



September 14, 2021

Fiscal Administrative Procedure Transmittal (FAPMTL) No. **454**

TO: Fiscal Administrative Procedure Manual Holders

FROM: Matt Damschroder, Director

SUBJECT: Comprehensive Case Management and Employment Program (CCMEP) Rules

The Ohio Department of Job and Family Services (ODJFS) has amended the following Administrative Code rules with updated rule language to provide consistency and clarification of the most current funding practices:

- 5101:9-5-01 "Workforce Innovation and Opportunity Act (WIOA) Fiscal Agent Responsibilities for the Comprehensive Case Management Employment Program (CCMEP);"
- 5101:9-5-02 "Comprehensive Case Management Employment (CCMEP) Workforce Innovation and Opportunity Act (WIOA) Youth and Youth Administration Allocations;"
- 5101:9-5-03 "Comprehensive Case Management and Employment Program (CCMEP) Temporary Assistance for Needy Families (TANF) Regular Allocation;" and
- 5101:9-5-04 "Comprehensive Case Management and Employment Program (CCMEP) Temporary Assistance for Needy Families (TANF) Administration Allocation."

Please direct inquiries to your ODJFS Fiscal Supervisors/Bureau of County Finance and Technical Assistance at (614) 752-9194.

Instructions:

Location	Remove	Insert
Chapter 5	5101:9-5-01 (effective 7/1/2016)	5101:9-5-01 (effective 9/20/2021)
Chapter 5	5101:9-5-02 (effective 7/1/2016)	5101:9-5-02 (effective 9/20/2021)
Chapter 5	5101:9-5-03 (effective 3/15/2018)	5101:9-5-03 (effective 9/20/2021)
Chapter 5	5101:9-5-04 (effective 7/1/2016)	5101:9-5-04 (effective 9/20/2021)

5101:9-5-01

Workforce Innovation and Opportunity Act (WIOA) fiscal agent responsibilities for the comprehensive case management employment program (CCMEP).

- (A) Section 305.190 of Amended Substitute HB 64 of the 131st General Assembly established the comprehensive case management employment program (CCMEP) as a collaborative Title IV-A program and workforce development activity designed to improve employment and education outcomes for low-income youth and young adults by assisting participants in overcoming barriers to employment and developing employment skills. This will be accomplished by integrating components of the Ohio works first (OWF) and the Workforce Innovation and Opportunity Act (WIOA) youth program to create a better-coordinated, person centered case management system.
- (B) Paragraph (F)(1) of Section 305.190 of Amended Substitute HB 64 of the 131st General Assembly requires the board of commissioners in each county to designate a lead agency, either the county department of job and family services (CDJFS) or workforce development agency (WDA) that serves the county, to administer CCMEP. ~~The board of county commissioners will designate the CDJFS as the lead agency when combined with the WDA.~~ State law sets forth the requirement that the CCMEP lead agency is responsible for the proper management of program funds. CCMEP requires collaboration with other local participating agencies, the WIOA local workforce development board (LWDB) and the fiscal agent. State law does not supersede any federally mandated law, rules or duties and responsibilities.
- (C) The WIOA fiscal agent shall follow regulations regarding local fiscal agent responsibilities as set forth in 20 C.F.R. part 679.420 and rule 5101:9-7-05 of the Administrative Code. The Ohio department of job and family services (ODJFS) will continue existing sub-grant agreements with each WIOA fiscal agent to receive all CCMEP WIOA youth funds within its workforce area. If the lead agency within a county is a WDA, these agreements may be amended to include CCMEP temporary assistance for needy families (TANF) regular and CCMEP TANF administration funding.

(D) CCMEP responsibilities.

The WIOA fiscal agent is responsible for the receipt, disbursement, accounting and reporting of all CCMEP WIOA funds awarded by ODJFS. Fiscal responsibilities for CCMEP WIOA include:

- (1) Fulfilling the responsibilities of a pass-through entity as defined in 2 C.F.R. part 200.331, the duties of a WIOA fiscal agent, and the terms and conditions in the ODJFS sub-grant agreement;

- (2) Ensuring a sub-grant agreement exists with each CCMEP lead agency within the local area;
- (3) Monitoring the area's sub-recipients, including the CCMEP lead agency;
- (4) If assigned by the workforce development board, procuring the CCMEP WIOA youth providers on the board's behalf.

(E) CCMEP funding.

- (1) ODJFS awards all CCMEP WIOA youth funds to the WIOA fiscal agent for each county.
- (2) When the lead agency is a WDA, ODJFS issues the CCMEP TANF regular and CCMEP TANF administration funds to the WIOA fiscal agent.

(F) Procurement.

- (1) WIOA youth procurement shall be a collaborative effort with the LWDB, WIOA fiscal agent and lead agency. In accordance with WIOA section 107(d)(10)(B), the workforce development board (WDB) has responsibility for the competitive procurement of WIOA youth service providers, which includes those that are used to deliver CCMEP WIOA youth funded services.
- (2) In accordance with 20 C.F.R. part 679.420, the WIOA local board may assign the duty of procuring contracts to the fiscal agent.
- (3) When a lead agency or WIOA fiscal agent expresses an interest in becoming a competitively procured youth provider, the lead agency or WIOA fiscal agent must separate itself from all aspects of the procurement process.

(G) Administration.

- (1) CCMEP WIOA youth administration.
 - (a) In accordance with 20 C.F.R. part 683.215, the definition of WIOA administration specifies that all costs incurred for functions and activities of sub-recipients and contractors are program costs, unless the sub-recipient or contractor is performing only administrative functions.
 - (b) Sub-recipient and contractors performing program functions that are funded with CCMEP WIOA youth funds do not report administrative costs against the area's ten per cent administration expense limit.

- (c) At the discretion of the LWDB, a reasonable portion of CCMEP WIOA youth administration funds may be used to support the activities of the LWDB and WIOA fiscal agent.

(2) CCMEP TANF administration.

- (a) When a WIOA WDA serves as the lead agency, up to ten per cent of the CCMEP TANF administration allocation may be retained at the WIOA fiscal agent level for administration costs. The term "administrative costs" as defined in 45 C.F.R. part 263 means costs necessary for the proper administration of the TANF program or separate state programs, such as costs associated with eligibility determination activities.

- (b) Specific activities that are related to the general administration and coordination of the TANF program can be found in rule 5101:9-6-08.8 of the Administrative Code.

- (H) The local area shall maintain documentation in accordance with the records retention requirements in rule 5101:9-9-21 of the Administrative Code. This documentation may be subject to inspection, monitoring, and audit.

Effective: 9/20/2021

CERTIFIED ELECTRONICALLY

Certification

09/08/2021

Date

Promulgated Under: 111.15
Statutory Authority: 5101.02, 6301.03
Rule Amplifies: 5101.02, 6301.03
Prior Effective Dates: 07/01/2016

5101:9-5-02

Comprehensive case management employment (CCMEP) Workforce Innovation and Opportunity Act (WIOA) youth and youth administration allocations.

- (A) Section 305.190 of Amended Substitute HB 64 of the 131st General Assembly, effective July 1, 2016, the comprehensive case management and employment program (CCMEP) will be the statewide operational framework used to deliver integrated, comprehensive case management and employment services. The CCMEP is a Title IV-A program and workforce development activity that provides employment, training services and other supportive services to mandatory and voluntary program participants based upon a comprehensive assessment of an individual participant's employment and training needs.
- (B) Ohio law establishing CCMEP does not supersede any federally mandated law, rules or duties and responsibilities. Local WIOA areas shall adhere to requirements set forth in the WIOA guidelines.
- (C) Definitions.
- (1) For the purpose of this rule, the term "lead agency" means the local participating agency designated by the board of county commissioners to administer CCMEP.
 - (2) For the purpose of this rule, the term "fiscal agent" has the same meaning as defined in rules 5101:9-7-05 and 5101:9-5-01 of the Administrative Code.
 - (3) For the purpose of this rule, the term "workforce development board (WDB)-" means a local workforce innovation board established in each local area of the state and certified by the governor to set policy for the portion of the statewide workforce innovation system within the local area and implement WIOA as defined in 20 C.F.R. part 679.310.
- (D) The CCMEP assists eligible youth in overcoming barriers and preparing for employment using an intensive case management approach. Allowable services as defined in rule 5101:14-1-02 of the Administrative Code will be based on a comprehensive assessment of an individual's employment and training needs.
- (E) The Ohio department of job and family services (ODJFS) issues the CCMEP WIOA youth allocation and the CCMEP WIOA youth administration allocation to the WIOA fiscal agent.
- (1) The WIOA fiscal agent issues the CCMEP WIOA youth allocation as follows:

- (a) The WIOA fiscal agent may issue the entire WIOA youth allocation to the lead agency through a sub-grant agreement; or
 - (b) The WIOA fiscal agent may retain all or a portion of the WIOA youth allocation for the management of competitively procured youth providers.
- (2) The WIOA fiscal agent issues the CCMEP youth administration allocation as follows:
 - (a) The WIOA fiscal agent may issue the entire amount to the lead agency through a sub-grant agreement, as program funding; or
 - (b) A local area may use a reasonable portion of the CCMEP WIOA youth funds for the administrative cost of carrying out CCMEP WIOA youth activities. These funds may be used for administrative costs to support activities of the local WDB and the WIOA fiscal agent as described in rule 5101:9-31-06 of the Administrative Code.
- (F) These allocations are composed of one hundred per cent federal funds. The ~~catalog of federal domestic assistance (CFDA)~~ assistance listings number is 17.259. ODJFS authorizes the CCMEP WIOA youth funds on a program year (PY) basis.
- (G) ODJFS communicates the ~~funding period of performance~~ and liquidation ~~period~~ periods ~~for these allocations~~ through the county finance information system (CFIS). ~~Funds must be expended by~~ The WDB can incur obligations through the funding period of performance and reported and disbursed disburse and report expenditures no later than the end of the liquidation period.
- (H) ODJFS uses the methodology outlined in rule 5101:9-31-94 of the Administrative Code to distribute available CCMEP WIOA funds.
- (I) The lead agency shall charge costs associated with activities that provide program services as described in rules 5101:14-1-02 and 5101:14-1-05 of the Administrative Code.
- (J) In order to maximize CCMEP WIOA youth resources, WDBs and WIOA fiscal agents shall continue appropriate actions to minimize funding lapses at the end of the funding period ~~of availability~~. In alignment with department of labor funding flexibility, WDBs and WIOA fiscal agents may adjust CCMEP WIOA youth funds awarded to lead agencies within its local workforce area.

(K) The WIOA local area shall maintain documentation as described in rule 5101:9-9-21 of the Administrative Code. This documentation may be subject to inspection, monitoring, and audit.

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5101:9-5-03

Comprehensive case management and employment program (CCMEP) temporary assistance for needy families (TANF) regular allocation.

- (A) In accordance with Section 305.190 of Amended Substitute HB 64 of the 131st General Assembly, effective July 1, 2016, the CCMEP will be the statewide operational framework used to deliver integrated, comprehensive case management and employment services. The CCMEP is a Title IV-A program and workforce development activity that provides employment, training services and other supportive services to mandatory and voluntary program participants based upon a comprehensive assessment of an individual participant's employment and training needs.
- (B) Ohio law establishing CCMEP does not supersede any federally mandated law, rules or duties and responsibilities. Counties shall adhere to requirements set forth in Title IV-A of the Social Security Act. The ~~catalog of federal domestic assistance (CFDA)~~ assisted listings number for this allocation is 93.558.
- (C) Definitions.
- (1) For the purpose of this rule, the term "lead agency" has the same meaning as defined in rule 5101:9-5-02 of the Administrative Code.
 - (2) For the purpose of this rule, the term "fiscal agent" has the same meaning as defined in rules 5101:9-7-05 and 5101:9-5-01 of the Administrative Code.
- (D) The CCMEP assists eligible youth in overcoming barriers and preparing for employment using an intensive case management approach. Allowable services as defined in rule 5101:14-1-02 of the Administrative Code will be based on a comprehensive assessment of an individual's employment and training needs.
- (E) The Ohio department of job and family services (ODJFS) issues the CCMEP TANF regular allocation as follows:
- (1) When a workforce development agency (WDA) that is not part of the CDJFS serves as the lead agency, the CCMEP TANF regular allocation is awarded to the Workforce Innovation and Opportunity Act (WIOA) fiscal agent.
 - (2) When a county department of job and family services (CDJFS) serves as lead agency, the CCMEP TANF regular allocation is awarded to the CDJFS through existing sub-grant agreements with ODJFS.
- (F) ODJFS issues this allocation on a federal fiscal year (FFY) basis. ODJFS communicates the ~~funding period of performance~~ and liquidation periods through the county

finance information system (CFIS). ~~Funds must be expended by~~The WDA can incur obligations through the funding period of performance and reported and disbursed~~disburse and report expenditures~~ no later than the end of the liquidation period.

- (G) ODJFS uses the methodology outlined in rule 5101:9-6-08 of the Administrative Code to distribute available CCMEP TANF funds.
- (H) The lead agency shall charge costs associated with activities that provide program services as described in rules 5101:14-1-02 and 5101:14-1-05 of the Administrative Code to the CCMEP TANF regular allocation.
- (I) The lead agency shall claim costs through the random moment sample (RMS) process as described in rule 5101:9-7-20 of the Administrative Code. Shared costs shall be allocated and charged in accordance with the ODJFS cost allocation plan. The lead agency must report expenditures as described in rule 5101:9-7-29 of the Administrative Code.
- (J) The lead agency is given the opportunity to request ODJFS to release/distribute unspent and un-obligated CCMEP TANF regular funding as follows:
 - (1) A lead agency may enter into an agreement with another lead agency to release and receive funds by means of an agreement between the boards of county commissioners through the inter-county adjustment of allocations process as outlined in rule 5101:9-6-82 of the Administrative Code; or
 - (2) The lead agency may request additional funds or release excess funds twice a year through the redistribution process as outlined in paragraph (H) of rule 5101:9-6-02 of the Administrative Code.
- (K) A lead agency may move excess CCMEP TANF administration allocation to the CCMEP TANF regular allocation.
- (L)) The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule. Notwithstanding the second sentence in paragraph (A)(2) in rule 5101:9-6-50 of the Administrative Code, CCMEP is a family services duty.

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5101:9-5-04

Comprehensive case management and employment program (CCMEP) temporary assistance for needy families (TANF) administration allocation.

- (A) In accordance with Section 305.190 of Amended Substitute HB 64 of the 131st General Assembly, effective July 1, 2016, the comprehensive case management and employment program (CCMEP) will be the statewide operational framework used to deliver integrated, comprehensive case management and employment services. The CCMEP is a Title IV-A program and workforce development activity that provides employment, training services and other supportive services to mandatory and voluntary program participants based upon a comprehensive assessment of an individual participant's employment and training needs.
- (B) Ohio law establishing CCMEP does not supersede any federally mandated law, rules or duties and responsibilities. Counties shall adhere to requirements set forth in Title IV-A of the Social Security Act.
- (C) Definitions.
- (1) For the purpose of this rule, the term "lead agency" has the same meaning as defined in rule 5101:9-5-02 of the Administrative Code.
 - (2) For the purpose of this rule, the term "fiscal agent" has the same meaning as defined in rules 5101:9-7-05 and 5101:9-5-01 of the Administrative Code.
- (D) The TANF administration allocation consists of federal funds. The ~~catalog of federal domestic assistance (CFDA)~~ assistance listings number for this allocation is 93.558.
- (E) The Ohio department of job and family services (ODJFS) issues this allocation on a ~~state~~ federal fiscal year (~~SFY~~) (FFY) basis. ODJFS communicates the funding period of performance and liquidation periods through the county finance information system (CFIS). ~~Funds must be expended by~~ The workforce development agency (WDA) can incur obligations through the funding period of performance and reported disburse and disbursed report expenditures no later than the end of the liquidation period.
- (F) ODJFS distributes available funds for this allocation using the methodology in paragraph (D) of rule 5101:9-6-08 of the Administrative Code.
- (G) When a board of county commissioners designates a workforce development agency (WDA) that is not part of the CDJFS as the lead agency, ODJFS issues the CCMEP TANF administration allocation to the Workforce Innovation and Opportunity Act (WIOA) fiscal agent for that county. The WIOA fiscal agent may retain up to ten per cent of CCMEP TANF administration funds for the administrative costs of carrying

out CCMEP TANF administration activities as described in rule 5101:14-1-05 of the Administrative Code. Allowable administrative cost may be found in rule 5101:9-6-08.8 of the Administrative Code.

- (H) The lead agency shall claim administrative costs through the random moment sample (RMS) process as described in rule 5101:9-7-20 of the Administrative Code. Shared costs shall be allocated and charged in accordance with the ODJFS cost allocation plan. The lead agency must report expenditures as described in rule 5101:9-7-29 of the Administrative Code.
- (I) A lead agency is given the opportunity to request ODJFS to release/distribute unspent and un-obligated CCMEP TANF administration funding as follows:
 - (1) A lead agency may enter into an agreement with another lead agency to release and receive funds by means of an agreement between the boards of county commissioners through the inter-county adjustment of allocations process as outlined in rule 5101:9-6-82 of the Administrative Code; or
 - (2) The lead agency may request additional funds or release excess funds twice a year through the redistribution process as outlined in paragraph (H) of rule 5101:9-6-02 of the Administrative Code.
- (J) The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule. Notwithstanding the second sentence in paragraph (A)(2) in rule 5101:9-6-50 of the Administrative Code, CCMEP is a family services duty.

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