

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

for

County or Counties:

Effective Date:

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 October 1st each biennium**.

The plan may be amended by the Lead Agency as needed. 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 not 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 program rules, the plan will be returned to the Lead Agency for amendment.

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1. Lead Agency and Coordination with Partners

Each board of county commissioners is required to choose a single Lead Agency, either the CDJFS or workforce development agency that serves the county, to administer CCMEP. A single Lead Agency is necessary to ensure accountability for program performance and results.

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

Lead Agency Name Athens County Department of Job and Family Services			
Lead Agency Address 13183 State Route 13		City Millfield	State Ohio
Zip Code 45761			
First Name of Lead Agency Official Scott	Last Name of Lead Agency Official Zielinski	Title of Lead Agency Official Director	
Phone Number 740-677-4260		Email Address Scott.Zielinski@jfs.ohio.gov	

Program Contact Person Susan Douglas		Phone Number 740-677-4204	
Phone Number 740-677-4204		Email Address Susan.Douglas@jfs.ohio.gov	

Fiscal Contact Person Tracy Helber			
Phone Number 740-677-4270		Email Address Tracy.Helber@jfs.ohio.gov	

1.2 Identify the other local participating agency (i.e., CDJFS or workforce development agency that serves the county).

Agency Name Ohio Means Jobs – Athens County (An American Job Center) - ACDJFS			
Agency Address 70 N. Plains Road		City The Plains	State OH
Zip Code 45780			
First Name of Lead Agency Official Susan	Last Name of Lead Agency Official Douglas	Title of Lead Agency Official Community Services Director	
Phone Number 740-677-4204		Email Address Susan.Douglas@jfs.ohio.gov	

1.3 Identify the workforce development board and area for the county.

Workforce Development Area Area 14 Workforce Development Board	
Workforce Development Board Chair Name Robert Ogden	
Workforce Development Board Director Name Jean Demosky	
Phone Number 740-566-4395	Email Address jdemosky@athensoh.org

1.4 Identify the implementation manager for the Lead Agency.

First Name of Implementation Manager Susan	Last Name of Implementation Manager Douglas	Title of Implementation Manager Community Services Director
Phone Number 740-677-4204	Email Address Susan.Douglas@jfs.ohio.gov	

1.5 Lead Agency's performance and data management contact:

Contact Person Susan Douglas	
Phone Number 740-677-4204	Email Address Susan.Douglas@jfs.ohio.gov

1.6 How does the Lead Agency partner with the other local participating agency (CDJFS or workforce development agency) to implement CCMEP?

Describe:
Athens County Dept. of Job and Family Services is an integrated agency for service delivery of both WIOA and TANF, along with many other services to the public. Our Ohio Means Jobs Center (OMJ) – Athens County –is located separately from our main office. Our CCMEP workers are located at the Ohio Means Jobs site to work closely with the staff so referrals can be made for training and other services. The CCMEP workers also work closely with the Athens County DJFS eligibility workers to keep them informed of case status of participants, as some changes could impact eligibility for other benefits.

1.7 How does the Lead Agency plan to partner and actively collaborate with the local workforce development board including but not limited to (Please attach any relevant policies to this plan.):

- Frequency of meetings
- Engagement of local businesses
- Engagement of community partners
- Develop policies for work experience and incentives

Describe:
Athens CDJFS/Ohio Means Jobs-Athens County will seek to competitively procure CCMEP youth services in conjunction with the WIOA program. The area 14 Workforce Development Board will competitively procure WIOA youth services. The board will score and evaluate the RFP's to ensure the separation between the procurement process and program operator. The Workforce Development Board, along with any subcommittees, will create, evaluate and recommend youth service providers. As the current provider of the WIOA youth services,

Athens County DJFS/Ohio Means Jobs-Athens County has a great deal of knowledge and expertise when it comes to providing services. The Athens County Dept of Job and Family Services Director recently created a Community Services Director position. That Director oversees the Ohio Means Jobs-Athens County Social Program Coordinators that specialize in CCMEP, as well as the Social Program Coordinator staff that specializes in eligibility determination. By placing both areas under the supervision of one Department Director, there is better oversight and communication. The Community Services Director works closely with staff in her chain of command, in conjunction with the DJFS Director and WDB Director to develop agency policies. Our agency follows Athens County Procedure letter #44-A (CCMEP) and Athens County Procedure letter #33-B (WIOA), along with all Area 14 Workforce Development Board policies/procedures.

Monthly meetings are held to discuss problems and ideas for improvement. Staff feedback is essential for success of this program. Our agency has Social Program Coordinators that specialize in a variety of areas, including but not limited to: eligibility determination; CCMEP; adult dislocated worker (WIOA); WIOA youth, etc.. Our adult and dislocated worker specialist is responsible for going on site to local businesses to encourage OJT (on the job training). The Workforce Development Board Director frequently accompanies her. One of our eligibility workers is responsible for coordinating all WEP (work experience participant) assignments. We engage with local community partners in a variety of ways but one of the primary ways is via referral process to many local organizations that can assist our clients. We also bring in speakers from other local organizations to present topics of interest to our staff that may be helpful to our clients. We usually have them attend the "all teams" meeting held at our agency so the DJFS caseworkers and OMJ Social Program Coordinators can participate. The Athens County DJFS Director, Community Services Director and Ohio Means Jobs--Athens County Supervisor also attends the Area 14 Workforce Development Board meetings, quarterly, and meets with the Workforce Development Board Director, monthly.

1.8 List policies developed by the local workforce board relevant to the administration of CCMEP, including but not limited to (Please attach any relevant policies to this plan.):

- Select basic skills assessment(s);
- Ensure determination of eligibility for the Workforce Innovation and Opportunity Act (WIOA) youth program;
- Report and collect data;
- Monitor contracts and ensure compliance;

- Supportive services;
- Follow up services;
- "Needs additional assistance" policy; and
- Disclosure of relationship.

Describe:

Staff follow the same guidelines and procedures when processing applications for WIOA and CCMEP. The applications are processed timely. Comprehensive assessments are completed. IOP's are completed. TABE testing is completed. Applications are reviewed to see if there is eligibility for WIOA youth program and/or the CCMEP youth program. Staff closely monitor cases to ensure contracts are being followed, data is being reported and collected and to ensure compliance with all county, state and federal rules and regulations. Staff collaborate and communicate with each other to ensure that policies and procedures are being followed so the program participants receive the best possible services. Staff follow CCMEP procedures outlined in Athens County Procedure Letter (CPL) #44-A; WIOA procedures outlines in Athens County Procedure letter #33-B and follow all area 14 workforce development board rules/procedures. WDB section 16-4 addresses the need for disclosure and documentation of relationship, when a close family member applies for services. Our agency strictly adheres to the procedures outlined in the area 14 policies. Our workers track participant activity in OWCMS, CFIS and in excel spreadsheets. For clients needing additional assistance, reasonable accommodations are made. Our agency follows Athens County CCMEP procedure letter 44-A, Athens County Procedure letter #33-B and Area 14 Workforce Development Board policies/procedures.

1.9 What other partners/providers are the Lead Agency collaborating with to implement CCMEP? Please provide name(s) and services to be provided. Check all that apply.

- Adult Basic Literacy and Education (ABLE) Providers

Ohio Means Jobs – Athens County provides ASPIRE/GED Services, along with Tri-County Career Center.

- Alcohol, Drug and Mental Health (ADAMH) Board

Ohio Means Jobs-Athens County refers participants to a variety of alcohol and mental health service providers, including, but not limited to: Health Recovery Services; Hopewell Health; Integrated Services; The Gathering Place; NAMI; John W. Clem Recovery House; Rural Women's Recovery; Bassett House; TASC; Family and Children First Council; Appalachian

Behavioral Healthcare; Vivitrol Court Program; SAMI; University Medical Associates; Sojourners and SEPTA.

Businesses

The Area 14 Workforce Development Board is comprised of mainly area business leaders who provide feedback about employer/employee related issues and have a close working relationship with the Athens Area Chamber of Commerce. Athens County DJFS staff & Ohio Means Jobs - Athens County also works with area businesses for the TANF summer youth program, a TANF Subsidized Employment Program (SEP), Work Experience Program (WEP) and WIOA. We have employment service counselors who link participants to employers. We also partner with ACEnet and Ohio University's Voinovich School/Small Business development Center for B.O.S.S. class on starting a business. We also collaborate with the Ohio University Credit Union, Frontier Community Services and Peoples Bank for financial literacy education.

Career and Technical Education

Athens County Dept of Job and Family Services and Ohio Means Jobs-Athens County partners with the following entities, including, but not limited to: Tri-County Adult Career Center; West Virginia University Parkersburg; Washington County Career Center; Daymar College; Destiny Trucking; Ohio Valley Truck Driving School; Rio Grande Community College and Marietta Community College. We are also fortunate to have the main campus of Ohio University and Hocking College located in Athens County.

Child Care Providers

Athens County Dept of Job and Family Services' child care unit processes eligibility for child care services and licenses numerous Type B providers, located within Athens County. Referrals are also made to child care centers licensed by the Ohio Dept of Job and Family Services.

Child Support Enforcement Agency

Athens County Child Support Enforcement Agency is combined with Athens County Job and Family Services. This helps with CCMEP collaborative efforts.

Children Services Agency

Athens County Department of Job and Family Services staff are mandatory reporters and are required to report all claims of abuse. We have ongoing/open communication with our local Children Services Agency.

Community College(s)

Athens County Department of Job and Family Services and Ohio Means Jobs-Athens County partners with the following entities, including, but not limited to: Tri-County Adult Career Center; West Virginia University Parkersburg; Washington County Career Center; Rio Grande Community College and Marietta Community College. We are also fortunate to have the main campus of Ohio University and Hocking College, located in Athens County.

Community Action Agency

Athens County Dept. of Job and Family Services and Ohio Means Jobs-Athens County works collaboratively with the Hocking, Athens, Perry Community Action Agency (HAPCAP) to provide clients with programs offered through both agencies. HAPCAP provides, but is not limited to: Athens Transit; Athens On-Demand Transportation; HEAP; Head Start; PIPP; TANF summer youth program; Learn and work program and Southeastern Ohio Food Bank.

County Family Service Planning Committee

Athens County Department of Job and Family Services, Ohio Means Jobs-Athens County receives support from the Athens County Family Service Planning Committee. The Athens County DJFS Director serves on the planning committee where members of the committee are appointed by the Athens County Commissioners.

Family and Children First Council

The Athens County Dept of Job and Family Services Director serves on the Athens Family and Children First Council to facilitate collaboration of services available from a variety of other service agencies and organizations.

Juvenile Court System

Athens County Dept of Job and Family Services/Ohio Means Jobs - Athens County collaborates with the Athens County Juvenile Court System to ensure that CCMEP participants receive the services they need. Our agency also receives referrals from the Athens County Juvenile Court and assists individuals, when we are able to provide services.

- Local Healthier Buckeye Council

The Athens County Job and Family Services Director serves on the Athens Family and Children First Council which serves as the county's Local Healthier Buckeye Council.

- Local School District(s)

Athens County Job and Family Services and Ohio Means Jobs -Athens County staff works with local school districts, as needed, to assist CCMEP/WIOA participants with resume writing, job search, etc.

- Vocational Rehabilitation (Opportunities for Ohioans with Disabilities (OOD))

OOD staff are located at the Ohio Means Jobs – Athens County site. Referrals are made by Athens County Dept. of Job and Family Services Staff to help ease the transition of services for clients.

- Other

The Ohio Means Jobs - Athens County also houses the Athens County Re-Entry program, geared to help ex-offenders, once released from prison. Ohio DJFS Veteran's division and Wagner-Peyser staff are also located at this site to provide both employer and employee assistance to veterans. Other services offered, include, but are not limited to: SNAP Ed classes (provided by OSU Extension office); free monthly legal clinic (provided by Southeastern Ohio Legal Services) and collaboration with Metropolitan Housing Authority to assist clients with obtaining housing.

2. Population Served

Lead Agencies must serve individuals in the CCMEP program in compliance with the following:

- Individuals **required** to participate: 1) work-eligible participants in the Ohio Works First (OWF) program; and 2) individuals who are in-school youth or out-of-school youth as a condition of enrollment in workforce development activities funded by WIOA.

- Individuals who may **volunteer** to participate: 1) OWF participants determined not to be work eligible; and 2) individuals receiving benefits and services through the Prevention, Retention and Contingency (PRC) program.

2.1 How many CCMEP required participants will the Lead Agency serve annually?

Please provide the anticipated number of required individuals the Lead Agency will serve annually in CCMEP: @100

2.2 How many CCMEP volunteer participants will the Lead Agency serve annually?

Please provide the anticipated number of volunteers the Lead Agency will serve annually in CCMEP: 0, at this time, due to volume of OWF required participants

2.3 How many CCMEP participants do you expect to be eligible for both TANF and WIOA funding?

Please provide the anticipated number of co-funded participants the Lead Agency will serve annually in CCMEP: @90

3. Coordination of Services

Coordination of services supports improved organization and integration of TANF and WIOA funded services. A Lead Agency can co-locate their staff with the other local participating agency at one location to help individuals access services easier and more efficiently.

3.1 How is the Lead Agency meeting the needs of and engaging local businesses to provide employment and learning opportunities for program participants using the expertise of the Lead Agency, the local participating agency, and subcontractors as described in rule 5101:14-1-03 of the Administrative Code?

Describe:

Referrals for CCMEP will be initiated by Social Program Coordinators working for Athens County Job and Family Services that specialize in "eligibility" determination. All Social Program Coordinators, employed by Athens County DJFS have earned a bachelor's degree or higher education. Two Social Program Coordinators (SPC's) are housed at the Ohio Means Jobs – Athens County site to exclusively focus on the CCMEP caseload. This allows the workers the opportunity to be in close proximity to all resources at the OMJ center, including, but not limited to: training resources; employment opportunities; TABE testing; ASPIRE program; WIOA, etc. Specialized CCMEP workers are responsible for coordinating necessary TABE testing; completing the comprehensive case assessment and IOP. SPC's are also responsible for follow-up and supportive services. Our agency is engaging local businesses by having a contract with HAPCAP (Hocking, Athens and Perry Community Action) for our CCMEP SEP and CCMEP Ohio Youth Works. Participants at that

site are either placed in employment or assigned to other learning activities (such as working on their GED). They have job coaches available to work with the participants. In addition, our agency engages the local Chamber of Commerce in a variety of ways. We attend Workforce Development Board Committee meetings, which consists of several chamber members in attendance. We also hold annual job fairs, with local employers invited to attend. Our fiscal Department is responsible for monitoring the contract with HAPCAP.

3.2 How does the Lead Agency communicate and streamline processes between the Lead Agency, the local participating agency, and any subcontractors (e.g. summer employment services)?

Describe:

Lead agency initiates a contract with HAPCAP for our CCMEP SEP. Consistent, continuous communication between our two agencies is necessary. Our agency streamlines the communication process by having HAPCAP attend our unit meeting each month to provide updates on our shared clients.

4. Outreach, Referral, and Eligibility

4.1 What outreach activities are being conducted to identify individuals potentially eligible for CCMEP? Check all that apply.

- Social media (e.g., Facebook, Twitter, Snapchat, Instagram, YouTube, Secret, & Whisper)
- Brochures, posters, flyers
- OhioMeansJobs.com
- Digital banners
- Special events
- Radio
- Promotion through partners (e.g., schools, community centers, etc.)
- Other:

4.2 What is the referral process between the local participating agency and the Lead Agency?

The Lead Agency is responsible for developing an agreed upon referral process that takes place no later than 7 calendar days from when the determination is made that the individual is required or may volunteer to participate. A mandatory OWF participant shall be referred to CCMEP as described in paragraph (B)(2) of rule 5101:1-2-01 of the Administrative Code. This process should include confirmed contact(s) between each agency.

Describe:

Once the "eligibility" Social Program Coordinator determines that the participant is a mandatory OWF participant, they will schedule the participant to meet with the Social Program Coordinator that specializes in the CCMEP caseload, within 7 days from when the

determination is made that the individual is required or may volunteer to participate. The The eligibility worker coordinates the scheduling of the CCMEP appointment and mails the appointment letter to the client. The appointment letter is hand delivered, if the client is already meeting with the eligibility worker. The CCMEP worker communicates case status with the eligibility worker, by phone, e-mail or in person.

4.3 Confirm that the Lead Agency has a process for working with the other local participating agency and/or any subcontractors to ensure the following:

- The Lead Agency has a process to share 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.

Describe:

The lead agency will communicate this information by e-mail; phone or face to face discussion with the CCMEP Social Program Coordinator. Time lines are tracked through the CRIS-E system on the TLIN screen. The supervisor of the Social Program Coordinators closely monitors time frames, as well.

- The Lead Agency has a process to screen, refer, and communicate 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.

Describe:

Athens County Dept of Job and Family Services has a specialized caseload for all domestic violence cases. The Social Program Coordinator assigned to that caseload will be responsible for all aspects of the case (i.e eligibility and CCMEP). Normally, we refer all CCMEP cases to a specialized worker. DV cases are an exception and will remain with the confidential caseload worker. Reasonable accommodations will be made. Referrals to other community agencies will occur, as needed. Client safety will be top priority. We will follow Athens County CPL #44-A, Athens County CPL 33-B and Area 14 WDB rules and procedures for these cases.

- The Lead Agency has a process to communicate information regarding:
- 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 (D3 status, 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;
- Failure of an OWF work-eligible participant to comply with the terms of an IOP (within 10 calendar days of the failure);
- OWF or Supplemental Nutrition Assistance Program recipients' information and acting upon it in accordance with rules 5101:1 and/or 5101:4 of the Administrative Code; and
- Exiting an OWF work-eligible individual from CCMEP.

Describe:

*Athens County DJFS communicates CCMEP activities assigned for OWF work-eligible individuals through communication between the CCMEP Social Program Coordinators and the Eligibility Social Program Coordinators. All of the workers have access to the same case notes and digital files. In addition, there is ongoing communication via e-mail exchange, phone calls or direct communication between the workers.

*When there are changes with regard to OWF work-eligible individual's; OWF recipient income information; FLSA hour maximums; good cause; OWF sanctions; compliance activity assignment and completion; hourly requirement updates (D3 status, exemptions, etc) and other factors impacting CCMEP activity hours or OWF eligibility, the Athens County DJFS eligibility Social Program Coordinator will have a discussion with the CCMEP Social Program Coordinator through either direct conversation, phone call or e-mail, to determine the next case action needed.

*Athens County DJFS Social Program Coordinators (eligibility and CCMEP workers) are able to verify participation in CCMEP activities, in a variety of ways (i.e. review of case notes; review of excel spreadsheet; direct conversation between workers; e-mail exchange or phone conversation).

*Athens County DJFS CCMEP Social Program Coordinators are able to Communicate to the eligibility Social Program Coordinator that the comprehensive assessment and IOP have been completed (no later than 30 calendar days from the date of application for OWF) in several ways (i.e. review of case notes; review of excel spreadsheet; direct conversation between workers; e-mail exchange or phone conversation).

*Athens County DJFS CCMEP Social Program Coordinators are able to communicate that the failure of an OWF work-eligible participant to comply with the terms of an IOP (within 10 calendar days of the failure) has occurred to

the Eligibility Social Program Coordinator by either direct conversation, case notes, phone call or e-mail exchange.

*Athens County DJFS Social Program Coordinators will exchange any OWF or Supplemental Nutrition Assistance Program recipients' information and act upon it in accordance with rules 5101:1 and/or 5101:4 of the Administrative Code. We will transfer this information to the appropriate Social Program Coordinator, which will usually be the "eligibility" Social Program Coordinator, via direct contact, phone call, e-mail, scanning or inner-office mail delivery. We will insure that any paperwork received gets referred to the appropriate worker and any information received via phone or e-mail, gets transferred to the appropriate worker.

*Athens County DJFS CCMEP Social Program Coordinators are able to communicate the exiting of an OWF work-eligible individual from CCMEP, to the Eligibility Social Program Coordinator, by either direct conversation, case notes, phone call or e-mail exchange.

- The Lead Agency has a process of notifying the new Lead Agency within 10 calendar days 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. OWF recipients must be transferred to a new county within 10 calendar days of the move.

Describe:

Once it has been determined that an OWF (CCMEP) participant has moved to another county, the Social Program Coordinator will transfer the case to the county where the participant has moved, within 10 calendar days, and notify said county of the transfer. Athens County's "eligibility" worker will be notified, as well. Systematic procedures are set forth in Athens County CCMEP procedure letter (CPL #44-A),

- 4.4 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 activities, including hours.**

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

4.5 Define how the Lead Agency forms a household based upon Title IV-A federal regulations and state law for income counting purposes for TANF funding eligibility for WIOA youth individuals and for the semi-annual process. (Please attach any related policies.)

Describe:

For TANF purposes, the household is formed based upon the AG formation. HH are required to submit an Interim Report every 6 months which allows the agency to review TANF eligibility. Once a participant is found eligible for WIOA, they do not require any additional eligibility. The CCMEP/WIOA program follows Area 14 Workforce Development Board Policy 16-07 describing WIOA Youth Eligibility (This policy gives the definition of Family and also the ISY and OSY eligibility requirements)

4.6 Confirm that the Lead Agency forms a family for income counting purposes for WIOA funding eligibility based upon the definition in paragraph (A)(5) of rule 5101:10-3-01 of the Administrative Code.

- Yes, the Lead Agency is forming a family for income counting purposes for WIOA funding eligibility based upon the definition in paragraph (A)(5) of rule 5101:10-3-01 of the Administrative Code.

5. CCMEP Comprehensive Assessment and Individual Opportunity Plan (IOP)

5.1 Describe the Lead Agency's process for the CCMEP Comprehensive Assessment.

Describe:

Client is referred to agency's CCMEP worker within 7 days from case being authorized and scheduled with the CCMEP worker within 10 days of the referral for the completion of the CCMEP Assessment and IOP. The CCMEP worker meets face to face with CCMEP participant to complete required documentation and/or TABE testing to determine the best plan of action for CCMEP participant. CCMEP worker will try to assess the client's career goals to ensure future success by going through the list of questions from the OWCMS CCMEP Assessment or Mini-Assessment. SPC will explain the way the CCMEP program works and review for possible WIOA co-enrollment. In addition, the SPC will discuss incentives and supportive services. The interview is lengthy but very thorough.

5.2 What basic skills assessment does the Lead Agency use?

- WorkKeys®

- Basic English Skills Test (BEST)
- Comprehensive Adult Student Assessment Systems (CASAS)
- General Assessment of Instructional Needs (GAIN)
- Massachusetts Adult Proficiency Test (MAPT)
- Test of Adult Basic Education (TABE®)
- Standardized tests – secondary school students only
- Other formalized testing instruments to measure skills-related gains (Specify below).

Describe:

The Test for Adult Basic Education (TABE) is a diagnostic test used to determine a person's skill levels and aptitudes. This assessment is used on Aspire(ABLE) and CCMEP/WIOA participants. The staff of the OMJ-Athens County have been trained to administer this assessment.

5.3 Confirm that the Lead Agency has a process to ensure IOPs are developed with participants based on their needs and revised with updates when necessary.

- The Lead Agency has a process to ensure IOPs are developed with program participants based on their needs and revised with updates when necessary.

5.4 Describe how the Lead Agency ensures that case managers engage with program participants at least once every 30 days and keep them engaged.

Describe:

CCMEP workers utilize an excel spreadsheet to track all CCMEP participants. This allows them to monitor the status of each participant. They make contact with those individuals at least every 30 days to keep the participant engaged in the program.

6. Program Services

The Lead Agency, in collaboration with the local board, must ensure that the 14 CCMEP services are available to program participants.

6.1 Provide a brief description of how the CCMEP services are made available to program participants and indicate how each service is designed to reasonably meet a TANF purpose(s).

1. **TANF Purpose 1** - Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives
2. **TANF Purpose 2** - End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage

- 3. **TANF Purpose 3** - Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies
- 4. **TANF Purpose 4** - Encourage the formation and maintenance of two-parent families

1. Tutoring, study skills training, instruction and dropout prevention – TANF Purpose(s) 2

Describe:
 Offered and discussed during our CCMEP Job Skills class which each participant is required to attend. Athens County OMJ also has two Social Program Coordinators available to provide tutoring, study skills training, instruction and dropout prevention advice.

2. Alternative secondary school services/dropout recovery services – TANF Purpose(s) 2

Describe:
 Discussed with the client so the client is aware of these services if/when needed.

3. Paid and unpaid work experience (with an academic and occupational education component) – TANF Purpose(s) 1&2

Describe:
 We get many of our CCMEP participants involved in SEP (Subsidized employment program) through one of our contracted vendors.

4. Occupational skill training – TANF Purpose(s) 1&2

Describe:
 An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields, both intermediate or advance levels which results in attainment of a recognized post-secondary credential. OMJ-Athens Co primarily utilizes Tri-County Adult Career Center and Hocking College. Participants may also attend a training center that is on the State of Ohio's approved provider list. We utilize the State's In-Demand Occupation list prior to authorizing training with an ITA. The coordinators for this program ensure that the training is in an In-Demand occupation prior to authorizing an ITA. Training is outcome-oriented and focused on occupational goals specified in the IOP, it is of sufficient duration to impart the skills needed to meet the occupational goal, and it results in the attainment of a recognized post-secondary credential.

5. Education offered concurrently with workforce preparation – TANF Purpose(s) 1,2,3&4

Describe:

The **CCMEP/WIOA** program offers Aspire classes for literacy development and GED preparation, CPR/First aid class with our CCMEP classes, OSHA training, basic computer classes, and ServSafe classes just to name a few. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster is one of the fourteen youth elements that must be made available to youth participants. This requires integrated education and training to occur concurrently and contextually with workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.

This CCMEP service describes how workforce preparation activities, basic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation or career pathway.

6. Leadership development opportunities – TANF Purpose(s) 1,2&4

Describe:

Leadership Development are opportunities that encourage responsibility, confidence, employability, self-determination and other positive social behaviors. The purpose of leadership development activities is to develop skills and attitudes that are important in all areas of life. It provides encouragement and support to CCMEP participants, developing skills, and instilling confidence as they transition into or move further into adulthood.

Activities provided to participants include: Job Readiness Training, Life Skills Training and Work Behavior workshop to name a few.

7. Supportive services – TANF Purpose(s) 1,2,3&4

Describe: Supportive Services are services necessary to enable an individual to participate in CCMEP and to secure and retain employment. Some examples of supportive services that we utilize with our CCMEP participants are: linkages to community services; gasoline vouchers for transportation; child care; assistance with housing; assistance with educational testing; referrals to health care and assistance with work clothes.

8. Adult mentoring – TANF Purpose(s) 1,2,3&4

Describe:

This takes place while the agency CCMEP worker is making contact with the participant during their 30 day check-in.

9. Follow-up services for not less than 12 months – TANF Purpose(s) 1,2,3&4

Describe:

Follow – up services are activities after completion of participation in CCMEP to monitor the participants' success during their transition to employment and further education and to provide assistance as needed for successful transition. The types of services and the duration of the services must be determined based on the needs of the CCMEP participant and therefore, the type and intensity of follow-up services may differ for each participant. Some examples of follow-up services offered: leadership development, assistance addressing work-related problems, mentoring, or work-related peer support groups.

10. Comprehensive guidance and counseling – TANF Purpose(s) 1,2,3&4

Describe:

Comprehensive guidance and counseling is a process of helping CCMEP participants make and implement informed education, occupation, and life choices. It includes career and academic counseling, drug and alcohol counseling, mental health counseling, and referral to partner programs. This component can be addressed during the IOP meeting, when the participant has a 30-day contact with case managers, when attending the CCMEP classes, etc. The Aspire staff and the WIOA staff along with CCMEP case managers will work with each participant as needed. Referrals are made, on an as needed basis, to: OOD/BVR services; Health Recovery Services; My Sister's Place Women's shelter, etc.

11. Financial literacy education – TANF Purpose(s) 1,2 & 4

Describe:

Financial Literacy Education are activities to gain an understanding of basic financial information which is necessary to become self-sufficient. This component is addressed in each of the CCMEP classes. The Ohio University Credit Union, Frontier Community Services, and Aspire Classes are a few of our contacts who teach financial literacy. These classes are held at the Ohio Means Jobs – Athens County office. The sessions are scheduled by the OMJ Supervisor, as needed.

12. Entrepreneurial skills training – TANF Purpose(s) 2

Describe:

Entrepreneurial Skills training is training which provides the basics of starting and operating a small business. Approaches to teaching CCMEP youth entrepreneurial skills include, but are not limited to, the following:

- * Entrepreneurial education that provides an introduction to the values and basics of starting and running a business;
- * Enterprise development which provides supports and services that incubate and help CCMEP participants to develop their own business; and
- * Experiential programs that provide participants with experience in the day-to-day operation of a business.

Our CCMEP class utilizes trainers from the Ohio University Credit Union, Basis of a Successful Start sponsored by the Ohio University Small Business Development Center, and booklets from Ohio Secretary Of State (Business Services Division) on topics such as Starting a Limited Liability Company and Starting a Nonprofit. Also, the supervisor of the Ohio Means Jobs – Athens County has operated a business for 4.5 years and utilizes hands-on experience when teaching classes on entrepreneurial skills training. The Supervisor of the OMJ-Athens County site schedules these classes, as needed.

13. Labor market and employment information – TANF Purpose(s) 2

Describe:

The use of labor market information about in-demand industries and occupations when providing CCMEP participants with career awareness and career exploration services and career counseling. CCMEP participants are registered with the OhioMeansJobs.com. Participants meet with employers at the Ohio Means Jobs – Athens County site, discuss in-demand occupations with employment counselors and WIOA case managers, and utilize the State's brochure on 2014-2024 Snapshot of Occupational Projections and discuss this in class each month.

14. Post-secondary preparation and transition activities – TANF Purpose(s) 2 & 4

Describe:

CCMEP participants meet with local career technical school representatives and other accredited institutions that lead to a recognized credential at our Ohio Means Jobs-Athens

County site. Brochures are given to participants and representatives from the schools to discuss their programs and financial aid issues. CCMEP participants also meet with WIOA case managers as well as Aspire Staff.

6.2 The Lead Agency must provide an assurance that TANF or WIOA funds are not used to pay a program participant directly for subsidized employment by the local participating agency as either a Lead Agency or as a service provider.

- The Lead Agency certifies that it does not use TANF or WIOA funds to pay a program participant directly for subsidized employment by the local participating agency as either a Lead Agency or as a service provider. Provide a description of how participants will be compensated for subsidized employment:

Describe:

Athens County DJFS enters into a contract with HAPCAP. HAPCAP is the employer of record and will pay the participant directly.

6.3 Provide a description of the supportive services that the Lead Agency makes available to program participants and attach local policies on supportive services:

Describe:

The agency assists participants with supportive services such as gasoline vouchers, work clothes, help with utility expenses, help with car repairs, etc. Refer to CPL 44-A and CPL 33-B

6.4 Provide a description of the follow-up services that the Lead Agency makes available to program participants including documentation requirements when a program participant cannot be located or contacted or requests to opt out or discontinue follow-up services:

Describe:

Follow-up services are activities after completion of participation to monitor youth's success during their transition to employment or further education and to provide assistance as needed for a successful transition.

6.5 Describe the timeframes and documentation requirements the Lead Agency uses to determine good cause for OWF work-eligible CCMEP program participants.

Describe:

The agency follows the rules for OWF good cause as outlined in OAC 5101:1-3-13

6.6 What is the process for providing a program participant with written notice of scheduled CCMEP appointments?

Describe:

The participant is given an appointment notice slip before leaving the office of the eligibility worker. The appointment slip provides the date, time and location of the CCMEP appointment(s).

6.7 For program participants without a high school diploma, how will the Lead Agency ensure those individuals are made aware of options to obtain their high school degree or its equivalent (e.g., ABLE referral, Adult Diploma option)?

More than 1 million adult Ohioans do not possess a high school diploma or equivalent. Addressing this issue is critical to Ohio's economic health and growth. Attainment of this credential is one of the primary measures for CCMEP and an important priority for the program.

Describe:

This issue is addressed and discussed with the participant at many different levels throughout the course of the CCMEP program lifecycle. It starts with a discussion while the participant is meeting with the eligibility worker. It is also discussed numerous times with the participant by the CCMEP worker and is also discussed during our CCMEP Job Skills class that the participant is required to attend.

6.8 Describe the Lead Agency's role in the design of the CCMEP services procured through the workforce development board including collaboration and co-funding.

Describe:

The lead agency is prohibited from being involved in the procurement of services if the lead agency plans on responding to the Request for Proposals (RFP). The lead agency cannot bid on a RFP it helped develop because it would be a conflict of interest and WIOA rules and regulations prohibit such conflicts. If the lead agency chooses not to bid on the RFP, then it is acceptable for the lead agency to be involved in the development and review of any submitted proposals.

In Area 14, The Workforce Development Board(WDB) issues an RFP, a committee appointed by the Chair, will then review the proposals, score the proposals and make recommendations to the full Board. Once the WDB votes to accept a proposal, ultimately, the board of county commissioners, in each county, awards the contract.

Historically, the OMJ centers have always been the provider of career services, youth and adult and dislocated services. The Ohio Means Job Centers will work together with the WDB

and make suggestions for training or provide information on the job market which will better assist the WDB to make informed decisions.

In Area 14, a resolution has been adopted by the WDB authorizing the use of CCMEP and TANF funds for serving participants.

The CCMEP plan is the guiding document that describes how the lead agency and WDB collaborates on CCMEP and TANF services. Each county is required to develop and submit it for signature by the WDB Chair. Once that is done, the CCMEP plan is submitted to the Ohio Department of Job and Family Services for approval and every two years the plan is updated.

6.9 Confirm that the Lead Agency is not utilizing Prevention, Retention, and Contingency (PRC) funding for CCMEP program participants.

Yes, the Lead Agency is not utilizing PRC funding for CCMEP program participants.

7. Case Management

Case managers and their efforts to build relationships with program participants are the key to the success of CCMEP and program participants' outcomes.

7.1 What case management training has or will the Lead Agency require for CCMEP case managers?

Describe:

The lead agency has taken advantage of several recent training sessions, offered by the state office. The lead agency will continue to allow our staff to attend these sessions, as we have found them to be quite beneficial. The lead agency will also train, in-house, as training needs develop. In addition, our staff attends CCMEP webinars.

7.2 What is the average caseload size for CCMEP case managers?

- | | |
|--|--|
| <input type="checkbox"/> 15 cases or less | <input checked="" type="checkbox"/> Between 50 and 100 cases |
| <input type="checkbox"/> Between 15 and 25 cases | <input type="checkbox"/> 100 cases or more |
| <input type="checkbox"/> Between 25 and 50 cases | <input type="checkbox"/> Other: |

7.3 What process does the Lead Agency use for program participant feedback and how will the Lead Agency utilize this information for ongoing improvements?

Describe:

The CCMEP workers are located at the Ohio Means Jobs - Athens County location. A survey is available for all participants that utilize services in that facility. Management will review the comments to determine needs for improvement, monthly.

7.4 What process does the Lead Agency use for case manager's feedback and how will the Lead Agency utilize this information for ongoing improvements?

Describe:

Management from the lead agency has regular meetings with the CCMEP Social Program Coordinator; the referring "eligibility" Social Program Coordinators and staff from the Ohio Means Jobs Center – Athens County. These meetings help management obtain staff feedback. Feedback is necessary for program improvements and modifications.

8. Performance Measures

A key feature of CCMEP is strengthened accountability through the establishment of a single Lead Agency responsible for meeting common outcome measures and performance goals.

8.1 How will the Lead Agency collect and report any supplemental data to be included?


In addition, ODJFS also matches case records with data from various sources. Some post-exit program participant accomplishments (e.g., degree attainment) may not be captured this way.

Describe:

The Lead agency (Athens County DJFS) keeps a file on each participant. All documents provided to the agency are either put in the case file or scanned and are available for review by the State monitors. The CCMEP/WIOA Social Program Coordinator also keep an excel spreadsheet to track participant's case status, incentives and supportive 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.	
Scott Zielinski, Executive Director	
Signature	Date
	12-20-17

Please provide the name, title, and signature of the chairperson of the local workforce development board (or the chairperson's designee):

Name and Title	
Signature	Date

COUNTY PROCEDURE LETTER (CPL) # 44-A

Comprehensive Case Management and Employment Program (CCMEP) Temporary Assistance to Needy Families (TANF) Workforce Innovation and Opportunity Act (WIOA)

December 11, 2017

(This procedure letter replaces CPL #44.)

Area 14 Workforce Development Board and ODJFS policy and guidance supersedes this CPL.

What Is the Comprehensive Case Management and Employment Program?

Helping the emerging workforce prepare for and find meaningful employment is key to Ohio's economic success, and to breaking the cycle of poverty for thousands of Ohioans.

To address this challenge, the state of Ohio has created new framework for serving low-income Ohioans ages 14 to 24, through an integrated intervention program that combines the Temporary Assistance for Needy Families (TANF) program and the Workforce Innovation and Opportunity Act (WIOA) Youth program. Designed to assist one of Ohio's most vulnerable populations, this *new way to work* is titled the **Comprehensive Case Management and Employment Program (CCMEP)**.

CCMEP provides employment and training services to eligible, low-income individuals based on a comprehensive assessment of employment and training needs, as well as a basic skills assessment. Participants are provided services to support goals outlined in their individual opportunity plan, which may include support to obtain a high school diploma, job placement, work experience, and other supportive services such as child care and transportation.

What is Workforce Innovation and Opportunity Act (WIOA)?

On July 22, 2014, the Workforce Innovation and Opportunity Act (WIOA) was signed into law as Public Law 113-128. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

The purpose of the law is to:

- Increase opportunities for individuals, particularly those with barriers to employment
- Support alignment of workforce investment, education, and economic development systems
- Provide workers with the skills and credentials to secure and advance employment
- Promote improvement in the structure and delivery of services
- Increase the prosperity of workers and employers
- Increase the employment retention and earnings of participants and the attainment of recognized post-secondary credentials

The following individuals ages 14 to 24 are required to participate in CCMEP:

- Individual who is an in-school or an out of school youth considered to have a barrier to employment and registered for a WIOA program.
- Participants in the Ohio Works First (OWF) program who are work eligible.

In addition, the following individual's ages 14 to 24 may volunteer to participate in CCMEP:

- Participants in the OWF program who are not work eligible.
- Individuals receiving benefits or services through the prevention, retention, and contingency (PRC) program, within 90 days of receiving a benefit.

Eligibility for TANF and WIOA CCMEP:

Effective October 1, 2017, individuals served by TANF and the WIOA Youth programs will be served through CCMEP as a single population under a consolidated system of service delivery.

The lead agency (Athens County Job and Family Services) shall ensure that the JFS 03002 "WIOA Youth Program Eligibility application (rev. 10/2017) or its Ohio workforce case management system (OWCMS) generated equivalent is completed prior to the comprehensive assessment for each mandatory or voluntary individual. The lead agency shall use the JFS 03002 to determine if the individual is eligible to receive funding through Workforce Innovation Opportunity Act (2014) (WIOA) and temporary assistance for needy families (TANF).

- (1) An individual shall be determined eligible to receive services in CCMEP funded by WIOA when that individual is either an in-school youth or out-of-school youth as defined in rule 5101:14-1-01 of the Administrative Code.
- (2) An individual shall be determined eligible to receive services in CCMEP funded by TANF when that individual:
 - Has (or has applied for) a social security number;
 - Is a United States citizen or non-citizen national or qualified alien as those terms are defined in rule 5101:1-2-30 of the Administrative Code;
 - Does not owe any of the cost of fraudulent TANF assistance paid to the individual;
 - Has been afforded the opportunity to register to vote;
 - Has a gross household income in the previous thirty-day period of less than two hundred per cent of the federal poverty level; and is one of the following:
 - a minor child;
 - the parent, specified relative, legal guardian or legal custodial of a minor child;
 - a non-custodial parent who lives in the state, but does not reside with his/her minor child(ren);
 - a pregnant individual or
 - an individual age eighteen to twenty-four that is part of a family that includes a minor child.

Additional eligibility requirements may apply to WIOA OSY. See CPL#33 and all applicable.

Referral process for CCMEP:

No later than 7 days from the date:

- An Ohio works first (OWF) work eligible individual
- An OWF recipient not determined to be a work eligible individual requests to participate in CCMEP;
- An individual receiving prevention, retention and contingency benefits or services requests to participate in CCMEP; or
- Upon determination that an in-school youth, out-of-school youth, or low-income adult has a barrier to employment is eligible under WIOA.

Application:

In order to determine eligibility for CCMEP, the customer must complete JFS 03002 (WIOA Youth Program Eligibility Application). In addition, the JFS 03003 (Comprehensive Case Management and Employment Program (CCMEP) Comprehensive Assessment) and JFS 03004 (Comprehensive Case Management and Employment Program (CCMEP) Individual Opportunity Plan) must be completed. Documents must be scanned into the individual's file or maintained in hard copy file. The participant is considered to be enrolled into CCMEP when the Individual Opportunity Plan (IOP) is signed.

If the youth is a minor, the application, comprehensive assessment, and the IOP must be signed by the parent or guardian.

What is the comprehensive assessment?

The comprehensive assessment is the process:

- (1) For determining the education, skill levels, and job readiness of program participants;
- (2) To identify barriers to self-sufficiency;
- (3) To identify individual strengths; and
- (4) To identify the services necessary to overcome the identified barriers through CCMEP.

How is the comprehensive assessment administered?

ACDJFS shall schedule the individual referred to CCMEP for a comprehensive assessment on a date that is no later than ten days from the date the individual was referred to CCMEP. The comprehensive assessment shall include:

- 1) The "Comprehensive Case Management and Employment Program (CCMEP) Comprehensive Assessment Tool" JFS 03003, administered by a case manager. The JFS 03003 includes but is not limited to a review of the following:
 - a) Occupational skills;
 - b) Prior work experience;
 - c) Employability;
 - d) Interests;
 - e) Aptitudes;
 - f) Supportive service needs; and
 - g) Developmental needs.
- 2) A basic skills assessment. We are currently using the TABE (Test of Adult Basic Education) for determining basic skills deficiencies.
 - The basic skills assessment will measure skill level as well as skills related gains. Reasonable accommodations will be provided in the assessment process, if necessary, for individuals with disabilities as described in paragraph (A)(8) of rule 5101:10-3-01 of the Administrative Code. Assessments that determine an individual's grade level equivalent or educational functioning level may be utilized but are not required.

What is an individual service strategy and an IOP?

The Comprehensive Assessment will be used to identify necessary services and will be the foundation of the IOP.

1. An ISS is a strategy to serve the individual's needs based on the results of the comprehensive assessment
2. An IOP documents the ISS and is mutually developed, implemented, and revised as needed

Approval/Denial Notices:

Each application will need to be approved or denied based on eligibility for the program (ACDJFS form 177). Case manager will complete the approval or denial notice, mail the original to the household, and scan a copy of the notice into our scanning system or maintain in participants hard copy file.

Determination of Funding Source:

There are two separate funding streams for CCMEP: WIOA Youth and TANF. In order to determine eligibility for one or both programs, ensure that all eligibility factors are met. TANF eligibility needs to be re-determined every six months.

What services are available?

- 1) Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.
- (2) Alternative secondary school services or dropout recovery services. This includes alternative secondary school services such as basic education skills training, individualized academic instruction, and English as a second language training. These services assist the program participant who has struggled in traditional secondary education. Dropout recovery services include credit recovery, counseling, and educational plan development. Dropout recovery services assist program participants who have dropped out of school.
- (3) Planned, structured learning through paid or unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
 - (a) Summer employment opportunities and other employment opportunities available throughout the school year;
 - (b) Pre-apprenticeship programs designed to prepare individuals to enter and succeed in an apprenticeship program registered under the National Apprenticeship Act (1932);
 - (c) Internships and job shadowing;
 - (d) On-the-job training opportunities;
- (4) Occupational skill 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, if the local board determines that the programs meet the quality criteria described in WIOA sections 122 and 123.
 - (a) Individual training accounts (ITAs) may be established for program participants that are out-of school youth. ITAs are established on behalf of the participant to purchase a

program of training services from eligible training providers listed on the workforce inventory of education and training (WIET).

- (b) By using an individual training account (ITA), a procured provider of CCMEP services would not have to be used to provide the occupational skills training.
- (c) If an ITA is used to fund occupational skills training, eighty-five per cent of all individual training accounts for the program year must be for training in an occupation that is on the state in-demand occupation list. Upon request from a lead agency, ODJFS may waive the limitation on funding.
- (5) Education offered concurrently with workforce preparation activities and training for a specific occupation. This includes programs that provide workforce preparation activities, basic academic skills, and hands-on occupational skills training being taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.
- (6) Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors.
- (7) Supportive services to enable a youth to participate in CCMEP. In accordance with rule 5101:1-3-13 of the Administrative Code, the failure to provide supportive services necessarily related to participation in an assigned CCMEP activity is good cause for failing to participate in the activity for OWF work-eligible individuals.
- (8) Adult mentoring for a duration of at least twelve months that may occur both during and after participation in CCMEP.
- (9) Follow-up services for not less than twelve months after the completion of participation in CCMEP as described in paragraph (D) of rule 5101:14-1-06 of the Administrative Code. Follow-up services may vary dependent on each program participant's needs and the IOP in effect upon exit, and are intended to provide the necessary support to ensure the program participant's post-program success, including but not limited to:
 - (a) Supportive services;
 - (b) Regular contact with program participants and their employers, including assistance addressing work-related problems;
 - (c) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.
 - (d) Financial literacy education;
 - (e) Adult mentoring; and
 - (f) Activities that help the program participant prepare for and transition to post-secondary education.

- (10) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
- (11) Financial literacy education. This includes a program activity provided to gain an understanding of basic financial information which is necessary to become self-sufficient, and includes but is not limited to the following:
 - (a) Supporting the ability of CCMEP participants to create household budgets, initiate saving plans, and make informed financial decisions about education, retirement, home ownership, wealth building, or other savings goals;
 - (b) Supporting the ability to manage spending, credit, and debt, including credit card debt, effectively;
 - (c) Increasing awareness of the availability and significance of credit reports and credit scores in obtaining credit, including determining their accuracy;
 - (d) Supporting the ability to understand, evaluate, and compare financial products, services, and opportunities; and
 - (e) Supporting activities that address the particular financial literacy needs of non-English speakers.
- (12) Entrepreneurial skills training;
- (13) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
- (14) Post-secondary preparation and transition activities.

Keys to Success:

CCMEP's success is based on the customer's active participation in the program, as well as regular, meaningful engagement by case managers. Individuals participating in CCMEP are required to commit to participating in activities outlined in their individual opportunity plan for a minimum of 20 hours per week. CCMEP case managers are required to engage with participants at least every 30 days.

Caseworkers and Case Management:

Caseworkers are key to the success of CCMEP. Understanding clients' complex problems and helping them build a path forward is a human-resource-intensive activity. High-quality interactions between caseworkers and clients are critical to identifying barriers and helping individuals become work-ready. CCMEP caseworkers must have appropriate qualifications and training, as well as manageable caseloads, to perform their jobs effectively. As part of CCMEP implementation, ODJFS will develop best practices for case management, including recommended caseworker qualifications and a training curriculum.

Limits per participant per year:

Athens County has established an overall maximum cap of \$10,000 per participant per year for participants in CCMEP/WIOA programs, inclusive of all training, incentive, stipend and supportive services. Any number of individual payments can be made during this period. The year begins on the date of eligibility. If the \$10,000.00 is exhausted before the first year, no other funds may be authorized until the enrollment year has been completed. An additional \$10,000.00 will be available at the beginning of the next program year.

\$10,000 Total expenses paid per participant per year

All-inclusive with caps on the following:
\$10,000 Individual Training Account (ITA)
\$8,000 On-the-Job Training (OJT)
\$3,000 Supportive Services
\$3,000 Incentives

Individual Training Account (ITA):

The ITA policy will follow the Area 14 Workforce Development Board policy on ITA's located at <http://www.ohioarea14.org/>. Furthermore, Athens County will limit the funding for ITA's as stated in the limits per participant per year section of this policy.

The link below provides access to in-demand occupation data:

<http://jfs.ohio.gov/owd/OMJResources/In-DemandOccupations.stm>.

Individuals attending post-secondary training will be required to apply for federal and state financial aid. ITA's may be issued to supplement financial aid that the individual is approved for to finance their training activity. If the participant is not eligible for financial aid, an ITA may be used to finance the training within the limits of policy.

Costs covered through the use of an ITA may include, but are not limited to:

- Tuition;
- General Service Fees;
- Application Fees;
- Lab Fees;
- Testing Fees;
- Books;
- Uniforms;
- Other fees associated with the training and approved by WIOA staff, such as physicals/shots, eye glasses/contacts, etc.

The duration of an ITA is determined by a participant's course of study. Realistic and attainable training plans must be considered. Generally, training is either short-term or long-term. Short-term training is training which is completed in 12 months or less. Short-term training is the preferred method since the goal is to attain employment quickly. Long-term training is training whose length does not exceed 24 months. Four-year degree programs may be funded when the customer can document that he or she is in the last two years of the program (e.g., remaining hours are equal to or less than 50 percent of the total credit hours required for the degree).

There may be instances where a participant is unable to complete the training program within the time frame outlined in the ITA. These circumstances include, but are not limited to:

- Military service or leave time;
- Lack of availability of classes;
- Cancellations of classes;
- Unforeseen illness (of the participant or an immediate family member of the participant).

For the purposes of this policy, immediate family members include the participant's parents (including step-parents), spouse, domestic partner, and children (including step-children or children who the participant has been awarded custody of through a court)

Paid Work Experience:

On-the-Job Training (OJT):

The OJT policy will follow the Area 14 Workforce Development Board policy on OJT's located at <http://www.ohioarea14.org/>. In order to complete the OJT with the participant, an individualized contract will need to be completed. Furthermore, Athens County will limit the funding for OJT's as stated in the limits per participant per year section of this policy.

Internships/job shadowing/stipends:

If OJT's are not feasible, internships or job shadowing may be appropriate, with or without a stipend. Stipends that are to be paid in cash to the participant are based on the participant's hourly participation in a recognized work experience where wages are not applicable: (i.e.) Internships and Job Shadowing.

- Stipends are not to exceed \$9.00 per hour, per participant. Paid internships and job shadowing will be limited to no more than 80 hours per program year.

Stipends are budgeted out of the training dollars for each participant.

Supportive Services:

The supportive services policy will follow the Area 14 Workforce Development Board policy on supportive services located at <http://www.ohioarea14.org/>. Furthermore, Athens County will limit the funding for supportive services as stated in the limits per participant per year section of this policy. Participants may be eligible for gasoline vouchers/gas cards/bus passes through supportive services to help address barriers related to their continued participation. These services may be utilized for educational activities, job search, interviewing, or other services that are necessary for WIOA participation. The amount is determined by the CCMEP/WIOA Coordinators using Google Maps, MapQuest, Yahoo Maps or other program to verify the mileage to and from the work site, multiplied by the number of days the client will need to go to the work site, multiplied by the current mileage reimbursement rate from the IRS using ACDJFS form 199 (if TANF) and form 199-A (if WIOA). This information is kept in the individual's case file or scanned into system. . Appropriateness of supportive service and the duration of the services will be at the case manager's discretion. Case manager must make the determination on whether or not to incorporate these services into a participants plan.

Incentives:

Each CCMEP participant may be eligible for up to \$3,000 in incentives based on the following:

- \$100 for increasing two grade levels in reading

- \$100 for increasing two grade levels in math
- \$500 graduation bonus from GED, high school or a post-secondary two-year program
- \$200 for graduating from a certificate training program from an approved training provider
- \$100 for near perfect attendance (not more than 2 missed excused days) for the CCMEP class
- \$500 for obtaining new unsubsidized employment (not self-employment) of 20+ hours a week; \$500 for job retention after six months of 20+ hours; and \$500 at completion of one year of 20+ hours.

Monitoring program participation:

Case managers shall document and verify CCMEP activity hours in unpaid and paid activities for program participants.

The statewide database generated turn-around documents will be utilized when available for CCMEP participants. When those are not available, the attached time sheet is the preferred method. See attached.

When do participants complete the program?

Case managers may propose to end CCMEP services for program participant who is not an Ohio Works First (OWF) mandatory participant when:

- (1) The program participant has successfully entered post-secondary education, military enlistment or deployment, and/or subsidized employment and no longer needs CCMEP services;
- (2) The program participant has been awarded social security disability insurance (SSDI) or supplemental security income (SSI) by the social security administration and has made application for services with opportunity for Ohioans with disabilities; or
- (3) The program participant has not engaged in CCMEP services and activities on at least five occasions without explanation and the lead agency has made reasonable efforts to provide services and to re-engage the program participant
- (4) The program participant is not eligible for temporary assistance for needy family (TANF)_ or Workforce Innovation and Opportunity Act (WIOA) (2014) funding; or the lead agency lacks funding the program participant

Case managers need to work in collaboration with their supervisor on strategic exiting from the program.

What is the process for exiting someone from CCMEP?

ACDJFS shall:

1. Ensure that the program participant does not require any additional services or that ACDJFS has made reasonable efforts to provide the program participant with CCMEP services and the program participant has failed to utilize them on at least five occasions.
2. Begin the ninety day exit process after issuing notice of adverse action to the program participant at least thirty days prior to ending all services
3. Continue to attempt to engage the program participant in accordance with paragraph (C)(7) of rule 5101:14-1-03 of the Administrative Code during the ninety day period. Each attempt to engage shall be documented in the Ohio workforce case management system. When a program participant reengages in CCMEP within ninety days of the adverse action notice, the lead agency shall reevaluate the service strategy appropriate for the program participant and determine what additional services (if any) are needed.
 - a. When additional services are needed, the program participant shall remain eligible for CCMEP;

- b. When services are not provided for ninety consecutive days and future services have not been scheduled, the program participant is no longer eligible for CCMEP and shall be exited from CCMEP. The lead agency shall provide follow-up services in accordance with paragraph (D) of this rule. Follow-up service is not considered a future service.

What if a program participant is not eligible for temporary assistance for needy families (TANF) and Workforce Innovation and Opportunity Act (WIOA) (2014) funding; or Athens County lacks funding the program participant is eligible for?

1. When in accordance with paragraph (B) of the rule 5101:14-1-04 of the Administrative Code, a program participant is not eligible for TANF and is not eligible for WIOA, the lead agency shall:
 - a. Immediately end all CCMEP services;
 - b. Issue a notice of adverse action to the program participant in accordance with rule 5101:6-2-04 of the Administrative Code.
2. A program participant whose eligibility is proposed for termination in accordance with this rule shall not:
 - a. Participate in CCMEP without meeting the criteria described in paragraph (B) of rule 5101:14-1-02 of the Administrative Code; or
 - b. Receive follow-up services in accordance with this rule.

Follow-Up Services

In order to support their success and stability, participants exiting the program will receive follow-up services for a minimum of 12 months. Follow-up services may include, but is not limited to, leadership development, assistance addressing work-related problems, mentoring, or work-related peer support groups. CCMEP/WIOA case manager will be responsible for all CCMEP follow-up related to both TANF and WIOA participants. Services under TANF follow-up will require that redetermination of TANF eligibility every six months.

Database management:

The program participant must register with the OhioMeansJobs website (www.ohiomeansjobs.com) unless the program participant is legally prohibited from using a computer, has a physical or visual impairment that makes the program participant unable to use a computer, or has a limited ability to read, write, speak, or understand a language in which OhioMeansJobs is available

Cases transferring to another county:

When a program participant moves to another county and it is in the best interest of the program participant to be transferred in the new county, the lead agency must notify the new lead agency of the move within ten calendar days as described in paragraph (D)(1)(m) of rule 5101:14-1-02 of the Administrative Code. OWF recipients shall be transferred to a new county within ten calendar days of the move. When a program participant will be served by a new lead agency, a revised IOP shall be developed within ten calendar days of the transfer notification.

Any case that needs transferred to another county of residence, please close the work activity assignments on WPAS and change the worker on WPA1 to WJNT05 before transferring the case in CRISE.

For OWCMS, on the Basic Intake General tab, select the WIOA office to which you want to transfer the case. Then select the appropriate staff person and save. The WIOA Office and WIOA Staff fields are located near the bottom of the screen.

If questions, please contact Jason Terry.



13183 State Route 13, Millfield, Ohio 45761-9901
(740) 797-2523 1-800-762-3775
<http://jfs.athensoh.org>

COMMISSIONERS: Lenny Eliason, Charlie Adkins, Chris Chmiel
EXECUTIVE DIRECTOR: Scott Zielinski
An Equal Opportunity Employer / Service Provider

Purpose: Follow-up services are activities after completion of the CCMEP/WIOA program to monitor youth's success during their transition to employment or further education and to provide assistance as needed for a successful transition.

Background: All CCMEP WIOA and CCMEP TANF youth must receive some form of follow-up services for not less than 12 months after the completion of participation in either program. The goal of follow up services is to enable participants to continue lifelong learning and achieve a level of self-sufficiency to ensure job retention, wage gains and career progress.

Follow-up Services may include the following:

1. Leadership development and supportive services
2. Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise;
3. Assistance in securing better paying jobs, career development and further education;
4. Work related peer support groups;
5. Adult mentoring; and
6. Tracking the progress of youth in employment and training.

Follow up services that a participant receives will be based upon participant's individual needs.

Follow-up Supportive Services may include:

- (a) Linkages to community services;
- (b) Assistance with child care and dependent care;
- (c) Assistance with housing;
- (d) Needs-related payments, including transportation
- (e) Reasonable accommodations for youth with disabilities;
- (f) Referrals to health services;

Procedure:

All participants will receive a minimum of 12 months follow up services after their exit from CCMEP WIOA/CCMEP TANF.

1. Prior to exiting the CCMEP WIOA/CCMEP TANF program, the follow up procedure will be reviewed with each participant. Staff and participant will discuss and decide upon appropriate follow-up services. Participants will complete and sign a follow-up agreement (Attachment A)
2. Follow up services may start immediately after an Actual End Date has been entered into OWCMS.
3. If participant reports no need for services during the follow up period, this should be fully documented as a follow up services in OWCMS and should be captured in the case notes on OWCMS.

4. Follow up services should continue to be offered to monitor the participant's status and needs until such a time that the 12 month follow up has been completed.
5. Follow-up services should be approached in such a manner that will assist with successful transition and completion of program goals for successful performance outcomes.

Policy:

Follow up contacts must be meaningful and youth-centered. The types of services and duration of the services must be determined based on the needs of each participant and therefore, the type and intensity of follow-up services may differ for each participant.

The case manager and participant will review what follow up services will be needed and frequency of the contacts at the scheduled follow up meeting. This contact must be made at a minimum of once per quarter for the twelve month follow up period.

Case notes will sufficiently describe the follow up services provided.

Participants are made aware with the follow up agreement that they are not entitled to follow up supportive services.

Case manager must contact participant or if participant cannot be reached, one of the contacts the participant identified on follow-up agreement (Attachment A) will be contacted to discuss participant's progress in employment or education

Providing supportive services to participants that have successfully completed the activities and programs in their plan is allowed, provided that the participant is participating in providing required information during the follow up period.

Follow-up Incentives Prior to exit, a \$500.00 incentive was issued to participant according to Athens County CPL #44 and/or CPL 33-B for obtaining and retaining new unsubsidized employment (not self-employment) of a minimum of 20 hours per week/86 hours per week. Another \$500.00 incentive will be issued for job retention at the 6 month and 12 month anniversary dates for consecutive employment of a minimum 20 hours per week/86 hours per month. Participant will be advised during follow up meeting that he/she is responsible for reporting and maintaining consecutive employment for a minimum of 20 hours per week/86 hours per month to receive follow up incentives. Participant must be cooperating with the case manager in order to be eligible for follow up incentives.

Follow up Supportive Services: Case Manager will follow supportive service expenses pertaining to mileage, transportation, job related expenses, educational needs and additional services as per Athens CCMEP/WIOA Policy No. 44 and 33-B. Participant must be cooperating with the case manager and the follow up plan in order to be eligible for follow up supportive services.

CPL #44 and CPL 33-B has set a cap of \$3,000 for Supportive Services and \$3,000 for Incentives per year. The year begins on the date of eligibility. Any payments paid prior to exit will be included in this cap amount. At the time of exit, the caseworker will calculate the amount left for supportive services and incentives for the follow up time frame. Once these funds are exhausted, no other funds may be authorized.

The Case Manager/Social Program Coordinator has the right to authorize additional services, if such services are needed for the participant to obtain and retain employment and/or enrollment and completion of training.

Follow-Up Agreement

Name: _____ SS#: _____
Address: _____ Phone: _____
City: _____ State: _____ Zip Code: _____
E-Mail address: _____ Follow up start date: _____
Follow up end date: _____ (follow up may continue past this date)

The purpose of this meeting is for notification that you have been exited from the CCMEP/WIOA program for the following reason(s):

- Successfully obtained employment and/or completed training program
- Awarded SSDI or SSI and applied for services with Ohioans with disabilities
- Failure to utilize CCMEP/WIOA services
- Other- _____

The purpose of follow-up is to provide assistance and/or supportive services for your successful transition into employment or further education and/or retain employment

My follow-up plan will include (if funding permits):

- Assistance with travel costs to and from employment/education training
- Assistance with car repair, uniforms, child care or other expenses deemed necessary to maintain employment or education
- Workshops to increase job skills and job readiness
- Referrals to various social service agencies
- Maintain contact with the case manager throughout follow up time frame
- Other _____

I understand the following (please initial)

I understand that if I maintain my employment with a minimum of 20 hours per week/ 86 hours per month, I will receive a \$500.00 employment incentive upon my 6 month and 12 month employment anniversary .

I understand that I will provide verification of my ongoing employment and that I am responsible for keeping track of my hours and notifying my anniversary dates to my case manager

I understand that supportive services are not an entitlement and that I must remain in compliance with my caseworker to be eligible for supportive services. Services may be denied for failure to cooperate.

I understand that follow up lasts a minimum of 12 months

Other _____

Ohio Means Jobs-Athens County (The Work Station) can assist you with any employment related needs and are free of charge.

Please list 2 people who does not live in your household; and will know how to contact you in the event that you have moved.

1. Name: _____ Relationship: _____
Address: _____ Phone: _____
City: _____ State: _____ Zip Code: _____

2. Name: _____ Relationship: _____
Address: _____ Phone: _____
City: _____ State: _____ Zip Code: _____

I attest that I will cooperate and abide by the requirements of my CCMEP/WIOA follow up plan. By signing this form, I am acknowledging that I have reviewed and received a copy of this plan from my Case Manager.

Participant Signature Date:

Case Manager Signature Date:

(CCMEP/WIOA 9/2017)

COUNTY PROCEDURE LETTER # 33 – B

Workforce Innovation and Opportunity Act (WIOA) OUT-OF-SCHOOL YOUTH TRAINING, INCENTIVE, STIPEND, OJT & SUPPORTIVE SERVICES POLICY

Revised September 1, 2016

*Any and all prior Athens County policies related to WIA/WIOA are now null and void as of 9/1/16.
Area 14 Workforce Development Board and ODJFS policy and guidance supersedes this CPL.*

What is Workforce Innovation and Opportunity Act (WIOA)?

On July 22, 2014, the Workforce Innovation and Opportunity Act (WIOA) was signed into law as Public Law 113-128. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

The purpose of the law is to:

- Increase opportunities for individuals, particularly those with barriers to employment
- Support alignment of workforce investment, education, and economic development systems
- Provide workers with the skills and credentials to secure and advance employment
- Promote improvement in the structure and delivery of services
- Increase the prosperity of workers and employers
- Increase the employment retention and earnings of participants and the attainment of recognized post-secondary credentials

What Is the Comprehensive Case Management and Employment Program?

Helping the emerging workforce prepare for and find meaningful employment is key to Ohio's economic success, and to breaking the cycle of poverty for thousands of Ohioans.

To address this challenge, the state of Ohio has created new framework for serving low-income Ohioans ages 16 to 24, through an integrated intervention program that combines the Temporary Assistance for Needy Families (TANF) program and the Workforce Innovation and Opportunity Act (WIOA) Youth program. Designed to assist one of Ohio's most vulnerable populations, this **new way to work** is titled the **Comprehensive Case Management and Employment Program (CCMEP)**.

CCMEP provides employment and training services to eligible, low-income individuals based on a comprehensive assessment of employment and training needs, as well as a basic skills assessment. Participants are provided services to support goals outlined in their individual opportunity plan, which may include support to obtain a high school diploma, job placement, work experience, and other supportive services such as child care and transportation.

What services are available?

The program offers a range of services to help individuals achieve goals related to obtaining employment, increased earnings and/or obtainment of a certificate or credential. These include:

- Tutoring or study skills training;
- Alternative secondary school services, or dropout recovery services;
- Paid and unpaid work experiences (including summer employment opportunities, pre-apprenticeship programs, internships and job shadowing, and on-the-job training opportunities);
- Occupational skills training;
- Education offered concurrently with workforce preparation activities;

- Leadership development opportunities;
- Adult mentoring;
- Entrepreneurial skills training;
- Financial literacy education;
- Comprehensive guidance and counseling;
- Labor market and employment information;
- Activities to prepare youth to transition to post-secondary education and training;
- Supportive services including access to drug and alcohol abuse counseling, health care, transportation, child care, housing, uniforms and work-related tools, educational testing and reasonable accommodations for youth with disabilities; and
- Follow-up.

Eligibility for WIOA OSY:

Eligibility for WIOA OSY must follow the policies developed by the Area 14 Workforce Development Board found at <http://www.ohioarea14.org/>.

Effective July 1, 2016, individual's served by TANF and the WIOA Youth programs will be served through CCMEP as a single population under a consolidated system of service delivery.

The following individuals ages 16 to 24 are required to participate in CCMEP:

- Low-income in-school and out of school youth considered to have a barrier to employment and registered for a WIOA program.
- Participants in the Ohio Works First (OWF) program who are work eligible.

In addition, the following individual's ages 16 to 24 may volunteer to participate in CCMEP:

- Participants in the OWF program who are not work eligible.
- Individuals receiving benefits or services through the prevention, retention, and contingency (PRC) program, within 30 days of receiving a benefit.

An individual referred to CCMEP and served under WIOA must also meet all other eligibility factors of WIOA OSY.

Additional eligibility requirements may apply to CCMEP OSY. See CPL#44 and all applicable.

Limits per participant per year:

Athens County has established an overall maximum cap of \$10,000 per participant per year for participants in CCMEP/WIOA programs, inclusive of all training, incentive, stipend and supportive services. Any number of individual payments can be made during this period. The year begins on the date of eligibility. If the \$10,000.00 is exhausted before the first year, no other funds may be authorized until the enrollment year has been completed. An additional \$10,000.00 will be available at the beginning of the next program year.

\$10,000 Total expenses paid per participant per year

All-inclusive with caps on the following:

\$8,000 Individual Training Account (ITA)

\$8,000 On-the-Job Training (OJT)

\$3,000 Supportive Services

\$3,000 Incentives

Individual Training Account (ITA):

The ITA policy will follow the Area 14 Workforce Development Board policy on ITA's located at <http://www.ohioarea14.org/>. Furthermore, Athens County will limit the funding for ITA's as stated in the limits per participant per year section of this policy.

The link below provides access to in-demand occupation data:

<http://jfs.ohio.gov/owd/OMJResources/In-DemandOccupations.stm>

When an Objective Assessment and Individual Service Strategy/Comprehensive Assessment and Individual Opportunity Plan indicates that training services are appropriate for an Out-of-School Youth (OSY), Athens County may provide occupational skill training services to eligible participants similar to the "Individual Training Accounts" (ITA's) used for Adult and Dislocated Worker participants. Athens County has established an overall maximum cap of \$10,000 per participant per year for participants in the Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth program, inclusive of all training, incentive, stipend and supportive services. Any number of individual payments can be made during this period. The year begins on the date of WIOA eligibility. If the \$10,000.00 is exhausted before the first year, no other funds may be authorized until the enrollment year has been completed. The additional \$10,000.00 will be available at the beginning of the second year. Training services will be provided through the use of ITA's in order to give eligible OSY financial power to access Occupational Skill Training from an eligible institution on the Eligible Training Provider Online (ETPO) list. Training services will ensure consumer choice on the selection of an eligible provider and may include, but is not limited to:

- On-the-job training;
- Incumbent worker training;
- Programs that combine workplace training with related instruction, which may include cooperative education programs;
- Training programs operated by the private sector;
- Skill upgrading and retraining;
- Entrepreneurial training;
- Transitional jobs;
- Job readiness training;
- Adult education and literacy activities; and
- Customized training.

Individuals attending post-secondary training will be required to apply for federal and state financial aid. ITA's may be issued to supplement financial aid that the individual is approved for to finance their training activity. If the participant is not eligible for financial aid, an ITA may be used to finance the training within the limits of policy.

Costs covered through the use of an ITA may include, but are not limited to:

- Tuition;
- General Service Fees;
- Application Fees;
- Lab Fees;
- Testing Fees;
- Books;
- Uniforms; and

- Other fees associated with the training and approved by WIOA staff, such as physicals/shots, eye glasses/contacts, etc.

The duration of an ITA is determined by a participant's course of study. Realistic and attainable training plans must be considered. Generally, training is either short-term or long-term. Short-term training is training which is completed in 12 months or less. Short-term training is the preferred method since the goal is to attain employment quickly. Long-term training is training whose length does not exceed 24 months. Four-year degree programs may be funded when the customer can document that he or she is in the last two years of the program (e.g., remaining hours are equal to or less than 50 percent of the total credit hours required for the degree).

There may be instances where a participant is unable to complete the training program within the time frame outlined in the ITA. These circumstances include, but are not limited to:

- Military service or leave time;
- Lack of availability of classes;
- Cancellations of classes; and
- Unforeseen illness (of the participant or an immediate family member of the participant).

For the purposes of this policy, immediate family members include the participant's parents (including step-parents), spouse, domestic partner, and children (including step-children or children who the participant has been awarded custody of through a court).

Paid Work Experience:

On-the-Job Training (OJT):

The OJT policy will follow the Area 14 Workforce Development Board policy on OJT's located at <http://www.ohioarea14.org/>. In order to complete the OJT with the participant, an individualized contract will need to be completed. Furthermore, Athens County will limit the funding for OJT's as stated in the limits per participant per year section of this policy.

Internships/job shadowing/stipends:

If OJT's are not feasible, internships or job shadowing may be appropriate, with or without a stipend. Stipends that are to be paid in cash to the participant are based on the participant's hourly participation in a recognized work experience where wages are not applicable: (i.e.) Internships and Job Shadowing.

- Stipends are not to exceed \$9.00 per hour, per participant. Paid internships and job shadowing will be limited to no more than 80 hours per program year.

Stipends are budgeted out of the training dollars for each participant.

Supportive Services:

The supportive services policy will follow the Area 14 Workforce Development Board policy on supportive services located at <http://www.ohioarea14.org/>. Furthermore, Athens County will limit the funding for supportive services as stated in the limits per participant per year section of this policy. Participants may be eligible for gasoline vouchers/gas cards/bus passes through supportive services to help address barriers related to their continued participation. These services may be utilized for educational activities, job search, interviewing, or other services that are necessary for WIOA participation. The amount is determined by the WIOA Coordinator using Google Maps, MapQuest,

Yahoo Maps or other program to verify the mileage to and from the work site, multiplied by the number of days the client will need to go to the work site, multiplied by the current mileage reimbursement rate from the IRS using ACDJFS form 199. This information is scanned into the individual's case file.

Incentives:

Each CCMEP participant may be eligible for up to \$3,000 in incentives based on the following:

- \$100 for increasing two grade levels in reading and/or math
- \$500 graduation bonus from GED, high school or a post-secondary two-year program
- \$200 for graduating from a certificate training program from an approved training provider
- \$100 for near perfect attendance (not more than 2 missed excused days) for the CCMEP class
- \$500 for obtaining new unsubsidized employment (not self-employment) of 20+ hours a week; \$500 for job retention after six months of 20+ hours; and \$500 at completion of one year of 20+ hours.

Monitoring program participation:

The statewide database generated turn-around documents will be utilized when available for CCMEP participants. When those are not available, the attached time sheet is the preferred method.

When do participants complete the program?

A participant may be considered to have completed the program when they have obtained employment, successfully entered post-secondary education, enlisted in the military, or been awarded social security disability insurance and applied for services with Opportunities for Ohioans with Disabilities. A participant may be required to leave the program if they repeatedly fail to meet commitments outlined in their individual opportunity plan.

Case managers need to work in collaboration with their supervisor on strategic exiting from the programs.

Follow-Up Services

In order to support their success and stability, participants exiting the program will receive follow-up services for a minimum of 12 months. Follow-up services may include, but is not limited to, leadership development, assistance addressing work-related problems, mentoring, or work-related peer support groups. The WIOA Youth case manager will be responsible for all CCMEP follow-up related to both TANF and WIOA participants. Services under TANF follow-up will require that redetermination of TANF eligibility every six months.

Database management:

All CCMEP participants are required to be entered into the OWCMS program and noted as a CCMEP participant. Until the OWCMS/CFIS crossover is fixed, please keep track of the voucher per client on the spreadsheet entitled "CCMEP Voucher Tracking" located on the Athens 01 shared drive. All entries should be noted with either the WIOA or TANF funding source.

Area 14 Workforce Development Board

Area 14 Workforce Development Board

Serving Applicants with a Close Relationship to the Workforce Innovation and Opportunity Act (WIOA) Program

Area 14 Policy 16-04

Effective date: August 4, 2016



I. Purpose

The purpose of this policy is to outline requirements and procedures that ensure all individuals receiving services through the Workforce Innovation and Opportunity Act (WIOA) in Area 14 have been determined eligible, assessed, and served in an ethical manner that is free from any real or perceived conflict of interest

II. Effective:

Immediately

III. Background

The WIOA program, while not an entitlement, should be accessible to any individual who is eligible and suitable for services available in Area 14, subject to the policies and procedures of the Area 14 Workforce Development Board. However, when applicants have a close relationship to WIOA staff, management, and other specific stakeholders of the workforce development system, attention must be given to ensure access to program services is not based upon this relationship or political influence. It is possible that even without an intention to misuse WIOA funds, the decision to enroll an individual in the program could be perceived as improper and cause potential non-compliance with state and/or federal law.

All sub recipients of WIOA funds agree, through rule 5101:9-31-01 of the Administrative Code (entitled, 'General requirements for use and expenditures of WIOA funds for local areas'), that they will comply with the standards of conduct for maintaining the integrity of the program and avoid any conflict of interest in its administration including, but not limited to, 29 U.S.C. 2832 (g), chapter 6301 of the Revised Code, and Ohio ethics law.

IV. Definitions

Bright-line test: an objective rule that resolves a legal issue in a straightforward, predictable manner

Close relationship: the applicant's prior and/or present social interactions and/or business dealings with stakeholders of the workforce development system gives a reasonable observer cause to believe that the applicant's access to WIOA program services would be based upon this relationship, as opposed to demonstrated need.

Area 14 Workforce Development Board

Close family member: parents, step parents, spouse, domestic partner, children, step-children, foster children, siblings, grandchildren, grandparents, and any immediate relatives by blood or marriage (i.e., in-laws, cousins, nieces, nephews, aunts, and uncles).

Stakeholders: individuals not related but have direct or indirect management or responsibility for managing the WIOA workforce system (including WIOA executive staff, supervisors, local elected officials, contractors (e.g., adult, dislocated worker, or youth program providers), WDB and subcommittee members, WIOA employees, and OhioMeansJobs center partner staff).

V. Policy

When applicants have a close relationship to WIOA staff, management, and other specific stakeholders of the workforce development system, attention must be given to ensure access to program services is not based upon this relationship or political influence. Although this determination may be simple if the applicant is a close family member or friend, it may be more difficult if the applicant has a close relationship with WIOA staff, management, and other stakeholders.

In the absence of a bright-line test to highlight these “close” relationships, WIOA staff, management, and other participants in the Area 14 workforce development system will avoid the appearance of impropriety by abstaining from directly assisting and/or influencing the application process of friends, close family members, former and/or present colleagues, and persons with whom they have an ongoing social or business relationship. Likewise, decisions relating to approving training, supportive services, job referrals, or other service needs must be made by workforce partners with no such relationship to the applicant. Stakeholders identified in this issuance shall not use their position to influence a decision to enroll an individual in the WIOA program.

Disclosure and Documentation

Area 14 program operators shall incorporate into their application/assessment for WIOA services a process for immediate disclosure of a potential conflict between the applicant and any of the following stakeholders of the workforce development system:

- a. Local elected officials;
- b. WDB members, including Executive Director of the board;
- c. WDB sub-committee members
- d. WIOA executive staff and supervisors;
- e. Ohio Means Jobs center staff
- f. Procured WIOA “Career” and “Youth” program operator staff
- g. WIOA sub-recipients and/or contractors; and
- h. County JFS employees (as CCMEP lead agency in each county in Area 14)

All individuals applying for services in the WIOA program are required to indicate whether or not a relationship exists that is covered by this policy. Documentation of the disclosure, including the name of the person and the nature of the relationship, must be maintained in the participant's file. When a relationship exists, it must be disclosed at the time of application to the program.

Area 14 Workforce Development Board

Process

An "arms-length determination" of eligibility must be conducted by a staff member that has no relationship with the applicant.

When an application is received and a conflict exists with either a local elected official, WDB or Sub-committee member, or WDB Executive Director, the application will be forwarded to another Ohio local workforce development area for eligibility determination, provided Area 14 has entered into an agreement or MOU with another Ohio local workforce development area for this arrangement. If no such arrangement exists, eligibility, appropriateness and service approval will be determined by unanimous agreement from each of the following:

- a. WDB Director (unless subject to the conflict)
- b. Procured WIOA "Career" or "Youth" program operator Directors or designees, as applicable (from counties without relationship to applicant)
- c. WIOA Supervisors (from counties without relationship to applicant)

When an application is received and a conflict exists with either WIOA employees, Ohio Means Jobs center partner staff, WIOA sub-recipients and/or contractors, or county JFS employees, the application will be forwarded to another WIOA Supervisor in Area 14 for determination of eligibility and appropriateness. These requests may be sent to either of the two other counties, but will generally follow this rotation:

Perry County applications sent to Meigs County

Meigs County applications sent to Athens County

Athens County applications sent to Perry County

Determinations of eligibility and appropriateness will be in writing to the originating county, will include determination of eligibility for all possible WIOA programs (in-school, out of school, adult and/or dislocated worker), and may be provided via email.

After eligibility and appropriateness determinations have been made for individuals subject to this policy, subsequent service determinations, including training and supportive services, may be handled in the county of application, provided all determinations are made by staff with an "arms-length" distance from the applicant. However, each funded service must be pre-approved by the eligibility-determining county prior to authorization.

In the event that the conflict arises from an Ohio Means Jobs center partner staff, provider staff, etc. that operate in multiple counties, the Executive Director of the WDB will assign eligibility, appropriateness and service determination to individuals whom, using the best judgement of the Director, can make these determinations without the appearance of a conflict.

Tracking

All providers within the Area 14 workforce development system must provide a list of all participants who have disclosed that a close relationship to WIOA staff, management, or other specific stakeholders of the workforce development system exists to ODJFS program monitors, auditors and or WDB Director at the onset of all monitoring visits.

Area 14 Workforce Development Board

Area 14 Workforce Development Board

WIOA Youth Eligibility

Area 14 Policy 16-07

Effective August 4, 2016



I. Purpose

The purpose of this policy is to set parameters and guide Program Operators in determining eligibility for participants in Workforce Innovation and Opportunity Act (WIOA) funded youth employment and training programs in Area 14.

Although most of the eligibility requirements for WIOA are established by the act itself, as well as the state of Ohio's guidance through WIOAPL 15-03 and 15-07, and 5101:10-3-01 of the Ohio Administrative Code, the Area 14 Workforce Development Board does have discretion relating to several key definitions and components. Program Operators in the Area 14 workforce development system will adhere to all applicable federal and state guidance with regards to WIOA Youth eligibility, as well as the terms set forth in this policy.

II. Effective

Immediately

III. Comprehensive Case Management and Employment Program (CCMEP)

Age of Participants

The Area 14 Workforce Development Board intends to participate in the state of Ohio's Comprehensive Case Management and Employment Program beginning July 1, 2016 by serving 16 to 24 year old are residents with a comprehensive array of services to improve the occupational and educational skills of this population. To align with the programmatic requirements of CCMEP, 14 and 15 year old youth applying for WIOA Youth services will not be enrolled but will still be provided the full array of applicable or appropriate services available through providers and partners of the Ohio Means Jobs system. WIOA Youth who are 14 and 15 years old will be referred to appropriate programs that have the capacity to serve them for assessment, if necessary, and to meet the skills and training needs of this population. Program Operators will provide basic labor exchange services under the Wagner-Peyser Act for this population.

County of Residence

To ensure that eligible youth are able to take full advantage of the Comprehensive Case Management and Employment Program as administered by each county's Lead Agency, all WIOA Youth participants must reside within Area 14 (Athens, Meigs or Perry Counties) to receive WIOA Youth services at a level requiring enrollment. Area 14 WIOA Youth applicants must apply for services in their county of residence. Youth requiring more than self-help services that reside outside of the Area 14 workforce development system will be provided referral information for their local workforce system.

Area 14 Workforce Development Board

IV. Definitions

Age of compulsory school age: a child who is between 6 and 18 years of age.

Alternative school: schools which offer specialized, structured curriculum inside or outside of the public school system which may provide work/study and/or academic intervention for students with behavior problems, physical/mental disabilities, who are at-risk of dropping out, who are institutionalized or adjudicated youth and/or youth who are in the legal custody of the Ohio Department of Youth Services and are residing in an institution. An alternative school must be approved by the local education agency.

Attending school: an individual who is enrolled and/or attending secondary or postsecondary school.

Basic skills deficient: a youth who has English reading, writing, or computing skills at or below the 8th grade on a generally accepted standardized test or who is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.

Charter school: public, nonprofit, nonsectarian, tuition-free schools operating independently of a school district, but under contract with a Sponsor that has been approved by the Ohio Department of Education.

Chronic truant: any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is required to attend for 7 or more consecutive school days, 10 or more school days in one month, or 15 or more school days in a school year.

Covered individual: an eligible in-school youth, or an eligible out-of-school youth who is low income and meets one of the following criteria:

- a) Has a secondary school diploma or its recognized equivalent and is basic skills deficient or an English language learner; or
- b) Requires additional assistance to enter or complete an educational program or to secure or hold employment.

Disability: Any person who has a physical, sensory, or mental impairment, which substantially limits one or more major life activities per the American Disabilities Act of 1990 (42 U.S.C. 12102) and has record of such impairment or is regarded as having such impairment.

Enrollment: the collection of information to support eligibility determination and participation in any one of the 14 program elements.

Family: two or more persons related by blood, marriage, or decree of court, who are living in a single residence and are included in one or more of the following categories:

- a) Two spouses and dependent children.
- b) A parent or guardian and dependent children.
- c) Two spouses.

Habitual truant: any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is required to attend for 5 or more consecutive days, 7 or more school days in one school month, or 12 or more school days in a school year.

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Homeless children and youth (section 725 (2) of the McKinney-Vento Homeless Assistance Act): An individual who lacks a fixed, regular, and adequate nighttime residence and includes the following:

- a) Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- b) Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- c) Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- d) Migratory children who qualify as homeless for the purpose because the children are living in one of the previously mentioned circumstances.

Homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))): An individual who lacks a fixed, regular, and adequate nighttime residence and includes:

- a) An individual who:
 - Is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - Is living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations;
 - Is living in an emergency or transitional shelter;
 - Is abandoned in a hospital; or
 - Is awaiting foster care placement.
- b) An individual who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or
- c) Migratory children who qualify as homeless because the children are living in circumstances listed above.

Individual with a disability: an individual with a disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102).

Lower living standard income level: As defined in section 3 (36)(b) of WIOA, income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Department of Labor based on the most recent lower living family budget issued by the Secretary.

Low-income individual: As defined in section 3 (36)(a) of WIOA, an individual who –

- a) Receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program (SNAP), temporary assistance for needy families (TANF), or the supplemental security income (SSI) or local income-based public assistance;
- b) Is in a family with total family income that does not exceed the higher of –
- c) The poverty line; or
- d) 70% of the lower living standard income level.
- e) Is a homeless individual;
- f) Receives or is eligible to receive a free or reduced price lunch;
- g) Is a foster child on behalf of whom the State or local government payments are made; or
- h) Is an individual with a disability whose own income meets the eligibility income

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requirement of clause (b) but who is a member of a family whose income does not meet this requirement.

Participation: the point at which the individual has been determined eligible for youth program services, has received an assessment, and has received or is receiving at least one program element and is the point at which the individual is to be included in calculations for performance measures.

Postsecondary school: any schooling that follows graduation from high school or completion of high school equivalency, including community colleges, four-year colleges and universities, and technical and trade schools.

Runaway: a young person who has run away from home.

School: For the purposes of youth eligibility, school includes secondary and post-secondary schools. It does not include attending classes with Adult Basic and Literacy Education (ABLE), YouthBuild, or JobCorps.

Secondary school: a nonprofit institutional day or residential school, including a public secondary charter school, that provides secondary education as determined under State law, except that the term does not include any education beyond grade 12.

School: any school operated by a board of education, any community school established under Chapter 3314. of the Revised Code, or any nonpublic school for which the state board of education prescribes minimum standards under section 3301.07 of the Revised Code. **School dropout:** an individual who is no longer attending any school and has not received a secondary school diploma or its recognized equivalent.

V. Eligibility Requirements

In-School Youth Eligibility Requirements

Eligibility for in-school youth, who at the time of enrollment, is:

Attending school; and

- a) Not younger than 16 or (unless an individual with a disability who is attending school under state law) older than 21; and
- b) Is a low-income individual; and
- c) Has one or more of the following barriers:
 - Basic skills deficient;
 - An English language learner;
 - An offender;
 - A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725 (2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the John H. Chafee Foster Care Independence Program, or in an out-of-home placement;
 - Pregnant or parenting;
 - An individual with a disability; or
 - An individual who requires additional assistance to complete an education program or to secure or hold employment as defined by the Area 14 Workforce Development Board. The local area defines this as an individual meeting one or more of the following: 1) Limited English, 2) History of drug or alcohol abuse, 3) Limited or

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poor work history, 4) Poor oral or written communication skills, 5) Lack of specific up-to-date job skills, 6) Children of Incarcerated parents, 7) Migrant Youth, and/or 8) Youth who require financial assistance and/or support to enter into, stay enrolled or complete an educational or occupational program. Program Operators must document instances when eligibility is determined using this category, and no more than 5% of enrolled In-School Youth can fall into this locally-defined category. Written self-attestation is an acceptable method for documentation of this category.

Out-of-School Youth Eligibility Requirements

Eligibility for out-of-school youth, who at the time of enrollment, is:

- a) Not attending any school;
- b) Not younger than 16 or older than age 24; and
- c) Has one or more of the following barriers:
 - A school dropout;
 - A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
 - A recipient of a secondary school diploma or its recognized equivalent who is a low income individual and is basic skills deficient or an English language learner;
 - An individual who is subject to the juvenile or adult justice system;
 - A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725 (2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the John H. Chafee Foster Care Independence Program, or in an out-of-home placement;
 - An individual who is pregnant or parenting;
 - A youth who is an individual with a disability; or
 - A low-income individual who requires additional assistance to complete an education program or to secure or hold employment as defined by the Area 14 Workforce Development Board. The local area defines this as an individual meeting one or more of the following:
 - 1) Limited English, 2) History of drug or alcohol abuse, 3) Limited or poor work history, 4) Poor oral or written communication skills, 5) Lack of specific up-to-date job skills, 6) Children of Incarcerated parents, 7) Migrant Youth, and/or 8) Youth who require financial assistance and/or support to enter into or complete an educational or occupational program. Program Operators must document instances when eligibility is determined using this category. Written self-attestation is an acceptable method for documentation of this category.

Basic Skills Deficient

In assessing basic skills, Program Operators must use assessment instruments that are valid and appropriate for the target population. The Program Operator must also provide reasonable accommodation in the assessment process, if necessary, for people with disabilities.

5% Exception of Youth Eligibility:

Up to 5% of youth participants in Area 14 (both In-School and Out-of-School) may be individuals who would be covered individuals except that the persons are not low-income.

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5% Limitation of In-School Youth Eligibility:

Not more than 5% of In-School youth participants in Area 14 may be eligible based upon being an individual who requires “additional assistance”, as defined by this policy, to complete an educational program or to secure or hold employment.

Selective Service Eligibility:

Male youth participants who are 18 years of age and older and have fulfilled registration requirements of the Military Selective Service Act (MSSA) are eligible to participate in WIOA-funded programs and services. Workforce Innovation and Opportunity Act Policy Letter No. 15-04, Selective Service Registration, provides guidelines for selective service registration requirements. A male youth applicant, age 18 years old and older, who has not registered for the selective service or who is unwilling to register, will be denied any WIOA program services.

VI. Reporting and Monitoring

Program Operators are required to maintain and report accurate program and financial information. Pursuant to rule 5101:9-30-04 of the Ohio Administrative Code, information regarding WIOA participants and their activities and performance must be entered into Ohio Workforce Case Management System (OWCMS) accurately and timely. OWCMS may be used to assist in the determination of eligibility. However, OWCMS cannot be used as verification of youth eligibility. WIOAPL No. 15-07, Source Documentation for WIOA Eligibility, lists the type of acceptable documentation to verify eligibility for the WIOA adult and dislocated worker programs.

The Area 14 Workforce Development Board will conduct oversight of the implementation of the WIOA youth programs to ensure that participants enrolled in the programs are eligible and that eligibility has been properly documented. Program Operators are required to make available to the board and/or contracted monitors all relevant participant files, documents and paperwork.

Through the state’s monitoring system, program monitors will review the area’s determination of eligibility for youth, including a participant file review, during the annual onsite monitoring review for compliance with federal and state laws and regulations. Any issues will be handled through the state’s monitoring resolution process.

VII. References

ODJFS Workforce Innovation and Opportunity Act Policy Letter No. 15-03

Workforce Innovation and Opportunity Act, Pub. L. 113-128

20 CFR 603 et seq.

29 U.S.C. 3101 et seq.

Ohio Rev. Code 2925.01

Ohio Rev. Code 3321.01

ODJFS, Workforce Innovation and Opportunity Act Policy Letter No. 15-07, Source Documentation for WIOA Eligibility, (July 1, 2015).

ODJFS, Workforce Innovation and Opportunity Act Policy Letter No. 15-04, Selective Service Registration, (July 1, 2015).

5101:1-3-13 Ohio works first: good cause for work activity failures.

(A) Conflict with the Revised Code

(1) Section (5) of Amended Substitute Senate Bill 238 of the 126th General Assembly (9/2006) sets forth the following provision: Not later than September 30, 2006, the director of job and family services shall adopt rules as necessary for the state to comply with 42 U.S.C. 607(i)(2) (8/1996). If necessary to bring the state into compliance with 42 U.S.C. 607(i)(2) (8/1996), the rules may deviate from Chapter 5107. of the Revised Code. Rules adopted under this section that govern financial and other administrative requirements applicable to the department of job and family services and county departments of job and family services shall be adopted in accordance with section 111.15 of the Revised Code as if they were internal management rules. All other rules adopted under this section shall be adopted in accordance with Chapter 119. of the Revised Code.

(2) The county agency shall administer the work activity programs in accordance with the requirements contained in this rule and not in accordance with sections 5107.14, 5107.161 and 5107.162 of the Revised Code. All applicable requirements contained in the Revised Code sections referenced have been incorporated in this rule.

(B) What is good cause for work activity failures?

(1) "Good cause" is defined as a valid reason a work eligible individual failed to comply with a provision of their self sufficiency contract requirements.

(2) For each failure, refusal or absence, the county agency shall determine when good cause exists.

(C) What are allowable good cause reasons?

Good cause reasons are limited to the following:

(1) Illness of the work eligible individual or of another family member related by blood, marriage or adoption, living in the same household, when care by the work eligible individual was necessary;

(2) For either the work eligible individual or a family member living in the same household, a previously scheduled appointment necessary for medical, dental, or vision care.

(3) A previously scheduled job interview for a work eligible individual, including any subsequent interviews and/or testing requirements.

(4) Court ordered appearances.

(5) Appointment with another social service agency or program.

(6) Death in the family, with the length of absence to be determined by the county agency. "Family" is defined as spouse, domestic partner (domestic partner is defined as one who stands in place of a spouse and who resides with the work eligible individual), child, grandchild, parents, grandparents, siblings, stepchild, stepparent, step-siblings, great-grandparents, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, or legal guardian or other person who stands in the place of a parent.

(7) A school, place of work or worksite is closed for the day.

(8) Lack of child care.

How is lack of child care determined?

In determining when good cause exists for nonparticipation with a work requirement for a work eligible individual, the county agency shall determine when child care is a necessary supportive service when a single custodial parent caring for a minor child under age six proves a demonstrated inability for one or more of the following reasons:

(a) Unavailability of a licensed or certified child care provider within a reasonable distance from the parent's home or work site. "Reasonable distance" is defined by each county agency and is based on availability of transportation.

(b) Unavailability or unsuitability of informal child care by a relative or other arrangements. "Unsuitability of informal child care" is a decision made by the county agency and is based on information received from the public children services agency (PCSA) that the PCSA determines is relevant to share with the county agency in order to protect children pursuant to rule 5101:2-33-21 of the Administrative Code.

(c) Unavailability of appropriate and affordable formal child care arrangements. "Affordable child care arrangements" means that work eligible individuals are guaranteed eligibility for child care subsidy with copayments based on family size and income.

(9) A failure of the county agency to provide supportive services.

(10) A failure of the county agency to provide the work eligible individual with all information necessary about the assignment.

(11) Circumstances involving domestic violence that make it difficult for the individual to comply in full with a provision of the self sufficiency contract, in accordance with rule 5101:1-3-20 of the Administrative Code.

(12) Other circumstances determined on a case by case basis by the county agency.

(D) How should a claim of good cause be documented?

(1) Verification of good cause may be required of the work eligible individual at the county agency's discretion.

(2) The county agency may request verification by a third party for a good cause claim.

(3) The county agency shall allow the work eligible individual no more than ten days from the request of verification to provide requested good cause verification.

(4) The work eligible individual has primary responsibility for providing verification to support the claim of good cause and resolve any questionable information.

(5) A work eligible individual may supply good cause verification in person, through the mail, by fax, electronically, through an authorized representative, or through the primary information person. The county agency shall not require the work eligible individual to present verification in person.

(E) What happens when good cause is not found?

When the claim of good cause is not found to be valid, the county agency shall either:

(1) Allow the work eligible individual to make up the missed hours of participation within the same month in accordance with rule 5101:1-3-12 of the Administrative Code; or

(2) Impose a new or continue an existing sanction in accordance with rule 5101:1-3-15 of the Administrative Code.

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