



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

for

**County or Counties:** Ashtabula County

**Workforce Area:** 19

**Effective Date:** April 1, 2022

### **Plan Submission**

Each Lead Agency is required to adopt and submit a CCMEP Program Plan to the Ohio Department of Job and Family Services (ODJFS) each fiscal biennial period. The CCMEP plan must be submitted no later than July 1st each biennium. The CCMEP plan must be developed in coordination with the Lead Agency and the Workforce Development Board.

The plan may be amended by the Lead Agency as needed. The Workforce Development Board must be included in any amendments to the plan. An amended plan must be submitted to ODJFS no later than 10 calendar days after the amended program plan becomes effective. For each amendment, the submission must contain one version that clearly indicates what was added or stricken from the prior effective plan and one version that reflects the final plan with all amendments included.

If a board of county commissioners redesignates the Lead Agency during a fiscal biennial period, the new Lead Agency shall prepare and submit to ODJFS a new CCMEP plan no later than sixty calendar days after the redesignation takes effect.

The plan review process will be used to ensure that Lead Agencies meet program requirements. If ODJFS determines that a CCMEP plan is not consistent with the requirements of any program rules, the plan will be returned to the Lead Agency for amendment.

## **Table of Contents**

<b>1. Contact Information.....</b>	<b>3</b>
<b>2. Collaboration and Program Strategy.....</b>	<b>4</b>
<b>3. Procurement .....</b>	<b>8</b>
<b>4. Program Entry .....</b>	<b>10</b>
<b>5. WIOA Youth Funding Eligibility.....</b>	<b>9</b>
<b>6. TANF Funding Eligibility .....</b>	<b>11</b>
<b>7. WIOA Youth Funding Eligibility Prior to Exit.....</b>	<b>12</b>
<b>8. Policies .....</b>	<b>131</b>
<b>9. OWF Recipients .....</b>	<b>14</b>
<b>10. Performance .....</b>	<b>15</b>
<b>11. Training.....</b>	<b>16</b>
<b>12. SNAP E&amp;T .....</b>	<b>175</b>

## 1. Contact Information

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

Lead Agency Name Ashtabula County Department of Job & Family Services			
Lead Agency Address 2924 Donahoe Drive	City Ashtabula	State OH	Zip Code 44004
First Name of Lead Agency Director Patrick	Last Name of Lead Agency Director Arcaro	Title Executive Director	
Phone Number 440-994-1200	Email Address patrick.arcaro@jfs.ohio.gov		

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

Program Contact Person Michelle Tisdale			
Phone Number 440-990-2519	Email Address michelle.tisdale@jfs.ohio.gov		

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

Fiscal Contact Person Ronald Smith			
Phone Number 440-994-1201	Email Address ronald.smith@jfs.ohio.gov		

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

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

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

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

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

Workforce Development Area Northeast Ohio Consortium Council of Governments - Area 19			
Workforce Development Board Chair Name Richard Jackson			
Workforce Development Board Director Name Craig Sernik			

Phone Number 440-285-5846	Email Address area19wib@neohio.twcbc.com
Local Area Fiscal Agent Name Craig Sernik	Email Address area19wib@neohio.twcbc.com

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

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

First Name of Implementation Manager Michelle	Last Name of Implementation Manager Tisdale	Title Supervisor
Phone Number 440-990-2519	Email Address michelle.tisdale@jfs.ohio.gov	

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

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

Contact Person Hattie Grubke-Barnard	
Phone Number 440-994-2508	Email Address hattie.grubke-barnard@jfs.ohio.gov

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

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

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

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

## 2. Collaboration and Program Strategy

Confirm that the local workforce plan was reviewed before completing this document.

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

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

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

Confirm collaboration includes the following:

- Frequency of meetings established
- Engagement of local businesses to secure work opportunities
- Method of communication clear
- Process of streamlining procedures between agencies and partners
- Engagement of community partners
- Work experiences
- Incentives
- Plans to provide summer employment

Which partners/providers are included?

- Adult Basic Literacy and Education (ABLE) Providers (ASPIRE)
- Alcohol, Drug and Mental Health (ADAMH) Board
- Businesses
- Career and Technical Education
- Child Care Providers
- Child Support Enforcement Agency
- Children Services Agency
- Community College(s)
- Family and Children First Council
- Juvenile Court System
- Probation Office
- Publicly Funded Child Care Office
- Local Bridges provider
- Local Developmental Disabilities Board
- Local Healthier Buckeye Council
- Local School District(s)
- 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: Goodwill

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

Please attach the following WDB policies:

- Select basic skills assessment(s) \*\*\**TABE is not necessarily the only option here, can use standardized test w/in last six months\*\*\**
- Ensure determination of eligibility for WIOA youth program
- Report and collect data
- Monitor contracts and ensure compliance
- Supportive services
- Follow up services
- “Needs additional assistance” policy
- Disclosure of relationship
- Other: Incentives, work experience

**2.2 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.**

ACDJFS and WD Area-19 work very closely with our youth provider to ensure that the goals of the youth enrolled in the program align with the greater good of preparing an educated and skilled workforce while also meeting required performance measures.

Reviewing LMI data, training and job placement in areas including healthcare, manufacturing, transportation/warehousing (i.e. CDL), and customer service are prioritized, as they are in highest demand and most likely to produce positive performance measures. We also work very closely with local businesses to assess their needs and work with local training providers to facilitate necessary skill development for open positions.

Barriers to employment are addressed at the time of the assessment between the case manager and the client. Assistance is provided through supportive services and referrals to partner agencies or community organizations to increase chances of success for the participant.

Youth are co-enrolled into TANF and WIOA when possible, and services are integrated to include delivery of services to OWF mandated clients, as well.

Case managers work directly with the participant to help them reach their goal, break down any barriers, and ultimately work to produce a positive performance measure. Case workers meet and speak with their supervisors regularly to discuss caseloads, progress of clients, and pre-exit screenings to increase the likelihood of positive performance measures. These activities are monitored on a monthly basis at minimum, aligning with regular follow up with the participant.

**2.3 What methods are used to conduct outreach? Who conducts 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 (e.g., Facebook, Twitter, Snapchat, Instagram, YouTube, Secret, & Whisper)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Brochures, posters, flyers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Promotion through local partners (e.g., schools, community centers, etc.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Postcards/Letters	<input type="checkbox"/>	<input type="checkbox"/>
CCMEP Participants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Special events	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Radio	<input type="checkbox"/>	<input type="checkbox"/>	Other:Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Other:Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	Other:Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>

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

- Adult Basic Literacy and Education (ABLE) Providers (ASPIRE)\*
- Alcohol, Drug and Mental Health (ADAMH) Board\*
- Career and Technical Education\*
- Child Care Providers\*
- Child Support Enforcement Agency\*
- Children Services Agency
- Community College(s)\* (*Youth who have been accepted but have yet to enroll in classes*)
- Family and Children First Council
- Juvenile Court System
- Probation Office\*
- Publicly Funded Child Care Office\*
- Local Bridges provider\*
- Local Developmental Disabilities Board\*
- Local Healthier Buckeye Council
- Local School District(s)\* (*youth graduating without a plan or dropping out*)
- Organizations serving fathers\*
- Organizations serving homeless and runaway youth\*
- Organizations serving young parents\*
- Reentry organizations\*
- Refugee / immigrant serving organizations\*
- SNAP serving agency/office\*
- Vocational Rehabilitation (Opportunities for Ohioans with Disabilities (OOD))\*
- Other: Click or tap here to enter text.

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

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

ACDJFS and WD Area 19 contract with youthOPPORTUNITIES! and Growth Partnership to make the fourteen CCMEP services available to program participants. The contract developed with the provider will detail how services are to be provided. Once a program participant completes an Individual Opportunity Plan with their case manager detailing their goals, services are assigned accordingly.

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

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

**Describe the Lead Agency and the Workforce Development Board's joint strategy on coordinating education and CCMEP services carried out in the county and**

**include relevant secondary and postsecondary education programs and activities to enhance services and avoid duplication of services.**

Ashtabula County OhioMeansJobs holds partner meetings on a monthly basis to ensure that all partners are up to date on programs and services being offered throughout the county. This allows for quick and efficient referrals for clients in need of those services, and allows us to identify if any services are being duplicated or if there is an outstanding need that an agency might be able to fill. Quarterly meetings are also held with the Workforce Development Board to provide program updates, enrollment numbers, and outcomes. Additionally, CCMEP staff discuss caseloads with their supervisors on a regular basis with regards to policy, assignment details, and any issues the case manager or client may be experiencing. Staff participate in regularly offered trainings on OWCMS/ARIES, entry of the assessment and IOP, correctly entering information for performance, and CFIS. Job placement sites are monitored by youth provider (youthOPPORTUNITIES!) job monitors to ensure observance of work site agreement stipulations. The youth provider also works with local school districts to increase enrollment, as each case manager is assigned at least one school district to have a weekly presence in. The youth provider also works with colleges and technical schools in the area to connect CCMEP youth to post secondary education. The lead agency also has relationships with post secondary education providers through adult WIOA that CCMEP participants can pursue. Additionally, Growth Partnership offers internship/job shadowing programs to youth to allow for career exploration during secondary school. They will also offer internship opportunities for youth 16-24. These job sites are monitored by Growth Partnership staff to ensure the youth and employer are working well together.

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

- ASPIRE/OMJ, other training provider (training for HS equivalent) and
- GED, TASC, HiSet, Credit recovery (HS equivalent options) or
- Adult Diploma (age 20 and up), 22+ options (ODE Adult HS diploma options)

If an individual is in need of their high school equivalency, the case manager and the youth will discuss the importance of that educational credential. The youth will be encouraged to add an IOP goal of attending classes to obtain their diploma through Aspire or through an online resource. Aspire classes are offered to youth in CCMEP at the OhioMeansJobs center. There are other Aspire sites located throughout the county that are available to CCMEP participants, as well. OhioMeansJobs.com offers preparation exams for GED. If participants are unable to attend Aspire classes, online GED classes are utilized and paid for through support services, if applicable. The youth provider also offers tutoring services at the youth training center for for individuals attending high school to prevent drop out. Program participants who turn in report cards with passing grades may also be eligible for incentives. Individuals who obtain their high school equivalency, by any avenue, are celebrated at an annual awards ceremony held by the youth provider. It is also being recommended that youthOPPORTUNITIES! collaborate with the Educational Service Center (ESC) to see how they can be of service to youth in need of their high school diploma/equivalency.

**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.**

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

### **3.2 Joint Procurement**

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

### **3.3 WIOA Youth Designation of Lead Agency**

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

Does the Lead Agency plan to submit a bid for (or in the past, has submitted a bid for) the Workforce Development Board's procurement of WIOA Youth services?

Yes  No

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

## **4. Program Entry**

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

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

### **4.1 Co-funding**

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

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

### **4.2 Projected Annual Participants Served**

- a. Projected number of required participants served annually (> 0)? 130
- b. Projected number of volunteer participants served annually (> 0)? 597
- c. Projected number of co-funded participants served annually (> 0)? 13

## 5. WIOA Youth Funding Eligibility

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

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

## 6. TANF Funding Eligibility

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

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

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

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

### 6.3 Income Counting Policy

- The Lead Agency will use the sample policy below.  
If no, insert policy below sample policy.

*Sample policy:*

#### **COUNTY POLICY ON INCOME COUNTING FOR TANF ELIGIBILITY**

#### **Household Members and Income Counting for CCMEP TANF Funding Eligibility**

Is one of the following:

- (i) A minor child;

For the minor child\*, Parents, Stepparents, and Domestic Partners' income will be counted to determine whether the group meets the 200% FPL.

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

For the parent, specified relative, legal guardian or legal custodian\*, Parent, Specified Relative, Legal Guardian or Legal Custodian to be served, the Parents, Stepparents, Domestic Partner income will be counted to determine whether they meet the 200% FPL.

(iii) A non-custodial parent who lives in the state, but does not reside with his/her minor child(ren);

For the non-custodial parent\*, Parents, Stepparents, Domestic Partner income will be counted to determine whether they meet the 200% FPL.

(iv) A pregnant individual; or

For the pregnant individual\*, Parents, Stepparents, and Domestic Partner income will be counted to determine whether they meet the 200% FPL if the pregnant individual is a minor. If the pregnant individual is an adult, only the income of the pregnant individual and her domestic partner would be counted.

(v) An individual age 18 to 24 that is part of a family that includes a minor child.

For the individual age 18 to 24\*, the individual (18-24) to be served, Parents, Stepparents, Domestic Partner income will be counted to determine whether they meet the 200% FPL. For this individual, there would not need to be a relationship between the individual and the minor child other than living in the same household.

\*Remember any of these individuals to be served may be in the household temporarily and not receiving financial support other than shelter.

Customized policy:

## 7. WIOA Youth Funding Eligibility Prior to Exit

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

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

## 8. Policies

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

<input type="checkbox"/> Supportive Services	<input type="checkbox"/> Adopted WIOA Youth policy for TANF
<input type="checkbox"/> Follow-Up Services	<input type="checkbox"/> Adopted WIOA Youth policy for TANF
<input type="checkbox"/> Work Experience ( <a href="#">WIOAPL No. 15-13</a> )	<input type="checkbox"/> Adopted WIOA Youth policy for TANF
<input type="checkbox"/> Incentives Policy ( <a href="#">WIOAPL No. 15-13</a> )	<input type="checkbox"/> Adopted WIOA Youth policy for TANF

### 8.2 WIOA Rule and Policy Letters

The Lead Agency is following rule [5101:10-3-01](#) of the Administrative Code and [policy letters](#), including:

[WIOAPL No. 15-03.1](#) WIOA Youth Program Eligibility  
[WIOAPL No. 15-04](#) Selective Service Registration  
[WIOAPL No. 15-05](#) Serving Applicants with a Close Relationship to the Workforce Innovation and Opportunity Act Program  
[WIOAPL No. 15-06](#) Determination of Dependent Status  
[WIOAPL No. 15-07.2](#) Source Documentation for WIOA Title I Program Eligibility  
[WIOAPL No. 15-10](#) Youth Program Services  
[WIOAPL No. 15-11.2](#) 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. 16-02.1](#) 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. 17-04.1](#) Waivers for Implementation of the Comprehensive Case Management and Employment Program

### 8.3 CCMEP Rules and Procedure Letters

The Lead Agency is following the [CCMEP rules and procedure letters](#).

[5101:14-1-01](#)(Comprehensive Case Management and Employment Program: Definitions)  
[5101:14-1-02](#)(Comprehensive Case Management Employment Program: General)  
[5101:14-1-03](#)(Comprehensive Case Management and Employment Program: Program Plan)  
[5101:14-1-04](#)(Comprehensive Case Management and Employment Program: Referral, Comprehensive Assessment, Individual Service Strategy, and Individual Opportunity Plan)  
[5101:14-1-05](#)(Comprehensive Case Management and Employment Program: Case Management)

[5101:14-1-06\(Comprehensive Case Management and Employment Program: Program Exit and Follow-Up Services\)](#)

[5101:14-1-07\(Comprehensive Case Management and Employment Program: Primary Performance Measures\)](#)

#### **8.4 Cash Assistance Rules**

- The Lead Agency is following CCMEP-related cash assistance [rules](#), including:
  - [5101:1-2-01](#) The Application Process for Ohio Works First and Refugee Cash Assistance
  - [5101:1-1-01](#) Temporary Assistance for Needy Families Definitions
  - [5101:1-3-11](#) Ohio Works First: Appraisals, Assessments, and Self Sufficiency Contract
  - [5101:1-3-13](#) Ohio Works First: Good Cause for Work Activity Failures
  - [5101:1-24-20](#) Prevention, Retention and Contingency Program: Excluded Income and Resources
- Confirm that TANF funds will not be used to directly pay a participant in subsidized employment

#### **9. OWF Recipients**

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

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

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

The referral process acknowledges:

- There is agreement with local JFS for referrals.
- All enrollment activities must be complete within 30 days of the cash assistance application (JFS 7200) (see 5101:1-2-01 of the Ohio Administrative Code).
- For Ohio works first (OWF) work-eligible individuals as described in paragraph (B)(2) of rule 5101:1-2-01 of the Administrative Code this includes the individual signing an individual opportunity plan and includes an assignment to at least one comprehensive case management and employment program (CCMEP) service (e.g., LMI career counseling).
- The Lead Agency has a process to communicate information regarding:
  - Screening, referral, and other information about a program participant who is determined to be a victim of domestic violence, including modified hours of participation, waivers from requirements, referrals to counseling and other appropriate community resources, and protecting personal information;
  - The number of months a program participant has participated in OWF that were subject to the time limit described in rule [5101:1-23-01](#) of the Administrative Code for inclusion in the IOP;
  - CCMEP activities assigned for OWF work-eligible individuals;

- OWF work-eligible individual's status changes, OWF recipient income information, FLSA hour maximums, good cause, OWF sanctions, compliance activity assignment and completion, hourly requirement updates (exemptions, etc.), and other factors impacting CCMEP activity hours or OWF eligibility;
- Verification and participation in CCMEP activities for OWF work-eligible participants;
- Completion of the comprehensive assessment and IOP no later than 30 calendar days from the date of application for OWF work eligible individuals;
- Completion of the comprehensive assessment and IOP no later than 60 calendar days from the date of referral for non-OWF work eligible individuals;
- Failure of an OWF work-eligible participant to comply with the terms of an IOP (within 10 calendar days of the failure); and
- OWF or Supplemental Nutrition Assistance Program (SNAP) recipients' information and acting upon it in accordance with rules 5101:1 and/or 5101:4 of the Administrative Code.
- Exiting an OWF work-eligible individual from CCMEP

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

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

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

- The Lead Agency must provide an assurance that it will comply with all requirements of the Americans with Disabilities Act (ADA) including that participants will have the right to request reasonable modification in CCMEP services, including hours.

**10. Performance**

**10.1 Performance Measures**

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

Yes  No

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

Staff attended a performance webinar in July 2021, as the state was still developing a new statistical adjustment model. A corrective action plan was not required. Performance is reviewed regularly when data is received and cases are reviewed in OWCMS/ARIES to ensure accuracy and correction of those measures.

## 10.2 Meeting Target Performance Measures

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

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

## 10.3 Co-funding Rate

**What is the Lead Agency's and Workforce Development Board's co-funding rate based on the most recent CCMEP quarterly [performance report](#)?** 14.6%

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

ACDJFS and WD Area 19 check eligibility for both CCMEP TANF and CCMEP WIOA and enroll in both if the participant is eligible. If it aligns with the goals and needs of the program participant, and they meet eligibility guidelines, adult WIOA funding may also be used for services.

## 11. Training

The Lead Agency provides the following trainings to case managers:

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

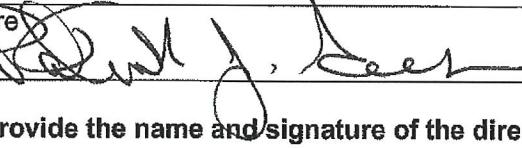
The Lead Agency will collect feedback from program participants and case managers to utilize this information for ongoing improvements

## 12. SNAP E&T

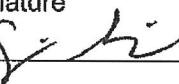
Confirm Lead Agency is collaborating with SNAP E&T case managers to help ensure CCMEP participants who are co-enrolled in SNAP E&T are meeting SNAP E&T requirements through CCMEP services.

### CCMEP Plan Certification

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

Name and Title Patrick Arcaro, Executive Director	Signature 	Date 3-25-2022
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Please provide the name and signature of the director of the Workforce Development Board:

Name Craig Sernik, J.D., Executive Director	Signature 	Date 3-25-22
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