



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

**County or Counties:** Fayette

**Workforce Area:** GOWBI

**Effective Date:** September 24, 2021

**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>9</b>
<b>5. WIOA Youth Funding Eligibility.....</b>	<b>9</b>
<b>6. TANF Funding Eligibility .....</b>	<b>10</b>
<b>7. WIOA Youth Funding Eligibility Prior to Exit.....</b>	<b>11</b>
<b>8. Policies .....</b>	<b>121</b>
<b>9. OWF Recipients .....</b>	<b>13</b>
<b>10. Performance .....</b>	<b>14</b>
<b>11. Training.....</b>	<b>15</b>
<b>12. SNAP E&amp;T .....</b>	<b>165</b>

## 1. Contact Information

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

Lead Agency Name Fayette County Department of Job and Family Services			
Lead Agency Address 133 S Main St	City Washington Court House	State OH	Zip Code 43160
First Name of Lead Agency Director Faye	Last Name of Lead Agency Director Williamson	Title Director	
Phone Number 740-335-0350	Email Address faye.williamson@jfs.ohio.gov		

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

Program Contact Person Julia.Thacker	
Phone Number 740-335-0350	Email Address julia.thacker@jfs.ohio.gov

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

Fiscal Contact Person Abby Cave	
Phone Number 740-335-0350	Email Address abby.cave@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			
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 Greater Ohio Workforce Board Inc
Workforce Development Board Chair Name Swen Hunt
Workforce Development Board Director Name John Trott

Phone Number 937-525-1025	Email Address jtrottj@clarkstate.edu
Local Area Fiscal Agent Name Danny Dawson	Email Address danny.dawson@jfs.ohio.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 Lana	Last Name of Implementation Manager Pavey	Title Workforce Manager
Phone Number 740-313-0104	Email Address lana.pavey@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 Lana Pavey	
Phone Number 740-313-0104	Email Address lana.pavey@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 Workforce Services Unlimited	Funding: <input checked="" type="checkbox"/> TANF <input checked="" type="checkbox"/> WIOA
Contact Person Pam Hively	Email Address pam@wsu-inc.org

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:

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

Which partners/providers are included?

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

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

Please attach the following WDB policies:

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

**2.2 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.**

GOWBI and Fayette county partner with Adult Education providers, local high schools, community colleges to assist individuals in obtaining educational skills. Both work with organizations serving the disabled and with Vocational Rehabilitation to make opportunities available for populations with barriers. Both work with chamber of commerces, economic development at the local and regional level to familiarize employers with our services. Offers a variety of soft skill and other training services such as work experience, OJT and customized trainings to offer entry level and upskilled workers services. Both work with our jobs Ohio partners to find out what employers need for their growth and stability. Priority has been established for developing a pre-apprenticeship program between the local schools and employers in the area, based on information on sector strategies developed in the regional workforce development plan and local need. Fayette County and GOWBI cooperate in the procurement, contracting and management of the WIOA Youth and TANF programming while ensuring an effective delivery of CCMEP offered by our provider. This allows for the integration of services including the WIOA youth program elements and OWF work participation requirements. Continuous improvement in performance measures and quality checks with our contracted provider is a vision for both entities. The CCMEP supervisor will work closely with the provider to confer on cases, progress and setbacks. This supervisor will also be monitoring cases each month, identifying cases that aren't up to date and ensuring the data is entered accurately. GOWBI does its annual monitoring of the program.

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

<b><i>Outreach method</i></b>	<b><i>Lead Agency</i></b>	<b><i>Partner Agency</i></b>	<b><i>Outreach method</i></b>	<b><i>Lead Agency</i></b>	<b><i>Partner Agency</i></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 checked="" type="checkbox"/>	<input type="checkbox"/>
CCMEP Participants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Special events	<input checked="" 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).**

Fayette County DJFS along with GOWBI contract with community based organizations to provide the 14 services. Services will be provided based on the assessment and the IOP. The program narratives submitted from the organizations will specify the process of service delivery, as well as how the services align with the TANF purposes 1&2 and state and local policies, providing support for needy families and workforce development.

**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.**

The joint strategy is for the Lead agency or its contractor to administer the services for both WIOA and TANF and be colocated, therefore not duplicating services for co-enrolled youth and ensuring all are receiving similar services. Case manager will utilize in demand jobs in the region information to provide participants opportunities for training in growing occupations. Case manager will work in conjunction with other agencies to coordinate services and avoid replication. The CCMEP manager will be holding quarterly meeting with the provider to review cases and discuss policy, issues and ensure changes are communicated accurately and timely. Training will focus on accurately documenting in the state's case management system and CFIS and timeliness and accuracy in the development of the IOP and assessment. Advancing the use of the GOAL 4 It case management approach and collecting and accurately entering data for case followup. The program will continue to develop relationships with the local school districts and community college to promote CCMEP and increase enrollment. The program will continue to facilitate informational sessions and participate in community groups to build awareness and collaborate with other agencies.

**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)

Youth requiring a GED will be referred to the local ASPIRE classes. Vouchers will be provided as a supportive service in order for individuals to obtain a GED. Those meeting the criteria for the Adult diploma may choose from programs at the local community college or a CTC center in the area. Credit recovery is available based on the classes the individual needs to graduate. Incentives will be written into IOP's for credential attainment.

**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.

In GOWBI, member counties(sub-grantees") are responsible for procuring WIOA Youth Services. The GOWB Program Committee completes a review of each sub-grantee's review team's selected and rejected bidders. The Program committee's recommendations for approval are then forwarded to the GOWB Board for resolution, which results in the establishment of an GOWB Eligible Youth Provider List.

## 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)? 10
- b. Projected number of volunteer participants served annually (> 0)? 15
- c. Projected number of co-funded participants served annually (> 0)? 80%

## 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 checked="" 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 ( <a href="#">WIOAPL No. 15-13</a> )   | <input checked="" type="checkbox"/> Adopted WIOA Youth policy for TANF |
| <input checked="" type="checkbox"/> Incentives Policy ( <a href="#">WIOAPL No. 15-13</a> ) | <input checked="" 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.

A corrective action plan has been completed to investigate and analyze areas of service delivery that need to be improved upon. CCMEP supervisor will be monitoring performance throughout the year. FCDJFS and provider will meet quarterly to discuss progress. Provider is providing both mid-monthly and end of month reports to FCDJFS.

## 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](#)? 58.8%**

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

Both Fayette County DFJS and GOWBI check eligibility for both CCMEP TANF and CCMEP WIOA and enroll in both if the participant is eligible. In addition, participants are enrolled in Adult WIOA if they are no longer CCMEP TANF eligible and are not eligible for CCMEP WIOA.

## 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 Faye Williamson, Director	
Signature	Date

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

Name John Trott	
Signature	Date