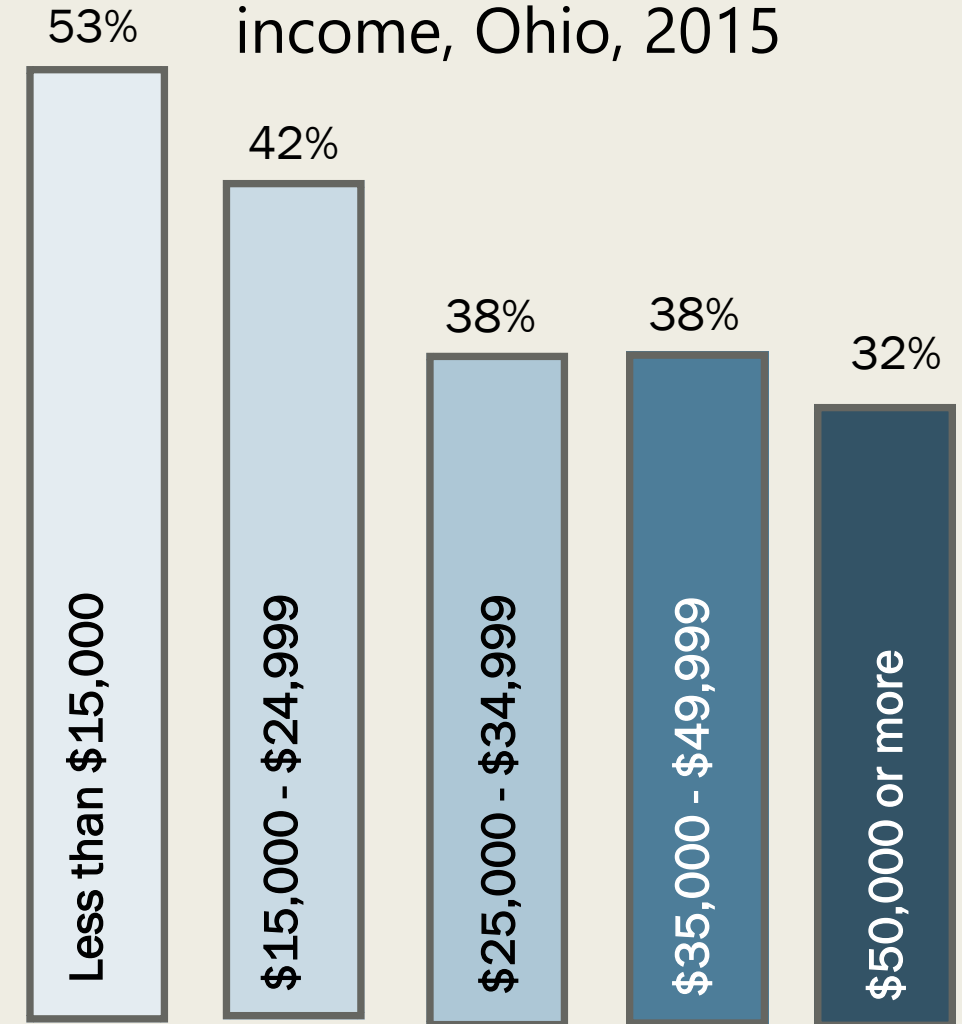
Abuse	
Emotional	57%
Physical	26%
Sexual	18%

Household Problems	
Substance abuse by a household member	41%
Divorce/separation of parents	36%
Domestic violence	26%
Mental illness of a household member	25%
Incarcerated household member	14%

Prevalence of two or more ACEs, by race and ethnicity, Ohio, 2015



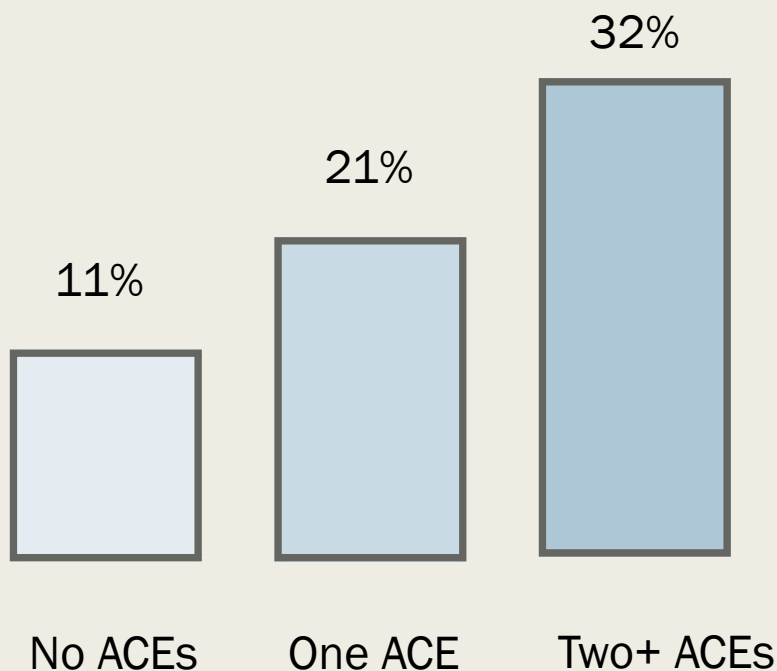
Prevalence of two or more ACEs, by income, Ohio, 2015



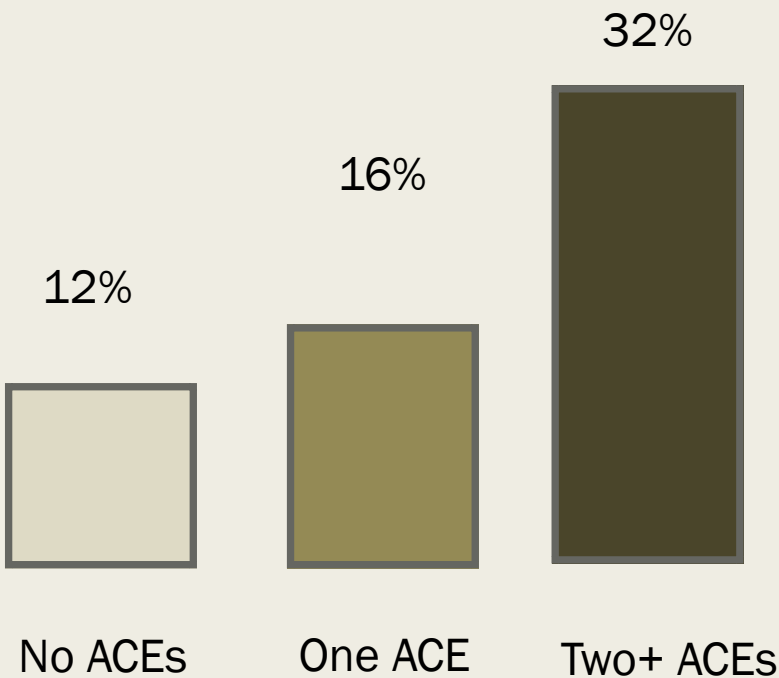
Source: Data from the 2015 Behavioral Risk Factor Surveillance System was provided by the Ohio Department of Health's Division of Health Improvement and Wellness. Analysis by Ohio University, Voinovich School of Leadership and Public Affairs.

Prevalence of negative health outcomes (age adjusted), by number of ACEs, Ohio, 2015

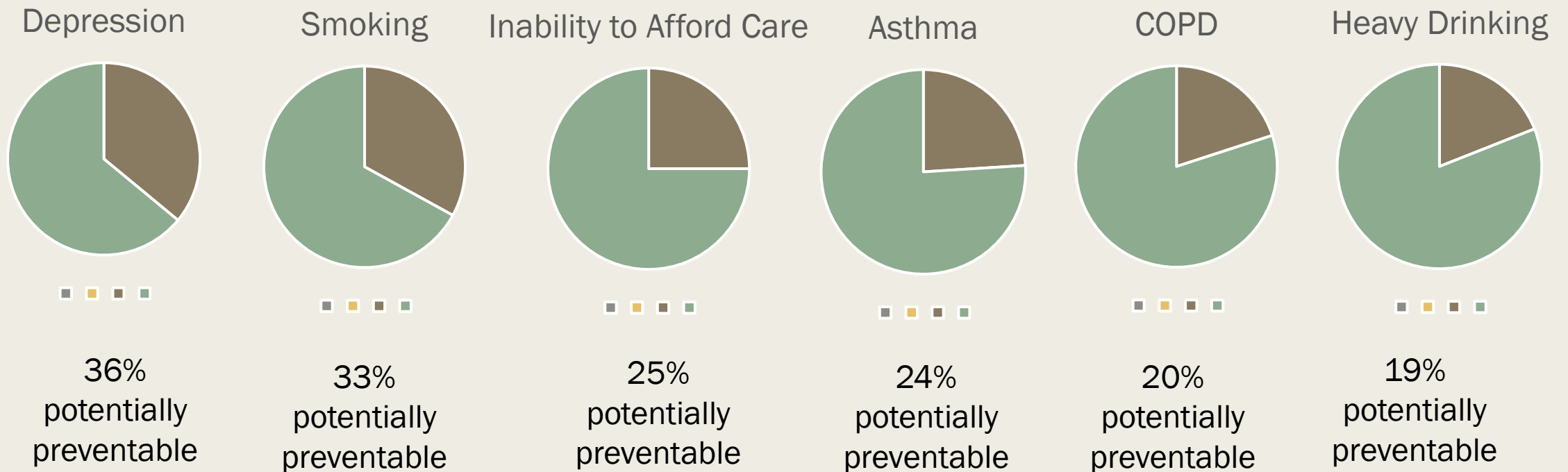
Percent of adults who are current smoker



Percent of adults with depression (ever)



Potential impact of preventing exposure to ACEs on six health outcomes in Ohio



Source: Data from the 2015 Behavioral Risk Factor Surveillance System was provided by the Ohio Department of Health's Division of Health Improvement and Wellness. Analysis by Ohio University, Voinovich School of Leadership and Public Affairs

Impact of Trauma



- Cognitive
- Physiological
- Emotional
- Behavioral/Relational
- Neurological Development

Cognitive & Learning Impacts

- Inability to concentrate, sit still
- Poor memory
- Zoning out
- Decreased reading ability
- Lack of participation
- More days of absence

Physiological Impacts

- Chronic Pain and Somatic Complaints
 - Headaches
 - Stomach aches
 - Fatigue
 - Vague aches and pains
- Hyper alert- Increased startle response
- Sensitivity to sound

Emotional Impact

- Mood dysregulation (mood swings)
- Increased rates of depression and anxiety
- Low self-esteem
- Lack of trust
- Increased worries and fears about safety of self and others

Behavioral/Relational Impacts

- Impulsive
- Hyperactive
- Irritable, anger outburst, temper tantrums
- Self-harming behavior
- Repetitive violent or trauma specific play
- Struggle to connect with others
- Withdrawal or Disorganized attachment
- Perfectionism - Desire to please others

Neurological Impacts

- Changes growth and development of brain
- Reduced size of hippocampus
- Changes in prefrontal cortex
- Increased cortisol and norepinephrine responses to subsequent stressors.

As the COVID-19 crisis and social distancing wear on, we're facing a collective trauma

- Every day we hear news about the rapid rise in the variants, the latest death counts, and tragic stories of suffering and loss
- If the virus hasn't already affected us personally, we worry for our own safety and for our loved ones
- Dealing with the additional challenge of being cut off from many of the supports and ways of coping that are so important as we face current traumas and heal from past ones
- These **threats** can feel unpredictable and uncontrollable—the signature of traumatic events. – *disrupt a sense of control, connection and meaning*

As the calls for the end to racial injustice continue, we're facing a collective trauma

- Every day we hear news about the latest death counts, and tragic stories of suffering and loss and the human pain
- If the calls for the end to racial injustice hasn't already affected us personally, we worry about the safety of others and maybe for our loved ones
- These threats can feel unpredictable and uncontrollable—the signature of traumatic events.
 - *disrupt a sense of control, connection and meaning*



There is a cost to caring!



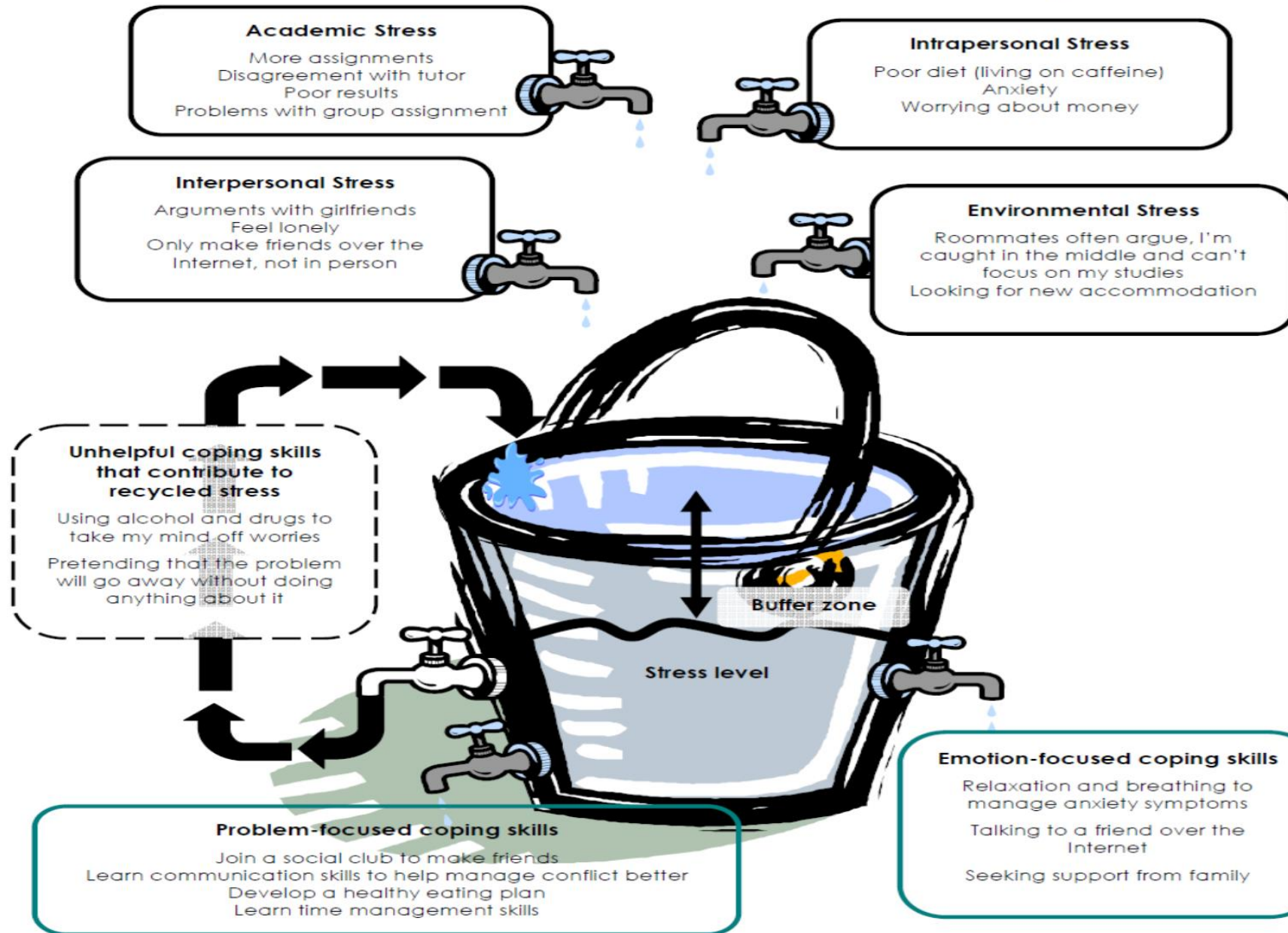
- Recognizing secondary trauma for what it is and taking action to minimize the effects are important, and good supervision is critical
- Being able to work through experiences in a supportive environment can help to reaffirm that despite any challenges, proving care and support is a fulfilling career that is also essential for the populations that we serve
- American writer and artist Brian Andreas said, "Anyone can slay a dragon, he told me, but try waking up and loving the world all over again. That's what takes a real hero."

Collective Trauma

~ ~ ~

We are all in the same storm, but not in the same boat





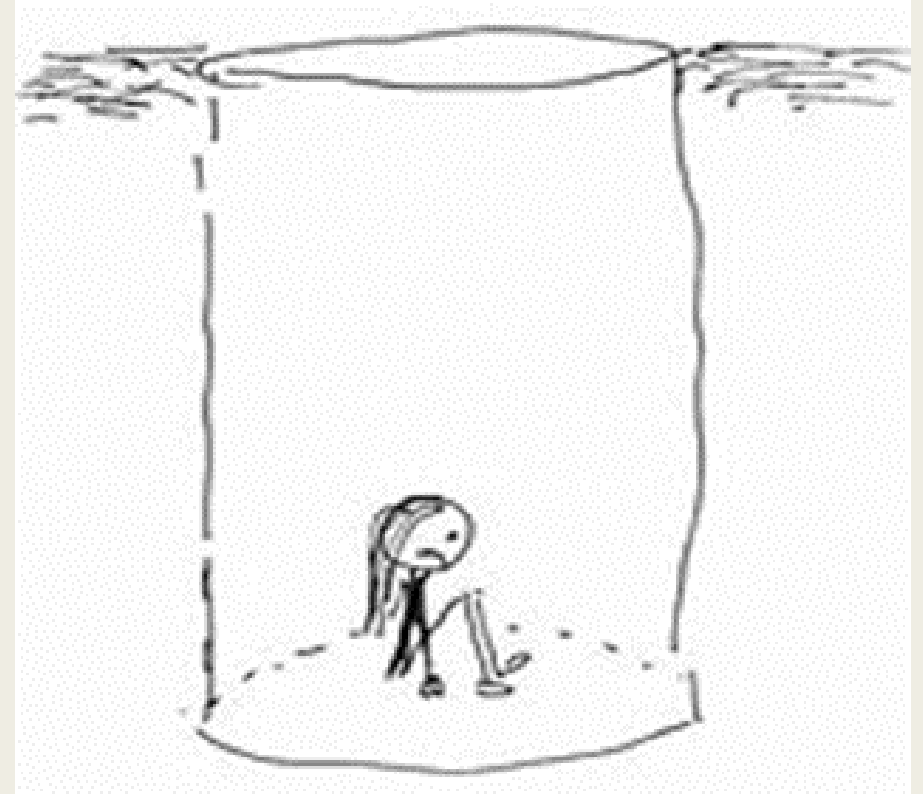
Resiliency, Risk, and Equity

- Your personal background and history
- Physical and emotional health
- Race and ethnicity
- Social support from family and friends
- Financial situation
- Community lived in

Stress and Trauma can affect us Emotionally

- *Anxiety*
- *Guilt*
- *Grief*
- *Denial*
- *Fear*
- *Feelings of panic*
- *Loss of emotional control*
- *Inappropriate emotional response*
- *Feeling overwhelmed*
- *Intense anger*

Self Care



Stress and Trauma can affect us

Behaviorally

- Change in societal perception
- Loss of, or increase in, appetite
- Withdrawal
- Emotional outbursts
- Inability to rest
- Alcohol consumption
- Hyper-alert to environment
- Change in relationships

Self Care



Stress and Trauma can affect us Spiritually

- Anger at God or higher power
- Loss of faith
- New over-reliance on faith
- Questioning one's ability to forgive or be forgiven
- Change in sense of self, own abilities

Self Care



Self-care

Every day, we are faced with trauma, stress and sometimes, emergency situations

Work/life balance

We must remember that WE are important too...

Know the signs.

- Talking about feeling hopeless
- Feeling like a burden, like there's no reason to live
- Using drugs, alcohol or engaging in other risky behaviors
- Visiting or calling people to say goodbye
- Giving away prized possessions
- Disconnecting from family and friends.

Start a conversation.

- It can be uncomfortable to talk about suicide or mental health, but all it takes is to ask how someone is feeling.
- Talking about suicide does not put the idea in their mind.
- Suicidal feelings are temporary and having the conversation can help to save a life.
- Remind the person they are not alone, and you're not either.

Connect to professional help.

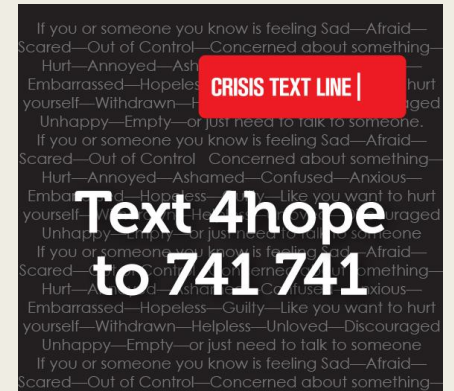
Suicide is preventable.

Suicide occurs at every age, but men are 4x more likely to attempt or complete a suicide. Pay attention to one another and ask how people are doing. Reach out for help and get resources.

**Your mental
health is just as
important as
your physical
health.**

**COVID CareLine:
1-800-720-9616**

**Help is available 24 hours a
day, seven days a week**



You are not alone.

Mental health is health.



Let's Focus on Solutions

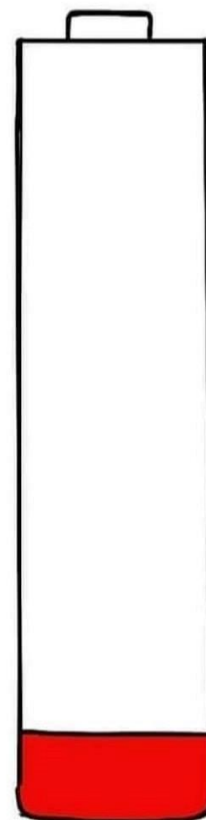


- Exercise (in moderation based on previous levels of exercise)
- Structure your "free" time
- Accept this event has changed your "old normal" and know that there will be a "new normal."
- Talk, talk, talk
- Avoid self-medication with drugs or alcohol
- Let people help you

Self Care is Important.



YOU WOULDN'T LET
THIS HAPPEN TO
YOUR PHONE.



DON'T LET THIS
HAPPEN TO
YOU EITHER.

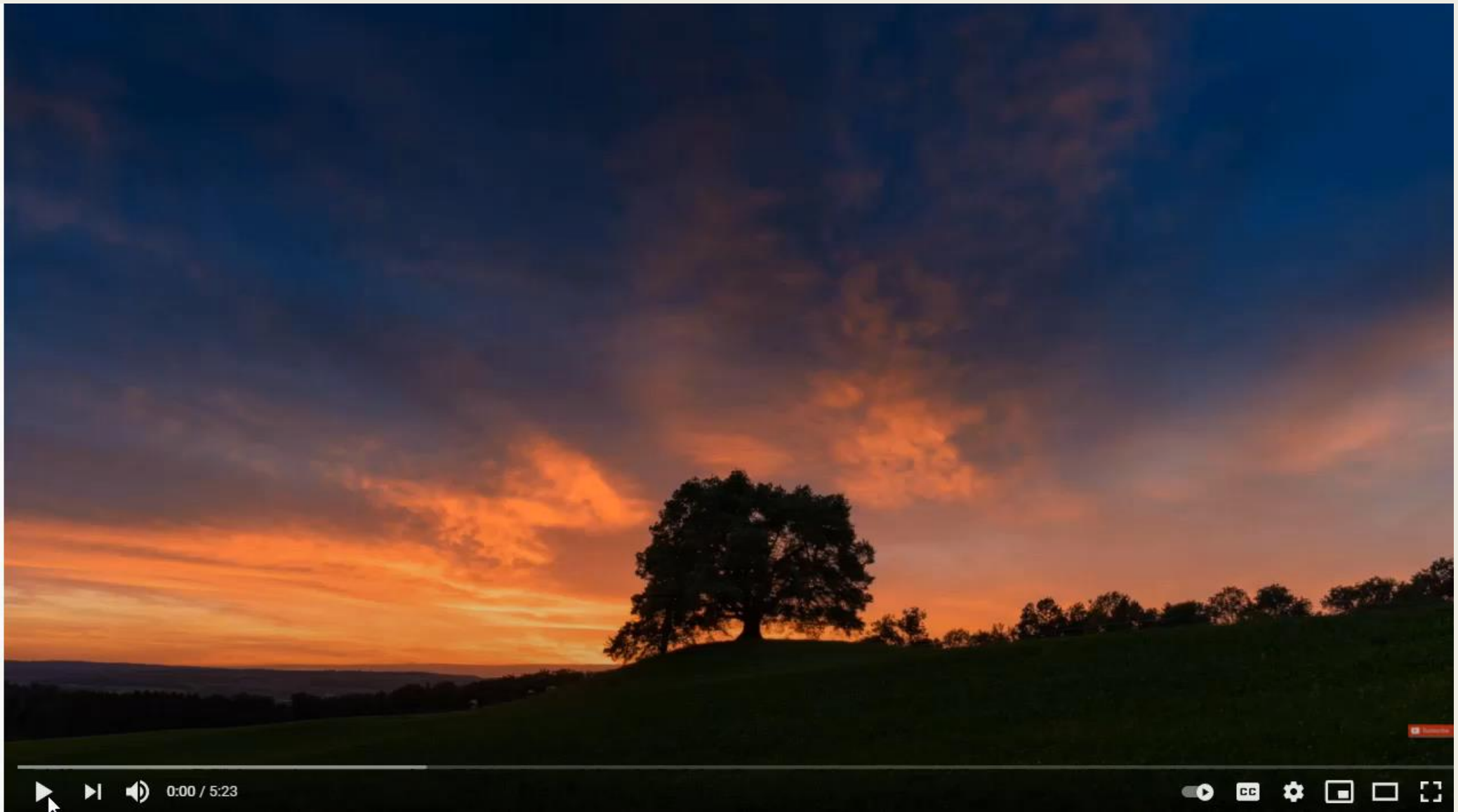


itsahappyworld

SELF-CARE IS A PRIORITY.
NOT A LUXURY.

Dealing with Pandemic and Work-Related Stress and Anxiety

- ✓ **Take breaks from media.** Watching, reading, or listening to news stories, including social media, about the pandemic repeatedly can be upsetting.
- ✓ **Take care of your body.** Take deep breaths, stretch, or meditate. Try to eat healthy, well-balanced meals, exercise regularly, get plenty of sleep, and avoid alcohol and drugs, manage COVID risks with best practices.
- ✓ **Make time to unwind.** Do things that you enjoy.
- ✓ **Find reasons to be grateful.**
- ✓ **Connect with others.** Talk with people you trust about your concerns and how you are feeling.
- ✓ **Find time and space for quiet.** Some of us are living in busy homes, and everyone needs a little privacy.

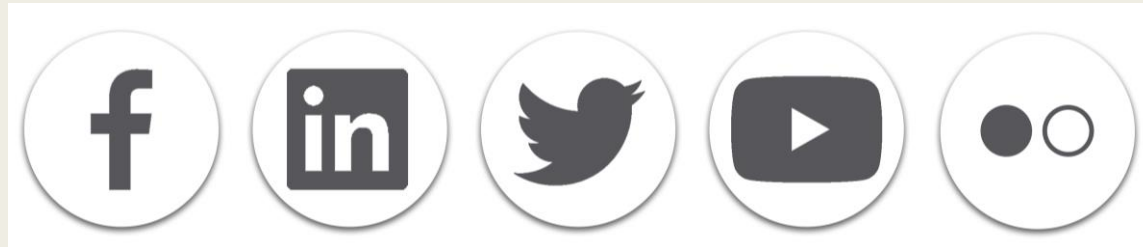


Resources

- **Crisis Text Line** – Text 4Hope to 741 741 for free, confidential conversation:
<https://mha.ohio.gov/Families-Children-and-Adults/Get-Help/Crisis-Text-Line>
- **Ohio Careline** for free, confidential connection to licensed provider:
<http://mha.ohio.gov/careline>
- **OhioMHAS Get Help** for a variety of resources on control connection, and meaning
<https://mha.ohio.gov/Families-Children-and-Adults/Get-Help>

Resources

- **Ohio Strive for 5 initiative:**
<http://mha.ohio.gov/OHStrive5>
- **The Wellness Project** by OhioMHAS employee Holly Jones, which includes meditation and movement:
<https://www.youtube.com/channel/UCY9EmIEdtexoSXE6XbPcp4A>



<http://mha.ohio.gov/>

**Join our OhioMHAS e-news listserv
for all of the latest updates**



Time for Lunch! Let's meet back at 1 p.m.



Drop Out Prevention and Recovery in Knox County



Brandy Booth

- **Workforce Administrator**
 - Knox County JFS / OhioMeansJobs | Knox County
 - Brandy.Booth@jfs.ohio.gov
 - 740-399-3647



**Knox
County**

A proud partner of the
American Job Center network

Youth Program in Knox County

Live in the present.....

D.R.E.A.M. for the future!

Dedication, Responsibility, Education, and Achievement through Motivation



17604 Coshocton Road | Mount Vernon, OH | 740-392-WORK | livethedreamknox@gmail.com

We had a “re-branding” campaign during the summer of 2018.

We pulled our whole workforce team together to brainstorm ideas.

We used our youth summer credit recovery kids to guide us with the look of marketing materials and narrow down the new name.

We took the campaign to the county fair and allowed the local youth to vote on the final name.

Our D.R.E.A.M. Team



CCMEP Lead
Lori Rudrick



Teacher
Mindy Ziegler



Outreach
Theresa Vernon

Marketing

- We created new “targeted” marketing materials.
- Every social services agency, partner agency, high school and technical school in the county has a brochure rack with our D.R.E.A.M materials.
- We created a D.R.E.A.M. website through WIX – very affordable and so easy!
 - Livethedreamknox.com
- We created a D.R.E.A.M. Facebook, Insta and Twitter.
- We text through Google Voice.
- We connect through social media, private messaging, email.
- We recruit from the Children’s Resource Center (foster care youth in residential facility) located behind our OMJ center.

What is different about our program?

- We are mobile – we can meet them where they are for enrollment. After that they have a safe face they know when they come to our building.
- We have a licensed teacher(s) on staff at our OMJ Center.
- We have a dedicated youth room equipped with computers, printers, copier.
- We have a dedicated private space off our youth room for proctored GED testing.
- A good source for teaching staff is to look for retired teachers who are looking for a part-time, flexible schedule.



Our Process

- Our teachers use the TABE for GED participants.
- Teachers use the TABE results as well as discussion with participants and work with case managers to figure out the participant's learning style and all three work together to develop a learning plan.
- Every learning plan is customized to the needs of the participant.
- We are flexible and make changes according to the needs of the participant.
- We use the APEX online program for high school credit recovery.
- We use the AZTEC software to help with GED tutoring.

Great Relationships Bring Referrals

- We have relationships with all of the guidance counselors at each of the five county high schools and the career center.
- We have a relationship with the Marketing Coordinator and Enrollment at the Adult Technical Center.
- We have staff on the advisory board of the local Career Center.
- We have staff on the Knox Substance Abuse Action Team.
- We have staff on the Treatment Team for the county drug court.
- We provide J.O.B.S programs at the county probation department.

How do we keep participants engaged?

- We make sure their basic needs are met. We keep our youth room stocked with snacks. We have a full kitchen with a refrigerator, stove and microwave. We keep microwave meals in the freezer to use as needed. We assist with applying for food assistance and with finding other resources.
- We have youth laptops and hot spots to loan out to youth who are working and not able to come to the youth room during open hours.
- We provide transportation through our area transit system.
- We encourage them.
- We incentivize them - \$100.00 check for GED completion.
- We partner with ASPIRE grads and have a graduation ceremony with caps and gowns each summer for anyone who completed the GED over the course of the year.
- We don't give up on them!

We celebrate their success!



Questions?





A group of five diverse young adults (three men and two women) are shown from the chest up, laughing heartily and giving thumbs up. They are outdoors with green foliage in the background. The image has a semi-transparent dark overlay.

While you're waiting...

What do you like most about the CCMEP program?
Please share in the chat...

UPCOMING POLICY CHANGES

AN OVERVIEW OF CCMEP RULE AND FORM CHANGES



Rule Changes Coming...

CHANGES ARE NOT FINALIZED – STILL
MUST GO THROUGH CLEARANCE PROCESS
LIKELY EFFECTIVE IN DECEMBER 2021

5101:14-1-01: Definitions

■ Usage Sense
by the verb *car*

career /kə'riə
sional etc. pro
fession or occ
advancement.
wishing to
career) h w

Definitions

(C) "Career pathway" means a combination of rigorous and high-quality education, training, and other services that:

(1) Help an individual enter a career and develop a plan for career advancement within a specific occupation, occupational cluster or industry through increased work experience, education and/or credential attainment.

Definitions

"Comprehensive guidance and counseling" includes drug and alcohol counseling, mental health counseling, and referral to partner programs for such services. *(removed 'career and academic counseling')*

(G) "Coordination" means collaboration between comprehensive case management and employment program (CCMEP) lead agencies, the local board, subcontractors, county departments of job and family services, and the OhioMeansJobs (OMJ) centers in order to increase youth access and connections to CCMEP services. Access and connections includes any of the following:

- (1) Coordination and provision of youth activities.
- (2) Linkages to the job market and employers *to facilitate job placement.*

"Eligible training providers" means entities, such as institutions of higher education, registered apprenticeship programs, *recognized pre-apprenticeship programs* or other public or private providers of a program of training service, which are eligible to receive WIOA funding based upon meeting certain criteria established by the state.

"Enrollment" begins with the date a program participant *acknowledges* the individual opportunity plan (IOP) which includes *the* assignment and *provision of* at least one CCMEP service and ends with exit in accordance with rule [5101:14-1-06](#) of the Administrative Code.

"Follow-up services" are the services provided after exiting to ensure youths' success during their transition to employment and further education and to provide assistance as needed for a successful transition.

Definitions

Definitions

"Incentive" means a payment to a program participant for successful *participation and* achievement of milestones in the program tied to work experience, education, or training as defined in the IOP and shall not be *Temporary assistance for needy families* (TANF) assistance as defined in 45 C.F.R. 260.31 (1999). *Education related incentives may be provided to participants during the follow-up period if the participant is eligible for a CCMEP funded service.*

"Individual Opportunity Plan (IOP)" documents the Individual Service Strategy (ISS) outlined in 5101:14-1-04 and is mutually developed, implemented, and revised by the client and case manager to include, a set of employment, education, and personal development goals, service objectives and a plan of action to achieve the identified goals, services provided and results.

"Program participant" means an individual who:

- (1) Is *an eligible* mandatory or voluntary CCMEP participant;
- (2) Has *acknowledged* an IOP that includes one or more *services* that have been entered into Ohio's workforce case management system; and

5101:14-1-02:
Program
General

(A) What is the comprehensive case management and employment program?

(1) The comprehensive case management and employment program (CCMEP) is a Title IV-A program, a family services duty, and workforce development activity that provides employment, training services and other supportive services to mandatory and voluntary program participants based upon a comprehensive assessment of an individual participant's employment and training needs.

(2) The purpose of CCMEP is to help participants enter a career pathway and attain long-term self-sufficiency prior to program exit in accordance with rule 5101:14-01-06 of the Administrative Code.

Program General

(B) Who participates in CCMEP?

(1) The following individuals who are at least fourteen but not more than twenty-four years of age are required to participate in CCMEP:

(a) Participants in the Ohio works first (OWF) program who have been determined to be work-eligible in accordance with rules [5101:1-3-12](#) and [5101:1-2-01](#) of the Administrative Code.

(b) Each individual who is an in-school youth or out-of-school youth as a condition of enrollment in workforce development activities funded by the Workforce Innovation and Opportunity Act (2014) (WIOA).

(2) The following individuals who are at least fourteen but not more than twenty-four years of age may volunteer to participate in CCMEP:

(a) Any OWF participant who has not been determined to be a work-eligible individual in accordance with rule [5101:1-3-12](#) of the Administrative Code.

(b) *Any individual eligible for TANF benefits and services in accordance with rule [5101:14-1-04](#) of the Administrative Code who volunteers for CCMEP.*

(c) Any individual receiving benefits and services under the prevention, retention, and contingency (PRC) program who volunteers for CCMEP within ninety calendar days of the date that PRC benefits are received.

Program General

Program General

(C) How is CCMEP funded and administered at the local level?

(2) If a local board decides under section 5116.20 of the Revised Code to authorize the use of its youth workforce investment activity funds for CCMEP for a fiscal biennial period, all of the following shall apply to that fiscal biennial period:

(a) *Before the beginning of the fiscal biennial period, the local board shall authorize the use of its youth workforce investment activity funds by submitting an official board-approved resolution to ODJFS that, to the extent permitted by federal law, requires the local board and the counties the local board serves to operate CCMEP in accordance with the program's requirements, including the requirements established by Chapter 5116. of the Revised Code, rules adopted under section [5116.06](#) of the Revised Code, and any other rules applicable to the program.*

Program General

(3) After the board of county commissioners designates a local participating agency to serve as the county's lead agency for a fiscal biennial period, the board may designate the other local participating agency to take over as the county's lead agency for the remainder of the fiscal biennial period.

(4) The board of county commissioners shall inform ODJFS of its designation of the lead agency under paragraph (C)(2)(b) of this rule before the beginning of the fiscal biennial period for which the designation is made. *The board shall notify ODJFS of any redesignation of a lead agency under paragraph (C)(3) of this rule not later than sixty calendar days after the redesignation takes effect.*

Program General

(D) What are the requirements of the lead agency?

(1) Each lead agency, in consultation with the local board that serves the same county shall, in accordance with rules adopted under sections [5116.06](#) and [5107.05](#) of the Revised Code, do all of the following for the fiscal biennial period, or part thereof, for which the lead agency has been designated:

(a) Prepare and submit the [JFS 03001](#) "Comprehensive Case Management and Employment Program (CCMEP) Plan" (rev. 07/2021) to ODJFS containing standard procedures for administration of CCMEP that are consistent with agency 5101 of the Administrative Code *not later than thirty calendar days before the beginning of each fiscal biennial period*;

Program General

(n) Lead agencies and contracted CCMEP providers must partner with their local board, local economic development entities, chambers of commerce, education/training providers, and businesses to support local economic growth, meet business needs, build trusting relationships, develop job opportunities for CCMEP participants, provide support to businesses for job retention and support for participants for retention and career advancement.

(E) What are the services that shall be made available to each program participant?

(1) Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.

(2) Alternative secondary school services or dropout recovery services. This includes alternative secondary school services such as basic education skills training, individualized academic instruction, and English as a second language training. These services assist the program participant who has struggled in traditional secondary education. Dropout recovery services include credit recovery, counseling, and educational plan development. Dropout recovery services assist program participants who have dropped out of school.

(3) Planned, structured learning through paid or unpaid work experiences that have academic and occupational education as a component. *This service is subsidized employment when a private or public sector employer receives a subsidy from TANF funds to offset some or all of the wages and costs of employing a program participant. When a paid work experience is funded by TANF, program participants must be paid by a payroll vendor or employer. Work experiences must follow 20 C.F.R. 683.255 and 20 C.F.R 683.250 and* may include the following types of work experiences:

Program General

Program General

(F) Who should supervise the provision of services for program participants?

Services are supervised by the lead agency and shall not be supervised by someone with a close relationship to the participant in accordance with rule 5101:10-3-01 of the Administrative Code.

(G) When can incentives be made available to program participants?

(1) Incentives may be made available to participants enrolled in the CCMEP program during participation. Incentives are payments to a program participant for successful achievement of milestones in the program tied to work experience, education, or training as defined in the IOP. Incentives may also be provided during the follow-up period for education-related achievements.

(2) Incentives shall not be TANF assistance as defined in 45 C.F.R. 260.31 and shall comply with uniform guidance outlined in 2 C.F.R. 200.

RESCIND
~~5101:14-1-03:~~
~~Program Plan~~

***Use JFS 03001
County Plan
Template Instead***

5101:14-1-04:
Referral, Comprehensive
Assessment, Individual
Service Strategy, and Individual
Opportunity Plan

Referral, Comprehensive Assessment, Individual Service Strategy, and Individual Opportunity Plan

(B) How is funding eligibility determined?

The lead agency shall ensure that the [JFS 03002](#) "*CCMEP WIOA Youth & CCMEP TANF Program Eligibility Application*" (rev. 07/2021) or Ohio's *workforce case management system* generated equivalent is completed prior to the comprehensive assessment for each mandatory or voluntary individual. The lead agency shall use the [JFS 03002](#) to determine if the individual is eligible to receive funding through Workforce Innovation and Opportunity Act (2014) (WIOA) and temporary assistance for needy families (TANF).

(1) An individual shall be determined eligible to receive services in CCMEP funded by WIOA when that individual is either an in-school youth or out-of-school youth as defined in rule [5101:14-1-01](#) of the Administrative Code.

(2) An individual shall be determined eligible to receive services in CCMEP funded by TANF when that individual:

Referral, Comprehensive Assessment, Individual Service Strategy, and Individual Opportunity Plan

- (a) Has (or has applied for) a social security number;
- (b) Is a United States citizen or non-citizen national or qualified alien as those terms are defined in rule [5101:1-2-30](#) of the Administrative Code;
- (c) Does not *live with an assistance group that includes a member who owes any fraudulent TANF assistance until the fraudulent payment has been paid in full or the assistance group member who owes the fraudulent assistance is no longer in the same the household*;
- (d) Has been afforded the opportunity to register to vote;
- (e) Has gross income in the previous thirty calendar day period of less than two hundred per cent of the federal poverty level *or is currently receiving SNAP benefits as referenced in 5101:4-4-11 of the Administrative Code*; and

(H) How are the comprehensive assessment and IOP administered?

(1) An OWF work-eligible individual eligible for CCMEP as described in paragraph (B)(1)(a) of rule [5101:14-1-02](#) of the Administrative Code shall complete the comprehensive assessment and IOP in place of the OWF appraisal and self-sufficiency contract. *For OWF work-eligible applicants, the IOP must be completed and input into the case management system within thirty calendar days from the date of application for OWF as described in paragraph (E)(6) of rule 5101:14-1-05 of the Administrative Code.*

(2) *A non-OWF work eligible individual eligible for CCMEP shall complete the comprehensive assessment and IOP within sixty calendar days from the date the individual was referred to CCMEP.*

(3) The IOP shall end upon the exit of a program participant in accordance with rule [5101:14-1-06](#) of the Administrative Code.

(4) The services an individual receives in accordance with an IOP are inalienable by way of assignment, charge, or otherwise and exempt from execution, attachment, garnishment, and other similar processes.

(5) *All case management information shall be input into Ohio's workforce case management system within thirty days of occurrence as described in 5101:9-30-04 of the Administrative Code.*

Referral, Comprehensive
Assessment, Individual Service
Strategy, and Individual Opportunity Plan

5101:14-1-05: Case Management

(A) What are comprehensive case management and employment program (CCMEP) requirements?

(1) Case management requirements shall include:

(a) Engagement with each program participant using evidence-based practices to provide employment and training services, supports, and referrals to become self-sufficient and employed. Case managers shall make persistent and reasonable attempts to engage with the program participant no less than once every thirty calendar days and shall review and revise the individual opportunity plan (IOP) as needed. *Case managers shall enter case notes for each engagement in Ohio's workforce case management system.*

Referral, Comprehensive
Assessment, Individual Service
Strategy, and Individual Opportunity Plan

Referral,
Comprehensive
Assessment,
Individual Service
Strategy, and
Individual Opportunity
Plan

(2) *For CCMEP participants not in receipt of OWF, the lead agency shall utilize the [JFS 03000 "CCMEP TANF Eligibility Review Application"](#) (rev. 07/2021) to conduct the **annual** review process to ensure that a program participant that is receiving temporary assistance for needy families (TANF) funded services and that is not receiving OWF meets the eligibility criteria described in paragraph (B)(2) of rule [5101:14-1-04](#) of the Administrative Code. *If a lead agency becomes aware of participant eligibility changes before the annual review process, the lead agency must complete an eligibility review. If a CCMEP participant is no longer eligible for TANF-funded services, the lead agency shall end TANF-funded services and utilize the JFS 03002 (rev. 07/2021) to determine eligibility for Workforce Innovation and Opportunity Act (2014) (WIOA) funded services as described in paragraph (B)(1) of rule [5101:14-1-04](#) of the Administrative Code for a program participant who has been previously determined to be ineligible for WIOA funded services.**

Referral,
Comprehensive
Assessment,
Individual Service
Strategy, and
Individual Opportunity
Plan

(3) The lead agency shall document and verify CCMEP *service* hours in unpaid *services* for *OWF work-eligible* program participants as follows:

(a) All actual hours of participation shall be verified on a monthly basis.

(b) Verification is considered to be met when the lead agency has received confirmation of the actual hours of participation.

(c) All assigned hours of participation shall be accounted for by the lead agency.

(d) Verified hours of participation shall be entered into the *Ohio's workforce case management system* in a timely manner.

(e) Acceptable types of verification for hours participated include but are not limited to the following:

(i) The *Ohio's workforce case management system*

Referral,
Comprehensive
Assessment,
Individual Service
Strategy, and
Individual Opportunity
Plan

(4) The lead agency shall document and verify CCMEP *service* hours in paid *work experiences* for *OWF work-eligible* program participants as follows:

(a) A lead agency shall verify the participation hours for unsubsidized employment, subsidized employment, and on-the-job training (OJT) at least once every six months.

(b) The lead agency shall determine and communicate with the county department of job and family services monthly activity hours by multiplying the average weekly number of hours by **4.33**.

(Old Paragraph B listing activities is deleted and replaced with Services)

Referral,
Comprehensive
Assessment,
Individual Service
Strategy, and
Individual Opportunity
Plan

(B) What does participation in CCMEP include?

(1) Participation in CCMEP **services** for a standard of twenty hours per week.

(a) Based on the individual service strategy developed with the program participant, the lead agency may consider time spent in **services**, case management, homework, travel time, etc. as part of the program participant's hours of commitment.

(b) In accordance with rule [5101:1-3-12](#) of the Administrative Code, an OWF recipient may not be assigned to community service or a work experience program in excess of the maximum monthly hours of participation allowable under the Fair Labor Standards Act (1938).

(c) There may be circumstances based on the program participant's needs under which the lead agency may assign **service** hours less than the standard of twenty hours per week. The lead agency shall document the reason for not assigning the program participant to all or some of the CCMEP standard service hours. The comprehensive assessment shall be used to determine if it is appropriate to assign a reduced number of hours. A reduction of hours may be necessary when:

- (i) A program participant is assigned to fewer hours due to a reasonable modification made in accordance with paragraph (G)(6) of rule [5101:14-1-04](#) of the Administrative Code;
- (ii) A program participant is in a domestic violence situation and participation in CCMEP **services** would make it more difficult for the individual to escape domestic violence; or
- (iii) A program participant has a temporary or permanent barrier to participation in CCMEP **services**.

(2) Active engagement in developing the individual service strategy, utilizing CCMEP services and maintaining communication with the lead agency.

Referral,
Comprehensive
Assessment,
Individual Service
Strategy, and
Individual Opportunity
Plan

(D) How is CCMEP different for mandatory OWF participants?

(1) A mandatory OWF *work-eligible* participant shall be assigned to participate in CCMEP *services* for the number of hours required in paragraph (C) of this rule or paragraph (C) of rule [5101:1-3-12](#) of the Administrative Code, whichever is higher.

(2) A mandatory OWF *work-eligible* participant shall be assigned to *services based on the program participant's needs* in accordance with paragraph (B) of this rule and **not** *based on core work activity requirements* in accordance with rules 5101:1-3-01 and [5101:1-3-12](#) of the Administrative Code and supplemental rules.

(3) A mandatory OWF participant that is subject to the learning, earning, and parenting program (LEAP) requirements described in rule [5101:1-23-50](#) of the Administrative Code shall be assigned to participate in LEAP as a CCMEP *service*.

5101:14-1-07: Primary Performance Measures

(A) What are the comprehensive case management and employment (CCMEP) primary performance measures?

There are six primary performance measures for each lead agency:

- (1) The percentage of program participants that are in unsubsidized employment, education, or training activities during the second quarter after exit.
- (2) The percentage of program participants that are in unsubsidized employment, education, or training activities during the fourth quarter after exit.
- (3) The percentage of program participants that were in an education or training program while enrolled in CCMEP who obtain a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent during participation in or within one year after exit from CCMEP. A program participant who has attained a secondary school diploma or its recognized equivalent can only be included in this measure if the program participant is also employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.
- (4) The median earnings of program participants who are in unsubsidized employment during the second quarter after exit.
- (5) The percentage of program participants who are in an education or training program that leads to a recognized postsecondary credential, a secondary school diploma or its recognized equivalent, or employment and who are achieving measurable skill gains toward such a credential or employment. Measurable skill gains are documented academic, technical, occupational, or other forms of progress. If measuring educational functioning level (EFL) gains after program enrollment, an approved department of education national reporting system assessment must be used for both the EFL pre-test and post-test to determine an individual's educational functioning level.
- (6) The effectiveness in serving employers

Primary Performance Measures
(At exit measure deleted but data is available)

Don't
— BE —
AFRAID
— OF —
Change

CCMEP is
Streamlining



Form Changes Almost Here...

CHANGES ARE FINALIZED – STILL MUST
BE UPLOADED TO FORMS CENTRAL

LIKELY EFFECTIVE IN AUGUST 2021

JFS FORMS CHANGES

AN OVERVIEW OF CCMEP JFS FORMS CHANGES

Form Overview

CCMEP PLAN

- JFS 3001 - Modifications

Eligibility Application

- JFS 3000 – NEW
- JFS 3002 – Modifications

Individual Opportunity Plan

- JFS 3004 – Modifications
- JFS 3005 - NEW

JFS 03000 - TANF RECERTIFICATION APPLICATION

- This **new** form is a condensed version of the JFS 03002, which now only contains the TANF recertification section (i.e., omits sections on WIOA)
- The JFS 03002 caused confusion regarding sections needing to be completed when recertification is required

JFS 03000 - TANF RECERTIFICATION APPLICATION

Ohio Department of Job and Family Services
TANF RECERTIFICATION APPLICATION

SEEKER ID

Applicant Name (First, MI, Last)			
Mailing Address		City	State
Phone Number (###) ### - ####		Alternate Phone Number (###) ### - ####	
Emergency Contact		Contact Person's Phone Number (###) ### - ####	
Applicant Email Address		Driver's License?	Type

- Have you or anyone you are living with been ordered to repay cash assistance (OWF), due to a determination of fraud and still owe repayment? ☐ Yes ☐ No
If YES, skip to 'Acknowledgement' section.
- Are you currently receiving cash assistance? ☐ Yes ☐ No If YES, skip to 'Acknowledgement' section.
- Are you currently receiving SNAP? ☐ Yes ☐ No If YES, skip to 'Acknowledgement' section.
- Complete the table below indicating each household member's monthly income.

Household Members Monthly Income			
Name	Relationship	Hourly / Weekly Wage	Monthly Income
	Self		
Total			

- Do you have a child under age 18 or 18 who is attending high school full-time? ☐ Yes ☐ No
Number of children Oldest child age
- Are you one of the following (check all that apply): ☐ a minor child (including age 18 attending high school full-time); ☐ a parent, specified relative, legal guardian or legal custodian of a minor child; ☐ a non-custodial parent; ☐ a pregnant individual; or ☐ an individual age 18-24 that is part of a family that includes a minor child?
- Have you been given the opportunity to register to vote? ☐ Yes ☐ No ☐ N/A (age 16 or under)

TO BE COMPLETED BY ELIGIBILITY STAFF PERSON ONLY:

TANF Funding Eligibility Determination:

Does the individual live in an assistance group with someone who has been ordered to repay TANF assistance, due to a determination of fraud and still owe repayment? ☐ Yes ☐ No
If YES, not eligible unless moves into a household that does not include an individual who owes fraudulent OWF.

If the individual is receiving cash assistance, they are automatically eligible.

If the individual is receiving SNAP, the individual automatically meets the income requirement.

Is the household's monthly income under 200% of the Federal Poverty Guidelines? Please refer to your local county plan to confirm whose income is counted for TANF eligibility determination. ☐ Yes ☐ No

Does the individual have a child under age 18? ☐ Yes ☐ No

Is the individual one of the following (check all that apply): ☐ a minor child; ☐ a parent, specified relative, legal guardian or legal custodian of a minor child; ☐ a non-custodial parent; ☐ a pregnant individual; or ☐ an individual age 18-24 that is part of a family that includes a minor child? ☐ Yes ☐ No

TANF Funding Eligibility Decision:

☐ TANF Funding Eligible; ☐ OWF work eligible; ☐ OWF volunteer; ☐ PRC
or
☐ Ineligible for TANF Funding

Signature of TANF Eligibility Staff

Date

** If a parent or guardian is not available to sign, please have the minor applicant sign and document in case notes the reason why the parent/guardian did not sign.

JFS 03001 - CCMEP Plan – Due 9/30/21



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

for

County or Counties:

Workforce Area: [Click or tap here to enter text.](#)

Effective Date: [Click or tap to enter a date.](#)

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 July 1st each biennium**. The CCMEP plan must be developed in coordination with the Lead Agency and the Workforce Development Board.

The plan may be amended by the Lead Agency as needed. The Workforce Development Board must be included in any amendments to the plan. 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 no 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 any program rules, the plan will be returned to the Lead Agency for amendment.

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JFS 03001 - CCMEP Plan

1. Contact Information

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

Lead Agency Name			
Lead Agency Address		City	State
			Zip Code
First Name of Lead Agency Director	Last Name of Lead Agency Director	Title	
Phone Number		Email Address	

Has the contact information listed above changed from the prior plan submission? ☐Yes ☐No

Program Contact Person	
Phone Number	Email Address

Has the contact information listed above changed from the prior plan submission? ☐Yes ☐No

Fiscal Contact Person	
Phone Number	Email Address

Has the contact information listed above changed from the prior plan submission? ☐Yes ☐No

1.2 Identify the other local participating agency (i.e., CDJFS or Workforce Development Agency that serves the county). Leave this section blank if the Workforce Agency is combined with the CDJFS.

Agency Name			
Agency Address		City	State
			Zip Code
First Name of Lead Agency Director	Last Name of Lead Agency Director	Title	
Phone Number		Email Address	

Has the contact information listed above changed from the prior plan submission? ☐Yes ☐No

1.3 Identify the Workforce Development Board and Local Area for the county.

Workforce Development Area
Workforce Development Board Chair Name
Workforce Development Board Director Name

Phone Number	Email Address
Local Area Fiscal Agent Name	Email Address

Has the contact information listed above changed from the prior plan submission? ☐Yes ☐No

1.4 Identify the implementation manager for the Lead Agency.

First Name of Implementation Manager	Last Name of Implementation Manager	Title
Phone Number		Email Address

Has the contact information listed above changed from the prior plan submission? ☐Yes ☐No

1.5 Identify the Lead Agency's performance and data management contact.

Contact Person	
Phone Number	Email Address

Has the contact information listed above changed from the prior plan submission? ☐Yes ☐No

1.6 Identify the Vendor's contact information (please copy and paste if more vendors):

Organization Name	Funding: <input type="checkbox"/> TANF <input type="checkbox"/> WIOA
Contact Person	Email Address

Organization Name	Funding: <input type="checkbox"/> TANF <input type="checkbox"/> WIOA
Contact Person	Email Address

2. Collaboration and Program Strategy

☐ Confirm that the [local workforce plan](#) was reviewed before completing this document.

☐ Confirm the Lead agency is partnering with the local board, local economic development entities, chambers of commerce and businesses to support local economic growth, meet business needs, build trusting relationships, develop job opportunities for CCMEP participants, provide support to businesses for job retention and support for participants for retention and career advancement.

2.1 Confirm that the Lead Agency is collaborating with the Workforce Development Board, and other local stakeholders.

JFS 03001 - CCMEP Plan

- ☐ The Lead Agency collaborates with the Workforce Development Board, the other local participating agency, and subcontractors in accordance with section [5116.23](#) of the Revised Code.

Confirm collaboration includes the following:

- | | |
|--|---|
| <input type="checkbox"/> Frequency of meetings established | <input type="checkbox"/> Process of streamlining procedures between agencies and partners |
| <input type="checkbox"/> Engagement of local businesses to secure work opportunities | <input type="checkbox"/> Engagement of community partners |
| <input type="checkbox"/> Method of communication clear | <input type="checkbox"/> Work experiences |
| | <input type="checkbox"/> Incentives |
| | <input type="checkbox"/> Plans to provide summer employment |

Which partners/providers are included?

- | | |
|---|--|
| <input type="checkbox"/> Adult Basic Literacy and Education (ABLE) Providers (ASPIRE) | <input type="checkbox"/> Publicly Funded Child Care Office |
| <input type="checkbox"/> Alcohol, Drug and Mental Health (ADAMH) Board | <input type="checkbox"/> Local Bridges provider |
| <input type="checkbox"/> Businesses | <input type="checkbox"/> Local Developmental Disabilities Board |
| <input type="checkbox"/> Career and Technical Education | <input type="checkbox"/> Local Healthier Buckeye Council |
| <input type="checkbox"/> Child Care Providers | <input type="checkbox"/> Local School District(s) |
| <input type="checkbox"/> Child Support Enforcement Agency | <input type="checkbox"/> Organizations serving fathers |
| <input type="checkbox"/> Children Services Agency | <input type="checkbox"/> Organizations serving homeless and runaway youth |
| <input type="checkbox"/> Community College(s) | <input type="checkbox"/> Organizations serving young parents |
| <input type="checkbox"/> Family and Children First Council | <input type="checkbox"/> Reentry organizations |
| <input type="checkbox"/> Juvenile Court System | <input type="checkbox"/> Refugee / immigrant serving organizations |
| <input type="checkbox"/> Probation Office | <input type="checkbox"/> SNAP serving agency/office |
| | <input type="checkbox"/> Vocational Rehabilitation (Opportunities for Ohioans with Disabilities (OOD)) |
| | <input type="checkbox"/> Other: Click or tap here to enter text. |

- ☐ The Workforce Development Board has developed and reviewed the **Local Area Workforce Plans** ([29 U.S.C. 3123](#)) and the youth strategy in collaboration with the Lead Agency prior to completing this county plan.

Please attach the following WDB policies:

- ☐ Select basic skills assessment(s) ***TAFE is not necessarily the only option here, can use standardized test w/in last six months***
- ☐ Ensure determination of eligibility for WIOA youth program
- ☐ Report and collect data
- ☐ Monitor contracts and ensure compliance
- ☐ Supportive services
- ☐ Follow up services
- ☐ "Needs additional assistance" policy
- ☐ Disclosure of relationship
- ☐ Other: [Click or tap here to enter text.](#)

- 2.3 Describe the Lead Agency and Workforce Development Board's joint strategy and goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment), including goals relating to the performance accountability measures described in rule [5101:14-1-07](#) of the Administrative Code to support regional economic growth and economic self-sufficiency.**

[Click or tap here to enter text.](#)

- 2.4 What methods are used to conduct outreach? Who conducts each method?**

Outreach method	Lead Agency	Partner Agency	Outreach method	Lead Agency	Partner Agency
Social media (e.g., Facebook, Twitter, Snapchat, Instagram, YouTube, Secret, & Whisper)	<input type="checkbox"/>	<input type="checkbox"/>	Brochures, posters, flyers	<input type="checkbox"/>	<input type="checkbox"/>
Promotion through local partners (e.g., schools, community centers, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	Postcards/Letters	<input type="checkbox"/>	<input type="checkbox"/>
CCMEP Participants	<input type="checkbox"/>	<input type="checkbox"/>	Special events	<input type="checkbox"/>	<input type="checkbox"/>
Radio	<input type="checkbox"/>	<input type="checkbox"/>	Other: Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Other: Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	Other: Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>

- 2.4.1 Which local partners/providers are you collaborating with to enroll youth?**
(Remember for WIOA youth there is a 75% expenditure requirement to be spent on OSY.)

- ☐ Adult Basic Literacy and Education (ABLE) Providers (ASPIRE) *
- ☐ Alcohol, Drug and Mental Health (ADAMH) Board *
- ☐ Career and Technical Education *
- ☐ Child Care Providers *
- ☐ Child Support Enforcement Agency *
- ☐ Children Services Agency
- ☐ Community College(s) * (Youth who have been accepted but have yet to enroll in classes)
- ☐ Family and Children First Council
- ☐ Juvenile Court System
- ☐ Probation Office*
- ☐ Publicly Funded Child Care Office*
- ☐ Local Bridges provider*
- ☐ Local Developmental Disabilities Board*
- ☐ Local Healthier Buckeye Council
- ☐ Local School District(s) * (youth graduating without a plan or dropping out)
- ☐ Organizations serving fathers*
- ☐ Organizations serving homeless and runaway youth*

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- ☐ Organizations serving young parents*
- ☐ Reentry organizations*
- ☐ Refugee / immigrant serving organizations*
- ☐ SNAP serving agency/office*
- ☐ Vocational Rehabilitation (Opportunities for Ohioans with Disabilities (OOD)) *
- ☐ Other; Click or tap here to enter text.

* Identifies organizations that are effective partners in reaching out-of-school youth.

- 2.5 Describe how the Lead Agency and Workforce Development Board ensures that all fourteen CCMEP services are being made available to program participants, including which entity is providing the services (See Paragraph (E) of rule [5101:14-1-02](#) of the Administrative Code).

Click or tap here to enter text.

- 2.6 Confirm that the Lead Agency helps program participants identify career goals and pathways and describe the strategy on coordinating education and services.

- ☐ The Lead Agency helps each CCMEP program participant identify a career goal and career pathway as part of the IOP.

Describe the Lead Agency and the Workforce Development Board's joint strategy on coordinating education and CCMEP services carried out in the county and include relevant secondary and postsecondary education programs and activities to enhance services and avoid duplication of services.

Click or tap here to enter text.

- 2.7 Describe the Lead Agency's strategy to help program participants obtain a high school diploma or equivalent by offering the following options if needed:

- ☐ ASPIRE/OMJ, other training provider (training for HS equivalent) and
- ☐ GED, TASC, HiSet, Credit recovery (HS equivalent options) or
- ☐ Adult Diploma, 22+ options (ODE Adult HS diploma options)

Click or tap here to enter text.

3. Procurement

- 3.1 Confirm that the Workforce Development Board is following the policies and procedures in regards to procurement of the fourteen CCMEP services.

- ☐ The Workforce Development Board follows [WIOA Policy Letter 17-03](#) and rules [5101:9-4-07](#) and [5101:9-4-07.1](#) of the Administrative Code for procurement of the fourteen CCMEP services (if applicable).

3.2 Joint Procurement

Are the Lead Agency and Workforce Development Board jointly procuring youth service providers for both WIOA Youth and TANF funds? ☐ Yes ☐ No

3.3 WIOA Youth Designation of Lead Agency

Did the Workforce Development Board designate the Lead Agency to provide a portion of WIOA Youth services? ☐ Yes ☐ No

Does the Lead Agency plan to submit a bid for (or in the past, has submitted a bid for) the Workforce Development Board's procurement of WIOA Youth services? ☐ Yes ☐ No

- ☐ If yes, the Lead Agency confirms that none of its staff were involved (or will be involved) in developing the RFP.
- ☐ If no, describe the Lead Agency's role in the design of the CCMEP services procured through the Workforce Development Board, including collaboration and co-funding.

Click or tap here to enter text.

4. Program Entry

Confirm that the Lead Agency is following policies and procedures for program entry.

- ☐ The Lead Agency follows rule [5101:14-1-02](#) of the Administrative Code for program entry eligibility
- ☐ The Lead Agency/Case manager will establish preferred communication methods with each participant and follow rule 5101:14-1-05 of the Administrative Code for minimum engagement requirements, including creating associated case notes.

4.1 Co-funding

Confirm that the Lead Agency and/or Fiscal Agent is co-funding participants when feasible.

- ☐ The Lead Agency and/or Fiscal Agent co-funds participants with WIOA and TANF funding when feasible. (Co-funding helps to ensure funding is available for follow up).

4.2 Projected Annual Participants Served

- a. Projected number of required participants served annually (> 0)? Click or tap here to enter text.
- b. Projected number of volunteer participants served annually (> 0)? Click or tap here to enter text.
- c. Projected number of co-funded participants served annually (> 0)? Click or tap here to enter text.

5. WIOA Youth Funding Eligibility

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Confirm that the Lead Agency or youth services provider is following policies and procedures for WIOA Youth funding eligibility.

- ☐ The Lead Agency and youth services provider(s) (if applicable) follows rule [5101:10-3-01](#) of the Administrative Code for WIOA Youth funding eligibility and the WIOA Youth documentation requirements described in [WIOAPL 15-07.2](#) and [Attachment A](#).

6. TANF Funding Eligibility

6.1 Confirm that the Lead Agency and youth services provider is following CCMEP policies and procedures for TANF funding eligibility.

- ☐ The Lead Agency and youth services provider(s) (if applicable) follows rules [5101:14-1-04](#) and 5101:14-1-05 of the Administrative Code for TANF funding eligibility, including reviewing TANF eligibility before the annual recertification if the Lead Agency knows the participant's eligibility status has changed.

6.2 Confirm that the Lead Agency and/or youth services provider is following other policies and procedures for TANF.

- ☐ The Lead Agency and/or youth service provider(s) (if applicable) follows the following TANF guidelines:
 - ☐ TANF non-assistance as defined in in [45 C.F.R. 260.31](#) (b),
 - ☐ [Family Assistance Letter #103](#) for gas and gift cards;
 - ☐ [42 U.S.C. 608](#) TANF prohibitions for TANF funding.
 - ☐ The Lead Agency does not issue stipends or pay for medical services besides pre-pregnancy family planning services with TANF funding.

- ☐ Redeterminations will be conducted yearly for CCMEP TANF participants

6.3 Income Counting Policy

- ☐ The Lead Agency will use the sample policy below. Y/N
If no, insert policy below sample policy.

Sample policy:

COUNTY POLICY ON INCOME COUNTING FOR TANF ELIGIBILITY

Household Members and Income Counting for CCMEP TANF Funding Eligibility

Is one of the following:

- (i) 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.

- (ii) The parent, specified relative, legal guardian or legal custodian of a minor child;

For the parent, specified relative, legal guardian or legal 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.

- (iii) 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.

- (iv) 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% FPL if the pregnant individual is a minor. If the pregnant individual is an adult, only the income of the pregnant individual and her domestic partner would be counted.

- (v) 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 in the household temporarily and not receiving financial support other than shelter.

Customized policy:

Click or tap here to enter text.

7. WIOA Youth Funding Eligibility Prior to Exit

Confirm that the Lead Agency reviews a program participant's eligibility for WIOA Youth funding before exiting.

- ☐ The Lead Agency reviews a program participant's WIOA Youth funding eligibility before exiting due to a loss of TANF eligibility if the program participant never received a WIOA funded service. When the program participant would like to continue receiving CCMEP services and is WIOA Youth eligible, the Lead Agency provides WIOA Youth funded services prior to exit and during follow up as described in rule [5101:14-1-06](#) of the Administrative Code.

8. Policies

8.1 Confirm that the Lead Agency has the following Workforce Development Board and TANF policies and indicate if WIOA Youth policies are adopted for TANF.

☐ Supportive Services

☐ Adopted WIOA Youth policy for TANF

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- ☐ Follow-Up Services
- ☐ Work Experience ([WIOAPL No. 15-13](#))
- ☐ Incentives Policy ([WIOAPL No. 15-13](#))
- ☐ Adopted WIOA Youth policy for TANF
- ☐ Adopted WIOA Youth policy for TANF
- ☐ Adopted WIOA Youth policy for TANF

8.2 WIOA Rule and Policy Letters

- ☐ The Lead Agency is following rule [5101:10-3-01](#) of the Administrative Code and [policy letters](#), including:
 - [WIOAPL No. 15-03.1](#) WIOA Youth Program Eligibility
 - [WIOAPL No. 15-04](#) Selective Service Registration
 - [WIOAPL No. 15-05](#) Serving Applicants with a Close Relationship to the Workforce Innovation and Opportunity Act Program
 - [WIOAPL No. 15-06](#) Determination of Dependent Status
 - [WIOAPL No. 15-07.1](#) Source Documentation for WIOA Title I Program Eligibility
 - [WIOAPL No. 15-10](#) Youth Program Services
 - [WIOAPL No. 15-11.1](#) Use of Individual Training Accounts
 - [WIOAPL No. 15-13](#) Work Experience for Youth
 - [WIOAPL No. 15-19.1](#) Poverty Line and Lower Living Standard Income Level
 - [WIOAPL No. 15-20.1](#) Priority of Service for Veterans and Eligible Spouses
 - [WIOAPL No. 15-22.1](#) On-the-Job Training (OJT) Policy
 - [WIOAPL No. 15-26](#) ITA Financial Definitions
 - [WIOAPL No. 16-02](#) Eligible Training Providers
 - [WIOAPL No. 17-02](#) WIOA Adult, Dislocated Worker, and Youth Programs Performance Accountability
 - [WIOAPL No. 17-03](#) Procurement of the Comprehensive Case Management and Employment Program Provider for WIOA Youth-Funded Activities and Services
 - [WIOAPL No. 17-04](#) Waivers for Implementation of the Comprehensive Case Management and Employment Program

8.3 CCMEP Rules and Procedure Letters

- ☐ The Lead Agency is following the [CCMEP rules](#) and [procedure letters](#):
 - [5101:14-1-01\(Comprehensive Case Management and Employment Program: Definitions\)](#)
 - [5101:14-1-02\(Comprehensive Case Management Employment Program: General\)](#)
 - [5101:14-1-03\(Comprehensive Case Management and Employment Program: Program Plan\)](#)
 - [5101:14-1-04\(Comprehensive Case Management and Employment Program: Referral, Comprehensive Assessment, Individual Service Strategy and Individual Opportunity Plan\)](#)
 - [5101:14-1-05\(Comprehensive Case Management and Employment Program: Case Management\)](#)
 - [5101:14-1-06\(Comprehensive Case Management and Employment Program: Program Exit and Follow-Up Services\)](#)
 - [5101:14-1-07\(Comprehensive Case Management and Employment Program: Primary Performance Measures\)](#)

8.4 Cash Assistance Rules

- ☐ The Lead Agency is following CCMEP-related cash assistance [rules](#), including:

[5101:1-2-01](#) The Application Process for Ohio Works First, Disability Financial Assistance, and Refugee Cash Assistance
[5101:1-1-01](#) Temporary Assistance for Needy Families Definitions
[5101:1-3-11](#) Ohio Works First: Appraisals, Assessments, and Self Sufficiency Contract
[5101:1-3-13](#) Ohio Works First: Good Cause for Work Activity Failures
[5101:1-24-20](#) Prevention, Retention and Contingency Program: Excluded Income and Resources

- ☐ Confirm that TANF and WIOA funds will not be used to directly pay a participant in subsidized employment

9. OWF Recipients

- ☐ The Lead Agency and youth services provider(s) (if applicable) have a process for providing notices of appointments and all staff are trained on the process

9.1 Confirm that the Lead Agency has a process for working with the other local participating agency (if the workforce agency is not combined with the CDJFS) and/or any subcontractors to communicate information regarding OWF work-eligibles.

The referral process is established between the Lead Agency and the local participating agency (including within the same agency if a combined structure). ☐ Yes ☐ No

The referral process acknowledges:

- ☐ There is agreement with local JFS for referrals.
- ☐ All enrollment activities must be complete within 30 days of the cash assistance application (JFS 7200) (see 5101:1-2-01 of the Ohio Administrative Code).
- ☐ For Ohio works first (OWF) work-eligible individuals as described in paragraph (B)(2) of rule 5101:1-2-01 of the Administrative Code this includes the individual signing an individual opportunity plan and includes an assignment to at least one comprehensive case management and employment program (CCMEP) service (e.g., LMI career counseling).

- ☐ The Lead Agency has a process to communicate information regarding:
 - ☐ Screening, referral, and other information 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;
 - ☐ 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;
 - ☐ 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 (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 work eligible individuals;

JFS 03001 - CCMEP Plan

- ☐ Completion of the comprehensive assessment and IOP no later than 60 calendar days from the date of referral for non-OWF work eligible individuals;
- ☐ Failure of an OWF work-eligible participant to comply with the terms of an IOP (within 10 calendar days of the failure); and
- ☐ OWF or Supplemental Nutrition Assistance Program (SNAP) recipients' information and acting upon it in accordance with rules 5101:1 and/or 5101:4 of the Administrative Code.
- ☐ Exiting an OWF work-eligible individual from CCMEP

9.2 Confirm that the Lead Agency has a process for working with the other local participating agency and/or any subcontractors to notify of case transfers.

- ☐ The Lead Agency has a "warm referral" or "warm hand-off" process (i.e., current case manager calls the new case manager prior to the move to discuss services, activities, goals of the program participant and to introduce the participant and new case manager) 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. All OWF recipients are transferred to the new county regardless of best interest if the participant qualifies for OWF in the new county. The new Lead Agency is notified within 10 calendar days of the move.

9.3 Confirm that the Lead Agency certifies compliance with ADA in accordance with rule 5101:9-2-02 of the Administrative Code and section 188 of WIOA.

- ☐ 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 services, including hours.

10. Performance

10.1 Performance Measures

Did the Lead Agency meet or exceed the primary performance measures listed in rule [5101:14-1-07](#) of the Administrative Code and [Procedure Letter #5](#) last year?

☐ Yes ☐ No

If no, please describe the plan(s) for improving performance.

[Click or tap here to enter text.](#)

10.2 Meeting Target Performance Measures

Is the Lead Agency on target to meet the primary performance measures listed in rule [5101:14-1-07](#) of the Administrative Code based on the most recent quarterly CCMEP [performance report](#)? ☐ Yes ☐ No

If no, would the Lead Agency benefit from additional technical assistance on performance measures? ☐ Yes ☐ No

If yes, CCMEP technical assistance staff will contact your Lead Agency and Workforce Development Board. ☐ Yes ☐ No

10.3 Co-funding Rate

What is the Lead Agency's and Workforce Development Board's co-funding rate based on the most recent CCMEP quarterly [performance report](#)?

Describe the Lead Agency's and Workforce Development Board's planned efforts to increase co-funding.

[Click or tap here to enter text!](#)

11. Training

The Lead Agency provides the following trainings to case managers:

- ☐ Online virtual trainings found on the CCMEP Training webpage
- ☐ Case reviews between the staff member and supervisor to review the status and progress of individual cases as well as brainstorm solutions to help the participant enter a career pathway successfully.
- ☐ The process for collecting and reporting supplemental data into the case management software
- ☐ Techniques to manage the size of the case load in the county

- ☐ The Lead Agency will collect feedback from program participants and case managers to utilize this information for ongoing improvements

12. SNAP E&T

- ☐ Confirm Lead Agency is collaborating with SNAP E&T case managers to help ensure CCMEP participants who are co-enrolled in SNAP E&T are meeting SNAP E&T requirements through CCMEP services.

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 Click or tap here to enter text.	
Signature	Date

Please provide the name and signature of the director of the Workforce Development Board:

Name Click or tap here to enter text.	
Signature	Date

JFS 03002 - CCMEP WIOA Youth & CCMEP TANF Program Eligibility Application

Changes:

- Text was modified to align with text in and in the order of data entry in OWCMS
- Questions no longer required were removed
- Directions simplified
- The federal poverty level chart is removed and replaced with a table that collects household members income
- Ensures the form does not become outdated as soon as the yearly updated FPL table is released

Ohio Department of Job and Family Services
CCMEP WIOA YOUTH & CCMEP TANF PROGRAM ELIGIBILITY APPLICATION

SEEKER ID

Applicant Name (First, MI, Last)	
Mailing Address	City State Zip Code
Phone Number (###) ### - ####	Alternate Phone Number (###) ### - ####
Emergency Contact	Contact Person's Phone Number (###) ### - ####
Applicant Email Address	Date of birth Gender at birth <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to answer
Demographic & Education Information	
1. What is your ethnicity? <input type="checkbox"/> Latino <input type="checkbox"/> Not Latino <input type="checkbox"/> Prefer not to answer	
2. Citizenship: (check all that apply) <input type="checkbox"/> US Citizen <input type="checkbox"/> Registered Alien <input type="checkbox"/> Refugee <input type="checkbox"/> Other Legal Alien <input type="checkbox"/> Other	
3. What is your race? (check all that apply) <input type="checkbox"/> Black/African American <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> American Indian / Alaska Native <input type="checkbox"/> Hawaiian Islander / Other Pacific Islander <input type="checkbox"/> Other	
4. Are you legally restricted from using a computer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Relationship Disclosure - Do you have a business or personal relationship with any individual who is a: • Local elected official (mayor or county commissioner); • Workforce Development Board member or subcommittee member; • WIOA executive, supervisor or employee; • OhioMeansJobs center partner employee, WIOA sub-recipient and/or contractor; or • County employee? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, provide name:	
6. What is your education level? Highest grade completed: <input type="checkbox"/> Current high/junior high school student <input type="checkbox"/> Withdrew from high school, no HS diploma <input type="checkbox"/> Completed 12 th grade, but no HS diploma <input type="checkbox"/> Obtained certificate of equivalency for high school diploma <input type="checkbox"/> High school graduate <input type="checkbox"/> Some post high school education, no degree <input type="checkbox"/> College degree: <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Masters/Prof.	
7. Do you have work experience in Agriculture within the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No	
8. What is your education status? <input type="checkbox"/> I am not a student <input type="checkbox"/> I am a student at a college or technical school <input type="checkbox"/> I am a student in a HS equivalency program <input type="checkbox"/> I am a high school student, at grade level <input type="checkbox"/> I am a high school student, behind grade level	
9. Have you served in the US Military? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, what are your active duty dates: to	
10. Are you a Spouse of a Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No	
11. Are you a Homeless Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No	
12. Do you hold a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, Type/Class: <input type="checkbox"/> Non-Commercial (D) or <input type="checkbox"/> CDL: <input type="checkbox"/> A: <input type="checkbox"/> B: <input type="checkbox"/> C	
Part A. WIOA Information	
1. Are you interested in an Apprenticeship? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Have you registered for Selective Service (for males 18 or older)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Exempt If YES, SSR #:	
3. Are you enrolled in ASPIRE? <input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Have you received OWF for one or more years? <input type="checkbox"/> Yes <input type="checkbox"/> No	
11. Have you taken a recent math/reading assessment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
12. Do you use recreational drugs or drink regularly? <input type="checkbox"/> Yes <input type="checkbox"/> No	
13. Are you a single parent? <input type="checkbox"/> Yes <input type="checkbox"/> No	
14. What is your native or primary language?	
15. Do you think you have a cultural barrier that might hinder employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
16. Are you homeless? <input type="checkbox"/> Yes <input type="checkbox"/> No	

JFS 03002 - CCMEP WIOA Youth & CCMEP TANF Program Eligibility Application

5. Are you a public assistance recipient (cash/food)? <input type="checkbox"/> Yes <input type="checkbox"/> No	17. Are you involved or were you involved in the juvenile court or adult justice system? <input type="checkbox"/> Yes <input type="checkbox"/> No
6. Are you enrolled in Vocational Rehab through OOD? <input type="checkbox"/> Yes <input type="checkbox"/> No	18. Are you in foster care or were you previously in foster care? <input type="checkbox"/> Yes <input type="checkbox"/> No
7. Are you receiving SNAP Employment and Training? <input type="checkbox"/> Yes <input type="checkbox"/> No	19. Are you pregnant? <input type="checkbox"/> Yes <input type="checkbox"/> No
8. Do you have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES: <input type="checkbox"/> physical; <input type="checkbox"/> mental; <input type="checkbox"/> learning	20. Do you have reliable transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No
9. Are you a runaway? <input type="checkbox"/> Yes <input type="checkbox"/> No	21. Are you a parent (including noncustodial)? <input type="checkbox"/> Yes <input type="checkbox"/> No
10. If English is not your native or primary language, do you need help learning to speak/write/use English? <input type="checkbox"/> Yes <input type="checkbox"/> No	22. Are you/have you received a Pell Grant? <input type="checkbox"/> Yes <input type="checkbox"/> No
	23. Is your family eligible to receive free/reduced-price lunch? <input type="checkbox"/> Yes <input type="checkbox"/> No

WIOA Income Eligibility (If needed) - This section determines income eligibility. If you are an in-school youth (i.e., attending high school or a post-secondary program), do not complete if you are homeless, a runaway, or a foster youth. If you are not attending school only complete if your case manager requests you to do so.

1. Please answer the following questions if you are 18 or older*.

Do you provide more than 50% of your own support?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you married or separated but not divorced?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have children who receive more than half of their support from you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have your own residence or in a residence without support from a parent(s) or a guardian(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been, or are you a member of, a family who received public cash or food assistance in the last 6 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No

*If you answered "YES" to any question directly above, you are independent of a parent or guardian and only your income will be used to determine WIOA youth eligibility.

2. Only complete the next section if you are attending school (high school or college/technical school) or your case manager asks you to.

Including yourself, who is in your household? What is their relationship to you? What is their average monthly income? (Your case manager can let you know the timeframe to consider.) If you have a disability, only include your personal income.

Household Members Average Monthly Income for the past () months				
Name	Age	Relationship	Hourly / Weekly Wage	Average Monthly Income
		Self		
Total				

Part B. TANF Funding Eligibility - This section determines eligibility for TANF-funded services.

- Have you or anyone you are living with been ordered to repay cash assistance (OWF), due to a determination of fraud and still owe repayment? ☐ Yes ☐ No If YES, skip to 'Acknowledgement' section.
- Are you currently receiving cash assistance? ☐ Yes ☐ No If YES, skip to 'Acknowledgement' section.
- Are you currently receiving SNAP? ☐ Yes ☐ No If YES, skip to 'Acknowledgement' section.
- Complete the table below indicating each household member's monthly income.

Household Members Monthly Income			
Name	Relationship	Hourly / Weekly Wage	Monthly Income
	Self		
Total			

- Do you have a child under age 18 or 18 who is attending high school full-time? ☐ Yes ☐ No
Number of children Oldest child age
- Are you one of the following (check all that apply): ☐ a minor child (including age 18 attending high school full-time); ☐ a parent, specified relative, legal guardian or legal custodian of a minor child; ☐ a non-custodial parent; ☐ a pregnant individual; or ☐ an individual age 18-24 that is part of a family that includes a minor child?
- Have you been given the opportunity to register to vote? ☐ Yes ☐ No ☐ N/A (age 16 or under)

Acknowledgement

By signing, I attest that the information stated on this application is true and accurate. I understand that if the information or income provided was misrepresented, it may be grounds for immediate termination in the CCMEP program and/or penalties as specified by law. If the applicant is under age 18, the parent/guardian signature below gives permission for the youth to participate in CCMEP services and activities.

☐ I have received a copy of the JFS Form 08063 "Complaint Rights under the Workforce Innovation and Opportunity Act (WIOA)".

Parent/Guardian Signature:

Parent/Guardian Signature (If applicant is under age 18**)	Date <input type="text"/>
Applicant Signature	Date <input type="text"/>

JFS 03002 - CCMEP WIOA Youth & CCMEP TANF Program Eligibility Application

TO BE COMPLETED BY ELIGIBILITY STAFF PERSON ONLY:

WIOA Funding Eligibility Determination:

Is the individual ☐ In-School (ages 14-21) OR ☐ Out-of-School (ages 16-24)

Does the youth need to be low income based on their school status and/or barriers to employment/education?
☐ Yes ☐ No

If youth needs to be low-income, do they meet this requirement (if youth has disability, only the youth's income is counted)? ☐ Yes (Check all that apply) ☐ No

☐ At or below 100% of FPL
☐ At or below 70% lower living standard (LLSIL). Customer receives or is a member of a family that receives (currently or in the past six months) one of the following TANF, SNAP, SSI, Other public assistance
☐ Receives or is eligible to receive free or reduced-price lunch (the family not entire school building)
☐ Lives in a high-poverty census tract/area.
☐ Foster Child
☐ Homeless
☐ 5% low-income exception (use only if youth does not meet low-income but has barriers and needs assistance)

If in-school, is the individual low-income and do they have at least one of the documented barriers to employment?
☐ Yes (Check all that apply below) ☐ No

☐ Is basic skills deficient
☐ Is an English language learner
☐ Is an offender
☐ Is a homeless individual, homeless child or youth, or a runaway (Describe: _____)
☐ Is an individual in foster care, has aged out of the foster care system, or has attained 16 years of age and left foster care for kinship guardianship or adoption
☐ Is pregnant or parenting
☐ Is an individual with a disability
☐ Needs additional assistance to complete an educational program or to secure or hold employment (check local workforce policy for local definition. State defines this as including individuals receiving or are in a family receiving TANF, SNAP etc. in last 6 months) Applicable policy: _____

If out-of-school, does the individual have at least one of the below documented barriers to employment?
☐ Yes (Check all that apply below) ☐ No

☐ School dropout
☐ School age youth that has not attended school for at least the most recent school quarter
☐ Individual subject to the juvenile or adult justice system
☐ Homeless/Runaway
☐ Foster Care/aged out of foster care
☐ Pregnant/parenting
☐ Disabled
☐ Needs additional assistance and is low-income as defined by your local area policy and is low-income (check local workforce policy for local definition. State defines this as including individuals receiving or are in a family receiving TANF, SNAP etc. in last 6 months) Applicable policy: _____

☐ Youth who received HS diploma or equivalent, is low-income and is:
☐ English language learner
☐ Basic Skills deficient

Is the individual authorized to work in the United States? ☐ Yes ☐ No

If the individual is a male over age 18, has he registered for Selective Service? ☐ Yes ☐ No

What is the documented reason for youth eligibility? (Select one)
☐ Family Assistance (SNAP/TANF/SSI) received in past six months
☐ Family income does not exceed poverty line or 70% of LLSIL
☐ Homeless, Homeless child/youth
☐ Received or eligible to receive free/reduced lunch
☐ In foster care or aged out of foster care
☐ Individual with a disability
☐ Living in a high poverty area
☐ 5% low-income exception

Youth barriers documentation:

☐ Is basic skills deficient
☐ Is an English language learner
☐ Is an offender
☐ Is a homeless individual, homeless child or youth, or a runaway
☐ Is an individual in foster care, has aged out of the foster care system, or has attained 16 years of age and left foster care for kinship guardianship or adoption?
☐ Is pregnant or parenting
☐ Is an individual with a disability
☐ Needs additional assistance to complete an educational program or to secure or hold employment (check local workforce policy for local definition. State defines this as including individuals receiving or are in a family receiving TANF, SNAP etc. in last 6 months)

WIOA Funding Eligibility Decision:

☐ WIOA In-School Youth Program eligible and low income (Note: 25% limit on expenditures for ISY)
☐ 5% low-income exception for WIOA
☐ 5% needs additional assistance In-School Youth (Note: 5% limit for In-School Youth)
Describe: _____
☐ WIOA Out-of-School Youth Program eligible – low income not required
☐ WIOA Out-of-School Program eligible (low income required and barrier(s): _____)

☐ Eligible In-School Youth; ☐ Eligible Out-of-School Youth;
or
☐ Ineligible for WIOA Funding

Signature of WIOA Eligibility Staff	Date
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TO BE COMPLETED BY ELIGIBILITY STAFF PERSON ONLY:

TANF Funding Eligibility Determination:

Does the individual live in an assistance group with someone who has been ordered to repay TANF assistance, due to a determination of fraud and still owe repayment? ☐ Yes ☐ No If YES, not eligible unless moves into a household that does not include an individual who owes fraudulent OWF.

If the individual is receiving cash assistance, they are automatically eligible.

If the individual is receiving SNAP, the individual automatically meets the income requirement.

Is the household's monthly income under 200% of the Federal Poverty Guidelines? Please refer to your local county plan to confirm whose income is counted for TANF eligibility determination. ☐ Yes ☐ No

Does the individual have a child under age 18? ☐ Yes ☐ No

Is the individual one of the following (check all that apply): ☐ a minor child; ☐ a parent, specified relative, legal guardian or legal custodian of a minor child; ☐ a non-custodial parent; ☐ a pregnant individual; or ☐ an individual age 18-24 that is part of a family that includes a minor child? ☐ Yes ☐ No

TANF Funding Eligibility Decision:

☐ TANF Funding Eligible; ☐ OWF work eligible; ☐ OWF volunteer; ☐ PRC
or
☐ Ineligible for TANF Funding

Signature of TANF Eligibility Staff	Date
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** If a parent or guardian is not available to sign, please have the minor applicant sign and document in case notes the reason why the parent/guardian did not sign./

JFS 03004 - CCMEP Individual Opportunity Plan

Changes:

- Collects additional contact information for both the participant and the case manager
- Has an expanded goals section, and a condensed Services and Activities section (removing unnecessary fields)
- Includes a section to capture employment history information, ONET code if needed and a section to include notes



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

CCMEP provides employment, training and supportive services to mandatory and voluntary program participants based on a comprehensive assessment of each individual's employment and training needs using the CCMEP Comprehensive Assessment (OWCMS, JFS 03003, and/or JFS 03006).

Name	Phone	Email	DOB	Last four of SSN or Seeker ID	
Case Manager Name	Phone	Email	Date		
Employment History (Leave end date blank for current employment)					
Employer Name	Job Title	End Date	County	State	Wage
1					
2					
Link to a CCMEP performance goal (check at least one)					
<input type="checkbox"/> Obtain employment (full or part-time)			<input type="checkbox"/> Complete training or certification		
<input type="checkbox"/> Obtain a recognized post-secondary credential			<input type="checkbox"/> Increase earnings		
<input type="checkbox"/> Obtain a secondary school diploma or its recognized equivalent					
Long-term goals (Career Pathway/ Training/ Education) Are these goals for an in-demand career? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Goal 1			Goal 2		
Short-term goals (Career Pathway/ Training/ Education)					
Goal 1		Goal 3		Goal 5	
Goal 2		Goal 4		Goal 6	
Services and Activities					
Service	ONET Code (if needed)		Service	ONET Code (if needed)	
Activity/Detail(s)			Activity/Detail(s)		
Location			Location		
Schedule/Frequency (including weekly hours)			Schedule/Frequency (including weekly hours)		
Start Date	Planned End Date		Start Date	Planned End Date	
Additional Instructions/Notes (including ADA modifications)			Additional Instructions/Notes (including ADA modifications)		

JFS 03004 - CCMEP Individual Opportunity Plan – OWF Work Eligibles

Service	ONET Code (if needed)	Service	ONET Code (if needed)
Activity/Detail(s)		Activity/Detail(s)	
Location		Location	
Schedule/Frequency (including weekly hours)		Schedule/Frequency (including weekly hours)	
Start Date	Planned End Date	Start Date	Planned End Date
Additional Instructions/Notes (including ADA modifications)		Additional Instructions/Notes (including ADA modifications)	
Service	ONET Code (if needed)	Service	ONET Code (if needed)
Activity/Detail(s)		Activity/Detail(s)	
Location		Location	
Schedule/Frequency (including weekly hours)		Schedule/Frequency (including weekly hours)	
Start Date	Planned End Date	Start Date	Planned End Date
Additional Instructions/Notes (including ADA modifications)		Additional Instructions/Notes (including ADA modifications)	
Service	ONET Code (if needed)	Service	ONET Code (if needed)
Activity/Detail(s)		Activity/Detail(s)	
Location		Location	
Schedule/Frequency (including weekly hours)		Schedule/Frequency (including weekly hours)	
Start Date	Planned End Date	Start Date	Planned End Date
Additional Instructions/Notes (including ADA modifications)		Additional Instructions/Notes (including ADA modifications)	
Follow-Up Services (Follow Up occurs for at least for 12 months and Case Managers will engage at least once a month) Possible services include: 1) Supportive Services; 2) Financial Literacy Skills; 3) Adult Mentoring; 4) LMV/Career Counseling (i.e., Career Advancement advice); and 5) Activities that Prepare Participant for Transition to Post-secondary Education			
Follow-Up Service		Follow-Up Service	
Follow-Up Service		Follow-Up Service	
Follow-Up Service		Follow-Up Service	
Follow-Up Service		Follow-Up Service	

<p>How often will my plan be changed?</p> <p>I understand that my career coach will check-in with me at least every 30 days to assess and discuss my progress even after I am exited from the program to ensure my continued success. I am responsible for responding to my career coach and providing information as requested. Based on my progress and ongoing discussions with my career coach, this plan will be changed as needed.</p>
<p>What are my rights and responsibilities?</p> <ul style="list-style-type: none"> I agree that to achieve my goals identified in this plan and successfully enter a career, I will actively participate in services and strive towards reaching my goals. I understand that this plan can be changed if something in my situation changes or my goals change, and that these changes will be documented in a new plan. I have the right to request assistance and services that will help me achieve my goals and enter a career. I have the right to request to be referred to an alternative provider or worksite if I object to a faith-based provider or worksite.
<p>How will my career coach help me to achieve my goals?</p> <p>My career coach will:</p> <ul style="list-style-type: none"> Treat me with courtesy, dignity, respect and without discrimination. Assess my skills, employability and challenges to employment and/or education. Help me identify life and career goals and provide services and supports needed to achieve these goals including any special accommodation needed if I have a disability. Provide translation services if my primary language is not English or if I am hearing-impaired. My career coach will also provide key documents in my primary language or someone will be provided to translate the information on the documents into my primary language. Provide me with a copy of my plan, including any future amendment(s). Provide information on how I can appeal any decisions relating to the eligibility, enrollment, services or any other issues I may have regarding my participation in CCMEP.
<p>What if I receive Ohio Works First benefits? - NOTE: This section applies ONLY to Ohio Works First Recipients.</p> <p>If I receive a monthly cash benefit as part of the Ohio Works First (OWF) program, I understand that:</p> <ul style="list-style-type: none"> This is my plan to become self-sufficient and this plan is my self-sufficiency contract. If I fail or refuse without good cause to comply in full with any provision of this plan, my entire assistance group will not receive a cash benefit for: <ul style="list-style-type: none"> If it is my first failure/refusal: One (1) month or until I stop failing or refusing to comply, whichever is longer. I also may receive less SNAP benefits. If it is my second failure/refusal: Three (3) months or until I stop failing or refusing to comply, whichever is longer. I also may receive less SNAP benefits, but I will not lose Medicaid coverage. If it is my third (or more) failure: Six (6) months or until I stop failing or refusing to comply, whichever is longer. I also may receive less SNAP and, I may lose my Medicaid coverage (but may regain Medicaid coverage at any time (even before the 6 months is up) if I begin to comply again with the CCMEP/work activity). <p>A sanction of my OWF benefits <u>will not necessarily end my eligibility for this program</u> as long as I work with my case manager during the sanction period.</p> <ul style="list-style-type: none"> I understand that if I voluntarily terminate employment without "just cause", I will not receive cash assistance for my entire family for six months and I may receive less SNAP benefits. "Just cause" for voluntarily terminating employment includes, but is not limited to the following: <ul style="list-style-type: none"> Discrimination by an employer based on age, race, sex, color, handicap, religious beliefs or national origin Work demands or conditions that render continued employment unreasonable, such as working without being paid on schedule Employment that has become unsuitable due to any of the following: <ul style="list-style-type: none"> The wage is less than the federal minimum wage The work is at a site subject to a strike or lockout


JFS 03004 - CCMEP Individual Opportunity Plan

<ul style="list-style-type: none">▪ The documented degree of risk to my health and safety is unreasonable▪ I am physically or mentally unfit to perform the employment, as documented by medical evidence or by reliable information from other sources. <ul style="list-style-type: none">○ Documented illness for myself or another assistance group member that requires my presence○ A documented household emergency○ Lack of adequate childcare for my child(ren) who are under six years of age.○ Other reasons as determined by my case manager. <ul style="list-style-type: none">• I agree to cooperate with the Child Support Enforcement Agency (CSEA) in establishing paternity and establishing, modifying, and enforcing a support order. While on OWF, I will assign support rights to the CSEA, if required. Cooperation includes, but is not limited to, the following:<ul style="list-style-type: none">○ Identifying the parent(s) of my child(ren) and telling everything I know about him/her○ Assisting the CSEA in establishing paternity (fatherhood) for each child○ Attending required meetings○ Repaying any child support money that I received but was not eligible to receive○ Assisting the CSEA in getting support payments and any other payments and property for which my child(ren) are eligible; and○ Other _____ <p>I may not have to cooperate if I believe cooperation may reasonably result in physical or emotional harm to myself or my child; or if my child was conceived as a result of incest or rape; or if legal proceedings for adoption are pending before a court; or if I am currently being assisted by an agency to decide whether to keep my child or give my child up for adoption. I understand that the CSEA will need documents to show that I have "good cause" and will let me know if I have to cooperate or if I have "good cause."</p> <ul style="list-style-type: none">• I understand that under state law, there is an initial 36-month time limit for getting OWF payments, and the 36 months do not have to run continuously. After I have received OWF for 36 months, I cannot get any more OWF payments unless I qualify under the CDJFS's rules for "extensions." There are three kinds of extensions: (1) "hardship" (2) "good cause" and (3) "domestic violence waiver." The CDJFS will discuss extensions with me before my initial 36-month time limit expires. I understand that I have received _____ (enter number of state months used) months of OWF.• I understand that I can request a county conference and/or state hearing with the Ohio Department of Job and Family Services (ODJFS) if I do not agree with any action taken on my case, including but not limited to activities in my self-sufficiency contract and plan, CCMEP/work activities and supportive services.• I have the responsibility to meet my commitments in this plan and I may fail to meet my commitments only when I have good cause. If I fail to meet my commitments on multiple occasions, I may lose my services in the program. I understand that it is my responsibility to notify my case manager within _____ of when I am unable to report for an assignment. It is my responsibility to provide written documentation to my case manager within _____ of the first missed/failed hour of participation of each assigned day missed/failed in order to verify my claim of good cause.• I understand that good cause is limited to:<ul style="list-style-type: none">○ If I am ill; if it was necessary for me to take care of an ill family member that is related by blood, marriage or adoption and living in my household.○ If I or a family member living in my household, have a previously scheduled appointment necessary for medical, dental, or vision care.○ I have a previously scheduled job interview, including any subsequent interviews and/or testing requirements.○ I have a court ordered appearances.○ I have an appointment with another social service agency or program.○ I have a death in my family. I understand that my case manager will work with me to determine the length of absence and that "family" includes a spouse, domestic partner (domestic partner is defined as one who stands in place of a spouse and who resides with the program participant), child, grandchild, parents, grandparents, siblings, stepchild, stepparent, step-siblings, great-grandparents, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, or legal guardian or other person who stands in the place of a parent.○ The school, place of work or worksite was closed the day I was supposed to go.○ I am a single custodial parent caring for a minor child under age six and did not have childcare. I understand that my case manager will work with me to determine if my lack of childcare was due to the unavailability or unsuitability of:<ul style="list-style-type: none">○ A licensed or certified childcare provider within a reasonable distance of my home or work site.○ Informal childcare by a relative or other arrangement.
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<ul style="list-style-type: none">○ Appropriate and affordable formal childcare arrangements.○ A failure by my case manager to provide supportive services.○ A failure by my case manager to provide me with all information necessary about the assignment.○ Circumstances involving domestic violence that make it difficult for me to comply in full with a provision of this plan.○ Other circumstances determined on a case-by-case basis by my case manager.	
I agree to follow this plan and understand that the plan can be changed if something in my circumstances change. Any plan changes will be in writing and signed by myself and my case manager. By signing this plan, I certify that I participated in the collaborative development of this plan and that I am committed to successfully achieving the goals and objectives outlined in this plan.	
Participant Signature _____	Date _____
Parent or Guardian Signature (if applicant is under age 18) _____	Date _____
I understand that this plan can be changed if something in the participant's situation changes. Any plan changes will be in writing and signed by myself (or another case manager) and the participant. By signing this plan, I certify that I participated in the collaborative development of this plan and that I am committed to assisting the participant to successfully achieve the goals and objectives outlined in this plan.	
Case Manager Signature _____	Date _____

JFS 03005 - CCMEP Individual Opportunity Plan for *Non*-OWF Work Eligibles

- This **new** form is a condensed version of the JFS 03004
- Omits language required for Ohio Works First recipients

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

CCMEP provides employment, training and supportive services to mandatory and voluntary program participants based on a comprehensive assessment of each individual's employment and training needs using the CCMEP Comprehensive Assessment (OWCMS, JFS 03003, and/or JFS 03006).

Name	Phone	Email	DOB	Last four of SSN or Seeker ID	
Case Manager Name	Phone	Email	Date		
Employment History (Leave end date blank for current employment)					
Employer Name	Job Title	End Date	County	State	Wage
1					
2					
Link to a CCMEP performance goal (check at least one)					
<input type="checkbox"/> Obtain employment (full or part-time)			<input type="checkbox"/> Complete training or certification		
<input type="checkbox"/> Obtain a recognized post-secondary credential			<input type="checkbox"/> Increase earnings		
<input type="checkbox"/> Obtain a secondary school diploma or its recognized equivalent					
Long-term goals (Career Pathway/ Training/ Education) Are these goals for an in-demand career? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Goal 1			Goal 2		
Short-term goals (Career Pathway/ Training/ Education)					
Goal 1		Goal 3		Goal 5	
Goal 2		Goal 4		Goal 6	
Services and Activities					
Service	ONET Code (if needed)		Service	ONET Code (if needed)	
Activity/Detail(s)			Activity/Detail(s)		
Location			Location		
Schedule/Frequency (including weekly hours)			Schedule/Frequency (including weekly hours)		
Start Date	Planned End Date		Start Date	Planned End Date	
Additional Instructions/Notes (including ADA modifications)			Additional Instructions/Notes (including ADA modifications)		

JFS 03005 - CCMEP Individual Opportunity Plan for *Non*-OWF Work Eligibles

Service [REDACTED]	ONET Code (if needed) [REDACTED]	Service [REDACTED]	ONET Code (if needed) [REDACTED]
Activity/Detail(s) [REDACTED]		Activity/Detail(s) [REDACTED]	
Location [REDACTED]		Location [REDACTED]	
Schedule/Frequency (including weekly hours) [REDACTED]		Schedule/Frequency (including weekly hours) [REDACTED]	
Start Date [REDACTED]	Planned End Date [REDACTED]	Start Date [REDACTED]	Planned End Date [REDACTED]
Additional Instructions/Notes (including ADA modifications) [REDACTED]		Additional Instructions/Notes (including ADA modifications) [REDACTED]	
Service [REDACTED]	ONET Code (if needed) [REDACTED]	Service [REDACTED]	ONET Code (if needed) [REDACTED]
Activity/Detail(s) [REDACTED]		Activity/Detail(s) [REDACTED]	
Location [REDACTED]		Location [REDACTED]	
Schedule/Frequency (including weekly hours) [REDACTED]		Schedule/Frequency (including weekly hours) [REDACTED]	
Start Date [REDACTED]	Planned End Date [REDACTED]	Start Date [REDACTED]	Planned End Date [REDACTED]
Additional Instructions/Notes (including ADA modifications) [REDACTED]		Additional Instructions/Notes (including ADA modifications) [REDACTED]	
Service [REDACTED]	ONET Code (if needed) [REDACTED]	Service [REDACTED]	ONET Code (if needed) [REDACTED]
Activity/Detail(s) [REDACTED]		Activity/Detail(s) [REDACTED]	
Location [REDACTED]		Location [REDACTED]	
Schedule/Frequency (including weekly hours) [REDACTED]		Schedule/Frequency (including weekly hours) [REDACTED]	
Start Date [REDACTED]	Planned End Date [REDACTED]	Start Date [REDACTED]	Planned End Date [REDACTED]
Additional Instructions/Notes (including ADA modifications) [REDACTED]		Additional Instructions/Notes (including ADA modifications) [REDACTED]	
Follow-Up Services (Follow Up occurs for at least for 12 months and Case Managers will engage at least once a month) Possible services include: 1) Supportive Services; 2) Financial Literacy Skills; 3) Adult Mentoring; 4) LMI/Career Counseling (i.e., Career Advancement advice); and 5) Activities that Prepare Participant for Transition to Post-secondary Education			
Follow-Up Service [REDACTED]		Follow-Up Service [REDACTED]	
Follow-Up Service [REDACTED]		Follow-Up Service [REDACTED]	
Follow-Up Service [REDACTED]		Follow-Up Service [REDACTED]	
Follow-Up Service [REDACTED]		Follow-Up Service [REDACTED]	

How often will my plan be changed?	
I understand that my career coach will check-in with me at least every 30 days to assess and discuss my progress even after I am exited from the program to ensure my continued success. I am responsible for responding to my career coach and providing information as requested. Based on my progress and ongoing discussions with my career coach, this plan will be changed as needed.	
What are my rights and responsibilities?	
<ul style="list-style-type: none">• I agree that to achieve my goals identified in this plan and successfully enter a career, I will actively participate in services and strive towards reaching my goals.• I understand that this plan can be changed if something in my situation changes or my goals change, and that these changes will be documented in a new plan.• I have the right to request assistance and services that will help me achieve my goals and enter a career.• I have the right to request to be referred to an alternative provider or worksite if I object to a faith-based provider or worksite.	
How will my career coach help me to achieve my goals?	
My career coach will: <ul style="list-style-type: none">• Treat me with courtesy, dignity, respect and without discrimination.• Assess my skills, <u>employability</u> and challenges to employment and/or education.• Help me identify life and career goals and provide services and supports needed to achieve these goals including any special accommodation needed if I have a disability.• Provide translation services if my primary language is not English or if I am hearing-impaired. My career coach will also provide key documents in my primary language or someone will be provided to translate the information on the documents into my primary language.• Provide me with a copy of my plan, including any future amendment(s).• Provide information on how I can appeal any decisions relating to the eligibility, enrollment, <u>services</u> or any other issues I may have regarding my participation in CCMEP.	
I agree to follow this plan and understand that the plan can be changed if something in my circumstances change. Any plan changes will be in writing and signed by myself and my case manager. By signing this plan, I certify that I participated in the collaborative development of this plan and that I am committed to successfully achieving the goals and objectives outlined in this plan.	
Participant Signature [REDACTED]	Date [REDACTED]
Parent or Guardian Signature (if applicant is under age 18) [REDACTED]	Date [REDACTED]
I understand that this plan can be changed if something in the participant's situation changes. Any plan changes will be in writing and signed by myself (or another case manager) and the participant. By signing this plan, I certify that I participated in the collaborative development of this plan and that I am committed to assisting the participant to successfully achieve the goals and objectives outlined in this plan.	
Case Manager Signature [REDACTED]	Date [REDACTED]

Questions?

