

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

for

**County or Counties:** Hancock County

**Workforce Area:** Greater Ohio Workforce Board Inc. (Area 7)

**Effective Date: September 30, 2023**

**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 May 31st each biennium**. The CCMEP plan must be developed in coordination with the Workforce Development Board and Lead Agency.

***Please submit your plan details using this [link](#).***

The plan may be amended by the Lead Agency and Workforce Development Board as needed. An amended plan must be submitted to ODJFS no later than 10 calendar days after the amended program plan becomes effective.

If a board of county commissioners redesignates the Lead Agency during a fiscal biennial period, the new Lead Agency and Workforce Development Board 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 and Workforce Development Boards meet program requirements. If ODJFS determines that a CCMEP plan is not consistent with program requirements, the plan will be returned to the Lead Agency and Workforce Development for amendment.

**Table of Contents**

**1. Contact Information..... 3**

**2. Collaboration and Program Strategy..... 5**

**3. Procurement..... 9**

**4. Program Entry/Engagement.....10**

**5. WIOA Youth Funding Eligibility .....10**

**6. TANF Funding Eligibility.....10**

**7. WIOA Youth Funding Eligibility Prior to Exit .....11**

**8. Policies .....11**

**9. OWF Recipients .....13**

**10. Performance.....14**

**11. Training.....15**

**12. SNAP E&T.....15**

**13. Local Area and County Policy.....15**

**1. Contact Information**

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

Lead Agency Name Hancock County Job and Family Services			
Lead Agency Address 7814 County Road 140	City Findlay	State Ohio	Zip Code 45840
First Name of Lead Agency Director Randall	Last Name of Lead Agency Director Galbraith	Title Director	
Phone Number (419)429-8073	Email Address Randall.Galbraith2@jfs.ohio.gov		

Program Contact Person Triena Miller	
Phone Number (419)429-8076	Email Address Triena.Miller@jfs.ohio.gov

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

Fiscal Contact Person Janet Beall	
Phone Number (419)429-8078	Email Address Janet.Beall@jfs.ohio.gov

**1.2 Identify the other local participating agency (i.e., CDJFS or Workforce Development Agency that serves the county).**

- CDJFS
- Workforce Agency
- Combined Agency (CDJFS+OMJ Center)

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

Workforce Development Area Greater Ohio Workforce Board, Inc. (Area 7)	
Workforce Development Board Chair Name Swen Hunt	
Workforce Development Board Director Name John Trott	
Phone Number (937)525-1025	Email Address Trottj@clarkstate.edu
Local Area Fiscal Agent Name Danny Dawson (Montgomery County)	Email Address <a href="mailto:Danny.Dawson@jfs.ohio.gov">Danny.Dawson@jfs.ohio.gov</a>

**1.4 Identify the implementation manager for the Lead Agency.**

First Name of Implementation Manager Triena	Last Name of Implementation Manager Miller	Title Administrator
Phone Number (419)429-8073	Email Address Triena.Miller@jfs.ohio.gov	

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

Contact Person BriAnna Ybarra	
Phone Number (419)429-8081	Email Address BriAnna.Ybarra@jfs.ohio.gov

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

Organization Name Harbor	Funding: <input checked="" type="checkbox"/> TANF <input checked="" type="checkbox"/> WIOA
Contact Person Dave Timmerman	Email Address Dtimmerman@harbor.org

Organization Name Educare Learning Solutions	Funding: <input checked="" type="checkbox"/> TANF <input checked="" type="checkbox"/> WIOA
Contact Person Ben Clark	Email Address Findlay.OH@sylvanlearning.com

Organization Name Capabilities, LLC	Funding: <input checked="" type="checkbox"/> TANF <input checked="" type="checkbox"/> WIOA
Contact Person Valaree Lambert	Email Address valaree.lambert@capabilitiesinc.biz

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

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
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Contact Person	Email Address
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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

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

**2. Collaboration and Program Strategy**

Confirm that WDB Director was included in plan creation and that the [local workforce plan](#) was reviewed before completing this CCMEP plan.

- Confirm
- Deny

Confirm the Lead agency is partnering with the local workforce development 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 job placement retention and career advancement.

- Confirm
- Deny

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 in the following areas:

- Frequent scheduled meetings
- Outreach and Enrollment Strategy
- Spending allocations to ensure local businesses have skilled job candidates
- Engage local businesses to develop job placement and work experience opportunities
- Streamline local processes between agencies and partners
- Engagement of community partners for program referrals
- Work experiences
- Incentives
- Planning for summer employment work experiences to increase enrollment

- Confirm
- Deny

**2.1 What methods are used to conduct outreach? Which agency utilizes each method?**

<b>Outreach method</b>	<b>Lead Agency</b>	<b>Partner Agency</b>	<b>Outreach method</b>	<b>Lead Agency</b>	<b>Partner Agency</b>
Social media Advertising (Instagram, Facebook, Twitter, Snapchat, YouTube)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Printed Materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Local partners (SNAP, schools, community centers, local business, community colleges, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	School Workshops	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CCMEP Participants	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Events	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Outreach not conducted	<input type="checkbox"/>	<input type="checkbox"/>	Other: Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>

**2.2 Identify local partners/providers that you are collaborating with to do outreach and enroll youth.** (Remember for WIOA youth there is a 75% expenditure requirement to be spent on OSY, but with our DOL waiver we can get credit for TANF spent on co-enrolled youth.) **\*\*\* Identifies organizations that are effective partners in reaching out-of-school youth.**

- Adult Basic Literacy and Education (ABLE) Providers (ASPIRE)\*
- Alcohol, Drug and Mental Health (ADAMH) Board\*
- Career and Technical Education Providers\*
- 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 School District(s)\* (youth graduating without a plan or dropping out)
- Organizations serving fathers\*
- Organizations serving homeless and runaway youth\*
- Organizations serving young parents\*
- Reentry organizations\*
- Refugee / immigrant serving organizations\*
- SNAP serving agency/office\*
- Vocational Rehabilitation (Opportunities for Ohioans with Disabilities (OOD))\*
- Other:

**2.3 Indicate 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). Use table listing all 14 services and indicate how each is being made available either through an outside vendor, lead agency staff or a community partner. (Select main provider for each service.)**

*“\*\*” indicates which services are available in follow up.*

Service Name	Community Partner	County Staff	Outside Vendor
Tutoring/study skills			X
Alternative secondary school			X
Paid/unpaid work experiences			X
Education concurrent with workforce preparation			X
Leadership development			X
Supportive Services*		X	
Adult mentoring*			X
Comprehensive guidance/counseling (Mental/behavioral health)			X
Financial literacy education*			X
Entrepreneurial skills training			X

Service Name	Community Partner	County Staff	Outside Vendor
Career Awareness: Counseling, and Exploration Services*		X	
Preparation for or transition to postsecondary education and training*			X
Follow-up services*		X	
Occupational skills training (ITA)			X
Occupational skills training (Non-ITA)			X

**2.4 Confirm that the Lead Agency helps program participants identify career goals and a pathway through career counseling, career exploration and work experiences (i.e., job shadow, summer employment, etc.) and other services so these goals can be documented in the IOP.**

- Confirm
- Deny

**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, work experiences and job placement.**

The Lead Agency and the Workforce Development Board's strategy on coordinating education and CCMEP services carried out in the county is to have the Lead Agency aware of education activities at the secondary and postsecondary education program located in Hancock County. In addition, the Lead Agency will collaborate with secondary and postsecondary education programs in order to be made aware of programs that are offered to avoid duplication of services. OhioMeansJobs-Hancock County will actively coordinate activities and presentations within the community to coordinate education and CCMEP Services (such as assisting an out-of-school youth with WIOA eligible training providers, work experiences, and job placement). OhioMeansJobs-Hancock County services will continue to conduct monthly quality assurance checks to ensure that services will not be duplicated. Hancock county will continue to work with local school districts and community/technical schools to promote the services of CCMEP and increase the enrollment of CCMEP.

**2.5 Describe the Lead Agency's strategy to help program participants obtain a high school diploma or equivalent.**

Commented [CG1]: approved

As part of a youth's Individual Opportunity Plan, a youth will be encouraged to obtain their High School Diploma. For participants who have not received their High School Diploma or GED, the Lead Agency can refer youth to Educare Learning Solutions or Capabilities on an as needed basis. For youth participants who are in need of their GED or credit recovery, the Lead Agency can refer the youth to Harbor who can assist with the preparation and cost of the GED. In addition, Harbor can assist the youth in working with the school in credit recovery programs. Youth can be referred to the Adult Diploma Program located at the Hancock County Library or the 22 Plus Program offered at the Findlay Digital Academy. Each participant will have the opportunity to earn incentives. Depending on the youth's specific needs, supports such as transportation and tutoring are offered. If a youth signs the Social Media Release and is comfortable, OhioMeansJobs-Hancock County would actively celebrate this milestone.

Select programs used (if needed) for strategy in previous question.

- [ASPIRE/OMJ](#), other training provider (training for HS equivalent) and
- [GED, TASC, HiSet](#), Credit recovery ([HS equivalent options](#)) or
- [Adult Diploma](#) (age 20 and up), [22+](#) options (ODE Adult HS diploma options)
- None of these

**2.6 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. Include strategy on ensuring that participants are attaining credentials to support their career goals, including a high school diploma if needed. Also include strategies for preparing participants for IT and remote careers.**

OhioMeansJobs-Hancock County and the Workforce Development Board's (The Greater Ohio Workforce Board, Inc.) partner together to ensure the success of CCMEP. This success is based on continuing to work with community stakeholders, continue to work with our vendors/providers, and implementing best practices/policies.



Based on the regional workforce development plan and available labor market information, our office is prioritizing the following training and job placements: healthcare, construction, production, CDLs, and welding. For positions that only require a work experience and company specific training rather than a credential, we plan to utilize OJT opportunities. The Lead Agency works with a variety of community partners to assist CCMEP Youth in achieving their education and/or training needs based on their individual needs (including IT career or remote careers).

OhioMeansJobs-Hancock County and The Greater Ohio Workforce Board Inc. cooperate in the procurement, contracting, and management of WIOA Youth and TANF programming while ensuring an effective delivery system for CCMEP activities offered by local youth-serving organizations. This system is intended to integrate services, including WIOA youth elements as well as OWF work participation requirements.

This joint procurement and contracting creates a delivery system that will continue to assist Hancock County's performance standards and accountability components that can potentially reward the youth as well as the provider. Our hope for Hancock County, is that the procurement of Harbor and Capabilities will assist us in continuing to increase our work experience rate.

The Lead Agency and The Greater Ohio Workforce Board, Inc. have a joint vision for continual improvement in performance measures, increasing work experience, and increasing the number of youth that are served annually in Hancock County. The Workforce Development Supervisor will work closely with CCMEP staff to provide quality assurance checks on cases and monthly case reviews with each individual worker. Reports are provided to the Administrator and Director on a monthly basis.

### 3. Procurement

- 3.1 Confirm that the Workforce Development Board is following the policies and procedures in regard to procurement of the fourteen CCMEP services. Results-driven procurement is recommended as a best practice for procuring CCMEP services. The CCMEP Unit can provide technical assistance on results-driven procurement.

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).

- Confirm  
 Deny

- 3.2 **Joint Procurement is recommended since more funds included in an RFP result in more entities interest in submitting a proposal. Areas and lead agencies are encouraged to partner on procurement to ensure that youth service providers are interested in responding.**

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

#### 4. Program Entry/Engagement

Confirm that the Lead Agency is following policies and procedures for program entry/engagement listed below.

- The Lead Agency follows rule [5101:14-1-02](#) of the Administrative Code for program entry eligibility
- The Lead Agency/Career coach will establish preferred communication methods (i.e., texting, social media direct messages, etc.) with each participant and follow rule [5101:14-1-05](#) of the Administrative Code for minimum engagement requirements through follow up period, including creating associated case notes.

Confirm

Deny

#### 4.1 Co-funding

Confirm 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).

Confirm

Deny

#### 4.2 Projected Annual Participants Served (to estimate consider dividing program allocation funding amount by \$7,000 for a conservative estimate for the number of participants who could be served with allocation).

- a. Projected number of required participants served annually (> 0)? 5 non-duplicated
- b. Projected number of volunteer participants served annually (> 0)? 100 non-duplicated
- c. Projected rate (%) of co-funded participants served annually (> 0)? 25%

#### 5. WIOA Youth Funding Eligibility

Confirm 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](#).

X Confirm

Deny

#### 6. TANF Funding Eligibility

Confirm the following statements are true:

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.

The Lead Agency and/or youth service provider(s) (if applicable) follows the following TANF guidelines:

- TANF funds will not be used to directly pay a participant in subsidized employment
- TANF non-assistance as defined in (b), [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

- Confirm  
 Deny

## 7. WIOA Youth Funding Eligibility Prior to Exit

Confirm the Lead Agency reviews each participant's WIOA Youth funding eligibility before exiting after loss of TANF eligibility. When the participant would like to continue CCMEP services and is WIOA Youth eligible, the Lead Agency provides WIOA Youth funded services before exit and during follow up as described in rule [5101:14-1-06](#) of the Administrative Code.

- Confirm  
 Deny

## 8. Policies

### 8.1 WIOA Rule and Policy Letters

Confirm 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. 15-07.2](#) Source Documentation for WIOA Title I Program Eligibility
- [WIOAPL No. 15-10](#) Youth Program Services
- [WIOAPL No. 15-11.3](#) 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. 15-20.2](#) 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. 16-02.2](#) 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. 17-04.3](#) Waivers for Implementation of the Comprehensive Case Management and Employment Program

Confirm

Deny

## 8.2 CCMEP Rules and Procedure Letters

Confirm 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)

5101:14-1-04(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)

Confirm

Deny

### 8.3 Cash Assistance Rules

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

[5101:14-1-05 \(Comprehensive Case Management and Employment Program: Case Management\)](#) **which states that OWF work eligibles will be assigned CCMEP services based on their individual needs. Service should not be based on core work activity requirements for work participation purposes. Also, work participation hours can be reduced in appropriate circumstances when needed.**

[5101:1-2-01](#) The Application Process for Ohio Works First 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

[5101:1-3-12](#) Ohio Works First: Work Activities

[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

Deny

### 9. OWF Recipients

- 9.1 Confirm 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.

Confirm

Deny

- 9.2 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, including providing notices of appointments to participants and referrals. This process should include:

All enrollment activities (stepping stones, basic skills and IOP) must be completed within 30 days of the cash assistance application (JFS 7200) (see 5101:1-2-01 of the Ohio Administrative Code).

- Screening program participant(s) who may be victim(s) of domestic violence to allow for modified hours of work participation, waivers from requirements, referrals to counseling and other appropriate community resources, and protecting personal information;
- Tracking the number of months a program participant has participated in OWF described in rule [5101:1-23-01](#) of the Administrative Code;
- CCMEP hours and services assigned for OWF work-eligible individuals and verification of participation in hours;
- OWF work-eligible individual's status changes, OWF recipient income information, FLSA hour maximums, good cause, OWF sanctions, compliance in service/hour assignment and completion, hourly requirement modifications (exemptions, etc.), and other factors impacting CCMEP service hours or OWF eligibility;

- 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; and
- Transferring case of program participant who is receiving OWF to a new county after OWF is approved in the new county including a "warm hand-off" to the new career coach.

- Confirm  
 Deny

**9.3 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 career coach calls the new career coach prior to the move to discuss services, activities, goals of the program participant and to introduce the participant and new career coach) 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 a new county regardless of best interest **only if the participant is approved for OWF in the new county**. The new Lead Agency is notified within 10 calendar days of the move.

- Confirm  
 Deny

**9.4 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.

- Confirm  
 Deny

**10. Performance**

**10.1 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

**10.2 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](#)? 25.8%**

### 11. Training

Confirm the Lead Agency requires the following trainings to be attended by career coaches:

- Online virtual trainings offered by OWD including ARIES training;
- 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 system.

- Confirm  
 Deny

Confirm the Lead Agency will collect feedback from program participants and career coaches to utilize this information for continuous improvement.

- Confirm  
 Deny

### 12. SNAP E&T

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

- Confirm  
 Deny

### 13. Local Area and County Policy

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.

- Confirm  
 Deny

In the table below indicate if the local area / county elects to use the sample policy created by the State or if a local policy will be used. See sample policies on the [CCMEP County Program Plan](#) page.

Sample Policy	The Lead Agency WILL use the sample policy	The Lead Agency will NOT use the sample policy
Select Basic Skills assessment(s) Policy	X	
Ensure Determination of Eligibility for WIOA Youth Program Policy	X	
Report and Collect Data Policy	X	
Monitor Contracts and Ensure Compliance Policy	X	
Supportive Services Policy	X	
Follow Up Services Policy	X	
"Needs Additional Assistance" Policy	X	
Disclosure of Relationship Policy	X	
Work Experience Policy	X	
Incentive Policy	X	
TANF Income Counting Policy <b>NOTE: If using locally developed policy this must be submitted for review</b>		X

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

Please note that lead agencies are required to have *all* of the policies listed below.

*\*If the policy has not been adopted for TANF, please email the TANF policy.*

Link to [WIOAPL 15-13](#)

Policy	Policy applies to WIOA only	Policy applies to TANF only	Policy applies to both WIOA & TANF	No Policy Exists
Supportive Services			X	
Follow-Up Services			X	
Work Experience ( <a href="#">WIOAPL No. 15-13</a> )			X	
Incentives Policy ( <a href="#">WIOAPL No. 15-13</a> )			X	

We confirm that, if providing our own policies and requesting the state to review, these policies have been or will be provided to the State at [CCMEPQNA@jfs.ohio.gov](mailto:CCMEPQNA@jfs.ohio.gov).

- Confirm that policies to be reviewed have been sent to [CCMEPQNA@jfs.ohio.gov](mailto:CCMEPQNA@jfs.ohio.gov).
- We are either using sample policies and/or not requesting policies be reviewed.



If local policies were submitted, specify whether there is a request for the state to review a particular local policy by listing the policy name below. Please enter N/A if this does not apply.

TANF Income Counting Policy

**CCMEP Plan Certification**

Please provide the name and title of the administrator, director, or executive director of the CCMEP Lead Agency:

Name and Title  
Triena Miller, Family Assistance and Workforce Development Administrator

Lead agency confirms that the WDB Director was involved and approved the plan.

- Confirm
- Deny

**Name of person submitting form**

Name  
BriAnna Ybarra, Workforce Development Supervisor

**Email address of person submitting form**

Email  
BriAnna Ybarra

**Submission Date\***

Date  
5/24/2023