



Department of
Job and Family Services

John R. Kasich, Governor
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March 23, 2016

**Comprehensive Case Management and Employment Program
Manual Transmittal Letter (CCMEPMTL) No. 1**

To: All Human Services Innovation Manual Holders, Local Elected Officials, Workforce Innovation and Opportunity Act (WIOA) Local Workforce Development Boards, Fiscal Agents, Administrative Entities, and OhioMeansJobs Center Operators.

From: Cynthia C. Dungey, Director

Subject: **Comprehensive Case Management and Employment Program**

Purpose

This letter transmits rules governing the Comprehensive Case Management and Employment Program (CCMEP) that will be effective March 24, 2016. This transmittal contains ten rules. Eight rules are new and two are amended as follows:

- Office of Human Services Innovation has seven new rules governing administration of CCMEP under a new division of the Ohio Administrative Code:
 - 5101:14-1-01 CCMEP: Definitions
 - 5101:14-1-02 CCMEP: General
 - 5101:14-1-03 CCMEP: Program Plan
 - 5101:14-1-04 CCMEP: Assessment and Individual Service Strategy
 - 5101:14-1-05 CCMEP: Individual Opportunity Plan and Activities
 - 5101:14-1-06 CCMEP: Program Exit and Follow-Up Services
 - 5101:14-1-07 CCMEP: Primary Performance Measures
- Office of Workforce Development has one new rule describing eligibility requirements for the Workforce Innovation and Opportunity Act (WIOA) Youth and Young Adult Program:
 - 5101:10-3-01 WIOA Youth and Young Adult Program: Eligibility Requirements
- Office of Family Assistance has two amended rules governing the Ohio Works First (OWF) program:
 - 5101:1-3-11 OWF: Appraisals, Assessments and Self-Sufficiency Contract
 - 5101:1-23-50 OWF: Learning, Earning and Parenting Program

Background

On June 30, 2015, Governor Kasich signed House Bill 64, the state's biennial budget, into law. Section 305.190 of the bill establishes a framework to transform the network of

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human service and workforce programs to find a *new way to work* for low-income Ohioans. This framework starts first with 16- to 24-year-olds, where early intervention can have the greatest impact. The state is pushing traditional program boundaries by integrating components of the Temporary Assistance for Needy Families (TANF) program with the WIOA youth employment program to create a better-coordinated, person-centered case management system.

Effective July 1, 2016, CCMEP will be the statewide operational framework used to deliver integrated, comprehensive case management and employment services across Ohio's 88 counties. CCMEP takes a coordinated, holistic approach to stabilizing individuals and families by addressing the myriad of factors that may be contributing to poverty and unemployment, including health, housing, education, transportation and child care. In conjunction with supportive services, the program will provide access to employment and training services, including career counseling, job placement and services to facilitate job retention.

By leveraging the strengths of both the workforce and human services systems, CCMEP seeks to improve employment and education outcomes for low-income youth and young adults by helping recipients overcome barriers to employment and develop the skills local employers seek.

Populations Served

The primary effect of CCMEP is to combine funding from TANF with funding from the WIOA youth program in order to serve low-income youth through a single comprehensive case management system. Initially, individuals in the following population groups who receive services through TANF- and WIOA-funded programs will be required to participate:

- OWF work-required recipients ages 16 to 24;
- WIOA low-income in-school and out-of-school youth ages 16 to 24; and

Additionally, two groups will be eligible to volunteer for the CCMEP program:

- OWF recipients ages 16 to 24 who are not work-required; and
- Individuals ages 16 to 24 receiving Prevention, Retention and Contingency benefits and services (TANF-funded non-assistance).

Overview of Program Requirements

Lead Agency (5101:14-1-02)

No later than May 16, 2016, each board of county commissioners is required to designate a single lead agency to be responsible for administering the program and meeting performance goals established by the state. The lead agency may be the county department of job and family services (CDJFS) or the workforce development agency that serves the county.

A single lead agency is necessary to ensure accountability for program performance and results. Responsibilities of the lead agency include submitting a plan for

administration of CCMEP to the Ohio Department of Job and Family Services (ODJFS), coordinating activities and services with the other local participating agency (i.e., CDJFS or workforce development agency), determining eligibility for WIOA youth and ensuring that TANF funds are expended for allowable purposes.

Partnerships (5101:14-1-02)

Regardless of which agency is chosen as the lead agency, successful implementation of CCMEP will require strong partnerships and collaboration between the CDJFS, the workforce development agency and the local workforce development board. This will include joint policy development (to reduce/eliminate duplication of effort and improve service delivery), establishment of processes for client referral, cross-training of staff and community outreach efforts.

Workforce development boards are responsible for developing the local workforce area plan, engaging employers, providing program oversight, negotiating performance measures and procuring service providers. Lead agencies must work in conjunction with their local workforce development board to align CCMEP with area priorities for workforce development, in-demand jobs and business engagement, particularly for the youth and young adult populations served by CCMEP.

CCMEP Plan (5101:14-1-03)

No later than May 31, 2016, each lead agency is required to submit a written plan to ODJFS establishing processes and procedures for administering CCMEP in accordance with state rules and federal laws and regulations. The plan template is included in the transmittal of these rules as JFS-03001.

Plan requirements include describing the process for referring individuals to CCMEP, a plan of communication between local participating agencies (CDJFS or workforce development agency) to verify participation in CCMEP activities for OWF participants, the process for ensuring dual eligibility of individuals co-enrolled in TANF and WIOA, the frequency with which the agency will engage with participants and a description of supportive and follow-up services.

Co-Location of Services (5101:14-1-01)

Lead agencies will be required to co-locate employment, training and supportive services at a location accessible to CCMEP participants. Co-location of services may occur at the OhioMeansJobs Center that serves the county. Co-location of services supports improved coordination and integration of TANF and WIOA services by offering a common entry point for individuals to access services without the burden of having to visit multiple addresses. In addition, when staff in different programs work in close proximity, they can more easily share knowledge and offer streamlined service delivery.

Comprehensive Assessment (5101:14-1-04)

CCMEP creates a combined service delivery and case management infrastructure across the TANF and WIOA programs. Several key program components are intended to bring standardization between programs and across counties in order to create a

common client experience. These include an individual opportunity plan and a comprehensive assessment tool.

Lead agencies are required to use a standardized, comprehensive assessment tool to identify employment and educational barriers of CCMEP participants, as well as non-employment and education-related needs. The assessment meets the requirements of the WIOA objective assessment and includes questions relating to occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs and developmental needs. The assessment process should include administration of the assessment by a qualified caseworker and a basic skills assessment using a tool chosen by the lead agency. The comprehensive assessment form is included in this rules package as JFS-03003.

Individual Opportunity Plan (5101:14-1-05)

The comprehensive assessment will be used to determine the activities and services that should be included in an individual opportunity plan appropriate to each person's unique needs. The plan must include short- and long-term education and employment goals, including identification of a career pathway, achievement objectives and appropriate supportive services to achieve the plan goals. The individual opportunity plan is included in this rules package as JFS-03004.

For OWF work-eligible CCMEP participants, the individual opportunity plan will replace the self-sufficiency contract and failure to comply with activities in the plan without good cause may result in a sanction (see rule 5101:1-3-11).

The centerpiece of CCMEP will be ensuring clients have access to caseworkers who are qualified and trained to conduct interviews, use the assessment tool and work with clients as they make progress toward their plan objectives. Caseworkers should engage individuals in a dynamic conversation about their current situation, aspirations and barriers, and collaborate with them to develop an individual opportunity plan with meaningful goals and objectives. The goals of the plan should be oriented towards CCMEP primary outcome measures including employment, job retention, earnings growth and credential attainment.

Program Services (5101:14-1-05)

Lead agencies must make available to CCMEP participants the following 14 specific core youth elements of WIOA:

- Tutoring, study skills training, instruction and dropout prevention
- Alternative secondary school services, or dropout recovery services
- Paid and unpaid work experience (with an academic and occupational education component)
- Occupational skill training
- Education offered concurrently with workforce preparation activities
- Leadership development opportunities
- Supportive services
- Adult mentoring

- Follow-up services for not less than 12 months
- Comprehensive guidance and counseling
- Financial literacy education
- Entrepreneurial skills training
- Labor market and employment information
- Activities to prepare for and transition to post-secondary education and training

In addition, lead agencies must make available supportive services that are customer-focused and meet the needs and circumstances of the individual in order to help participants address barriers to employment.

Follow-Up Services (5101:14-1-06)

Job retention is an important primary outcome measure for CCMEP. All participants must receive some form of follow-up services for a minimum of 12 months. The type and intensity of follow-up services may differ for each participant. Follow-up services may include regular contact with the participant's employer, including assistance in addressing work-related problems, assistance in securing better paying jobs, career pathway development and/or adult mentoring.

Minimum Hours Requirement (5101:14-1-05)

CCMEP participants must commit to participating in the program for a minimum of 20 hours per week. Time spent in activities, case management, homework, travel time, etc., may be considered part of those hours.

Intensive Case Management (5101:14-1-05)

Lead agencies have flexibility to determine which clients need intensive case management based on the comprehensive assessment. Lead agencies may prioritize populations for intensive case management, such as transition-age foster youth or individuals with multiple barriers that require alcohol or drug addiction treatment or mental health counseling. For individuals in intensive case management, caseworkers are required to engage with them at least once every 14 days. (For all other participants caseworkers must engage with the participant at least once every 30 days.)

Caseworkers and Case Management

Caseworkers are key to the success of CCMEP. Understanding clients' complex problems and helping them build a path forward is a human-resource-intensive activity. High-quality interactions between caseworkers and clients are critical to identifying barriers and helping individuals become work-ready. CCMEP caseworkers must have appropriate qualifications and training, as well as manageable caseloads, to perform their jobs effectively. As part of CCMEP implementation, ODJFS will develop best practices for case management, including recommended caseworker qualifications and a training curriculum.

Performance Measures (5101:14-1-07)

CCMEP strengthens accountability by establishing a single lead agency in each county responsible for meeting common performance goals for youth and young adults served

through the program. CCMEP's effectiveness will be measured by improved employment and education outcomes for low-income youth, as opposed to process or participation measures focused on attendance in activities. By focusing on outcomes, CCMEP supports an individualized, person-centered approach.

Primary outcome measures for the program largely mirror those prescribed in WIOA for the youth and young adult program. These include job entry, youth placement, credential attainment, median earnings and job retention. Skills gain / educational progress is the only WIOA youth measure that is not a primary outcome for CCMEP. Lead agency performance standards will be established in accordance with WIOA by an annual negotiation process established by ODJFS.

5101:14-1-01 **Comprehensive case management and employment program: definitions.**

The following definitions apply to this rule and other rules in division 5101:14 of the Administrative Code.

(A) "Adult mentoring" means providing a one-to-one relationship between an adult and a youth, whose purpose is to build positive, supportive relationships between youth and adults and to provide positive adult role models for youth.

(B) "Basic skills deficient" means a youth who has English reading, writing, or computing skills at or below the eighth grade on a generally accepted standardized test or who is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.

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

(1) Align with the skill needs of industries in the economy of the state or regional economy involved;

(2) Prepare an individual to be successful in any of a full range of secondary and postsecondary education options, including apprenticeships registered under the National Apprenticeship Act (1932);

(3) Include counseling to support an individual in achieving the individual's education and career goals;

(4) Include, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;

(5) Organize education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;

(6) Enable an individual to attain a secondary school diploma or its equivalent, and at least one recognized post-secondary credential; and

(7) Help an individual enter or advance within a specific occupation or occupational cluster.

(D) "Chief elected official" means the chief elected executive officer of a unit of general local government in the local area or, in the case of a local area that includes more than one unit of general local government, the individual or individuals designated as the chief elected official or officials in an agreement that specifies the roles of chief elected executive officers in the local area.

(E) "Co-location" means coordination between comprehensive case management and employment program (CCMEP) and the OhioMeansJobs (OMJ) center that serves the lead agency 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;

(3) Access to CCMEP for eligible youth;

(4) Services for non-eligible youth such as basic labor exchange services, other self-service activities such as job searches, career exploration, use of career center resources, and referral as appropriate;

(5) Other activities described in section 129(b) and (c) of the Workforce Innovation and Opportunity Act (2014)(WIOA) and/or

(6) Locating CCMEP staff at the OMJ center.

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

(G) "Eligible training providers" means entities, such as institutions of higher education, registered 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.

(H) "Entrepreneurial skills training" provides training on the basics of starting and operating a small business.

(I) "Exit" means the process of ending a program participant's eligibility to receive services in the CCMEP.

(J) "Exit date" means the date when the last service ended.

(K) "In-demand occupations" means an occupation that currently has or is projected to have a number of positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector so as to have a significant impact on the state, regional economy as listed on the state in-demand occupations list and listed on the local in-demand occupations list as defined by the local workforce development board.

(L) "In-school youth" has the same meaning as that term is defined in rule 5101:10-3-01 of the Administrative Code.

(M) "Individual training accounts" means a method to finance training which are established on behalf of the program participant to purchase a program of training services from eligible training providers. Costs must be reasonable and necessary and must represent a sound investment of public funds.

(1) Individual training account (ITA) expenditures are costs required by the training institution to complete the training. ITA costs required to complete the training may include, but are not limited to: tuition and fees; books, tools; uniforms; tests; and medical immunization/tests.

(2) ITA costs do not include any supportive services' costs related to the ITA (e.g. transportation or child care).

(N) "Individual with a disability" means an individual who has, appears to have, or is regarded as having a physical, or mental impairment that substantially limits one or more major life activity. The terms "physical impairment", "mental impairment" and "major life activity" shall have the same meaning as those terms are defined in rule 5101:9-2-02 of the Administrative Code.

(O) "Lead agency" means the local participating agency designated by the board of county commissioners in accordance with Section 305.190 of Amended Substitute House Bill 64 of the 131st General Assembly (2015), to administer CCMEP. When a lead agency has contracted a duty described in paragraph (D)(1)(b) or (D)(1)(c) of rule 5101:14-1-02 of the Administrative Code, the term "lead agency" throughout agency 5101. of the Administrative Code should be read to include the contracted entity.

(P) "Leadership development opportunities" means opportunities that encourage responsibility, confidence, employability, self-determination and other positive social behaviors including, but not limited to:

(1) Exposure to post-secondary educational possibilities;

(2) Community and service learning projects;

(3) Peer-centered activities, including peer mentoring and tutoring;

(4) Organizational and team work training, including team leadership training;

(5) Training in decision-making, including determining priorities and problem solving;

(6) Citizenship training, including life skills training such as parenting and work behavior training;

(7) Civic engagement activities which promote the quality of life in a community;

and

(8) Other leadership activities that place youth in a leadership role such as serving on youth leadership committees.

(Q) "Local area" has the same meaning as in section 6301.01 of the Revised Code.

(R) "Local participating agencies" means the county department of job and family services and workforce development agency that serve a county.

(S) "Low income adult" is an in-school or out-of-school youth.

(T) "Low income individual" has the same meaning as that term is defined in rule 5101:10-3-01 of the Administrative Code.

(U) "Occupational skills training" means a CCMEP service that is a training program providing specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advance levels and results in attainment of a certificate or recognized post-secondary credential.

(V) "On-the-job training" means a type of work experience where training is provided by an employer to a paid program participant while engaged in productive work in a job that:

(1) Provides knowledge or skills essential to the full and adequate performance of the job;

(2) Is made available through a program that provides reimbursement to the employer of a percentage of wage rate of the participant; and

(3) Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, prior work experience of the participant, and the individual opportunity plan for the participant.

(W) "Out-of-school youth" has the same meaning as that term is defined in rule 5101:10-3-01 of the Administrative Code.

(X) "Program participant" means an individual who:

(1) Is a mandatory or voluntary CCMEP participant;

(2) Has signed an individual opportunity plan that includes one or more assignments to a CCMEP activity; and

(3) Has not been exited from participation in CCMEP in accordance with rule

5101:14-1-06 of the Administrative Code.

(Y) "Program year" means the time period beginning on July first and ending on June thirtieth.

(Z) "Recognized post-secondary credential" means a credential consisting of an industry-recognized certificate or certification, certificate of completion of an apprenticeship, a license recognized by the state or federal government, or an associate or baccalaureate degree.

(AA) "Service" means one of the fourteen services made available to program participants in accordance with rule 5101:14-1-02 of the Administrative Code.

(BB) "Supportive services" are intended to enable an individual to participate in CCMEP and to secure and retain employment and may include but are not limited to linkages, referrals or assistance with:

(1) Access to community services;

(2) Access to health care;

(3) Transportation, child care, housing, uniforms, work attire and work-related tools;

(4) Educational testing; and.

(5) Reasonable accommodations for youth with disabilities.

(CC) "Temporary assistance for needy families" (TANF) means the program established in accordance with Title IV-A of the Social Security Act, 42 U.S.C. 601 (1997).

TANF funds shall be used in a manner reasonably calculated to accomplish one or more of the following purposes:

(1) Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;

(2) End the dependence of needy parents on government benefits by promoting job preparation, work and marriage;

(3) Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; or

(4) Encourage the formation and maintenance of two-parent families.

(DD) "TANF assistance" means:

(1) Cash, payments, vouchers, and other forms of benefits designed to meet a family's ongoing basic needs (i.e., for food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses). It includes such benefits even when they are:

(a) Provided in the form of payments by a TANF agency, or other agency on its behalf, to individual recipients; and

(b) Conditioned on participation in work experience or community service (or any other work activity described in 45 C.F.R. 261.30 (2008)).

(c) Except where excluded under paragraph (BB)(2) this rule, it also includes supportive services such as transportation and child care provided to families who are not employed.

(2) TANF assistance excludes:

(a) Non-recurrent, short-term benefits that:

(i) Are designed to deal with a specific crisis situation or episode of need;

(ii) Are not intended to meet recurrent or ongoing needs; and

(iii) Will not extend beyond four months.

(b) Work subsidies (i.e. payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training);

(c) Supportive services such as child care and transportation provided to families who are employed;

(d) Refundable earned income tax credits;

(e) Contributions to, and distributions from, individual development accounts (IDAs);

(f) Services such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support, and

(g) Transportation benefits provided under a job access or reverse commute.

(EE) "WIOA Fiscal agent" means the entity designated by the chief elected official in accordance with section 107(d)(12)(B)(i)(II) of WIOA to assist in the

administration of WIOA grant funds under the direction of the local workforce development board. The WIOA fiscal agent shall receive and manage all formula WIOA funds for the area and other federal, state, or local funds allocated to the local area.

(FF) "Work experience" means a CCMEP service that is a planned, structured learning experience that takes place in a workplace for a limited period of time.

(GG) "Workforce development agency" means the public or private entity designated by any of the following to administer county programs under WIOA:

(1) The board of county commissioners in accordance with section 330.04 of the Revised Code;

(2) The chief elected official of a municipal corporation in accordance with section 763.05 of the Revised Code; or

(3) The chief elected officials of a local area defined in section 6301.01 of the Revised Code.

(HH) "Workforce development board" in accordance with section 6301.01 of the Revised Code, means a local workforce investment board established in each local area of the state and certified by the governor to set policy for the portion of the statewide workforce investment system within the local area and implement WIOA.

(II) "Workforce Innovation and Opportunity Act" (WIOA) means the program established by Pub. L. No. 113-128 (2014). WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act (1998), the Wagner-Peyser Act (1998), and the Rehabilitation Act of 1973. The purpose of WIOA is to:

(1) Increase opportunities for individuals, particularly those with barriers to employment;

(2) Support alignment of workforce investment, education, and economic development systems;

(3) Provide workers with the skills and credentials to secure and advance employment;

(4) Promote improvement in the structure and delivery of services;

(5) Increase prosperity of workers and employers; and

(6) Increase the employment retention and earnings of participants and increase the attainment of recognized post-secondary credentials.

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Five Year Review (FYR) Dates: 03/24/2021

CERTIFIED ELECTRONICALLY

Certification

03/14/2016

Date

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General Assembly
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5101:14-1-02 **Comprehensive case management employment program: general.**

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

Effective July 1, 2016, the comprehensive case management and employment program (CCMEP) is a Title IV-A program 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.

(B) Who may participate in CCMEP?

(1) The following individuals who are at least sixteen 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 rule 5101:1-3-12 of the Administrative Code.

(b) Each low-income adult, in-school youth, or out-of-school youth registered for a Workforce Innovation and Opportunity Act (2014) (WIOA) program who is considered to have a barrier to employment under the WIOA.

(2) The following individuals who are at least sixteen 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) An individual receiving benefits and services from the prevention, retention, and contingency (PRC) program who volunteers for CCMEP within thirty days of the date that PRC benefits are received.

(C) Who is responsible for administering CCMEP?

Not later than May 15, 2016, each board of county commissioners shall designate either the county department of job and family services or the workforce development agency that serves the county as the lead agency for purposes of administering CCMEP. Each board shall notify the Ohio department of job and family services (ODJFS) of its designation in writing.

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

(1) The lead agency shall do all of the following:

- (a) Submit a plan to ODJFS that establishes the standard processes for administration of CCMEP in each county that the lead agency serves;
- (b) Administer the CCMEP program in accordance with applicable federal and state laws and regulations to the extent funds are available within the county's TANF and WIOA allocations for the purpose of administering CCMEP;
- (c) Collaborate with the other local participating agency, the local workforce development board and any subcontractors, to do all of the following:

 - (i) Actively coordinate activities regarding the program; and
 - (ii) Establish guidelines for the uniform administration of CCMEP including but not limited to: the procurement of services; the selection of a basic skills assessment; ensuring the determination of eligibility for the WIOA youth program in accordance with rule 5101:10-3-01 of the Administrative Code; reporting and collecting data; contract monitoring and compliance; and compliance with relevant policies of the local workforce development board.
- (d) Utilize the Ohio workforce case management system (OWCMS) for the administration of CCMEP;
- (e) Cooperate with the WIOA fiscal agent in the execution of its responsibilities as described in rule 5101:9-7-05 of the Administrative Code including but not limited to taking all appropriate actions, including executing agreements, grants, and contracts necessary to expend WIOA funds.
- (2) Ensure that temporary assistance for needy families (TANF) funds expended or claimed for CCMEP are allowable uses of federal Title IV-A funds under sections 401 and 404(a) of the "Social Security Act," 42 U.S.C. 601 (1997) and 604(a) (2012).
- (3) When it has been determined that funds have been expended or claimed by the lead agency (or on behalf of the county that the lead agency serves) for CCMEP in a manner that is prohibited by state or federal law or regulation, the lead agency shall be responsible for the funds. The determination may be made by any one of the following:

 - (a) ODJFS;
 - (b) The auditor of state;

- (c) The United States department of health and human services;
- (d) The United States department of labor; or
- (e) Any other duly-authorized government entity with legal authority and jurisdiction;
- (4) Meet performance measures described in rule 5101:14-1-07 of the Administrative Code; and
- (5) Make the fourteen services described in paragraph (E) of this rule available to each program participant.
- (6) Determining eligibility for WIOA and TANF. In order to maximize the funding opportunities, each voluntary or mandatory program participant shall complete a JFS 03002 "WIOA Youth Eligibility Application" (3/2016). The lead agency shall use the JFS 03002 to determine if the individual is eligible to receive funding through TANF and/or WIOA.

 - (a) An individual referred to CCMEP from OWF or PRC shall be determined eligible to receive services funded by the WIOA when that individual:

 - (i) Is either a low-income adult, in-school youth, or out-of-school youth; and
 - (ii) Is considered to have a barrier to employment under WIOA.
 - (b) An individual referred to CCMEP from WIOA shall be determined eligible to receive TANF services funded by TANF when that individual:

 - (i) Has (or has applied for) a social security number;
 - (ii) 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;
 - (iii) Does not owe any of the cost of fraudulent TANF assistance paid to the individual;
 - (iv) Has been afforded the opportunity to register to vote;
 - (v) Has a gross household income in the previous thirty-day period of less than two hundred per cent of the federal poverty level; and
 - (vi) Is a minor child or is the parent of a minor child.

(7) Repayment of fraudulent assistance.

(a) When a program participant is determined to have committed an intentional program violation (IPV) of OWF or PRC program, the lead agency shall not provide TANF funded services as part of CCMEP during the penalty period.

(b) When a county department of job and family services is investigating an alleged IPV or is establishing an erroneous payment to a program participant, the lead agency shall cooperate with the investigation and provide supporting documentation of TANF funded services provided to a program participant.

(8) Notify ODJFS within ten days of any change by the board of county commissioners in the designation of the lead agency.

(9) Be responsible for all CCMEP duties whether the lead agency performs the duty or a contracted entity performs the duty on its behalf.

(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, as appropriate. This includes a service offered by schools which provide specialized, structured curriculum inside or outside the public school system, including work-study and/or academic intervention for students with behavior problems, physical/mental disabilities, and at risk of dropping out.

(3) Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:

(a) Summer employment opportunities and other employment opportunities available throughout the school year;

(b) Pre-apprenticeship programs;

(c) Internships and job shadowing;

(d) On-the-job training opportunities;

- (4) Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the state or in the local area involved, if the local workforce development board determines that the programs meet the quality criteria described in WIOA sections 122 and 123.
- (a) Individual training accounts may be established for program participants that are out-of school youth age eighteen to twenty-four. Individual training accounts are established on behalf of the participant to purchase a program of training services from eligible training providers.
- (b) By using an individual training account, a procured provider of CCMEP services would not have to be used to provide the occupational skills training.
- (c) If an individual training account is used to fund occupational skills training, eighty-five per cent of all individual training accounts for the program year must be for training in an occupation that is on the state in-demand occupation list. Upon request from a lead agency, ODJFS may waive the limitation on funding.
- (5) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster. This includes programs that provide workforce preparation activities, basic academic skills, and hands-on occupational skills training being taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.
- (6) Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors.
- (7) Supportive services to enable a youth to participate in CCMEP. In accordance with rule 5101:14-1-05 of the Administrative Code, the failure to provide supportive services necessarily related to participation in an assigned CCMEP activity is good cause for failing to participate in the activity.
- (8) Adult mentoring for a duration of at least twelve months, that may occur both during and after participation in CCMEP
- (9) Follow-up services for not less than twelve months after the completion of participation in CCMEP, which vary dependent on each program participant's needs, and are intended to provide the necessary support to ensure the program participant's post-program success, including but not limited to:
- (a) Leadership development and supportive services;

- (b) Regular contact with a program participant's employer, including assistance addressing work-related problems;
 - (c) Assistance in securing better paying jobs, career pathway development, and further education or training;
 - (d) Work-related peer support groups;
 - (e) Adult mentoring;
 - (f) Other services necessary to ensure the success of the youth participant in employment and/or post-secondary education; and/or
 - (g) A referral to the county's PRC program for services necessary to ensure the success of program participants in employment and/or post-secondary education.
- (10) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
- (11) Financial literacy education. This includes a program activity provided to gain an understanding of basic financial information which is necessary to become self-sufficient, and includes but is not limited to the following:
- (a) Supporting the ability of CCMEP participants to create household budgets, initiate saving plans, and make informed financial decisions about education, retirement, home ownership, wealth building, or other savings goals;
 - (b) Supporting the ability to manage spending, credit, and debt, including credit card debt, effectively;
 - (c) Increasing awareness of the availability and significance of credit reports and credit scores in obtaining credit, including determining their accuracy;
 - (d) Supporting the ability to understand, evaluate, and compare financial products, services, and opportunities; and
 - (e) Supporting activities that address the particular financial literacy needs of non-English speakers.
- (12) Entrepreneurial skills training;
- (13) Services that provide labor market and employment information about

in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and

- (14) Activities that help youth prepare for and transition to post-secondary education and training.

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**Comprehensive case management and employment program:
program plan.**

Each lead agency is required to adopt and submit a written comprehensive case management and employment program (CCMEP) program plan to the Ohio department of job and family services (ODJFS). The CCMEP program plan shall establish standard processes for determining and maintaining an individuals' eligibility to participate in CCMEP for each county that the lead agency serves.

(A) When shall the CCMEP program plan be adopted and amended?

The initial CCMEP program plan shall be adopted and submitted to ODJFS no later than May 30, 2016, and may be amended by the lead agency as needed. The lead agency shall submit an amended plan to ODJFS no later than ten days after the amended program plan becomes effective.

(B) What are the requirements for submitting an initial or amended CCMEP program plan to ODJFS?

(1) The lead agency shall:

(a) Utilize the JFS 03001 "Comprehensive Case Management and Employment Program (CCMEP) Plan" (3/2016), for its CCMEP program plan; and

(b) Submit the CCMEP program plan to ODJFS in an electronic format. For each amendment, the submission shall contain one version of the plan 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.

(2) If ODJFS determines that a CCMEP program plan is not consistent with the requirements of this rule, the CCMEP program plan shall be returned to the lead agency with recommendations for amendment.

(C) What must be included in a CCMEP program plan?

A CCMEP program plan shall be consistent with applicable state and federal laws and regulations and shall include written standards, criteria, and procedures for the operation of CCMEP including but not limited to:

(1) An explanation of how the lead agency will ensure compliance with Title II of the Americans with Disabilities Act (ADA) (2011) and section 504 of the Rehabilitation Act (2008) when a program participant discloses, has, or appears to have a physical or mental condition that substantially limits one or more major life activities.

(2) The process for referring individuals to CCMEP no later than seven days from

the date:

- (a) Ohio works first (OWF) benefits have been authorized for a work eligible individual;
 - (b) An OWF recipient not determined to be a work eligible individual requests to participate in CCMEP;
 - (c) An individual receiving prevention, retention and contingency benefits or services requests to participate in CCMEP; and
 - (d) A low-income adult, in-school youth, or out-of-school youth has been determined to have a barrier to employment and is determined eligible for the Workforce Innovation and Opportunity Act (2014) (WIOA) youth program in accordance with rule 5101:10-3-01 of the Administrative Code.
- (3) A description of the activities and services that the lead agency will utilize to make each of the fourteen services described in paragraph (E) of rule 5101:14-1-02 of the Administrative Code available to program participants. For each activity and service, the plan shall indicate which purpose described in paragraph (AA) of rule 5101:14-1-01 of the Administrative Code the activity or service can reasonably be expected to accomplish.
- (4) The plan of communication between local participating agencies regarding OWF recipients including, but not limited to:
- (a) The process for verifying participation in CCMEP activities for OWF work eligible program participants, including when a mandatory OWF work eligible participant fails to comply with the terms of an individual opportunity plan within ten days of the failure;
 - (b) 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;
 - (c) When a program participant is determined to be a victim of domestic violence as described in division (D) of section 5107.02 of the Revised Code;
 - (d) Information regarding activities assigned in accordance with rule 5101:14-1-05 of the Administrative Code, including but not limited to: the location, schedule, and nature of the activity; and
 - (e) Other factors impacting continued CCMEP or OWF eligibility.
- (5) The process for ensuring that information about an OWF or supplemental

nutrition assistance program (SNAP) recipient is shared with the county department of job and family services and will be acted upon in accordance with division 5101:1 and/or 5101:4 of the Administrative Code.

(6) The process for notifying a new lead agency within ten days of when a program participant moves out of the county in which the program participant is receiving CCMEP services and for developing a new service strategy within ten days of being notified that a program participant has moved into the county the lead agency serves.

(7) The frequency the lead agency will:

(a) Engage with each program participant to provide case management services. The lead agency shall make a reasonable attempt to engage with the program participant no less than:

(i) Once every fourteen days if the participant is receiving intensive case management in accordance with rule 5101:14-1-05 of the Administrative Code; and

(ii) Once every thirty days if the participant is not receiving intensive case management.

(b) Review individual opportunity plans developed in accordance with rule 5101:14-1-05 of the Administrative Code.

(8) The process for determining the maximum monthly hours of participation allowable under the Fair Labor Standards Act (05/2000) for OWF recipients.

(9) The process for providing a program participant with written notice of scheduled appointments.

(10) The process for administering the comprehensive assessment in accordance with rule 5101:14-1-04 of the Administrative Code.

(11) A description of the intensive case management services that will be provided to program recipients receiving intensive case management in accordance with rule 5101:14-1-05 of the Administrative Code.

(12) A description of how the lead agency will ensure the co-location of services.

(13) A description of the supportive and follow-up services that may be provided to program participants and:

(a) The agency's plan for utilizing CCMEP funds to provide supportive services for program participants;

- (b) The agency's plan for ensuring that supportive services provided to program participants not already receiving OWF do not meet the definition of TANF assistance; and
 - (c) The agency's plan for providing follow-up services after a participant's exit from CCMEP.
- (14) A description of the lead agency's role in the design of the CCMEP services procured through the workforce development board. The agency's plan shall include but is not limited to:
 - (a) How the local participating agencies will collaborate in designing procured services; and
 - (b) How the local participating agencies and workforce development board will ensure that there is no conflict of interest, in the event the workforce development board procures services of the county department of job and family services to provide one of the CCMEP services described in paragraph (E) of rule 5101:14-1-02 of the Administrative Code. Competitive procurement is not required for framework services (which includes intake, objective assessments, and the development of individual service strategy, case management, and follow-up services).
- (15) An assurance that TANF or WIOA funds will not be used to pay a program participant directly for subsidized employment by a local participating agency as either a lead agency or as a service provider. An activity or service is considered to be subsidized employment when a private or public sector employer receives a subsidy from TANF and/or WIOA funds to offset some or all of the wages and costs of employing a program participant.
- (16) The semi-annual process for ensuring that a program participant that is enrolled in TANF and that is not receiving OWF meets the eligibility criteria described in paragraph (D)(6)(b) of rule 5101:14-1-02 of the Administrative Code.
- (17) When the lead agency has entered into an agreement for another entity to determine eligibility for the WIOA youth program in accordance with rule 5101:10-3-01 of the Administrative Code, the plan shall contain a description of the process the other entity will follow to ensure a timely determination of eligibility and referral to CCMEP.
- (18) The timeframes and documentation requirements the lead agency will use to determine good cause in accordance with rule 5101:14-1-05 of the Administrative Code.

(19) Policies adopted by the local workforce development board relevant to the administration of CCMEP.

(20) The signature of:

(a) The administrator, director or executive director of the lead agency; and

(b) The chairman of the local workforce development board or the chairman's designee.

(21) Other matters the lead agency determines are necessary.

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**Comprehensive case management and employment program:
assessment and individual service strategy.**

(A) What is the comprehensive assessment?

The comprehensive assessment is the process for determining the job readiness of program participants; to identify barriers to self-sufficiency; and identify the services necessary to overcome the identified barriers through the comprehensive case management and employment program (CCMEP).

(B) How is the comprehensive assessment administered?

The lead agency shall schedule the individual referred to CCMEP for a comprehensive assessment on a date that is no later than ten days from the date the individual was referred to CCMEP. The comprehensive assessment shall include:

(1) The "Comprehensive Case Management and Employment Program (CCMEP) Comprehensive Assessment Tool" JFS 03003 (3/2016), administered by a case manager. The JFS 03003 includes but is not limited to a review of the following:

(a) Occupational skills;

(b) Prior work experience;

(c) Employability;

(d) Interests;

(e) Aptitudes;

(f) Supportive service needs; and

(g) Developmental needs.

(2) A basic skills assessment chosen by the lead agency, in collaboration with the local workforce development board, that utilizes a valid and appropriate tool for determining basic skills deficiencies.

(C) What is an individual service strategy?

The services a program participant will receive in CCMEP are based on the results of the participant's comprehensive assessment and the development of an individual service strategy by the lead agency. An individual service strategy includes:

(1) Identification of the program participant's career pathway that includes employment and educational goals;

(2) Development of short term goals;

(3) Identification of services necessary for the program participant to achieve goals;

(4) Assignment to activities based on the service(s) needed; and

(5) Development of an individual opportunity plan in accordance with rule 5101:14-1-05 of the Administrative Code.

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**Comprehensive case management and employment program:
individual opportunity plan and activities.**

(A) What is the individual opportunity plan?

Based on the results of the comprehensive assessment and individual service strategy, the lead agency and the program participant shall develop an individual opportunity plan. Individual opportunity plan has the same meaning as individualized employment plan in Section 305.190 of Amended Substitute HB 64 of the 131st General Assembly (6/2015).

(B) What information is included in the individual opportunity plan?

The lead agency shall utilize the JFS 03004 "Comprehensive Case Management and Employment Program Individual Opportunity Plan" (3/2016). Information that must be included in the individual opportunity plan includes, but is not limited to:

- (1) The dates or timeframes the individual opportunity plan will be reviewed and/or revised;
- (2) The barriers to employment identified through the comprehensive assessment;
- (3) The program participant's plan to overcome barriers and achieve the goal of self-sufficiency and employment, including but not limited to:
 - (a) Short term and long term education and employment goals, including identification of a career pathway;
 - (b) Appropriate achievement objectives;
 - (c) Appropriate services necessary to overcome barriers and to achieve self-sufficiency;
 - (d) Support for the individual to obtain a high school diploma or the equivalent of a high school diploma;
 - (e) Job placement;
 - (f) Job retention support; and
 - (g) Other services that aid the individual in achieving the plan's goals.
- (4) A requirement that the program participant register with the OhioMeansJobs website (www.ohiomeansjobs.com);
- (5) The services (including supportive services) the participant will receive; and
- (6) Based on the services provided, one or more activities in which the program

participant will engage. If the program participant discloses, has, or appears to have a physical or mental condition that substantially limits one or more major life activities, the individual opportunity plan shall include a description of each reasonable modification requested and made for the participant (if any) and the necessary referrals made to assist in obtaining additional services.

(C) What are the comprehensive case management and employment program (CCMEP) activities available to program participants?

Activities are assigned in order to ensure that program participants receive the appropriate service(s). Each activity must be connected to a service, and the available activities for program participants include, but are not limited to:

- (1) Unsubsidized employment.
- (2) Subsidized employment.
- (3) Work experience.
- (4) On-the-job training.
- (5) Job search.
- (6) Community service.
- (7) Vocational education training.
- (8) Job skills training directly related to employment.
- (9) Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency.
- (10) Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate.
- (11) Internships.
- (12) Summer employment.
- (13) Job shadowing.
- (14) Pre-apprenticeship opportunities. This includes programs or a set of strategies designed to prepare individuals to enter and succeed in registered apprenticeship programs and have a documented partnership with at least one, if not more, registered apprenticeship programs.

- (15) Career counseling. This includes a facilitated exploration of occupational and industry information that will lead to a first, new, or better job for the program participant.
- (16) Adult mentoring.
- (17) Entrepreneurial skills training.
- (18) Tutoring, study skills training.
- (19) Job readiness training.
- (20) Parenting classes.
- (21) Life skills classes.
- (22) Participation in an alcohol or drug addiction program certified by the department of mental health and addiction services under section 5119.36 of the Revised Code.
- (23) Finding a home in the case of a homeless assistance group.
- (24) Residing in a domestic violence shelter, receiving counseling or treatment related to the domestic violence or participating in criminal justice activities against the domestic violence offender.
- (25) Attending English as a second language course.
- (26) Mental health treatment.
- (27) Rehabilitation activities.
- (28) Financial literacy education.
- (29) Other workforce activities.
- (30) Activities within OhioMeansJobs.com.
- (31) The learning, earning and parenting (LEAP) program for individuals required to participate in accordance with rule 5101:1-23-50 of the Administrative Code.
- (32) For veterans with a significant barrier to employment, a referral to the disabled veterans outreach program (DVOP) specialist as part of the jobs for veterans state grant.

(D) Who will receive intensive case management in CCMEP?

As a result of the comprehensive assessment and individual service strategy, certain program participants will require intensive case management from the lead agency before the program participant is able to meaningfully engage in employment and training activities. In addition to engagement with the program participant not less than every fourteen days, the lead agency may provide intensive case management in accordance with its CCMEP program plan to program participants who require:

- (1) A parenting class as part of a case plan with a public children services agency (PCSA);
- (2) Alcohol or drug addiction treatment;
- (3) Assistance in finding a home because the program participant is homeless;
- (4) Assistance in obtaining services related to domestic violence issues, such as obtaining residence in a domestic violence shelter, receiving counseling or treatment related to the domestic violence, or participating in criminal justice activities against the domestic violence offender;
- (5) Assistance reentering the workforce due to ex-offender status;
- (6) Social security supplemental security income (SSI) case management including, but not limited to: filing an application, gathering medical evidence, and appeals;
- (7) Mental health counseling;
- (8) Dropout prevention and recovery service;
- (9) Assistance in overcoming a basic skills deficiency.
- (10) Assistance in transitioning from foster care; and
- (11) Other services as determined by the lead agency.

(E) What shall a program participant commit to do while in CCMEP?

A program participant shall:

- (1) Be committed to participating in CCMEP for a minimum 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 activities, 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 Ohio works first (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).

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

(F) For how long shall the lead agency provide CCMEP services to a program participant?

The lead agency shall provide CCMEP services to a program participant for the amount of time necessary to ensure successful preparation to enter post-secondary education and/or unsubsidized employment. There is no time limit on participation in CCMEP or required sequence of services. Prior to ending an activity assigned in accordance with paragraph (C) of this rule due to a durational limitation of the connected service that is based on a funding source, local, state or federal policy, the lead agency shall:

(1) Explore if the program participant may continue in the assigned activity through an alternative CCMEP service; or

(2) If the existing CCMEP service may be continued in spite of the limitation and without interruption by utilizing an alternative funding source.

(G) How are CCMEP assignments different for mandatory OWF participants?

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

(2) A mandatory OWF participant shall be assigned to activities in accordance with paragraph (C) of this rule and not in accordance with rule 5101:1-3-12 of the Administrative Code and its supplemental rules.

(3) A mandatory OWF participant that is subject to the LEAP requirements described in rule 5101:1-23-50 of the Administrative Code shall be assigned to participate in LEAP.

(4) When a mandatory OWF participant fails or refuses without good cause to comply with the terms of an individual opportunity plan, the lead agency shall notify the county department of job and family services of each failure or refusal, and shall provide the county department of job and family services with information necessary to impose a sanction in accordance with rule 5101:1-3-15 of the Administrative Code. When a program participant is subject to a sanction the lead agency shall:

(a) Be the sole determiner of good cause; and

(b) Participate in the state hearings process in accordance with division 5101:6 of the Administrative Code.

(H) What are the good cause criteria?

Good cause reasons are limited to the following:

(1) Illness of the program participant or of another family member related by blood, marriage or adoption, living in the same household, if care by the program participant was necessary.

(2) For either the program participant or a family member living in the same household, a previously scheduled appointment necessary for medical, dental, or vision care.

(3) A previously scheduled job interview for a program participant, including any subsequent interviews and/or testing requirements.

(4) Court ordered appearances.

(5) Appointment with another social service agency or program.

(6) Death in the family, with the length of absence to be determined by the lead agency. "Family" is defined as 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.

(7) A school, place of work or worksite is closed for the day.

(8) Lack of child care.

How is lack of child care determined?

In determining if good cause exists, the lead agency shall determine if child care is a necessary supportive service when a single custodial parent caring for a minor child under age six proves a demonstrated inability for one or more of the following reasons:

(a) Unavailability of a licensed or certified child care provider within a reasonable distance from the parent's home or work site. "Reasonable distance" is defined by each county agency and is based on availability

of transportation.

(b) Unavailability or unsuitability of informal child care by a relative or other arrangements. "Unsuitability of informal child care" is a decision made by the lead agency and is based on information received from the PCSA that the PCSA determines is relevant to share with the lead agency in order to protect children pursuant to rule 5101:2-33-21 of the Administrative Code.

(c) Unavailability of appropriate and affordable formal child care arrangements. "Affordable child care arrangements" means that program participants are guaranteed eligibility for child care subsidy with copayments based on family size and income.

(9) A failure of the lead agency to provide supportive services.

(10) A failure of the lead agency to provide the program participant with all information necessary about the assignment.

(11) Circumstances involving domestic violence which make it difficult for the individual to comply in full with a provision of the individual opportunity plan.

(12) Other circumstances determined on a case by case basis by the lead agency.

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**Comprehensive case management and employment program:
program exit and follow-up services.**

(A) When may a lead agency propose to end comprehensive case management and employment program (CCMEP) eligibility for a program participant?

The lead agency may propose to end CCMEP eligibility for a program participant when:

- (1) The program participant has successfully entered post-secondary education, military enlistment or deployment, and/or unsubsidized employment and no longer needs CCMEP services;
- (2) The program participant has been awarded social security disability insurance (SSDI) or supplemental security income (SSI) by the social security administration and has made application for services with opportunities for Ohioans with disabilities; or
- (3) The program participant has failed to utilize CCMEP services on multiple occasions without good cause and the lead agency has made reasonable efforts to provide services and make contact with the program participant.

(B) What is the process for exiting someone from CCMEP?

The lead agency shall:

- (1) Ensure that the program participant does not require any additional services or that the lead agency has made reasonable efforts to provide the program participant with CCMEP services and the program participant has failed to utilize them on multiple occasions.
- (2) No later than thirty days from ending all services, issue a notice of adverse action to the program participant in accordance with rule 5101:6-2-04 of the Administrative Code. The notice shall clearly indicate that eligibility for CCMEP will end in ninety days.
- (3) Continue to attempt to engage the program participant in accordance with paragraph (C)(7) of rule 5101:14-1-03 of the Administrative Code during the ninety day period. When a program participant reengages in CCMEP within ninety days of the adverse action notice, the lead agency shall reevaluate the service strategy appropriate for the program participant and determine what additional services (if any) are needed.
 - (a) When additional services are needed, the program participant shall remain eligible for CCMEP;
 - (b) When services are not provided for ninety consecutive days and future services have not been scheduled, the program participant is no longer

eligible for CCMEP and shall be exited from CCMEP. The lead agency shall provide follow-up services in accordance with paragraph (D) of this rule. Follow-up service is not considered a future service.

(C) Must a program participant be exited from CCMEP upon reaching his or her twenty-fifth birthday?

(1) A twenty-four year old program participant who reaches his or her twenty-fifth birthday while in CCMEP may remain in CCMEP until he or she meets the criteria for exit described in paragraph (A) of this rule.

(2) Once a program participant exits CCMEP in accordance with paragraph (A) of this rule, the individual may not return to CCMEP if he or she is age twenty-five or older.

(D) What are the follow-up services?

Follow-up services are critical services provided following a program participant's exit from CCMEP to help ensure job retention or successful participation in post-secondary education and training.

(1) All program participants must receive some form of follow-up services described in paragraph (E)(9) of rule 5101:14-1-02 of the Administrative Code, for a minimum duration of twelve months. Follow-up services may be provided beyond twelve months at discretion of the lead agency.

(2) Follow-up services may begin no earlier than the day the notice is issued in accordance with paragraph (B) of this rule.

(3) The types of services provided and the duration of services must be determined based on the needs of the individual and therefore, the type and intensity of follow-up services may differ for each program participant. However, follow-up services must include more than only a contact attempted or made for securing documentation in order to report a performance measure.

(E) What if a program participant is not eligible for temporary assistance for needy families (TANF) and Workforce Innovation and Opportunity Act (WIOA) (2014) funding?

(1) When in accordance with paragraph (D)(6) of rule 5101:14-1-02 of the Administrative Code, a program participant is not eligible for TANF and is not eligible for WIOA, the lead agency shall:

(a) Immediately end all CCMEP services;

(b) Issue a notice of adverse action to the program participant in accordance with rule 5101:6-2-04 of the Administrative Code. The notice shall

clearly indicate that eligibility for CCMEP will end in fifteen days.

(2) A program participant whose eligibility is proposed for termination in accordance with this rule shall not:

(a) Participate in CCMEP without meeting the criteria described in paragraph (B) of rule 5101:14-1-02 of the Administrative Code.

(b) Receive follow-up services in accordance with this rule; or

(c) Be included in a performance measure described in rule 5101:14-1-07 of the Administrative Code.

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**Comprehensive case management and employment program:
primary performance measures.**

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

There are seven primary performance measures for each lead agency:

- (1) The percentage of program participants that are in unsubsidized employment during the second quarter after exit.
- (2) The percentage of program participants that are in unsubsidized employment during the fourth quarter after exit.
- (3) The percentage of program participants that are in unsubsidized employment, education, or occupational skills training during the second quarter after exit.
- (4) The percentage of program participants that are in unsubsidized employment, education, or occupational skills training during the fourth quarter after exit.
- (5) 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 recognize equivalent during participation in or within one year after exit from CCMEP. CCMEP 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 post-secondary credential within one year after exit from CCMEP.
- (6) The median earnings of program participants who are in unsubsidized employment during the second quarter after exit.
- (7) The percentage of program participants who were in unsubsidized employment during the second quarter after exit who during the fourth quarter after exit are employed with the same employer.

(B) What are the performance standards the lead agency must meet in the administration of CCMEP?

- (1) Lead agency performance standards for each county are established in accordance with an annual negotiation process established by the Ohio department of job and family services (ODJFS).
- (2) The negotiation of annual lead agency performance standards by county shall be concluded prior to July first and shall include:

(a) ODJFS:

(b) The lead agency in partnership with the local workforce development board, and

(c) The board of county commissioners.

(3) Intermediate measures including measurable skills gain, will be established pursuant to a procedural letter which can be found in the CCMEP manual at the ODJFS website.

(C) What are the consequences to the lead agency for failing to meet the performance standards set forth in paragraph (B) of this rule?

(1) The consequences for failing to meet a performance standard, as set forth in paragraph (B)(1) of this rule, will be established pursuant to sections 5101.24 and 5101.241 of the Revised Code.

(2) The consequences for failing to meet a performance standard as set forth in paragraph (B)(3) of this rule may result in the requirement of a continuous improvement plan.

(D) May a program participant be excluded from the CCMEP primary performance measures?

A participant who meets one of the following exclusion reasons shall be excluded from the primary performance measures described in paragraph (A) of this rule:

(1) Incarceration or institutionalization. The program participant is residing in an institution or facility providing twenty-four hour support (e.g., jail, prison, hospital or treatment center) for at least a ninety day period that includes the date of exit.

(2) Death. The program participant was not living on the date of exit.

(3) Caring for a family member with a disability that lives in the program participant's household.

(a) The program participant must be living with the disabled family member;

(b) The family member's disability shall:

(i) Be supported by competent medical documentation and be of such a debilitating nature as to substantially reduce or eliminate the program participant's ability to work; and

(ii) Be expected to last for at least a ninety day period that includes the date of exit; and

(c) The need for care of the disabled family member by the program participant shall be verified through documentation from a medical professional.

(4) The program participant was exited from CCMEP in accordance with paragraph (A)(2) of rule 5101:14-1-06 of the Administrative Code.

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CERTIFIED ELECTRONICALLY

Certification

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