



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

for

County or Counties: Fairfield

Workforce Area: Area 20

Effective Date: **January 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.

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1. Contact Information

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

Lead Agency Name Fairfield County Job & Family Services			
Lead Agency Address 239 W. Main St.		City Lancaster	State OH
First Name of Lead Agency Director Corey	Last Name of Lead Agency Director Clark	Title Fairfield County Job & Family Services Director	
Phone Number 740-652-7751	Email Address corey.clark@jfs.ohio.gov		

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

Program Contact Person Krista Humphries, Community Services Deputy Director and Jodi Smith, OhioMeansJobs Operations Manager			
Phone Number 740-652-7662 740-652-7757	Email Address krista.humphries@jfs.ohio.gov jodi.smith@jfs.ohio.gov		

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

Fiscal Contact Person Bart Hampson			
Phone Number 740-652-7602	Email Address Bart.hampson@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
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 Area 20/21			
Workforce Development Board Chair Name Michael Linton			
Workforce Development Board Director Name Rick Szabrek			

Phone Number 740-652-7162	Email Address rick.szabrak@fairfieldcountyohio.gov
Local Area Fiscal Agent Name Angela Conrad	Email Address angela.conrad@fairfieldcountyohio.gov

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 Jodi	Last Name of Implementation Manager Smith	Title OhioMeansJobs Operations Manager
Phone Number 740-652-7757	Email Address jodi.smith@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 Jodi Smith	
Phone Number 740-652-7757	Email Address jodi.smith@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 Business System Solutions, Inc (BSSI)	Funding: <input checked="" type="checkbox"/> TANF <input checked="" type="checkbox"/> WIOA
Contact Person Angela Harris	Email Address angela.harris@teenworks.biz

Organization Name Functional Training Services	Funding: <input checked="" type="checkbox"/> TANF <input type="checkbox"/> WIOA
Contact Person Laura Rex	Email Address laura.rex@ftsjobs4u.com

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

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

Please attach the following WDB policies:

- Select basic skills assessment(s) ****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: [Click or tap here to enter text.](#)

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.

The Workforce Development Board is focusing on the following industries for growth and working with the lead agencies to increase pre-apprenticeship and apprenticeship program targeting youth:

- Advanced manufacturing
- Logistics
- Healthcare
- Skilled Trades

Work with transportation providers to remove transportation as a barrier when feasible. Advise career tech schools to offer certificate-based short-term programs in the above industries. Work with employer services to increase awareness of job opportunities with individuals with a high school diploma or those still pursuing a diploma.

2.3 What methods are used to conduct outreach? Who conducts each method?

Outreach method	Lead Agency	Partner Agency	Outreach method	Lead Agency	Partner Agency
Social media (e.g., Facebook, Twitter, Snapchat, Instagram, YouTube, Secret, & Whisper)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brochures, posters, flyers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Promotion through local partners (e.g., schools, community centers, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Postcards/Letters	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CCMEP Participants	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Special events	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Radio	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other:Career/Job Fairs	<input checked="" 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: OSU Extension, Metropolitan Housing Authority, Housing Coalition, Fairfield County Reentry Coalition, Veteran's Services, Unemployment, Lighthouse Domestic Violence Shelter. In addition, we have two contracts with providers to provide a portion or all of the 14 services.

* *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).

CCMEP customers can be assigned to two outside vendors based on contracted services with FCJFS. Information about barriers to employment will be shared with the contract agency as part of the initial referral and ongoing communication. Tutoring, study skills training, instruction, and dropout prevention: Opportunity Works utilizes KeyTrain learning system which allows participants to reside in modules suited for academic assistance which taps into learning styles, and other insights to being successful. These programs assist in decreased drop-out rate. In addition, the Smart Horizons Career Online participants receive tutoring help while completing lessons. Functional Training Services offers individual tutoring services that can cover a wide range of focus for the participant. Supports can be offered for GED training programs, specific vocational training program or college course programs, the focus of building good study skills in the underlying factor of the training. Alternative secondary school services/dropout recovery services: Our program targets participants who are out of school youth. They may need a few credits to graduate, or they may need an alternative diploma or GED. Our youth provider works with participants and area school districts to determine needed requirements and select appropriate program available options include EdGo Online, ASPIRE, and Ohio Adult Degree program. Planned, structured learning through paid or unpaid work experience that have academic and occupational education as a component of the work experience: Through a combination of contracts with two different vendors, in-house case management, and community resource referrals this service is available to participants as unsub/subsidized experience. Our program provides participants with a planned, structured learning experience in the form of paid or unpaid work opportunities. Our youth provider serves as a temporary staffing agency that programs participants and places them in positions with a variety of clients. Participants are given an opportunity to learn aspects of running a business by holding various responsibilities in a working office

environment. Objectively, the goal is to assign participants to a work experience that closely relates to their long-term employment goal to better equip participants to the realities of real-world expectations. Occupational skills 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: Our program provides training in computer skills that are necessary in many technology related fields. Participants have access to Lynda.com to train in a wide variety of computer-based software tools. Lynda.com also offers the Project Management certification Exam preparation package if anyone is interested in taking the PMP certification exam. This package counts for all 35 educational hours required by the exam. Opportunity Works is a testing site for NorthStar computer literacy which test participants and provides a certificate in areas such as basic computer knowledge, email, the intranet, and operating systems. Additional programs tied to nationally recognized credentials include customer service, retail, and CPR along with OST opportunities. Education offered concurrently with workforce preparation activities and training for a specific occupation: Services are offered to participants through our youth providers directed at workforce-related training that provides specific job skills. Leadership development opportunities: Our program includes community services, resource awareness, and peer-centered activities to encourage accountability, responsibility, and positive social behaviors. Opportunities exist within the framework of business operation and therefore, leadership opportunities are presented in that environment. Participants engage in activities which further promote leadership goals being involved in workgroups, peer-to-peer sharing, and participation in other community events and activities.

Supportive Services to enable a youth to participate in CCMEP: 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 Access to community services; access to health care, transportation, childcare, housing, uniforms, work attire, and work-related tools, educational testing, and reasonable accommodations for youth with disabilities. Adult mentoring: Through relationships within the community, valuable and unique opportunities exist to offer mentoring relationships. Connections to one-on-one relationships provide youth with positive guidance through supportive relationships with adult role models. Our career advisors reciprocate this model by providing support to youth organizations within the community which also serve as a part of outreach for participation in CCMEP. Additionally, our youth providers work alongside the career advisors to counsel and assist in setting goals with individualized attention and emphasis. Follow-up services: Career advisors work closely with youth providers to ensure consistent and accurate support. Responsibilities for follow-up activities are to coordinate regular contact, assist in addressing work-related problems, secure employment with income increases and career development after employment or credential obtainment. Tracking the progress of the youth post exit while providing needed support is completed for 12 months by case managers. Comprehensive guidance and counseling: Functional Training Services offers individualized career planning. One-on-one guidance sessions are used to assist the participant in selecting a feasible vocational goal which considers their work interests, values, education level, work/life experience, transferable skills, strengths and weaknesses, barriers to employment and local labor market. Opportunity Works provides several capacities for referral to community resources such as mental health agencies, drug and alcohol recovery and additional parenting and basic life skills. In addition to case management, counseling is provided. Financial literacy education: Functional Training Services offers an individualized program based on Your Money, Your Goals: A Financial Empowerment Tool Kit, produced by the Consumer Financial Protection Bureau. The outcome of Financial Literacy Education is to increase awareness of financial responsibility and define goals to sustain this learning in real life situations. Additionally, Opportunity Works

in conjunction with the OSU Extension office presents Real World, Real Money curriculum to participants. This training is completed in two days and covers several different areas of personal finance. Entrepreneurial skills training: This training is presented through our youth providers. The service provided through Lynda.com helps participants discover the joys of owning and running their own business. They learn how to research ideas, find customers, launch products, grow, and scale, and look for funding. Topics include finding your idea/problem to solve, finding your first customer, writing a business plan, deciding on a legal structure, building a team of employees and advisors, marketing your business, and building a website. Labor market and employment information: Functional Training Services offers an individualized job development service that is used to assist participants in obtaining competitive employment. The intended outcome of this service is for the individual to obtain and successfully maintain permanent, competitive employment. Participants are required to create an OhioMeansJobs profile and use the web-based tool throughout the length of participation in the program for exploration and development. Additional programs are also used to collect information regarding career pathways and education. Post-secondary preparation and transition activities: Our program allows participants to do extensive research into their career interest. During this process if training or schooling is required for their chosen career, they then do training/college research. This research includes cost of programs, current enrollment, current graduation rates, etc. Our participants also could go on to college or training program visits with an adult mentor. Allowing them to see the campus and talk to students and professors can help in their decision-making process. A FAFSA seminar is also completed for any participant who is planning to utilize availability for financing all or part of their education.

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.

A Workforce Study was conducted in 2021 that reviewed labor force gaps, training gaps, delivery of workforce services, and a wage study. The following goals for the Board that impact CCMEP are: Enhance or create programs that provide career pathways for students that aren't enrolling in college. Work with education providers to offer short-term certificate based programs in skilled trades, manufacturing, and healthcare. Work with businesses to create apprenticeship programs and target recent high school students for participation. Partner with Career Tech schools to make sure WIOA services are offered to students when eligible. Work with schools to ensure they are using OMJ.com for job search and OMJ Seals for graduation requirements.

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)

All CCMEP participants will be made aware of multiple GED and diploma options following their CCMEP assessment. Fairfield County routinely refers to Eastland-Fairfield ASPIRE program, Community Action Aspire program, and Pickaway Ross Ohio Adult Diploma program. The ASPIRE program is co-located within the lead agency and are on-site 3 days per week.

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.

Click or tap here to enter text.

4. Program Entry

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

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

4.1 Co-funding

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

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

4.2 Projected Annual Participants Served

- a. Projected number of required participants served annually (> 0)? 25 required participants(due to COVID pandemic, we anticipate this to increase in the future)
- b. Projected number of volunteer participants served annually (> 0)? 10 volunteers due to COVID pandemic
- c. Projected number of co-funded participants served annually (> 0)? 30 participants will be co-funded due to COVID pandemic.

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:

Click or tap here to enter text.

7. WIOA Youth Funding Eligibility Prior to Exit

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

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

8. Policies

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

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

[WIOA Policy No. 15-03.1](#) WIOA Youth Program Eligibility
[WIOA Policy No. 15-04](#) Selective Service Registration
[WIOA Policy No. 15-05](#) Serving Applicants with a Close Relationship to the Workforce Innovation and Opportunity Act Program
[WIOA Policy No. 15-06](#) Determination of Dependent Status
[WIOA Policy No. 15-07.2](#) Source Documentation for WIOA Title I Program Eligibility
[WIOA Policy No. 15-10](#) Youth Program Services
[WIOA Policy No. 15-11.2](#) Use of Individual Training Accounts
[WIOA Policy No. 15-13](#) Work Experience for Youth
[WIOA Policy No. 15-19.1](#) Poverty Line and Lower Living Standard Income Level
[WIOA Policy No. 15-20.2](#) Priority of Service for Veterans and Eligible Spouses
[WIOA Policy No. 15-22.1](#) On-the-Job Training (OJT) Policy
[WIOA Policy No. 15-26](#) ITA Financial Definitions
[WIOA Policy No. 16-02.1](#) Eligible Training Providers
[WIOA Policy No. 17-02](#) WIOA Adult, Dislocated Worker, and Youth Programs Performance Accountability
[WIOA Policy No. 17-03](#) Procurement of the Comprehensive Case Management and Employment Program Provider for WIOA Youth-Funded Activities and Services
[WIOA Policy 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.

Click or tap here to enter text.

10.2 Meeting Target Performance Measures

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

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

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](#)? 19.5%

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

All participants are reviewed for both WIOA and TANF eligibility and co-enrolled based on each programs eligibility requirements.

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 Corey B. Clark	
Signature	Date

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

Name Rick Szabruk	
Signature	Date