



September 7, 2021

**CCMEPPL 8 (Rescinding Part CCMEPPL #6 Verbal Signatures)**

**Comprehensive Case Management and Employment Program Procedure Letter #8**

**To:** Directors, County Department of Job and Family Services  
Directors, Local Workforce Development Boards

**From:** Matt Damschroder, Director, Ohio Department of Job and Family Services

**Subject:** Comprehensive Case Management and Employment Program (CCMEP) Rescinding part of CCMEPPL #6

Ohio approved verbal signatures and an extension of certification periods for the Comprehensive Case Management Employment Program (CCMEP) in Procedure Letter #6, dated March 30, 2020 after Governor Mike DeWine declared a state of emergency for the entire state of Ohio (Executive Order 2020-01D) to protect the well-being of the residents of Ohio from COVID-19. The State of Emergency was lifted on June 18, 2021.

As a result, Ohio is rescinding the part of Procedure Letter #6 that allowed verbal signatures effective July 30, 2021. Ohio will still allow TANF eligibility to be extended one time for 6 months as promulgated in Procedure Letter #6 since this policy change will be updated in 5101:14-1-05 of the Ohio Administrative Code by the end of 2021.

This extension allows lead agencies to wait to recertify TANF eligibility for one year instead of 6 months as long as the lead agency is not aware of information that would make a participant lose their TANF eligibility. An example of when a lead agency would be aware of TANF eligibility is when a participant is placed in employment with an annual salary above 200% of the Federal Poverty Level.