



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

County or Counties: Seneca

Workforce Area: 7 – Greater Ohio Workforce Board, Inc.

Effective Date: September 30, 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.

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1. Contact Information

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

Lead Agency Name Seneca County Department of Job and Family Services			
Lead Agency Address 900 E. County Road 20	City Tiffin	State OH	Zip Code 44883
First Name of Lead Agency Director Kathy	Last Name of Lead Agency Director Oliver	Title Director	
Phone Number 419-447-5011, ext. 2385		Email Address Kathy.Oliver@jfs.ohio.gov	

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

Program Contact Person Michael McLane	
Phone Number 419-447-5011, ext. 2413	Email Address Michael.McLane@jfs.ohiogov

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

Fiscal Contact Person Steve Kaifas	
Phone Number 419-447-5011, ext. 2435	Email Address Steven.Kaifas@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 7 - Greater Ohio Workforce Board
Workforce Development Board Chair Name Swen Hunt
Workforce Development Board Director Name John Trott

Phone Number 937-525-1025	Email Address trottj@clarkstate.edu
Local Area Fiscal Agent Name Danny Dawson, Montgomery County	Email Address 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 Michael	Last Name of Implementation Manager McLane	Title WFS Administrator
Phone Number 419-447-5011, ext. 2413	Email Address Michael.McLane@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 Michael McLane	
Phone Number 419-447-5011, ext. 2413	Email Address Michael.McLane@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 N/A	Funding: ☐ TANF ☐ WIOA
Contact Person	Email Address

Organization Name N/A	Funding: ☐ TANF ☐ 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 | ☒ Process of streamlining procedures between agencies and partners |
| ☒ Engagement of local businesses to secure work opportunities | ☒ Engagement of community partners |
| ☒ Method of communication clear | ☒ Work experiences |
| | ☒ Incentives |
| | ☒ Plans to provide summer employment |

Which partners/providers are included?

- | | |
|--|---|
| ☒ Adult Basic Literacy and Education (ABLE) Providers (ASPIRE) | ☒ Publicly Funded Child Care Office |
| ☒ Alcohol, Drug and Mental Health (ADAMH) Board | ☒ Local Bridges provider |
| ☒ Businesses | ☒ Local Developmental Disabilities Board |
| ☒ Career and Technical Education | ☒ Local Healthier Buckeye Council |
| ☒ Child Care Providers | ☒ Local School District(s) |
| ☒ Child Support Enforcement Agency | ☒ Organizations serving fathers |
| ☒ Children Services Agency | ☒ Organizations serving homeless and runaway youth |
| ☒ Community College(s) | ☒ Organizations serving young parents |
| ☒ Family and Children First Council | ☒ Reentry organizations |
| ☒ Juvenile Court System | ☒ Refugee / immigrant serving organizations |
| ☒ Probation Office | ☒ SNAP serving agency/office |
| | ☒ Vocational Rehabilitation (Opportunities for Ohioans with Disabilities (OOD)) |
| | ☐ Other: <input type="text"/> 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) ****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: Our WDB policies are available at www.gowbi.org. All policies are available upon request.

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.

Seneca County Department of Job and Family Services (SCDJFS) and the Greater Ohio Workforce Board (GOWB) work together, along with community resources and stakeholders, to implement and maintain ongoing operations. Based on our regional workforce development plan and available LMI data, we continue to prioritize training and job placement in Manufacturing, Health care, and Construction. We provide individualized supportive services, training, and job placement services to participants to help them reach their career goals. We also help local employers register Apprenticeship Programs, utilize OJT's and IWT. SCDJFS and GOWB share a joint vision for continual improvement in performance measures. CCMEP caseworkers work closely with supervisors to ensure quality case management, and formal case reviews are conducted to ensure eligibility and quality on a regular basis. GOWB also provides SCDJFS with guidance and support, including annual performance monitoring.

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

<i>Outreach method</i>	<i>Lead Agency</i>	<i>Partner Agency</i>	<i>Outreach method</i>	<i>Lead Agency</i>	<i>Partner Agency</i>
Social media (e.g., Facebook, Twitter, Snapchat, Instagram, YouTube, Secret, & Whisper)	☒	☐	Brochures, posters, flyers	☒	☐
Promotion through local partners (e.g., schools, community centers, etc.)	☒	☐	Postcards/Letters	☐	☐
CCMEP Participants	☒	☐	Special events	☐	☐
Radio	☐	☐	Other:Newspaper & other printed ads	☒	☐
Other:Billboards	☒	☐	Other:Click or tap here to enter text.	☐	☐

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).

In accordance with 5101:14-1-02, the Lead Agency ensures all 14 CCMEP Services are made available to program participants.

1. Tutoring, study skills training, instruction and dropout prevention: CCMEP caseworkers provide some dropout prevention through case management, but typically refer youth to community resources for tutoring, study skills, etc. Youth are often referred to ASPIRE and also sometimes online study skills services such as OhioMeansJobs.com, Kahn Academy, etc.

2. Alternative secondary school services/dropout recovery services: CCMEP caseworkers refer youth to educational providers in our community for Alternative School options (such as digital schools, academies, etc.). CCMEP caseworkers also provide dropout recovery services through case management with youth.

3. Paid and unpaid work experience: Work Experience is provided by CCMEP caseworkers through partnership with local employers. Our Youth provider utilizes a staffing agency as a payroll processor to provide compensation to youth for Paid work Experience. Agency staff, as well as provider staff, help maintain employment sites through communication with employers and case management efforts with each youth. On-the-job Training (OJT) opportunities are also made available to our CCMEP participants. Employers will be paid OJT reimbursement for training directly for eligible employees.

4. Occupational skill training Occupational Skills Training is provided by CCMEP caseworkers through approved WIET Training providers.

5. Education offered concurrently with workforce preparation: Workforce Preparation and Education is provided to youth through case management by CCMEP caseworkers. Staff provide Resume assistance, develop interviewing skills, etc. When appropriate, youth are

also referred to their Educational providers (such teachers, school counselors, etc.)

6. Leadership development opportunities: Leadership Development is provided to youth through case management by CCMEP caseworkers. Youth may also be referred to other community partners for Leadership Development Opportunities such as after-school programs, extra-curricular activities, mentoring programs, etc.

7. Supportive services: Supportive services are provided by CCMEP caseworkers on a case-by-case basis to each youth participant based on their identified needs through the Comprehensive Assessment and case management activities during program participation. Supportive services may include, but are not limited to, assistance toward the purchase of fuel, utilities, uniforms, books needed for training, tools needed for employment, etc. Supportive services also include referrals to agencies for services/programs, assistance with completing applications or enrollment forms for various programs, etc.

8. Adult mentoring: Adult Mentoring is available to youth through referrals to SMYL (Seneca Mentoring Youth Links). SMYL is a local agency with links youth with appropriate Adult Mentors and provides case management to youth and adults.

9. Follow-up services: Follow-up services are provided by CCMEP caseworkers on a case-by-case basis to each youth participant based on their identified needs for no less than 12 months after completion of CCMEP.

10. Comprehensive guidance and counseling: Guidance may be provided by CCMEP staff through case management with youth, however youth are also referred to community partners for Comprehensive Guidance and Counseling. When appropriate, referrals are also made to mental health providers, church organizations, and/or Educational Providers (such as School Guidance Counselors, School Psychologists, etc.).

11. Financial literacy education: Financial Literacy Education is provided to youth by CCMEP caseworkers through case management. Youth may also be referred to other community partners and online training for financial literacy education. Fifth-Third Bank has also provided Financial Literacy Seminars and one-on-one education to our CCMEP participants free of charge.

12. Entrepreneurial skills training: Youth are referred to our local Chamber of Commerce which hosts monthly Small Business Seminars. Youth are also referred to community colleges for Entrepreneurial/Small Business education and/or online training opportunities. CCMEP caseworkers may also help provide these skills through case management with youth.

13. Labor market and employment information: Labor Market and Employment Information is provided to youth through case management by CCMEP caseworkers. Caseworkers utilize OhioMeansJobs.com as well as other LMI data sources to provide information to youth.

14. Post-secondary preparation and transition activities: Youth are provided Post-secondary Preparation and Transition Activities through case management by our CCMEP caseworkers. Youth are also referred to ASPIRE for preparation services, as well as referred to community colleges, universities, etc. for enrollment/preparation activities.

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 Lead Agency helps each CCMEP program participant identify a career goal and career pathway as part of each individual IOP. This includes secondary and postsecondary education programs and activities to enhance services which help participants progress through their career goals and pathway. The lead agency will coordinate with local school districts, youth organizations, community colleges and technical schools to promote the services of CCMEP.

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)

During the development of each participant's IOP, youth will be encouraged to obtain their diploma or equivalent when appropriate. SCDJFS refers to ASPIRE, local High Schools and Career Tech Schools as needed to help participants obtain high school diploma or equivalent. ASPIRE and Vanguard-Sentinel Career Technical Center is a partner of our Seneca County OhioMeansJobs, and their staff previously facilitated GED classes on-site at our OhioMeansJobs resource center. Although ASPIRE now facilitates most classes virtually due to the pandemic, they are planning to return to seated classes at our agency again soon. Seated classes are also available at the Vanguard-Sentinel campus and at the Fostoria Learning Center. SCDJFS also provides incentives and supportive services when appropriate, to encourage and incentivize participants to obtain their diploma or equivalent.

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 GOWB, 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)? 50
- b. Projected number of volunteer participants served annually (> 0)? 10
- c. Projected number of co-funded participants served annually (> 0)? 55

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 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.

- | | |
|--|--|
| ☒ Supportive Services | ☒ Adopted WIOA Youth policy for TANF |
| ☒ Follow-Up Services | ☒ Adopted WIOA Youth policy for TANF |
| ☒ Work Experience (WIOAPL No. 15-13) | ☒ Adopted WIOA Youth policy for TANF |
| ☒ Incentives Policy (WIOAPL No. 15-13) | ☒ 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.

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](#)? 70.7%

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

Our Lead Agency's Co-Funding rate is already nearly 3x higher than the statewide rate. Our lead agency will continue co-funding CCMEP participants when appropriate.

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 Kathy Oliver, Director	
Signature	Date

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

Name John Trott, Executive Director	
Signature	Date