## eManual Contents

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CCMEPMTL 3 (Comprehensive Case Management and Employment Program [CCMEP])

Comprehensive Case Management and Employment Program Manual Transmittal Letter No. 3

September 22, 2017

To: All Human Services Innovation Manual Holders

Local Elected Officials

Workforce Innovation and Opportunity Act (WIOA) Local Workforce Development Boards

Fiscal Agents

OhioMeansJobs Center Operators

From: Cynthia C. Dungey, Director

Subject: Comprehensive Case Management and Employment Program (CCMEP)

Purpose

This letter transmits rules and forms governing the Comprehensive Case Management and Employment Program (CCMEP) that will be effective October 1, 2017. The rules and forms have been subject to a review by the Joint Committee on Agency Rule Review (JCARR).

Background

On June 30, 2017, Governor Kasich signed House Bill 49 into permanent law which codified CCMEP. This program helps 14 to 24-year-olds find a new way to work. Rules and forms were simplified and streamlined to allow more time and flexibility for person-centered case management, which is vital to success of program participants in CCMEP.

Overview of Revisions

5101:14-1-01 "Comprehensive Case Management and Employment Program: Definitions."

This rule describes definitions for CCMEP. The Office of Workforce Development (OWD) amended this rule with additional definitions based on permanent law, “co-location” was stricken from paragraph (E) and replaced with “coordination” in paragraph (G), enrollment was defined in paragraph (I), and other minor language changes for clarity.

5101:14-1-02 "Comprehensive Case Management and Employment Program: General."

This rule describes the individuals that participate in CCMEP, funding and administration, lead agency requirements, and the fourteen services available. OWD rescinded and replaced this rule with a new rule as more than 50 percent of the original language has been stricken. This rule was updated with the following changes:

- Minor language changes for clarity;
- Paragraph (B) was updated to allow individuals age fourteen to twenty-four to participate in CCMEP and other language changes to align with permanent law;
- Paragraph (C) was updated to describe how each local board can choose to authorize or not authorize the use of its youth workforce investment activity funds in CCMEP;
- Paragraph (D) was updated to describe lead agency responsibilities and designation process based on permanent law and to describe consequences for failure to enroll an individual who is required to participate in CCMEP;
- Language in paragraph (D), which described eligibility requirements and review process, has been moved to rule 5101:14-1-05 of the Administrative Code for clarity; and
- Service definitions were updated in paragraph (E) to align with WIOA.

5101:14-1-03 "Comprehensive Case Management and Employment Program: Program Plan."

This rule describes the CCMEP program plan, what content must be included in the program plan, and instructions for submission of the program plan. OWD rescinded and replaced this rule with a new rule as
more than 50 percent of the original language has been stricken. This rule was updated with the following changes:

- Minor language changes for clarity;
- Paragraph (B)(3) was updated to describe the CCMEP program plan process when a board of county commissioners redesignates the lead agency;
- Paragraph (C)(4)(d) was updated to add language regarding Ohio Works First (OWF) information that must be communicated for clarity;
- Paragraph (C)(5) was updated to clarify processes for a domestic violence individual;
- Intensive case management requirements in paragraph (C)(8) were removed to simplify engagement requirements and lead agency local policies were clarified; and
- Paragraph (C)(18) was updated to specify local policies that must be developed by the lead agency and local board for clarity.


This rule describes the referral, comprehensive assessment, individual service strategy, and individual opportunity plan (IOP) processes. OWD rescinded and replaced this rule with a new rule as more than 50 percent of the original language has been stricken. This rule was updated with the following changes:

- Minor language changes for clarity;
- Paragraph (A) was added to define referral for CCMEP;
- Language in paragraph (B) was added from rule 5101:14-1-02 of the Administrative Code to this rule for clarity and was updated to specify a timeframe for completion of the JFS 03002 "WIOA Youth Program Eligibility Application";
- Language in paragraph (D) was updated to specify when the Ohio workforce case management system (OWCMS) must be utilized and when the JFS 03003 "Comprehensive Case Management and Employment Program (CCMEP) Comprehensive Assessment" and the JFS 03006 "Comprehensive Case Management and Employment Program (CCMEP) Comprehensive Assessment - Secondary School" may be utilized;
- Language that describes the IOP process in paragraphs (F) and (G) was added from rule 5101:14-1-05 of the Administrative Code for clarity; and
- Paragraphs (H) and (I) were added to describe other requirements related to the comprehensive assessment and IOP based on permanent law and for clarity.

**5101:14-1-05** "Comprehensive Case Management and Employment Program: Case Management."

This rule describes case management, activities, and activity hours for CCMEP. OWD rescinded and replaced this rule with a new rule as more than 50 percent of the original language has been stricken. This rule was updated with the following changes:

- Minor language changes for clarity;
- Paragraphs (A) and (B) have been moved to rule 5101:14-1-04 of the Administrative Code;
- Paragraph (A) was added to describe case management, semi-annual review process for funding eligibility, and documentation requirements;
- Paragraph (D), which described intensive case management, was removed to simplify and increase flexibility for person-centered case management;
- Paragraph (C) was updated to describe the standard of twenty activity hours per week and circumstances when the standard may be less than twenty hours per week;
- Paragraph (E) was updated to state that good cause applies solely for OWF sanction purposes and clarified timeframes for when the comprehensive assessment and IOP must be completed and inputted into OWCMS; and
- Paragraph (H) was removed because good cause will only be documented by the lead agency for OWF sanction purposes.

**5101:14-1-06** "Comprehensive Case Management and Employment Program: Program Exit and Follow-Up Services."
This rule describes program exit and follow-up services for CCMEP. OWD rescinded and replaced this rule with a new rule as more than 50 percent of the original language has been stricken. This rule was updated with the following changes:

- Minor language changes for clarity;
- Added language to paragraph (A) to clarify exiting an OWF mandatory participant from CCMEP and align with permanent law;
- Added language in paragraphs (A)(3) and (B)(1) to state that a program participant exits CCMEP when the individual has not engaged in CCMEP services on at least five occasions without explanation;
- Added paragraph (A)(4) and language in paragraph (E) to describe exiting in regards to funding eligibility and availability;
- Paragraph (B)(4) was added to state that the lead agency must comply with rule 5101:6-10-01 of the Administrative Code; and
- Language in paragraph (D) was updated to align with WIOA.

5101:14-1-07 "Comprehensive Case Management and Employment Program: Primary Performance Measures."

This rule describes the primary performance measures for CCMEP. OWD rescinded and replaced this rule with a new rule as more than 50 percent of the original language has been stricken. This rule was updated with the following changes:

- Minor language changes for clarity;
- Paragraphs (A)(1) and (A)(2) were removed for clarity;
- Added new paragraphs (A)(1) and (A)(7) which describe primary performance measures to align with WIOA;
- Updated paragraph (B) to remove "annual" and replace with "biennial" to align with WIOA;
- Removed paragraph (B)(3) as intermediate measures were added to primary performance measures in paragraph (A) of this rule;
- Paragraph (C) was updated to specify consequences for failing to meet a performance standard in accordance with sections 5101.24 and 5101.241 of the Revised Code;
- Paragraph (D)(3) was removed regarding program participants caring for a disabled family member to align with WIOA; and
- Paragraph (D)(4) was added regarding foster care program participants to align with WIOA.

JFS 03001 "Comprehensive Case Management and Employment Program Plan"

This form describes the program requirements and allows lead agencies to communicate details on their local program implementation of CCMEP to OWD. This form was updated for simplification and streamlined for clarity and per stakeholder request. This form was also updated to align with rule changes in rule 5101:14-1-03 of the Administrative Code.

JFS 03002 "WIOA Youth Program Eligibility Application"

This form assists lead agencies in determining eligibility for WIOA Youth funded-services and for Temporary Assistance for Needy Families funded-services through CCMEP. This form was updated for simplification and clarity. This form was also updated to align with rule, current poverty guidelines, and OWCMS.

JFS 03003 "Comprehensive Case Management and Employment Program Comprehensive Assessment"

This form assists lead agencies in assessing individuals to identify barriers, strengths and CCMEP services needed. This form was updated for minor language changes and clarity. A question that asks the current grade level of the individual was added for clarity.

JFS 03004 "Comprehensive Case Management and Employment Program Individual Opportunity Plan"
This form describes the goals, strengths, barriers, and activity details for an individual's IOP for CCMEP. It also serves as a contract for self-sufficiency for OWF. This form was updated to align with rule and minor language changes were made for clarity.

JFS 03006 "Comprehensive Case Management and Employment Program Comprehensive Assessment – Secondary School"

This form assists lead agencies in assessing individuals attending secondary school to identify barriers, strengths and CCMEP services needed. This form was updated for minor language changes and clarity. A question that asks the current grade level of the individual was added for clarity.
CCMEPMTL 2 (Comprehensive Case Management and Employment Program [CCMEP])

Comprehensive Case Management and Employment Program Manual Transmittal Letter No. 2
April 25, 2017

To: All Human Services Innovation Manual Holders, Local Elected Officials, Workforce Innovation and Opportunity Act (WIOA) Local Workforce Development Boards, Fiscal Agents, and OhioMeansJobs Center Operators

From: Cynthia C. Dungey, Director

Subject: Comprehensive Case Management and Employment Program (CCMEP)

**Purpose**

This letter transmits rules governing the Comprehensive Case Management and Employment Program (CCMEP).

This transmittal contains three rules and one accompanying form.

- **5101:14-1-02** CCMEP: General
- **5101:14-1-03** CCMEP: Program Plan
- **5101:14-1-04** CCMEP: Assessment and Individual Service Strategy
- **JFS 03006** CCMEP: Comprehensive Assessment – Secondary School

**Background**

On June 30, 2015, Governor Kasich signed House Bill 64 into law. Section 305.190 of the bill establishes a framework to transform the network of human services and workforce programs to find a new way to work for low-income Ohioans. This framework serves 16 to 24-year-olds, where early intervention can have the greatest effect.

CCMEP was implemented statewide beginning July 1, 2016. CCMEP takes a coordinated, holistic approach to stabilizing individuals and families by addressing the myriad of factors that may be contributing to poverty and unemployment.

After much stakeholder feedback there is a recognition that: 1) the definition of Temporary Assistance for Needy Families (TANF) eligibility needs revised to allow individuals previously served through TANF Summer Youth Employment Program to be eligible and 2) the need for flexibility around the assessment and engagement for CCMEP participants who are attending secondary education versus those who are in post-secondary education or who are out-of-school. At this time, CCMEP will be revised to allow for appropriate assessment and engagement requirements when working with youth who are in secondary school (i.e., grades six through twelve).

In addition, a Family Assistance Letter will be issued in early January allowing an avenue for 14 and 15 year old youth to be served.

**Overview of Revisions**

Rule **5101:14-1-02** of the Administrative Code has been revised to expand the temporary assistance to needy families (TANF) eligibility criteria. This has been done so that more participants may be served with TANF funding.

Case management requirements are reflected in rule **5101:14-1-03** of the Administrative Code. This rule has been revised to specify that the case management requirements for program participants enrolled in secondary school will occur on a quarterly basis at a minimum.

Rule **5101:14-1-04** of the Administrative Code has been revised to allow program participants who are enrolled in secondary school to receive a simpler assessment. Additionally, the definition of secondary school was added to this rule.
CCMEPMTL 1 (Comprehensive Case Management and Employment Program)

Comprehensive Case Management and Employment Program Manual Transmittal Letter No. 1

March 23, 2016


From: Cynthia C. Dungey, Director

Subject: Comprehensive Case Management and Employment Program

Purpose

This letter transmits rules governing the Comprehensive Case Management and Employment Program (CCMEP) that will be effective March 24, 2016. This transmittal contains ten rules. Eight rules are new and two are amended as follows:

- Office of Human Services Innovation has seven new rules governing administration of CCMEP under a new division of the Ohio Administrative Code:
  - 5101:14-1-01 CCMEP: Definitions
  - 5101:14-1-02 CCMEP: General
  - 5101:14-1-03 CCMEP: Program Plan
  - 5101:14-1-04 CCMEP: Assessment and Individual Service Strategy
  - 5101:14-1-05 CCMEP: Individual Opportunity Plan and Activities
  - 5101:14-1-06 CCMEP: Program Exit and Follow-Up Services
  - 5101:14-1-07 CCMEP: Primary Performance Measures

- Office of Workforce Development has one new rule describing eligibility requirements for the Workforce Innovation and Opportunity Act (WIOA) Youth and Young Adult Program:
  - 5101:10-3-01 WIOA Youth and Young Adult Program: Eligibility Requirements

- Office of Family Assistance has two amended rules governing the Ohio Works First (OWF) program:
  - 5101:1-3-11 OWF: Appraisals, Assessments and Self-Sufficiency Contract
  - 5101:1-23-50 OWF: Learning, Earning and Parenting Program

Background

On June 30, 2015, Governor Kasich signed House Bill 64, the state’s biennial budget, into law. Section 305.190 of the bill establishes a framework to transform the network of human service and workforce programs to find a new way to work for low-income Ohioans. This framework starts first with 16- to 24-year-olds, where early intervention can have the greatest impact. The state is pushing traditional program boundaries by integrating components of the Temporary Assistance for Needy Families (TANF) program with the WIOA youth employment program to create a better-coordinated, person-centered case management system.

Effective July 1, 2016, CCMEP will be the statewide operational framework used to deliver integrated, comprehensive case management and employment services across Ohio’s 88 counties. CCMEP takes a coordinated, holistic approach to stabilizing individuals and families by addressing the myriad of factors that may be contributing to poverty and unemployment, including health, housing, education, transportation and child care. In conjunction with supportive services, the program will provide access to employment and training services, including career counseling, job placement and services to facilitate job retention.

By leveraging the strengths of both the workforce and human services systems, CCMEP seeks to improve employment and education outcomes for low-income youth and young adults by helping recipients overcome barriers to employment and develop the skills local employers seek.

Populations Served
The primary effect of CCMEP is to combine funding from TANF with funding from the WIOA youth program in order to serve low-income youth through a single comprehensive case management system. Initially, individuals in the following population groups who receive services through TANF- and WIOA-funded programs will be required to participate:

- OWF work-required recipients ages 16 to 24;
- WIOA low-income in-school and out-of-school youth ages 16 to 24; and

Additionally, two groups will be eligible to volunteer for the CCMEP program:

- OWF recipients ages 16 to 24 who are not work-required; and
- Individuals ages 16 to 24 receiving Prevention, Retention and Contingency benefits and services (TANF-funded non-assistance).

**Overview of Program Requirements**

**Lead Agency (5101:14-1-02)**

No later than May 16, 2016, each board of county commissioners is required to designate a single lead agency to be responsible for administering the program and meeting performance goals established by the state. The lead agency may be the county department of job and family services (CDJFS) or the workforce development agency that serves the county.

A single lead agency is necessary to ensure accountability for program performance and results. Responsibilities of the lead agency include submitting a plan for administration of CCMEP to the Ohio Department of Job and Family Services (ODJFS), coordinating activities and services with the other local participating agency (i.e., CDJFS or workforce development agency), determining eligibility for WIOA youth and ensuring that TANF funds are expended for allowable purposes.

**Partnerships (5101:14-1-02)**

Regardless of which agency is chosen as the lead agency, successful implementation of CCMEP will require strong partnerships and collaboration between the CDJFS, the workforce development agency and the local workforce development board. This will include joint policy development (to reduce/eliminate duplication of effort and improve service delivery), establishment of processes for client referral, cross-training of staff and community outreach efforts.

Workforce development boards are responsible for developing the local workforce area plan, engaging employers, providing program oversight, negotiating performance measures and procuring service providers. Lead agencies must work in conjunction with their local workforce development board to align CCMEP with area priorities for workforce development, in-demand jobs and business engagement, particularly for the youth and young adult populations served by CCMEP.

**CCMEP Plan (5101:14-1-03)**

No later than May 31, 2016, each lead agency is required to submit a written plan to ODJFS establishing processes and procedures for administering CCMEP in accordance with state rules and federal laws and regulations. The plan template is included in the transmittal of these rules as JFS-03001.

Plan requirements include describing the process for referring individuals to CCMEP, a plan of communication between local participating agencies (CDJFS or workforce development agency) to verify participation in CCMEP activities for OWF participants, the process for ensuring dual eligibility of individuals co-enrolled in TANF and WIOA, the frequency with which the agency will engage with participants and a description of supportive and follow-up services.

**Co-Location of Services (5101:14-1-01)**

Lead agencies will be required to co-locate employment, training and supportive services at a location accessible to CCMEP participants. Co-location of services may occur at the OhioMeansJobs Center that serves the county. Co-location of services supports improved coordination and integration of TANF and WIOA services by offering a common entry point for individuals to access services without the burden of having to visit multiple addresses. In addition, when staff in different programs work in close proximity, they can more easily share knowledge and offer streamlined service delivery.
Comprehensive Assessment (5101:14-1-04)

CCMEP creates a combined service delivery and case management infrastructure across the TANF and WIOA programs. Several key program components are intended to bring standardization between programs and across counties in order to create a common client experience. These include an individual opportunity plan and a comprehensive assessment tool.

Lead agencies are required to use a standardized, comprehensive assessment tool to identify employment and educational barriers of CCMEP participants, as well as non-employment and education-related needs. The assessment meets the requirements of the WIOA objective assessment and includes questions relating to occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs and developmental needs. The assessment process should include administration of the assessment by a qualified caseworker and a basic skills assessment using a tool chosen by the lead agency. The comprehensive assessment form is included in this rules package as JFS-03003.

Individual Opportunity Plan (5101:14-1-05)

The comprehensive assessment will be used to determine the activities and services that should be included in an individual opportunity plan appropriate to each person’s unique needs. The plan must include short- and long-term education and employment goals, including identification of a career pathway, achievement objectives and appropriate supportive services to achieve the plan goals. The individual opportunity plan is included in this rules package as JFS-03004.

For OWF work-eligible CCMEP participants, the individual opportunity plan will replace the self-sufficiency contract and failure to comply with activities in the plan without good cause may result in a sanction (see rule 5101:1-3-11).

The centerpiece of CCMEP will be ensuring clients have access to caseworkers who are qualified and trained to conduct interviews, use the assessment tool and work with clients as they make progress toward their plan objectives. Caseworkers should engage individuals in a dynamic conversation about their current situation, aspirations and barriers, and collaborate with them to develop an individual opportunity plan with meaningful goals and objectives. The goals of the plan should be oriented towards CCMEP primary outcome measures including employment, job retention, earnings growth and credential attainment.

Program Services (5101:14-1-05)

Lead agencies must make available to CCMEP participants the following 14 specific core youth elements of WIOA:

- Tutoring, study skills training, instruction and dropout prevention
- Alternative secondary school services, or dropout recovery services
- Paid and unpaid work experience (with an academic and occupational education component)
- Occupational skill training
- Education offered concurrently with workforce preparation activities
- Leadership development opportunities
- Supportive services
- Adult mentoring
- Follow-up services for not less than 12 months
- Comprehensive guidance and counseling
- Financial literacy education
- Entrepreneurial skills training
- Labor market and employment information
- Activities to prepare for and transition to post-secondary education and training

In addition, lead agencies must make available supportive services that are customer-focused and meet the needs and circumstances of the individual in order to help participants address barriers to employment.

Follow-Up Services (5101:14-1-06)

Job retention is an important primary outcome measure for CCMEP. All participants must receive some form of follow-up services for a minimum of 12 months. The type and intensity of follow-up services may differ for
each participant. Follow-up services may include regular contact with the participant’s employer, including assistance in addressing work-related problems, assistance in securing better paying jobs, career pathway development and/or adult mentoring.

**Minimum Hours Requirement (5101:14-1-05)**

CCMEP participants must commit to participating in the program for a minimum of 20 hours per week. Time spent in activities, case management, homework, travel time, etc., may be considered part of those hours.

**Intensive Case Management (5101:14-1-05)**

Lead agencies have flexibility to determine which clients need intensive case management based on the comprehensive assessment. Lead agencies may prioritize populations for intensive case management, such as transition-age foster youth or individuals with multiple barriers that require alcohol or drug addiction treatment or mental health counseling. For individuals in intensive case management, caseworkers are required to engage with them at least once every 14 days. (For all other participants caseworkers must engage with the participant at least once 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.

**Performance Measures (5101:14-1-07)**

CCMEP strengthens accountability by establishing a single lead agency in each county responsible for meeting common performance goals for youth and young adults served through the program. CCMEP’s effectiveness will be measured by improved employment and education outcomes for low-income youth, as opposed to process or participation measures focused on attendance in activities. By focusing on outcomes, CCMEP supports an individualized, person-centered approach.

Primary outcome measures for the program largely mirror those prescribed in WIOA for the youth and young adult program. These include job entry, youth placement, credential attainment, median earnings and job retention. Skills gain / educational progress is the only WIOA youth measure that is not a primary outcome for CCMEP. Lead agency performance standards will be established in accordance with WIOA by an annual negotiation process established by ODJFS.
To: Directors, County Department of Job and Family Services
    Directors, Local Workforce Development Boards
From: Kimberly Hall, Director Ohio Department of Job and Family Services
Subject: Comprehensive Case Management and Employment Program (CCMEP) Rescinding CCMEPPL #1 and Part A of CCMEPPL #2


As a result, this letter clarifies that Ohio is rescinding CCMEPPL #1 completely and rescinding CCMEPPL #2 Part A. CCMEPPL #2 Part B is still valid and covers the separate topic of Work Participation.
Ohio’s Comprehensive Case Management Employment Program (CCMEP) provides person-centered case management coupled with tailored service delivery in support of Ohio’s commitment and objective of expanding educational and employment opportunities for Ohio’s youth.

Background:
On March 9, 2020 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. In order to protect the lives, safety and health of Ohio’s residents, various orders have been issued from the Governor and the Ohio Department of Health to limit social interaction. These orders include prohibiting mass gatherings (100 or more people in a single room); closing schools; prohibiting visitors in hospitals and jails; closing restaurants and bars; encouraging businesses to allow employees to work from home as well as asking parents to keep children out of day care settings. In addition to the state-declared state of emergency, on March 13, 2020, President Trump declared a national state of emergency due to the COVID-19 pandemic. The Families First Coronavirus Response Act (Public Law 116-127) became law on March 18, 2020.

Ohio approved an extension of certification periods for the Ohio Works First (OWF) program in Action Change Transmittal Letter No. 272. For CCMEP, lead agencies can maintain compliance with Ohio Administrative Code rule 5101:14-1-04 and 5101:14-1-05 in addition to prior guidance allowing verbal signatures to meet CCMEP requirements during the Pandemic.

New Procedures: Effective immediately, the following changes apply:

Extending Certification Periods:

- All TANF participants scheduled to have their TANF eligibility expire in March 2020, who have not already been recertified for April 1, 2020, will have their semi-annual TANF recertification periods extended through September 2020.
- No further TANF recertification actions will be required by the household or lead agency until September 2020.
- If a participant has completed the semi-annual TANF recertification process in March 2020 and eligibility has been approved, the new recertification period will remain and will not be changed.
- All participants due for the semi-annual TANF recertification in April 2020 will have their certification periods extended through October 2020.
- All participants due for the semi-annual TANF recertification in May 2020 will have their certification periods extended through November 2020.

Verbal Signatures:
Ohio approved verbal signatures in Action Change Transmittal Letter No. 271 for the Ohio Works First (OWF) program and CCMEP participants that are OWF work eligibles. This CCMEP procedure letter confirms that verbal signatures by phone are allowed for all CCMEP participants to meet the requirements for IOPs, CCMEP assessments, Eligibility applications (JFS 3002), and other required forms under Ohio Administrative Code rule 5101:14-1-04 and 5101:14-1-05 as well as WIOA PL 15-07.2 during the Pandemic.
Verbal signatures should be documented in OWCMS in case notes using “On [Insert date] [Insert client name] provided a verbal signature to the [Insert form name(s)]. A copy of the [Insert form name(s)] has been mailed to the client.”

Prior to accepting a verbal signature, case managers must read the contents of the IOP including rights, responsibilities and service/activity details. Following the acceptance of any verbal signature(s), a copy of the IOP, Eligibility application, CCMEP assessment or other required forms must be mailed to the client.
Ohio’s Comprehensive Case Management Employment Program (CCMEP) provides hands-on case management expertise coupled with tailored service delivery in support of Ohio’s commitment and objective of expanding educational and employment opportunities for Ohio’s youth.

Overview

In support of CCMEP’s objectives, Lead Agencies were established, providing a structure of program governance and management as well as providing program transparency, accountability, and reporting. At its creation, Lead Agencies worked in conjunction with Ohio’s existing Workforce Development Boards (WDBs) and their county level constituents to determine CCMEP comprehensive performance measures and standards.

This collaboration led to the development of CCMEP’s seven primary performance measures. Six of the seven CCMEP primary performance measures are in direct alignment with the U.S. Department of Labor (USDOL) Workforce Innovation and Opportunity Act (WIOA) performance measures. The singular performance measure unique to CCMEP is “Education, Training or Employment at Exit.” The seven primary performance measures, standards and definitions are detailed in this document.

1) What are the CCMEP performance measures?

CCMEP accountability will be tied to outcome measures tracked at the lead agency (county) level. There are seven primary performance measures for each lead agency outlined in paragraph (A) of rule 5101:14-1-07 of the Ohio Administrative Code (OAC) and detailed as follows:

1) Education, Training or Employment at exit - The percentage of program participants that are in unsubsidized employment, education, or training activities during quarter of exit.

2) Education, Training or Employment 2nd quarter after exit - The percentage of program participants that are in unsubsidized employment, education or training activities during the second quarter after exit.

3) Education, Training or Employment 4th quarter after exit - The percentage of program participants that are in unsubsidized employment, education or training activities during the fourth quarter after exit.

4) Credential attainment rate - The percentage of program participants that were in an education or training program while enrolled in CCMEP who obtain a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent during participation in or within one year after exit from CCMEP. A program participant who attained a secondary school diploma or its recognized equivalent can only be considered a positive outcome for this measure if the program participant is also employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.

5) Median earnings 2nd quarter after exit - The median earnings of program participants who are in unsubsidized employment during the second quarter after exit.
(6) **Effectiveness in serving employers** - (i.e., job retention and repeat business customer) Job retention is the percentage of program participants who were in unsubsidized employment during the second quarter after exit who are employed with the same employer during the fourth quarter after exit. Repeat business customer means the percentage of business establishments that received a service in the program year and that utilized a service anytime within the previous three years.

(7) **Measurable skill gains** - The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment. Gains will be based on attainment of one of the following: 1) gain in at least one educational functioning level; 2) secondary/post-secondary transcript/report card showing that the participant is achieving the state unit’s policies for academic standards; 3) satisfactory or better progress report towards established milestones from the employer/training provider who is providing training; 4) successful completion of an exam that is required for a particular occupation, or 5) progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

2) **Which participants are included in the CCMEP performance measures?**

Every program participant that signs an individual opportunity plan (IOP) and receives a CCMEP service on or after July 1, 2016, including any WIOA youth served prior to July 1, 2016 that transitioned to CCMEP, are CCMEP participants and subject to CCMEP primary performance measures.

3) **When is performance evaluated?**

Performance periods are established by program year, starting July 1st and ending June 30th. CCMEP initial performance measures and reporting began on July 1, 2016 (Program Year 2016).

Measures will be evaluated at different time periods based on the definition (e.g., education, training, or employment in the second quarter after exit compared to education, training, or employment in the fourth quarter after exit). Additional time is needed to ensure data becomes available for certain measures (i.e., most primary performance measures use wage record data which requires a two-quarter delay to become available). As such, education, training or employment at exit will be evaluated one (1) quarter after the participant exits the program; education, training or employment 2nd quarter after exit and median earnings will be evaluated four (4) quarters after the participant exits; education, training or employment 4th quarter after exit, credential attainment rate, and effectiveness in serving employers (as measured by job retention) will be evaluated six (6) quarters after the participant exits; and measurable skill gains and effectiveness in serving employers (as measured by repeat business customer) will be evaluated on June 30th of each program year. *(Refer to the Performance Measure Cohorts table on the performance website: [http://jfs.ohio.gov/owd/WIOA/Performance/index.stm](http://jfs.ohio.gov/owd/WIOA/Performance/index.stm).*

CCMEP performance reports are issued quarterly and annually. Reports are shared with the local workforce development boards and CCMEP lead agencies. Reports will provide an outcome scorecard for the seven (7) primary CCMEP performance measures. These reports are accessible on the program performance website: ([http://jfs.ohio.gov/owd/WIOA/Performance/index.stm](http://jfs.ohio.gov/owd/WIOA/Performance/index.stm))

4) **What are the performance standards the lead agency must meet in the administration of CCMEP?**

A standard is defined as a level or target to meet; this standard will be in the form of a percentage rate for all primary performance measures except number 5 (Median earnings 2nd quarter after exit), which will be in the form of a dollar amount.

Each lead agency's CCMEP performance standards will be established biennially with the Ohio Department of Job and Family Services (ODJFS). Local workforce development boards will negotiate the CCMEP standards in partnership with lead agencies to ensure that the CCMEP standard does not negatively impact the local area's ability to meet or exceed WIOA youth negotiated measures. Paragraph (B) of OAC 5101:14-1-07.

5) **What constitutes performance success or failure?**
In the interest of consistency, CCMEP performance success or failure will mirror Ohio's methodology for calculating the success or failure in meeting WIOA's primary performance measures. Performance reports are published quarterly and annually. Reports provide a computation of the percentage of lead agency participants who constitute the measure's cohort, along with the Lead Agency’s performance outcome: Exceeds, Meets or Fails. Although performance reports are published quarterly, only the results in the annual report will count in determining lead agency success or failure.

CCMEP performance will be evaluated for each individual primary performance measure relative to the lead agency's performance standard, using the Exceeds, Meets, and Fails criteria defined below.

Achieving a 'Meets' or 'Exceeds' on all individual measures constitutes lead agency success. Obtaining a 'Fails' on any individual measure constitutes lead agency failure.

- **Exceeds** - when the actual Lead Agency performance achieved against an individual performance measure is in excess of 105 percent of the performance standard for the measure.
- **Meets** - when the actual Lead Agency performance achieved against an individual performance measure falls in the range of 90 to 105 percent of the performance standard for the measure.
- **Fails** - when the actual Lead Agency performance achieved against an individual performance measure is less than 90 percent of the performance standard.

Example: Evaluating Employment 2nd Quarter after Exit with a standard of 70.0 percent:

<table>
<thead>
<tr>
<th>Standard</th>
<th>70.0%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceeds</td>
<td>Greater than 73.5%</td>
</tr>
<tr>
<td>Meets</td>
<td>Between 63.0% and 73.5%</td>
</tr>
<tr>
<td>Fails</td>
<td>Below 63.0%</td>
</tr>
</tbody>
</table>

An example of **"Exceeds"** for this measure is when the Lead Agency outcome is greater than 105 percent of the standard (i.e., greater than 73.5 percent); satisfying the requirement for 'Exceeds.'

<table>
<thead>
<tr>
<th>Employment 2nd Quarter after Exit</th>
<th>Actual Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Agency XX</td>
<td>74.1%</td>
</tr>
</tbody>
</table>

An example of **"Meets"** for this measure is when the Lead Agency outcome is between 90 and 105 percent of the standard (i.e., between 63.0 and 73.5 percent); satisfying the requirement for 'Meets.'

<table>
<thead>
<tr>
<th>Employment 2nd Quarter after Exit</th>
<th>Actual Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Agency XX</td>
<td>72.0%</td>
</tr>
</tbody>
</table>

An example of **"Fails"** for this measure is when the Lead Agency outcome is less than 90 percent of the standard (i.e., below 63.0 percent); satisfying the condition for 'Fails.'

<table>
<thead>
<tr>
<th>Employment 2nd Quarter after Exit</th>
<th>Actual Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Agency XX</td>
<td>60.0%</td>
</tr>
</tbody>
</table>

6) **What are the consequences of failing to meet the performance measures set forth in rule 5101:14-1-07 of the OAC?**

In the event of a performance failure, the lead agency will be required to submit and be held to a corrective action plan as described in rule 5101:14-1-07 of the Ohio Administrative Code. Please see the schedule for the implementation of consequences below:
• PY 2018 (July 1, 2018 - June 30, 2019): For the 3rd year of the CCMEP program, lead agencies will continue to be expected to collect and report data relevant to all performance measures. Lead agencies will receive quarterly reports and an annual calculated performance outcome. In the event of a performance failure, the lead agency will be required to submit and be held to a corrective action plan.

• PY 2019 (July 1, 2019 - June 30, 2020) and beyond: For the 4th year of the CCMEP program and beyond, lead agencies will continue to be expected to collect and report data relevant to all performance measures. Lead agencies will receive quarterly reports and an annual calculated performance outcome. In the event of a performance failure, the lead agency will be subject to corrective action, which may include financial penalty.

Beginning in PY2019 when a lead agency does not comply with a corrective action plan, ODJFS may perform, or contract with a government or private entity for that organization to perform, the family services duty and the workforce development activity until ODJFS is confident that the responsible lead agency can perform the duty satisfactorily. If ODJFS performs or contracts with an entity to perform a family services duty under division (C)(5) of section 5101.24 of the Revised Code and workforce development activity under division (C)(4) of section 5101.241 of the Revised Code, ODJFS may do either or both of the following:

a) Spend funds in the county treasury appropriated by the board of county commissioners for the duty.

b) Withhold funds allocated or reimbursements due to the responsible lead agency for the duty and spend the funds for the duty.

7) What is the system of record for CCMEP?

Lead agencies are required to utilize Ohio’s Workforce Case Management System (OWCMS) for the administration and case management of CCMEP as cited in rule 5101:14-1-02 of the OAC.

CCMEPPL 4 (Revisions to the CCMEP)

Comprehensive Case Management and Employment Program Procedure Letter No. 4

June 28, 2017

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

From: Cynthia C. Dungey, Director
Ohio Department of Job and Family Services

Subject: Revisions to the Comprehensive Case Management and Employment Program (CCMEP)

On March 18, 2016, a letter from the U.S. Department of Labor (USDOL) was sent to Governor Kasich in regard to concerns with CCMEP and Ohio's obligations under the Workforce Innovation and Opportunity Act (WIOA). Since that time, USDOL and Ohio have worked together to alleviate and resolve the identified concerns. Ohio appreciates the ongoing partnership with USDOL regarding the implementation of CCMEP.

As a result of the work Ohio has done with USDOL, changes to the implementation of CCMEP have been made. Effective the publication date of this procedure letter, the guidance provided in this letter shall supersede any existing rule, policy guidance or training material issued by the Ohio Department of Job and Family Services (ODJFS). ODJFS intends to propose rules 5101:10-3-01, 5101:14-1-05, and 5101:14-1-06 of the Administrative Code for revision and will update prior policy guidance and/or training materials as necessary.

1. Mandated Hours of Activity

USDOL expressed concern that CCMEP participants must commit to participating in CCMEP for a minimum of 20 hours per week. WIOA does not require that participants spend a certain number of hours engaged in a program activity, and does not contain any provisions explicitly permitting States to mandate the hours of activity of a program participant.

While Ohio understands that WIOA does not establish a requirement of how much time is devoted to WIOA services, Ohio desires to provide services in a manner that is more comprehensive and potentially more effective. One of the basic tenets for successful implementation of CCMEP is to ensure engagement of the participants. Working with young adults, ages 16 to 24 years old, who are disconnected from education and the workforce, comes with many challenges that CCMEP attempts to address.

CCMEP will be modified to allow the CCMEP case manager to provide work and training activities to establish a 20 hour activity standard, but this may vary on a case-by-case basis. The lead agency will continue to use 20 hours or more of assigned CCMEP services and activities as the guideline to ensure engagement of the participant. However, there may be situations in which the CCMEP participant may have less than the 20 hour standard.

Although OWF work-eligible individuals will continue to be required to participate in CCMEP for 20 hours or the number of hours required by rule 5101:1-3-12 of the Administrative Code, whichever is higher, paragraphs (E) and (G) of rule 5101:14-1-05 of the Administrative Code will be revised to clarify that, based on the comprehensive assessment, there may be circumstances under which the lead agency may reduce a CCMEP program participant's hours of participation to less than the 20 hour standard (including when a work eligible individual is assigned to fewer hours due to a reasonable modification made in accordance with rule 5101:1-3-12(C)(2) of the Administrative Code). The lead agency shall document the reason for not assigning the CCMEP program participant to 20 or more hours in the case record.

2. Consequences of Participant Failure to Engage

USDOL noted that Ohio's regulations provide that a program participant may be exited from CCMEP and the participant's eligibility for CCMEP terminated if the participant has failed to utilize CCMEP services on multiple occasions without good cause.

However, this provision conflicts with federal WIOA regulations, which say that once a CCMEP youth participant is deemed WIOA youth program eligible and receives a WIOA funded service, the individual's
WIOA youth program eligibility remains for the duration of the program. Lead agencies do not have the ability to terminate a CCMEP participant's WIOA youth program eligibility. Moreover, CCMEP participants may only be exited from CCMEP by their case managers if the participants either no longer need or have not availed themselves of any additional services for a period of 90 days after the end date of their last service. If a participant is exited from the program after the 90-day period and wishes to return to CCMEP, the participant can do so after re-establishing his or her eligibility.

Rule 5101:14-1-06 of the Administrative Code will be modified to delete references to "terminating eligibility" when describing when a program participant should be exited from the program. Furthermore, this rule will be revised to state a CCMEP program participant may be exited from the program if the participant has not availed himself or herself of CCMEP services and activities on multiple occasions without good cause and the lead agency has made reasonable efforts to provide services and to re-engage the program participant. While the changes apply to OWF work-eligible individuals participating in CCMEP, work-eligible individuals remain subject to a sanction of their OWF benefits for failing or refusing to comply with the terms of their Individual Opportunity Plan.

3. Citizenship Requirements

USDOL noted that the citizenship requirements for WIOA as outlined rule 5101:10-3-01 of the Administrative Code were in conflict with the guidance promulgated by USDOL. The Department of Homeland Security has a process called "Deferred Action for Childhood Arrivals (DACA)" for individuals who came to the United States as children and meet certain guidelines. The DACA process may result in a two year period of "deferred action," or relief from removal from the county or from entering into removal proceedings, subject to renewal, and issuance of employment authorization for the period of deferred action.

DACA participants may participate in WIOA programs, including the CCMEP WIOA youth program, if the participant has been issued employment authorization, and rule 5101:10-3-01 of the Administrative Code will be modified to reflect such WIOA citizenship requirements.
TO: Directors, County Department of Job and Family Services  
Directors, Workforce Development Agencies  
Directors, Local Workforce Development Boards

FROM: Cynthia C. Dungey, Director

SUBJECT: Comprehensive Case Management and Employment Program (CCMEP) Transition Plan

Beginning July 1st, 2016 counties will start serving youth ages 16-to-24 using the case management framework established by CCMEP. This includes new applicants for services under the Workforce Innovation and Opportunity Act (WIOA) youth program, individuals determined eligible to receive assistance through Ohio Works First (OWF) program who are work-eligible, as well as those that volunteer for CCMEP.1 These individuals will be referred to CCMEP and receive a comprehensive assessment (using form JFS 03003) and sign an individual opportunity plan (using form JFS 03004) prior to service delivery.

On July 1st, there also will be a number of individuals ages 16-to-24 already receiving services through OWF (and participating in a work activity) or the WIOA youth program (with an existing individual service strategy) who will need to be transitioned into CCMEP as required participants. This plan provides guidance on how to transition these youth in a manner that does not abruptly or negatively impact services or create undue burden on the individual.

The plan allows a 6-month period for transitioning youth already receiving services prior to the July 1st CCMEP start date. All youth must be transitioned into CCMEP (i.e., have a signed individual opportunity plan) by December 31st, 2016. The information below provides transition information specific to the OWF and WIOA youth populations.

**OWF transition to CCMEP**

As of July 1, 2016, all current 16-to-24 year old OWF work-eligible individuals will be gradually transitioned to CCMEP when the individual completes any of the following activities (which must occur no later than December 31st, 2016):

- Recertifies for benefits;
- Completes an interim report; or
- Makes a change to their benefits.

All 16-to-24 year old OWF work-eligible individuals who transition to CCMEP will be referred to the CCMEP lead agency for the comprehensive assessment and will have their self-sufficiency contract converted to an individual opportunity plan (IOP). Once the IOP is signed, individuals will follow all established rules governing CCMEP, including being assigned to activities and services based on needs identified in the comprehensive assessment, and will be included in lead agency performance metrics.

**WIOA Youth transition to CCMEP**

Beginning July 1, current WIOA youth participants will be transitioned to CCMEP as follows:

- WIOA youth participants, ages 16-24, who are currently enrolled in WIOA and receiving services, will be transitioned to CCMEP and the lead agency.
- If a WIOA youth participant will turn 16 years old within two months after July 1, 2016 (by August 31, 2016), that youth will be transitioned to CCMEP and the lead agency.
- Lead agency will review the transitioned participant's WIOA individual service strategy (ISS) and the progress of service delivery.
  - If the ISS needs to be updated, the lead agency will complete the CCMEP IOP with the changes to services.
  - By December 31, 2016, an IOP must be completed and signed by the participant.
To determine co-eligibility with temporary assistance for needy families (TANF), the participant must complete the TANF eligibility portion of the JFS 03002 and sign the application.

In order to receive a TANF-funded CCMEP service, an IOP must be completed and signed by the participant.

WIOA eligible youth who were determined eligible prior to July 1, 2016, but did not complete an objective assessment and/or ISS, and/or did not receive a WIOA funded service prior to July 1, 2016 will be considered a new CCMEP participant and will follow all established rules governing CCMEP.

WIOA youth receiving services prior to July 1st, regardless of whether they have signed an IOP, will be included in lead agency CCMEP performance measures.

The following chart depicts CCMEP requirements and the implementation of these requirements for transitioning WIOA youth program participants:

<table>
<thead>
<tr>
<th>CCMEP Requirement</th>
<th>Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of the WIOA youth program intake form (JFS 03002)</td>
<td>WIOA youth program eligibility has already been determined for transitioning WIOA participants. The JFS 03002 will not be required. Note that if the lead agency wants to pay for a service using CCMEP TANF funds the application needs to be completed.</td>
</tr>
</tbody>
</table>
| Determination of TANF eligibility                      | At any time the circumstances are deemed appropriate, the lead agency will determine co-eligibility with TANF. This is done by the participant completing the TANF eligibility portion of the JFS 03002 and signing the application.  

For transitioning WIOA youth, reviews for co-eligibility determination must be completed by December 31, 2016. WIOA youth may also be determined TANF-eligible when circumstances change beyond December 31, 2016, as reported by the CCMEP participant to the CCMEP case manager or the local county job and family services. |
| Completion of the comprehensive assessment (JFS 03003) | The WIOA Objective Assessment is required for all WIOA participants and contains the assessment of all of the following:  

- Basic skills;  
- Occupational skills;  
- Prior work experience;  
- Employability;  
- Interests;  
- Aptitudes;  
- Supportive service needs; and  
- Developmental needs.  

Since the CCMEP comprehensive assessment contains these components, there is no need for a transitioning WIOA participant to complete a comprehensive assessment using the JFS 03003 form. The objective assessment will serve in this capacity. |
| Completion of the IOP (JFS-03004) | The ISS includes all of the following:  
• Identification of a career pathway;  
• Education and employment goals;  
• Appropriate achievement objectives; and  
• Appropriate services.  
If the ISS needs to be updated (e.g., additional or different service) or if TANF will be funding a service, the lead agency will complete the updates and additional services on the CCMEP IOP.  
By December 31, 2016, the lead agency will complete an IOP for all WIOA transitioning participants still receiving services. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Twenty (20) hour activity requirement</td>
<td>The 20 hour activity requirement will be required at the time that an individual signs an IOP, not later than December 31, 2016.</td>
</tr>
<tr>
<td>Frequency the lead agency will provide case management services (every 14 days for intensive case management or every 30 days)</td>
<td>The required frequency for case management will begin July 1, 2016 regardless if the transitioning WIOA participant has an ISS or an IOP.</td>
</tr>
<tr>
<td>Provision of CCMEP services</td>
<td>The CCMEP services are based upon the 14 WIOA program elements. Provision of CCMEP services will begin July 1, 2016 regardless if the transitioning WIOA participant has an ISS or an IOP.</td>
</tr>
<tr>
<td>Provision of CCMEP activities</td>
<td>The identification of the CCMEP activities will be incorporated when an IOP is developed and signed by the participant no later than December 31, 2016.</td>
</tr>
</tbody>
</table>
| TANF or WIOA funds will not be used by a local participating agency to pay a program participant directly for subsidized employment (work experience.) | If the transitioning WIOA youth participant is currently participating in work experience and the WIOA program is the sole funding source, the local participating agency will continue to pay the service provider directly until the participant ends the work experience.  
For any work experience which begins after July 1, 2016 or will be supplemented with TANF funds, this rule provision will be required. |
| Determination of good cause | The determination of whether a transitioning WIOA participant had good cause for not participating in services/activities identified on either the signed ISS or IOP will begin July 1, 2016. |
| CCMEP exit reasons | The reasons identified in rule for ending CCMEP for a program participant will begin July 1, 2016. |
| Exclusion from primary performance measures | The criteria for a transitioning WIOA youth participant to be excluded from the CCMEP primary performance measures will begin July 1, 2016. |
| Issuing notice of adverse action | The requirement to notify a transitioning WIOA participant that he or she is being exited from CCMEP will begin July 1, 2016. |
Provision of follow-up services | The WIOA program, as well as CCMEP, requires the case manager to provide follow-up services to the participant for 12 months after exit. This requirement will continue after June 30, 2016.

CCMEP complaint/hearing procedures | The CCMEP complaint/hearing procedures will replace the WIOA youth program complaint procedures on July 1, 2016.

**Ohio Workforce Case Management System (OWCMS)**

- OWCMS will accommodate the CCMEP population, including enrollment and entering services on July 1, 2016. Additional functionality (e.g., the comprehensive assessment and the IOP) will be available in early 2017.
- For all transitioning WIA/WIOA participants who are also TANF eligible, the lead agency will select the CCMEP indicator on the basic intake screen. This allows the selection of TANF funded services on the services screen for these youth. Note that, in order to receive a TANF-funded CCMEP service, TANF eligibility must be established using JFS 03002 and an IOP (JFS 03004) must be signed by the participant.

Additional questions about the transition plan or CCMEP in general should be directed to: CCMEPQNA@jfs.ohio.gov
TO: Directors, County Department of Job and Family Services
   Directors, Workforce Development Agencies
   Directors, Local Workforce Development Boards

FROM: Cynthia C. Dungey, Director

SUBJECT: Performance and Accountability in the Comprehensive Case Management and Employment Program (CCMEP)

In order to strengthen accountability across programs, CCMEP establishes a single lead agency responsible for meeting common performance measures. Performance measures are focused on improving employment and education outcomes for low-income youth ages 16-to-24 served by the program. CCMEP measures are based on those established by the U.S. Department of Labor for workforce programs funded by the Workforce Innovation and Opportunity Act (WIOA).

The Ohio Department of Job and Family Services (ODJFS) has been in discussions with our stakeholders throughout the development of CCMEP, including representatives from workforce development boards and county job and family services agencies. This memo provides clarification on a number of issues raised in those discussions about how ODJFS will manage performance and accountability in the program. The memo includes: A) a description of primary performance measures and consequences for failure to meet performance standards; and B) information about Temporary Assistance for Needy Families (TANF) work participation requirements for individuals receiving assistance through Ohio Works First (OWF) who are required to participate in CCMEP.

In general, the state’s approach to performance management will be familiar to local area workforce development agencies administering WIOA-funded programs. Yet, some county department of job and family services (CDJFS) agencies may be unfamiliar with how WIOA performance metrics work. Likewise, many workforce agencies may be unfamiliar with TANF work participation requirements. Implementation of CCMEP will require local administrators to become familiar with aspects of both TANF and WIOA performance management.

Overview

First, as discussed in further detail in Part A of this memo, CCMEP performance standards will be established beginning program year 2017 to measure outcomes of the first cohort of CCMEP participants that leave the program (i.e., exit) in program year 2016 (See CCMEP Schedule of Performance table below). This memo provides additional information about the CCMEP primary performance measures, participants included in the measures, performance periods, negotiation of standards, determining success or failure and consequences for failing to meet performance standards.

<table>
<thead>
<tr>
<th>CCMEP Schedule of Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PY 2016</strong></td>
</tr>
<tr>
<td>CCMEP Cohort Year 1</td>
</tr>
<tr>
<td>Lead agencies start serving</td>
</tr>
<tr>
<td>16-to-24 year olds</td>
</tr>
</tbody>
</table>
Second, with regard to TANF work participation requirements applicable to OWF recipients, beginning July 1, 2016 county agencies will be monitored based on their work required population age 25 and over not participating in CCMEP. A new report will be created to establish a county rate with CCMEP participants excluded. Part B of this memo provides further explanation and detail about how the state will monitor TANF work participation in CCMEP and the risk associated with any financial penalties.

Part A: CCMEP Performance Management

1) What are the CCMEP primary performance measures?

CCMEP accountability will be tied to outcome measures tracked at the lead agency (county) level. There are seven primary performance measures for each lead agency outlined in paragraph (A) of rule 5101:14-1-07 of the Ohio Administrative Code (OAC) and detailed as follows:

(1) **Employment 2nd quarter after exit**: The percentage of program participants that are in unsubsidized employment during the second quarter after exit.

(2) **Employment 4th quarter after exit**: The percentage of program participants that are in unsubsidized employment during the fourth quarter after exit.

(3) **Education, training or employment 2nd quarter after exit**: The percentage of program participants that are in unsubsidized employment, education, or occupational skills training during the second quarter after exit.

(4) **Education, training or employment 4th quarter after exit**: The percentage of program participants that are in unsubsidized employment, education, or occupational skills training during the fourth quarter after exit.

(5) **Credential attainment rate**: The percentage of program participants that were in an education or training program while enrolled in CCMEP who obtain a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent during participation in or within one year after exit from CCMEP. CCMEP program participants who obtain a secondary school diploma or its recognized equivalent shall be included in the percentage counted as meeting the criterion if such participants, in addition to obtaining such diploma or its recognized equivalent, have obtained or retained employment or are in an education or training program leading to a recognized post-secondary credential within one year after exit from CCMEP.

(6) **Median earnings 2nd quarter after exit**: The median earnings of program participants who are in unsubsidized employment during the second quarter after exit.

(7) **Effectiveness in serving employers (i.e., job retention)**: The percentage of program participants who were in unsubsidized employment during the second quarter after exit who during the fourth quarter after exit are employed with the same employer.

The state also has established intermediate measures that are employment- and credential-focused to capture the impact of services while participants are in the program. Unlike primary performance measures, which are based on outcomes after a participant exits, intermediate measures capture the impact of services while participants are in the program. Intermediate measures are described in further detail in CCMEP Procedure Letter #1.

2) Which participants are included in the measures?
Each lead agency will have one set of common performance measures based on all individuals in CCMEP regardless of whether their services are paid for by WIOA or TANF. Lead agency performance will include each program participant that signs an individual opportunity plan (IOP) on or after July 1, 2016 as well as WIOA youth transitioned to CCMEP.

Measuring CCMEP performance is separate and distinct from measuring WIOA performance. In WIOA, local workforce area performance is based on the number of individuals that received a WIOA-funded service; in CCMEP the lead agency will have flexibility to determine which funding source is used (TANF and/or WIOA) to provide services to CCMEP program participants. Only those participants who receive a WIOA-funded service will be part of the DOL–WIOA youth performance measures tracked at the local workforce area level.

3) **When does performance start?**

Performance periods are established by program year and span a period of time from July through June. CCMEP will begin July 1, 2016 which is program year 2016. All of the CCMEP primary performance measures will be evaluated after a participant has exited the CCMEP program. Therefore, the first set of CCMEP performance standards will be for program year 2017. (See Appendix - Table 3. Performance Measure Cohorts for a detailed explanation of when performance will be measured).

CCMEP performance reports will be issued quarterly (i.e., July-September; October-December; January-March; April-June) and a final performance report will be issued annually. These reports will be shared with the local workforce development boards and the county CCMEP lead agency. Reports will include a scorecard with outcomes from the seven (7) primary performance measures as well as intermediate measures. (Appendix – Table 2. Example Performance Report provides a mock-up for illustrative purposes).

4) **When will CCMEP participant outcomes for the primary performance measures be evaluated?** (See Appendix - Table 3. Performance Measure Cohorts)

All seven of the primary performance measures will be evaluated after the participant has exited the CCMEP program. Different measures will be evaluated at different measurement periods based on the measurement definition (e.g., measure 1 looks at employment in the second quarter after exit and measure 2 looks at employment in the fourth quarter after exit). Since time is needed to wait for data to become available (i.e., all primary performance measures use wage record data which requires a two quarter delay to become available). For these reasons, measures 1, 3, and 6 will be evaluated four (4) quarters after the participant exits; and measures 2, 4, 5, and 7 will be evaluated six (6) quarters after the participant exits.

- For example, measure 1 seeks to determine if a program participant is in unsubsidized employment during the "second quarter" after exit. For a participant that exited in August 2016, their "exit quarter" would be July-September 2016 and the "second quarter" after their exit quarter would be January-March 2017. Wage record data will be used to determine if this participant was employed during the second quarter after their exit. Since there is a two (2) quarter delay to receive wage record data, the data needed to evaluate whether or not this participant was employed during the second quarter after their exit will not be available until July-September 2017. Measures 3 and 6 also seek to determine information during the "second quarter" after exit and measures 3 and 6 will also use wage record data, therefore the situation in this example applies to these measures as well. Hence, the statement in the above paragraph, "measures 1, 3, and 6 will be evaluated four (4) quarters after the participant exits."

- Measures 2, 4, 5, and 7 are similar in that wage record data will be used, but these measures seek to evaluate information during the "fourth quarter" after exit. For example, measure 2 seeks to determine if a program participant is in unsubsidized employment during the "fourth quarter" after exit. For a participant that exited in August 2016, their "exit quarter" would be July-September 2016 and the "fourth quarter" after exit would be July-September 2017. Again, there is a two (2) quarter delay to receive wage record data, therefore the data needed to evaluate whether or not this participant was employed
during the fourth quarter after their exit will not be available until January-March 2018. Hence the statement above, "measures 2, 4, 5, and 7 will be evaluated six (6) quarters after the participant exits."

- Note that, in the examples above, the participant exited the program in PY 2016 but the primary performance measures were evaluated in PY 2017. CCMEP Performance Success or Failure will be determined in the period that a performance measure is evaluated, not when a participant was enrolled or exited. Therefore, in the examples above the participant's outcome will be part of the lead agency’s PY 2017 performance report and held against their PY 2017 performance standard.

5) **What are performance standards and how will standards be negotiated?**

A standard is defined as a level or target to meet; this standard will be in the form of a percentage rate for all primary performance measures except number 6 (Median earnings 2nd quarter after exit), which will be in the form of a dollar amount.

Each lead agency will have an opportunity to negotiate its CCMEP performance standards with ODJFS. The local workforce development board and county lead agencies must work together when negotiating the CCMEP measures in order to ensure that the CCMEP standard does not jeopardize the local area's ability to meet the WIOA youth negotiated measures. CCMEP performance standards for PY 2017 primary measures will be negotiated in June 2016 prior to the program start date. ([Appendix - Table 1. Example Performance Standards](#) provides a mock-up for illustrative purposes).

Consistent with DOL guidance, note that for PY 2016 and PY 2017, primary performance measure number 6 (Median earnings 2nd quarter after exit) and primary performance measure number 7 (Effectiveness in serving employers) will not count towards the performance success or failure calculation. Data will be collected in order to establish a baseline to use in establishing a standard for PY 2018 and beyond. Additionally, lead agencies will be held accountable for an individual performance measure once a full year of outcome data are available for evaluation.

Hence, for PY 2017, only primary performance measure number 1 (Employment 2nd quarter after exit) and primary performance measure number 3 (Education, training or employment 2nd quarter after exit) will count towards the lead agency’s performance success or failure evaluation. For PY 2018 and beyond, all primary performance measures will count towards the performance success or failure evaluation.

(See [Appendix - Table 2. Example Performance Report](#) for additional details).

6) **What constitutes CCMEP performance success or failure?**

In the interest of consistency, CCMEP performance success or failure will mirror Ohio’s methodology for calculating the success or failure in meeting WIOA’s primary performance measures. Lead agency performance reports will be made available by ODJFS quarterly and will include the success or failure results. Although performance reports will be made available on a quarterly basis, only the result for the annual report will count in determining lead agency success or failure (See [Appendix – Table 2. Example Performance Report](#) for additional detail).

Actual CCMEP performance will be evaluated for each individual measure relative to the lead agency’s negotiated performance standard, using the Exceeds, Meets, and Fails criteria defined below.

Achieving a ‘Meets’ or ‘Exceeds’ on all individual measures constitutes lead agency success. Obtaining a ‘Fails’ on any individual measure constitutes lead agency failure.

- **Exceeds** – when the actual Lead Agency performance achieved against an individual performance measure is in excess of 105 percent of the performance standard for the measure
- **Meets** – when the actual Lead Agency performance achieved against an individual performance measure falls in the range of 90 to 105 percent of the performance standard for the measure
• **Fails** – when the actual Lead Agency performance achieved against an individual performance measure is less than 90 percent of the performance standard

Example: evaluating Employment 2nd Quarter after Exit with a standard of 80.0 percent:

<table>
<thead>
<tr>
<th>Standard</th>
<th>80.0%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceeds</td>
<td>&gt; 84.0%</td>
</tr>
<tr>
<td>Meets</td>
<td>Between 72.0% and 84.0%</td>
</tr>
<tr>
<td>Fails</td>
<td>Below 72.0%</td>
</tr>
</tbody>
</table>

An example of “**Exceeds**” for this measure is when the Lead Agency outcome is greater than 105 percent of the standard (i.e., greater than 84.0 percent); satisfying the requirement for ‘Exceeds’.

<table>
<thead>
<tr>
<th>Employment 2nd Quarter after Exit</th>
<th>Actual Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Agency XX</td>
<td>85.1%</td>
</tr>
</tbody>
</table>

An example of “**Meets**” for this measure is when the Lead Agency outcome is between 90 and 105 percent of the standard (i.e., between 72.0 and 84.0 percent); satisfying the requirement for ‘Meets’.

<table>
<thead>
<tr>
<th>Employment 2nd Quarter after Exit</th>
<th>Actual Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Agency XX</td>
<td>82.0%</td>
</tr>
</tbody>
</table>

An example of “**Fails**” for this measure is when the Lead Agency outcome is less than 90 percent of the standard (i.e., below 72.0 percent); satisfying the condition for ‘Fails’.

<table>
<thead>
<tr>
<th>Employment 2nd Quarter after Exit</th>
<th>Actual Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Agency XX</td>
<td>68.0%</td>
</tr>
</tbody>
</table>

7) **What are the consequences of failing performance measures?**

• PY 2016 (July 1, 2016 – June 30, 2017): For the 1st year of CCMEP there will be no CCMEP program exiters to measure (see CCMEP Schedule of Performance table). Lead agencies will be expected to collect and report data relevant to intermediate measures. Lead agencies will receive quarterly reports and an annual calculated performance outcome for intermediate measures only.

• PY 2017 (July 1, 2017 – June 30, 2018): This will be the first year with primary performance measure data available for the exiters of the CCMEP program. During this second year of the CCMEP program, lead agencies will be expected to collect and report data relevant to all performance measures. Lead agencies will receive quarterly reports and an annual calculated performance outcome for primary performance measures, as well as outcomes for intermediate measures. In the event of a performance failure, the lead agency will be required to submit and be held to a corrective action plan.

• PY 2018 (July 1, 2018 – June 30, 2019): For the 3rd year of the CCMEP program, lead agencies will continue to be expected to collect and report data relevant to all performance measures. Lead agencies will receive quarterly reports and an annual calculated performance outcome. In the event of a performance failure, the lead agency will be required to submit and be held to a corrective action plan.

• PY 2019 (July 1, 2019 – June 30, 2020) and beyond: For the 4th year of the CCMEP program and beyond, lead agencies will continue to be expected to collect and report
data relevant to all performance measures. Lead agencies will receive quarterly reports and an annual calculated performance outcome. In the event of a performance failure, the lead agency will be subject to corrective action, which may include financial penalty.

**Part B: CCMEP and Ohio Works First Work Participation**

To support the success of CCMEP, ODJFS has asked the U.S. Department of Health and Human Services (HHS) for a waiver from certain federal rules governing what counts toward work participation in the Ohio Works First (OWF) TANF program. The state has not requested a waiver of work or work participation. OWF recipients are still required to engage in work-related activities for the federally required minimum number of hours and those who fail to comply are subject to sanctioning. OWF work-required individuals participating in CCMEP must adhere to the minimum twenty hour requirement as set forth in rule 5101:14-1-05 (CCMEP rule) of the OAC, or the hour requirement set forth in rule 5101:1-3-01 (OWF rule) of the OAC; whichever is higher. HHS continues to review the state’s application and has not yet approved or denied the request.

Regardless of the status of the waiver, all individuals in CCMEP will be treated the same and receive a common client experience that adopts an individualized approach to case management focusing on improved employment and education outcomes for low-income youth served by the program. All participants, including those who are work-required and receiving assistance through OWF, will be assigned to activities based on a comprehensive assessment of their employment and training needs and barriers to employment. Caseworkers will jointly work with clients to develop an individual opportunity plan and have flexibility to assign only those activities that improve employment outcomes for participants.

To support this approach, beginning July 1, 2016 county agencies will be monitored based on their OWF work required population (age 25 and over) who are not participating in CCMEP. A new report will be created to establish a county rate with CCMEP participants excluded to continue to provide feedback and monitor county OWF work participation (i.e., 16-to-24 year olds will not be included in the ADCR county dashboard).

While CCMEP participants ages 16-to-24 will be excluded from county OWF work-participation reports, CCMEP participation hours will still be counted and reported by the state to HHS. Activities that work required individuals are engaged in through their individual opportunity plans must be verified and tracked in CRIS-E (including good cause hours, etc.) to ensure integrity in federal reporting and that proper notices are issued from CRIS-E in the event that a sanction of OWF benefits is proposed.

**Will counties incur financial penalties for not meeting work participation?**

Ohio will continue to be held by HHS to the requirement to meet the 50 percent all-family work participation rate and the 90 percent two-parent work participation rate for all work required families (assistance groups) receiving OWF. This includes assistance groups enrolled in CCMEP. State law provides that, should ODJFS incur any federal financial penalties for failure to meet federal work participation rate requirements, causal counties may be held financially responsible. This policy only applies in the event the state should be assessed a federal financial penalty.

With regard to any penalties associated with not meeting work participation, a causal county can be identified and risk a penalty if their overall caseload does not meet the 50 percent all-family rate or the 90 percent two-parent work participation rate. This can be determined as follows: (See Appendix – Table 4. Determination of Causal County for additional detail)

1) If OWF work required participants age 25 years and older did not participate (*documented & verified*) in a sufficient number of assigned core and non-core TANF work participation hours as described in paragraph (F) of rule 5101:1-3-01 of the OAC to meet the required number of hours of paragraph (C) of rule 5101:1-3-12 of the OAC; and

2) If OWF work required participants age 16-24 years did not participate (*documented & verified*) in a sufficient number of assigned work participation hours from CCMEP activities described in paragraph (C) of rule 5101:14-1-05 (CCMEP rule) of the OAC to meet the higher of either twenty hours per week or the required number of hours of paragraph (C) of rule 5101:1-3-12 of the OAC.
Note that counties are not absolved of responsibility for OWF work-required participants ages 16 to 24 in CCMEP. In alignment with the requested waiver, the difference with CCMEP enrolled OWF work-required participants vs. non-CCMEP enrolled participants is the flexibility of the work activity assigned.

OWF work-required participants age 16-24 enrolled in CCMEP are not held to the same assignment restrictions of core and non-core work participation hours as described in paragraph (F) of rule 5101:1-3-01 of the OAC. Rather, they are held to the CCMEP activities described in paragraph (C) of rule 5101:14-1-05 of the OAC. They are, however, held to the documented and verified participation of those activities to meet the higher of either twenty hours per week or the required number of hours of paragraph (C) of rule 5101:1-3-12 of the OAC. Failure to ensure participants meet their required minimum number of hours could place a county at risk of being a causal county.

**Appendix**

Table 1:  [Example Performance Standards](#)
Table 2:  [Example Performance Report](#)
Table 3:  [Performance Measure Cohorts](#)
Table 4:  [Determination of Causal County](#)
TO: Directors, County Department of Job and Family Services  
Directors, Workforce Development Agencies  
Directors, Local Workforce Development Boards  

FROM: Cynthia C. Dungey, Director  

SUBJECT: Comprehensive Case Management and Employment Program (CCMEP) Intermediate Performance Measures  

A key feature of CCMEP is strengthened accountability through establishment of common performance goals overseen by a single lead agency. CCMEP’s effectiveness will be measured by improved employment and education outcomes for TANF and WIOA youth ages 16 to 24 served by the program. By focusing on outcomes, CCMEP supports individualized, person-centered activities and supports.  

Primary measures for CCMEP are outlined in rule 1 and largely mirror those prescribed in WIOA for the youth program. These include job entry, youth placement, credential attainment, median earnings and job retention. This memo transmits information about intermediate measures for CCMEP. Intermediate measures are employment and credential-focused and capture impacts of services while participants are in the program. Intermediate measures fall into three categories: 1) those with performance standards; 2) those without standards that provide demographic data and information about who is served by the program; and 3) evaluative measures without standards.  

1) Intermediate Measures with a Standard: A standard is defined as a level or target to meet; intermediate measures with a standard will be in the form of a percentage rate. The consequences for failing to meet one or more of the following intermediate measure’s performance standard may result in the requirement of a continuous improvement plan. Data for the following measures will be collected in the first two years to establish a baseline and performance will be measured against the standards beginning PY 2018. At that time CCMEP Lead Agency intermediate performance standards will be established in concert with the CCMEP primary performance standards as outlined in Rule 5101:14-1-07(B). (Note: PY 2016 and PY 2017 will have no established standard.)  

A. Measureable Skills Gain: The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment. Gains will be based on attainment of one of the following: 1) gain in at least one educational functioning level; 2) secondary/post-secondary transcript/report card showing that the participant is achieving the state unit’s policies for academic standards; 3) satisfactory or better progress report towards established milestones from the employer/training provider who is providing training; or 4) successful completion of an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.  

B. Job Placement: The percentage of program participants placed in new unsubsidized employment during program participation (i.e., on or prior to the date of program exit).  

2) Intermediate Measures and Data Elements without Standards: There are no established standards or consequences tied to the following measures. They will be reported in the interest of comparative transparency and program evaluation.  

A. Participant Counts: The total number of participants enrolled in the CCMEP during the program year.  

i. Participant Characteristics:  

- Breakout of program participants: age at the time of the program year
• Breakout of program participants: education status at the time of program enrollment (i.e., in-school or out-of-school)
• Breakout of program participants: education level at program enrollment
• The percentage of program participants with a disability
• The percentage of program participants who are pregnant or parenting
• The percentage of program participants who lack transportation

ii. Program Characteristics:
• The percentage of program participants receiving intensive services
  (Note: this measure will not be available until CCMEP updates are made to OWCMS expected January 2017)
• The percentage of program participants receiving training

B. Program Exiters: The total number of participants who exit from the CCMEP program during the program year.

i. Exit Measures:
• Exit Rate: The total number of CCMEP program exiters during the program year divided by the total number of CCMEP program participants enrolled during the program year.
• Positive Exit Rate: The percentage of program participants who exited the program for one of the following reasons: 1) has successfully entered post-secondary education, military enlistment or deployment, and/or unsubsidized employment and no longer needs CCMEP services; or 2) 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 opportunities for Ohioans with disabilities.
• Primary Performance Measure Exclusion Rate: The percentage of program participants who exit the program during the program year and are excluded from the primary performance measures due to one of the reasons stated in CCMEP Rule 5101:14-1-07 (D).

3) Evaluative Measures without Standards: There are no established standards or consequences tied to the following measures. They will be reported in the interest of comparative transparency and program evaluation.

(Note: This measure will not be available until updates are made to OhioMeansJobs.com and a significant number of program exiters have completed the survey – estimated to begin in PY 2017).

B. Increase in Earnings: The percentage of program participants who were in unsubsidized employment during the second quarter after exit who during the fourth quarter after exit experienced an increase in earnings.
The following definitions apply to this rule and other rules in division 5101:14 of the Administrative Code.

(A) "Adult mentoring" means providing a one-to-one relationship between an adult and a youth, whose purpose is to build positive, supportive relationships between youth and adults and to provide positive adult role models for youth.

(B) "Basic skills deficient" means a youth who has English reading, writing, or computing skills at or below the eighth grade level 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.

(C) "Career pathway" means a combination of rigorous and high-quality education, training, and other services that:

1. Align with the skill needs of industries in the economy of the state or regional economy involved;
2. Prepare an individual to be successful in any of a full range of secondary and postsecondary education options, including apprenticeships registered under the National Apprenticeship Act (1932);
3. Include counseling to support an individual in achieving the individual's education and career goals;
4. Include, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
5. Organize education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
6. Enable an individual to attain a secondary school diploma or its equivalent, and at least one recognized post-secondary credential; and
7. Help an individual enter or advance within a specific occupation or occupational cluster.

(D) "Certificate of high school equivalence" has the same meaning as in section 5107.40 of the Revised Code.

(E) "Chief elected official" means the chief elected executive officer of a unit of general local government in the local area or, in the case of a local area that includes more than one unit of general local government, the individual or individuals designated as the chief elected official or officials in an agreement that specifies the roles of chief elected executive officers in the local area.

(E) "Co-location" means coordination between comprehensive case management and employment program (CCMEP) and the OhioMeansJobs (OMJ) center that serves the lead agency in order to increase youth access and connections to CCMEP services. Access and connections includes any of the following:

1. Coordination and provision of youth activities;
2. Linkages to the job market and employers;
3. Access to CCMEP for eligible youth;
4. Services for non-eligible youth such as basic labor exchange services, other self-service activities such as job searches, career exploration, use of career center resources, and referral as appropriate;
Other activities described in section 129(b) and (c) of the Workforce Innovation and Opportunity Act (2014)(WIOA) and/or

Locating CCMEP staff at the OMJ center.

"Comprehensive guidance and counseling" includes career and academic counseling, drug and alcohol counseling, mental health counseling, and referral to partner programs for such services.

"Coordination" means collaboration between comprehensive case management and employment program (CCMEP) lead agencies, the local board, subcontractors, county departments of job and family services, and the OhioMeansJobs (OMJ) centers in order to increase youth access and connections to CCMEP services. Access and connections includes any of the following:

1. Coordination and provision of youth activities.
2. Linkages to the job market and employers.
3. Access to CCMEP for eligible youth.
4. Services for non-eligible youth such as basic labor exchange services, other self-service activities such as job searches, career exploration, use of career center resources, and referral as appropriate.
5. Other activities described in section 129(b) and (c) of the Workforce Innovation and Opportunity Act (2014)(WIOA).

Co-locating CCMEP staff at the OMJ center.

"Eligible training providers" means entities, such as institutions of higher education, registered apprenticeship programs, or other public or private providers of a program of training service, which are eligible to receive WIOA funding based upon meeting certain criteria established by the state.

"Enrollment" begins with the date a program participant signs the individual opportunity plan (IOP) which includes assignment and participation in at least one CCMEP service and ends with exit in accordance with rule 5101:14-1-06 of the Administrative Code.

1. This IOP data shall be inputted into the Ohio workforce case management system (OWCMS) as described in paragraph (H)(2) of rule 5101:14-1-04 of the Administrative Code.
2. For Ohio works first work-eligible individuals, enrollment shall begin no sooner than the date cash has been authorized.

"Entrepreneurial skills training" provides training on the basics of starting and operating a small business.

"Exit" means the process of ending a program participant's eligibility to receive services in the CCMEP.

"Exit date" means the date when the last service ended and there are no plans to provide the participant with future services. This date cannot be determined until at least ninety days have elapsed since the program participant last received services. This does not include a self-service, information-only service, or follow-up service.

"Fiscal biennial period" means a two-year period beginning on the first day of July of an odd-numbered year and ending on the last day of June of the next odd-numbered year.

"Incentive" means a payment to a program participant for successful achievement of milestones in the program tied to work experience, education, or training as defined in the IOP and shall not be assistance as defined in 45 C.F.R. 260.31 (1999).

"In-demand occupations" means an occupation that currently has or is projected to have a number of positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector so as to have a significant impact on the state, regional economy as listed on the state in-demand occupations list and listed on the local in-demand occupations list as defined by the local workforce development board.
"In-school youth" has the same meaning as that term is defined in rule 5101:10-3-01 of the Administrative Code.

"Individual training accounts" means a method to finance training which are established on behalf of the program participant to purchase a program of training services from eligible training providers. Costs must be reasonable and necessary and must represent a sound investment of public funds.

1. Individual training account (ITA) expenditures are costs required by the training institution to complete the training. ITA costs required to complete the training may include, but are not limited to: tuition and fees; books, tools; uniforms; tests; and for WIOA funding only, medical immunization/tests.

2. ITA costs do not include any supportive service costs related to the ITA (e.g. transportation or child care).

"Individual with a disability" means an individual who has, appears to have, or is regarded as having a physical, or mental impairment that substantially limits one or more major life activity. The terms "physical impairment", "mental impairment" and "major life activity" shall have the same meaning as those terms are defined in rule 5101:9-2-02 of the Administrative Code.

"Lead agency" means the local participating agency designated by the board of county commissioners in accordance with Section 305.190 of Amended Substitute House Bill 64 of the 131st General Assembly (2015), to administer under section 5116.22 of the Revised Code to serve for a fiscal biennial period, or part thereof, as a county's lead agency for the purpose of CCMEP. When a lead agency has contracted a duty described in paragraph (D)(1)(b) or (D)(1)(c) of rule 5101:14-1-02 of the Administrative Code, the term "lead agency" throughout agency 5101 of the Administrative Code should be read to include the contracted entity.

"Leadership development opportunities" means opportunities that encourage responsibility, confidence, employability, self-determination and other positive social behaviors including, but not limited to:

1. Exposure to post-secondary educational possibilities;
2. Community and service learning projects;
3. Peer-centered activities, including peer mentoring and tutoring;
4. Organizational and team work training, including team leadership training;
5. Training in decision-making, including determining priorities and problem solving;
6. Citizenship training, including life skills training such as parenting and work behavior training;
7. Civic engagement activities which promote the quality of life in a community; and
8. Other leadership activities that place youth in a leadership role such as serving on youth leadership committees.

"Local area" has the same meaning as in section 6301.01 of the Revised Code.

"Local participating agencies" means the county department of job and family services and workforce development agency that serve the same county.

"Local board" means a local workforce development board established under section 107 of WIOA.

"Low income adult" is an in-school or out-of-school youth.

"Low income individual" has the same meaning as that term is defined in rule 5101:10-3-01 of the Administrative Code.

"Occupational skills training" means a CCMEP service that is a training program providing specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advance levels and results in attainment of a certificate or recognized post-secondary credential.

"Ohio works first" has the same meaning as in section 5107.02 of the Revised Code.
"On-the-job training" means a type of work experience where training is provided by an employer to a paid program participant while engaged in productive work in a job that:

1. Provides knowledge or skills essential to the full and adequate performance of the job;
2. Is made available through a program that provides reimbursement to the employer of a percentage of wage rate of the participant; and
3. Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, prior work experience of the participant, and the individual opportunity plan (IOP) for the participant.

"Out-of-school youth" has the same meaning as that term is defined in rule 5101:10-3-01 of the Administrative Code.

"Prevention, retention, and contingency program" has the same meaning as in section 5108.01 of the Revised Code.

"Program participant" means an individual who:

1. Is a mandatory or voluntary CCMEP participant;
2. Has signed an individual opportunity plan (IOP) that includes one or more assignments to and participation in a CCMEP activity that has been entered into OWCMS; and
3. Has not been exited from participation in CCMEP in accordance with rule 5101:14-1-06 of the Administrative Code.

"Program year" means the time period beginning on July first and ending on June thirtieth.

"Recognized post-secondary credential" means a credential consisting of an industry-recognized certificate or certification, certificate of completion of an apprenticeship, a license recognized by the state or federal government, or an associate or baccalaureate degree.

"Service" means one of the fourteen services made available to program participants in accordance with rule 5101:14-1-02 of the Administrative Code.

"Subcontractor" means an entity with which a local participating agency contracts to perform, on behalf of the local participating agency, one or more of the local participating agency's duties regarding CCMEP. For purposes of this chapter, the term subcontractor may also include a subrecipient based on the relationship the local participating agency has with the entity.

"Supportive services" are intended to enable an individual to participate in CCMEP activities and/or to secure and retain employment. Supportive services must be reasonable and necessary and may include but are not limited to linkages to, referrals to or assistance with:

1. Access to community services;
2. Access to health care;
3. Transportation, child and dependent care, housing, uniforms, work attire and work-related tools;
4. Books, fees, school supplies, and other necessary items for students enrolled in post-secondary education classes;
5. Payments and fees for employment and training-related applications, tests, and certifications;
6. Educational testing; and
7. Reasonable accommodations for youth with disabilities.

"Temporary assistance for needy families" (TANF) means the program established in accordance with Title IV-A of the Social Security Act, 42 U.S.C. 601 (1997).

TANF funds shall be used in a manner reasonably calculated to accomplish one or more of the following purposes:
(1) Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;

(2) End the dependence of needy parents on government benefits by promoting job preparation, work and marriage;

(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; or

(4) Encourage the formation and maintenance of two-parent families.

TANF assistance means:

(1) Cash, payments, vouchers, and other forms of benefits designed to meet a family's ongoing basic needs (i.e., for food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses). It includes such benefits even when they are:

(a) Provided in the form of payments by a TANF agency, or other agency on its behalf, to individual recipients; and

(b) Conditioned on participation in work experience or community service (or any other work activity described in 45 C.F.R. 261.30 (2008)).

(c) Except where excluded under paragraph (BB)(2)(KK)(2) of this rule, it also includes supportive services such as transportation and child care provided to families who are not employed.

(2) TANF assistance excludes:

(a) Non-recurrent, short-term benefits that:

(i) Are designed to deal with a specific crisis situation or episode of need;

(ii) Are not intended to meet recurrent or ongoing needs; and

(iii) Will not extend beyond four months.

(b) Work subsidies (i.e. payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training);

(c) Supportive services such as child care and transportation provided to families who are employed;

(d) Refundable earned income tax credits;

(e) Contributions to, and distributions from, individual development accounts (IDAs);

(f) Services such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support, and

(g) Transportation benefits provided under a job access or reverse commute.

TANF block grant means the TANF block grant established by Title IV-A of the "Social Security Act" (05/2006).

WIOA Fiscal agent means the entity designated by the chief elected official in accordance with section 107(d)(12)(B)(i)(II) of WIOA to assist in the administration of WIOA grant funds under the direction of the local workforce development board. The WIOA fiscal agent shall receive and manage all formula WIOA funds for the area and other federal, state, or local funds allocated to the local area.

"Work-eligible individual" has the same meaning as defined in rule 5101:1-3-12 of the Administrative Code.

"Work experience" means a CCMEP service that is a planned, structured learning experience that takes place in a workplace for a limited period of time.

"Workforce development activity" has the same meaning as in section 6301.01 of the Revised Code.
"Workforce development agency" means the public or private entity designated or certified by any of the following local boards to administer county programs under WIOA: coordinate the delivery of workforce services for a county.

1. The board of county commissioners in accordance with section 330.04 of the Revised Code;
2. The chief elected official of a municipal corporation in accordance with section 763.05 of the Revised Code; or
3. The chief elected officials of a local area defined in section 6301.01 of the Revised Code.

"Workforce development board" in accordance with section 6301.01 of the Revised Code, means a local workforce investment board established in each local area of the state and certified by the governor to set policy for the portion of the statewide workforce investment system within the local area and implement WIOA.


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

"Youth workforce investment activity funds" means funds allocated or granted under Title I, Subtitle B, Chapter 2 of WIOA, for youth workforce investment activities.

Effective: 10/1/2017
Five Year Review (FYR) Dates: 3/24/2021
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Date: 09/21/2017
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What is the comprehensive case management and employment program?

The comprehensive case management and employment program (CCMEP) is a Title IV-A program, a family services duty, 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.

Who participates in CCMEP?

1. The following individuals who are at least fourteen but not more than twenty-four years of age are required to participate in CCMEP:
   a. Participants in the Ohio works first (OWF) program who have been determined to be work-eligible in accordance with rule 5101:1-3-12 of the Administrative Code.
   b. Each individual who is an in-school youth or out-of-school youth as a condition of enrollment in workforce development activities funded by the Workforce Innovation and Opportunity Act (2014) (WIOA).

2. The following individuals who are at least fourteen but not more than twenty-four years of age may volunteer to participate in CCMEP:
   a. Any OWF participant who has not been determined to be a work-eligible individual in accordance with rule 5101:1-3-12 of the Administrative Code.
   b. Any individual receiving benefits and services under the prevention, retention, and contingency (PRC) program who volunteers for CCMEP within ninety calendar days of the date that PRC benefits are received.

How is CCMEP funded and administered at the local level?

Each local board shall decide whether to authorize the use of its youth workforce investment activity funds for CCMEP as described in paragraph (C) of this rule. The decision shall be made not later than thirty calendar days before the beginning of each fiscal biennial period. A local board's decision applies to all of the counties the local board serves.

1. If a local board decides under section 5116.20 of the Revised Code not to authorize the use of its youth workforce investment activity funds for CCMEP for a fiscal biennial period, all of the following shall apply to that fiscal biennial period:
   a. The local board shall use its youth workforce investment activity funds in accordance with section 129 of WIOA.
   b. No temporary assistance for needy families (TANF) block grant funds shall be made available for CCMEP to the local board or any county the local board serves.
   c. The Ohio department of job and family services (ODJFS) shall use available TANF block grant funds to administer, or to contract with a government or private entity to administer CCMEP in the counties the local board serves.

2. If a local board decides under section 5116.20 of the Revised Code to authorize the use of its youth workforce investment activity funds for CCMEP for a fiscal biennial period, all of the following shall apply to that fiscal biennial period:
   a. Before the beginning of the fiscal biennial period, the local board shall authorize the use of its youth workforce investment activity funds by submitting either a signed, written agreement or an official board-approved resolution to ODJFS that, to the extent permitted by federal law, requires the local board and the counties the local board serves to
operate CCMEP in accordance with the program's requirements, including the requirements established by Chapter 5116. of the Revised Code, rules adopted under section 5116.06 of the Revised Code, and any other rules applicable to the program.

(b) Before the beginning of the fiscal biennial period, the board of county commissioners of each of the counties the local board serves shall designate either of the local participating agencies to serve as the county's lead agency for purposes of CCMEP.

(3) After the board of county commissioners designates a local participating agency to serve as the county's lead agency for a fiscal biennial period, the board may designate the other local participating agency to take over as the county's lead agency for the remainder of the fiscal biennial period.

(4) The board of county commissioners shall inform ODJFS of its designation of the lead agency under paragraph (C)(2)(b) of this rule before the beginning of the fiscal biennial period for which the designation is made. The board shall notify ODJFS in writing of any redesignation of a lead agency under paragraph (C)(3) of this rule not later than sixty calendar days after the redesignation takes effect.

(D) What are the requirements of the lead agency?

(1) Each lead agency, in consultation with the local board that serves the same county shall, in accordance with rules adopted under sections 5116.06 and 5107.05 of the Revised Code, do all of the following for the fiscal biennial period, or part thereof, for which the lead agency has been designated:

(a) Prepare and submit the JFS 03001 "Comprehensive Case Management and Employment Program (CCMEP) Plan" (rev. 10/2017) to ODJFS containing standard procedures for administration of CCMEP that are consistent with agency 5101 of the Administrative Code;

(b) Administer the CCMEP program in the county for which it is designated to serve as lead agency in accordance with applicable federal and state laws and regulations to the extent funds are available within the county's TANF and WIOA allocations for the purpose of administering CCMEP;

(c) Partner with the other local participating agency and subcontractors, to do all of the following:

(i) Actively coordinate activities regarding the program;

(ii) Establish guidelines for the uniform administration of CCMEP including but not limited to:

(a) The procurement of services;

(b) The selection of a basic skills assessment;

(c) Ensuring the determination of eligibility for the WIOA youth program in accordance with rule 5101:10-3-01 of the Administrative Code;

(d) Reporting and collecting data;

(e) Contract monitoring and compliance;

(f) Compliance with relevant policies of the local board; and

(iii) Use their expertise in administering the program.

(d) Utilize the Ohio workforce case management system (OWCMS) for the administration and case management of CCMEP;

(e) Cooperate with the WIOA fiscal agent in the execution of its responsibilities as described in rule 5101:9-7-05 of the Administrative Code including but not limited to taking all appropriate actions, including executing agreements, grants, and contracts necessary to expend WIOA funds.
Ensure that TANF funds expended or claimed for CCMEP are allowable uses of federal Title IV-A funds under sections 401 and 404(a) of the "Social Security Act," 42 U.S.C. 601 (1997), 604(a) (2012), 608 (2012), and 45 C.F.R. 260.31 (1999).

A lead agency shall use the funds in a manner consistent with federal and state law. The lead agency shall coordinate this responsibility with any entity that has been designated to serve as a local grant subrecipient or a local fiscal agent under section 107(d)(12)(B)(i)(II) of WIOA. Liability for misuse of CCMEP funds shall be as set forth in applicable TANF and WIOA law.

Meet performance measures described in rule 5101:14-1-07 of the Administrative Code.

Make the fourteen services described in paragraph (E) of this rule available to each program participant.

Determining eligibility for WIOA and TANF in accordance with paragraph (B) of rule 5101:14-1-04 of the Administrative Code.

When a program participant is determined to have committed an intentional program violation (IPV) of OWF or PRC program, the lead agency shall not provide TANF funded services as part of CCMEP during the penalty period.

When a county department of job and family services is investigating an alleged IPV or is establishing an erroneous payment to a program participant, the lead agency shall cooperate with the investigation and provide supporting documentation of TANF funded services provided to a program participant.

When a program participant transfers from one county into a new county that the lead agency serves, a revised IOP shall be developed within ten calendar days of the transfer notification as described in paragraph (I) of rule 5101:14-1-04 of the Administrative Code.

If a board of county commissioners redesignates the lead agency under division (B) of section 5116.22 of the Revised Code during a fiscal biennial period, the new lead agency shall prepare and submit to ODJFS a new plan under paragraph (D)(1)(a) of this rule not later than sixty calendar days after the redesignation takes effect.

Each local board shall ensure that the plans prepared under paragraph (D)(1)(a) of this rule by the lead agencies serving the same counties the board serves are included in the local board's plan prepared under section 6301.07 of the Revised Code.

If a lead agency fails to enroll in CCMEP an individual who is required by section 5116.10 of the Revised Code to participate in the program and to take corrective action that ODJFS requires the lead agency to take as a consequence of that failure, ODJFS may take the following actions:

- Require the responsible lead agency to comply with a corrective action plan pursuant to a time schedule specified by ODJFS. The corrective action plan shall be established or approved by ODJFS and require a lead agency to commit to the plan existing resources identified by ODJFS.

- When the lead agency does not comply with a corrective action plan, ODJFS may perform or contract with a government or private entity for the entity to perform, the family services duty until ODJFS is confident that the responsible lead agency can perform the duty satisfactorily. If ODJFS performs or contracts with an entity to perform a family services duty under division (C)(5) of section 5101.24 of the Revised Code, ODJFS may do either or both of the following:
  - Spend TANF funds in the county treasury appropriated by the board of county commissioners for the duty;
  - Withhold TANF funds allocated or reimbursements due to the responsible lead agency for the duty and spend the funds for the duty.

What are the services that shall be made available to each program participant?
(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.

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Each lead agency is required to adopt and submit a written comprehensive case management and employment program (CCMEP) program plan to the Ohio department of job and family services (ODJFS). The CCMEP program plan shall establish standard processes for determining and maintaining an individual's eligibility to participate in CCMEP for each county that the lead agency serves.

(A) When shall the CCMEP program plan be submitted?

The CCMEP program plan shall be adopted and submitted to ODJFS at least once every fiscal biennial period by the first day in October and may be amended by the lead agency as needed. The lead agency shall submit an amended plan to ODJFS no later than ten calendar days after the amended program plan becomes effective.

(B) What are the requirements for submitting a CCMEP program plan to ODJFS?

(1) The lead agency shall:
   (a) Utilize the JFS 03001 "Comprehensive Case Management and Employment Program (CCMEP) Plan" (rev. 10/2017), for its CCMEP program plan; and
   (b) Submit the CCMEP program plan to ODJFS in an electronic format. For each amendment, the submission shall contain one version of the plan 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.

(2) If ODJFS determines that a CCMEP program plan is not consistent with division 5101:14 of the Administrative Code, the CCMEP program plan shall be returned to the lead agency with recommendations for amendment.

(3) Submit a new plan to ODJFS if a board of county commissioners redesignates the lead agency in accordance with paragraph (D)(2) of rule 5101:14-1-02 of the Administrative Code.

(C) What must be included in a CCMEP program plan?

A CCMEP program plan shall be consistent with applicable state and federal laws and regulations and shall include written standards, criteria, and procedures for the operation of CCMEP including but not limited to:

(1) An explanation of how the lead agency will ensure compliance with Title II of the Americans with Disabilities Act (ADA) (2011) and section 504 of the Rehabilitation Act (2008) when a program participant discloses, has, or appears to have a physical or mental condition that substantially limits one or more major life activities.

(2) The process for referring individuals as described in paragraph (A) of rule 5101:14-1-04 of the Administrative Code and ensuring enrollment for individuals in CCMEP.

(3) A description of the activities and services that the lead agency will utilize to make each of the fourteen services described in paragraph (E) of rule 5101:14-1-02 of the Administrative Code available to program participants. For each activity and service, the plan shall indicate which purpose described in paragraph (JJ) of rule 5101:14-1-01 of the Administrative Code the activity or service can reasonably be expected to accomplish.

(4) The plan of communication between local participating agencies and subcontractors regarding OWF recipients including, but not limited to:
   (a) The process of communication with the local participating agency when a mandatory Ohio works first (OWF) work eligible program participant fails to comply with the terms of
an individual opportunity plan (IOP) and when a program participant is exited as described in paragraph (A)(1) of rule 5101:14-1-05 of the Administrative Code;

(b) 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;

(c) Information regarding CCMEP activities assigned in accordance with rule 5101:14-1-05 of the Administrative Code, including but not limited to: the location, schedule, and nature of the activity; and

(d) Other factors impacting continued CCMEP or OWF eligibility including but not limited to:
   (i) Changes in an OWF work-eligible individual's status;
   (ii) OWF recipient income information;
   (iii) OWF sanctions;
   (iv) Good cause;
   (v) Compliance activity assignment and completion; and
   (vi) Updates to OWF hourly requirements in accordance with rule 5101:1-3-12 of the Administrative Code.

(5) The process for screening and referral between local participating agencies and subcontractors when a program participant is determined to be a victim of domestic violence as described in division (D) of section 5107.02 of the Revised Code including a description of how the lead agency handles domestic violence situations including but not limited to:

(a) The process of communication between local participating agencies and subcontractors;
(b) Modifying hours of participation in CCMEP;
(c) Waivers from requirements;
(d) Referrals to community resources;
(e) Personal information protection; and
(f) Referrals to counseling.

(6) The process for ensuring that information about an OWF or supplemental nutrition assistance program (SNAP) recipient is shared with the county department of job and family services and will be acted upon in accordance with division 5101:1 and/or 5101:4 of the Administrative Code.

(7) The process described in paragraph (I) of rule 5101:14-1-04 of the Administrative Code regarding notification to the new lead agency when a program participant moves to another county.

(8) The description of how the lead agency will:

(a) Engage with each program participant as described in paragraph (A)(1)(a) of rule 5101:14-1-05 of the Administrative Code.
(b) Review IOPs developed in accordance with rule 5101:14-1-04 of the Administrative Code.

(9) The process of communicating about the maximum monthly hours of participation allowable under the Fair Labor Standards Act (05/2000) for OWF recipients.

(10) The process for providing a program participant with written notice of scheduled CCMEP appointments.

(11) The process for administering the comprehensive assessment in accordance with rule 5101:14-1-04 of the Administrative Code.

(12) A description of how the local participating agencies and any subcontractors will use their expertise to ensure the coordination of services including:
(a) The process for meeting the needs of and engaging local businesses to provide employment and learning opportunities for program participants; and
(b) The method for communication in order to streamline processes.

(13) A description of the supportive services as defined in paragraph (II) of rule 5101:14-1-01 that may be provided to program participants and:

(a) The agency's plan for utilizing CCMEP funds to provide reasonable and necessary supportive services to enable the program participant to participate in the program; and
(b) The agency's plan for ensuring that supportive services provided to program participants not already receiving OWF do not meet the definition of TANF assistance.

(14) A description of the follow-up services as defined in paragraph (E)(9) of rule 5101:14-1-02 of the Administrative Code that may be provided to program participants including the agency's plan for providing follow-up services after a program participant's exit from CCMEP.

(15) A description of the lead agency's role in the design of the CCMEP services procured through the local board. The lead agency's plan shall include but is not limited to:

(a) How the local participating agencies will collaborate in procuring services; and
(b) How the local participating agencies and local board will ensure that there is no conflict of interest in accordance with 20 C.F.R. 679.430 (2016), in the event the local board procures services of the county department of job and family services to provide one of the CCMEP services described in paragraph (E) of rule 5101:14-1-02 of the Administrative Code.

(16) An assurance that TANF or WIOA funds will not be used to pay a program participant directly for subsidized employment by a local participating agency as either a lead agency or as a service provider. An activity or service is considered to be subsidized employment when a private or public sector employer receives a subsidy from TANF and/or WIOA funds to offset some or all of the wages and costs of employing a program participant.

(17) The timeframes and documentation requirements the lead agency will use to determine good cause for OWF work-eligible individuals in accordance with rule 5101:14-1-05 of the Administrative Code.

(18) Policies adopted by the lead agency and local board relevant to the administration of CCMEP which shall at least include those defining or describing:

(a) Household composition based upon Title IV-A federal regulations and state law for the purpose of counting income used to determine TANF funding eligibility for WIOA youth individuals and for the semi-annual process as described in paragraph (A)(2) of rule 5101:14-1-05 of the Administrative Code;
(b) Work experience;
(c) Incentives;
(d) Supportive services; and
(e) Follow-up services.

(19) The signature of:

(a) The administrator, director or executive director of the lead agency; and
(b) The local board chairperson or the chairperson's designee.

(20) Other matters the lead agency determines are necessary.

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A referral is the act of directing an individual to the lead agency no later than seven calendar days from when the individual is required or volunteers to participate as described in paragraph (B) of rule 5101:14-1-02 of the Administrative Code in the comprehensive case management and employment program (CCMEP).

A referral shall take place for Ohio works first (OWF) work-eligible individuals as described in paragraph (B)(2) of rule 5101:1-2-01 of the Administrative Code.

The lead agency 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 and Opportunity Act (2014) (WIOA) and temporary assistance for needy families (TANF).

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.

An individual shall be determined eligible to receive services in CCMEP funded by TANF when that individual:

1. Has (or has applied for) a social security number;
2. 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;
3. Does not owe any of the cost of fraudulent TANF assistance paid to the individual;
4. Has been afforded the opportunity to register to vote;
5. Has gross income in the previous thirty calendar day period of less than two hundred percent of the federal poverty level; and
6. Is one of the following:
   i. A minor child;
   ii. The parent, specified relative, legal guardian or legal custodian of a minor child;
   iii. A non-custodial parent who lives in the state, but does not reside with his/her minor child(ren);
   iv. A pregnant individual; or
   v. An individual age 18 to 24 that is part of a family that includes a minor child.

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.

(D) What is included in the comprehensive assessment?

(1) The lead agency shall utilize OWCMS to complete the program participant's comprehensive assessment as described in paragraph (H)(2) of this rule and the lead agency may utilize:

(a) The JFS 03006 "Comprehensive Case Management and Employment Program (CCMEP) Comprehensive Assessment - Secondary School" (rev. 10/2017) for individuals attending secondary school; or

(b) The JFS 03003 "Comprehensive Case Management and Employment Program (CCMEP) Comprehensive Assessment" (rev. 10/2017).

(2) The comprehensive assessment 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.

(3) A basic skills assessment chosen by the lead agency, in collaboration with the local board that utilizes a valid and appropriate tool to 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.

(E) What is an individual service strategy (ISS)?

An ISS is a strategy to serve the individual's needs based on the results of the comprehensive assessment. An ISS includes:

(1) Identification of the program participant's career pathway that includes employment and educational goals;
(2) Identification of services necessary for the program participant to achieve goals and objectives;
(3) Assignment to activities based on the service(s) needed; and
(4) Development of an individual opportunity plan (IOP) in accordance with this rule.

(F) What is an IOP?

An IOP documents the ISS and is mutually developed, implemented, and revised to include:

(1) A set of employment, education, and personal development goals;
(2) Service objectives and a service plan of action needed to achieve the identified goals; and
(3) To document services provided and results.

(G) What information is included in the IOP?

The lead agency shall utilize OWCMS to complete the program participant's IOP and may utilize the JFS 03004 "Comprehensive Case Management and Employment Program (CCMEP) Individual Opportunity Plan" (rev. 10/2017) as described in paragraph (H)(2) of this rule. Information that must be in the IOP includes, but is not limited to:

(1) The dates or timeframes the IOP will be reviewed and/or revised;
(2) The strengths and barriers to employment identified through the comprehensive assessment;
(3) The program participant's plan to overcome barriers and achieve the goal of self-sufficiency, including but not limited to:
(a) Employment and education goals, including identification of a career pathway;
(b) Appropriate achievement objectives;
(c) Appropriate services necessary to overcome barriers, capitalize on strengths, and to achieve self-sufficiency;
(d) Support for the individual to obtain a high school diploma or a certificate of high school equivalency;
(e) Job placement;
(f) Job retention support;
(g) Other services that aid the individual in achieving the plan's goals; and
(h) Incentives.

(4) A requirement that the program participant 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;

(5) The detailed information on the services (including supportive services) the program participant will receive and how the lead agency will provide those services;

(6) The activities in which the program participant will engage. If the program participant discloses, has, or appears to have a physical or mental condition that substantially limits one or more major life activities, the IOP shall include a description of each reasonable modification requested and made for the participant (if any) and the necessary referrals made to assist in obtaining additional services; and

(7) 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.

(H) How are the comprehensive assessment and IOP administered?

(1) An OWF work-eligible individual eligible for CCMEP as described in paragraph (B)(1)(a) of rule 5101:14-1-02 of the Administrative Code shall complete the comprehensive assessment and IOP in place of the OWF appraisal and self sufficiency contract.

(2) The lead agency is responsible for ensuring that the comprehensive assessment and IOP are completed, signed, and inputted into OWCMS no later than thirty calendar days:
(a) From the date the individual was referred to CCMEP; or
(b) From the date of application for OWF work-eligible individuals as described in paragraph (E)(6) of rule 5101:14-1-05 of the Administrative Code.

(3) The IOP shall end upon the exit of a program participant in accordance with rule 5101:14-1-06 of the Administrative Code.

(4) The services an individual receives in accordance with an IOP are inalienable by way of assignment, charge, or otherwise and exempt from execution, attachment, garnishment, and other similar processes.

(I) What other requirements pertain to the revision of an IOP?

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.

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What are comprehensive case management and employment program (CCMEP) requirements?

(A) Case management requirements shall include:

(1) Engagement with each program participant using evidence-based practices to provide employment and training services, supports, and referrals to become self-sufficient and employed. Case managers shall make persistent and reasonable attempts to engage with the program participant no less than once every thirty calendar days and shall review and revise the individual opportunity plan (IOP) as needed.

(b) Communication with the local participating agency within ten calendar days of the failure when a mandatory Ohio works first (OWF) work eligible program participant fails to comply with the terms of an IOP and any information regarding good cause that the program participant has provided.

(c) Communication with the local participating agency when a mandatory Ohio works first (OWF) work eligible program participant is exited from CCMEP in accordance with rule 5101:14-1-06 of the Administrative Code.

(2) The lead agency shall utilize the JFS 03002 "WIOA Youth Program Eligibility Application" (rev. 10/2017) to conduct the semi-annual review process to ensure that a program participant that is receiving temporary assistance for needy families (TANF) funded services and that is not receiving OWF meets the eligibility criteria described in paragraph (B)(2) of rule 5101:14-1-04 of the Administrative Code and to determine eligibility for Workforce Innovation and Opportunity Act (2014) (WIOA) funded services as described in paragraph (B)(1) of rule 5101:14-1-04 of the Administrative Code for a program participant who has been previously determined to be ineligible for WIOA funded services.

(3) The lead agency shall document and verify CCMEP activity hours in unpaid activities for program participants as follows:

(a) All actual hours of participation shall be verified on a monthly basis.

(b) Verification is considered to be met when the lead agency has received confirmation of the actual hours of participation.

(c) All assigned hours of participation shall be accounted for by the lead agency.

(d) Verified hours of participation shall be entered into the Ohio workforce case management system (OWCMS) in a timely manner.

(e) Acceptable types of verification for hours participated include but are not limited to the following:

(i) The OWCMS generated schedule;

(ii) JFS 06910 "Record of Attendance Report" (rev. 09/2006);

(iii) JFS 06909 "Record of School Attendance" (rev. 09/2006);

(iv) Data exchange report;

(v) Documented phone contact with work site; or

(vi) Other lead agency acceptable methods so long as the elements listed are included:

(a) The program participant's name;
(b) An accounting of all assigned hours of activities on site;
(c) The name and location of the activity site;
(d) The name of the program participant's activity supervisor; and
(e) The name and phone number of the person verifying the hours.

(4) The lead agency shall document and verify CCMEP activity hours in paid activities for program participants as follows:

(a) A lead agency shall verify the participation hours for unsubsidized employment, subsidized employment, and on-the-job training (OJT) at least once every six months.

(b) The lead agency shall determine and communicate with the county department of job and family services monthly activity hours by multiplying the average weekly number of hours by 4.3.

(B) What are the CCMEP activities available to program participants?

Activities shall be assigned based on a program participant's needs as identified in their comprehensive assessment in order to ensure that program participants receive the appropriate service(s) and activities. Each activity shall be connected to a service, and be reasonable and necessary. The available activities for program participants include, but are not limited to:

(1) Unsubsidized employment;
(2) Subsidized employment;
(3) Work experience;
(4) On-the-job training;
(5) Job search;
(6) Community service;
(7) Vocational education training;
(8) Job skills training directly related to employment;
(9) Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalence;
(10) Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate;
(11) Internships;
(12) Summer employment;
(13) Job shadowing;
(14) Pre-apprenticeship opportunities which include programs or a set of strategies designed to prepare individuals to enter and succeed in registered apprenticeship programs and have a documented partnership with at least one, if not more, registered apprenticeship programs;
(15) Career counseling which includes a facilitated exploration of occupational and industry information that will lead to a first, new, or better job for the program participant;
(16) Adult mentoring;
(17) Entrepreneurial skills training;
(18) Tutoring, study skills training;
(19) Job readiness training;
(20) Parenting classes;
(21) Life skills classes;
(22) Participation in an alcohol or drug addiction program certified by the department of mental health and addiction services under section 5119.36 of the Revised Code;
(23) Finding a home in the case of a homeless assistance group;
(24) Residing in, or attempting to get admission into, a domestic violence shelter, receiving counseling services, or treatment related to the domestic violence or participating in criminal justice or civil legal activities against the domestic violence offender;
(25) Attending English as a second language course;
(26) Mental health treatment;
(27) Rehabilitation activities;
(28) Financial literacy education;
(29) Other workforce activities;
(30) Activities within OhioMeansJobs.com;
(31) The learning, earning and parenting (LEAP) program for individuals required to participate in accordance with rule 5101:1-23-50 of the Administrative Code; and
(32) For veterans with a significant barrier to employment, a referral to the disabled veterans outreach program (DVOP) specialist as part of the jobs for veterans state grant.

(C) What does participation in CCMEP include?

(1) Participation in CCMEP activities for a standard of twenty hours per week.
   (a) Based on the individual service strategy developed with the program participant, the lead agency may consider time spent in activities, case management, homework, travel time, etc. as part of the program participant's hours of commitment.
   (b) In accordance with rule 5101:1-3-12 of the Administrative Code, an OWF recipient may not be assigned to community service or a work experience program in excess of the maximum monthly hours of participation allowable under the Fair Labor Standards Act (1938).
   (c) There may be circumstances based on the program participant's needs under which the lead agency may assign activity hours less than the standard of twenty hours per week. The lead agency shall document the reason for not assigning the program participant to all or some of the CCMEP standard activity hours. The comprehensive assessment shall be used to determine if it is appropriate to assign a reduced number of hours. A reduction of hours may be necessary when:
      (i) A program participant is assigned to fewer hours due to a reasonable modification made in accordance with paragraph (G)(6) of rule 5101:14-1-04 of the Administrative Code;
      (ii) A program participant is in a domestic violence situation and participation in CCMEP activities would make it more difficult for the individual to escape domestic violence; or
      (iii) A program participant has a temporary or permanent barrier to participation in CCMEP activities.

(2) Active engagement in developing the individual service strategy, utilizing CCMEP services and maintaining communication with the lead agency.

(D) For how long shall the lead agency provide CCMEP services to a program participant?
The lead agency shall provide CCMEP services to a program participant for the amount of time necessary to ensure successful preparation to enter unsubsidized employment and/or post-secondary
education and training. There is no time limit on participation in CCMEP or required sequence of services. Prior to ending an activity assigned in accordance with paragraph (B) of this rule due to a durational limitation of the connected service that is based on a funding source, local, state or federal policy, the lead agency shall:

(1) Explore if the program participant may continue in the assigned activity through an alternative CCMEP service; or

(2) If the existing CCMEP service may be continued in spite of the limitation and without interruption by utilizing an alternative funding source.

(E) How is CCMEP different for mandatory OWF participants?

(1) A mandatory OWF participant shall be assigned to participate in CCMEP activities for the number of hours required in paragraph (C) of this rule or paragraph (C) of rule 5101:1-3-12 of the Administrative Code, whichever is higher.

(2) A mandatory OWF participant shall be assigned to activities in accordance with paragraph (B) of this rule and not in accordance with rule 5101:1-3-12 of the Administrative Code and its supplemental rules.

(3) A mandatory OWF participant that is subject to the learning, earning, and parenting program (LEAP) requirements described in rule 5101:1-23-50 of the Administrative Code shall be assigned to participate in LEAP as a CCMEP activity.

(4) When a mandatory OWF participant fails or refuses without good cause to comply with the terms of an IOP, the lead agency shall notify the county department of job and family services of each failure or refusal and shall provide the county department of job and family services with information necessary to impose an OWF sanction in accordance with rule 5101:1-3-15 of the Administrative Code.

(5) The lead agency shall be the sole determiner of good cause as described in rule 5101:1-3-13 of the Administrative Code and any OWF sanction compliance activities. Good cause is only for OWF sanction purposes and is not necessarily related to the continuation of CCMEP services.

(6) A mandatory OWF participant shall have the comprehensive assessment and IOP completed and inputted into the Ohio workforce case management system no later than thirty calendar days from the date of application for OWF.

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When may a lead agency propose to end comprehensive case management and employment program (CCMEP) services for a program participant?

The lead agency may propose to end CCMEP services for a program participant who is not an Ohio works first (OWF) mandatory participant between the ages of fourteen and twenty-four in receipt of OWF when:

1. The program participant has successfully entered post-secondary education, military enlistment or deployment, and/or unsubsidized 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 opportunities 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 families (TANF) or Workforce Innovation and Opportunity Act (WIOA) (2014) funding; or the lead agency lacks funding the program participant is eligible for in accordance with paragraph (E) of this rule.

What is the process for exiting someone from CCMEP?

The lead agency shall begin the ninety day exit process for program participants who meet the exit reason in paragraph (A)(4) of this rule immediately. For all other program participants, the lead agency shall:

1. Ensure that the program participant does not require any additional services or that the lead agency 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 without explanation.
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 in accordance with rule 5101:6-2-04 of the Administrative Code, and notwithstanding the fifteen day notice period referenced in paragraph (A) of rule 5101:6-2-04 of the Administrative Code.
3. Continue to attempt to engage the program participant in accordance with paragraph (A)(1)(a) of rule 5101:6-14-05 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 in CCMEP;
   b. When services are not provided for ninety consecutive days and future services have not been scheduled, the program participant 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.
4. Comply with the complaint and appeal process described in rule 5101:6-10-01 of the Administrative Code.

Must a program participant be exited from CCMEP upon reaching his or her twenty-fifth birthday?
A twenty-four year old program participant who reaches his or her twenty-fifth birthday while in CCMEP may remain in CCMEP until he or she meets the criteria for exit described in paragraph (A) of this rule.

Once a program participant exits CCMEP in accordance with paragraph (A) of this rule, the individual may not return to CCMEP if he or she is age twenty-five or older.

What are the follow-up services?

Follow-up services are critical services provided following a program participant's exit from CCMEP to help ensure job retention or successful participation in post-secondary education and training. At the time of enrollment, program participants shall be informed that follow-up services will be provided for a minimum duration of twelve months following exit.

All program participants must receive some form of follow-up services described in paragraph (E)(9) of rule 5101:14-1-02 of the Administrative Code, for a minimum duration of twelve months unless the participant declines to receive follow-up services or the participant cannot be located or contacted. All program participants shall be offered an opportunity to receive follow-up services that align with their individual opportunity plan (IOP). The lead agency shall document when a program participant cannot be located or contacted for follow-up services and when the program participant requests to opt out or discontinue follow-up services in the Ohio workforce case management system. Follow-up services may be provided beyond twelve months at the discretion of the lead agency.

Follow-up services may begin no earlier than the day the notice is issued in accordance with paragraph (B) of this rule.

The types of services provided and the duration of services must be determined based on the needs of the individual and therefore, the type and intensity of follow-up services may differ for each program participant based on needs and their IOP. However, follow-up services must include more than only a contact attempted or made for securing documentation in order to report a performance measure.

What if a program participant is not eligible for TANF or WIOA funding; or the lead agency lacks funding the program participant is eligible for?

When in accordance with paragraph (B) of rule 5101:14-1-04 of the Administrative Code, a program participant is not eligible for TANF or WIOA funding; or a program participant is eligible for TANF or WIOA funding, and both TANF and WIOA funding is lacking or unavailable to serve the program participant, the lead agency shall:

(a) Immediately end all CCMEP services; and

(b) Issue a notice of adverse action to the program participant in accordance with rule 5101:6-2-04 of the Administrative Code.

A program participant who is exited in accordance with this paragraph 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.
Rule Amplifies: 5116.01, 5116.25, 5116.24, 5116.23, 5116.22, 5116.21, 5116.20, 5116.12, 5116.11, 5116.10, 5116.06, 5116.03, 5116.02

Prior Effective Dates: 03/24/2016
CCMEPMTL 3

Effective Date: October 1, 2017

Most Current Prior Effective Date: March 24, 2016

(A) What are the comprehensive case management and employment (CCMEP) primary performance measures?

There are seven primary performance measures for each lead agency:

(1) The percentage of program participants that are in unsubsidized employment, education, or training activities at exit.

(2) The percentage of program participants that are in unsubsidized employment, education, or training activities during the second quarter after exit.

(3) The percentage of program participants that are in unsubsidized employment, education, or training activities during the fourth quarter after exit.

(4) The percentage of program participants that were in an education or training program while enrolled in CCMEP who obtain a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent during participation in or within one year after exit from CCMEP. A program participant who has attained a secondary school diploma or its recognized equivalent can only be included in this measure if the program participant is also employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.

(5) The median earnings of program participants who are in unsubsidized employment during the second quarter after exit.

(6) The effectiveness in serving employers.

(7) The percentage of program participants who are in an education or training program that leads to a recognized postsecondary credential, a secondary school diploma or its recognized equivalent, or employment and who are achieving measurable skill gains toward such a credential or employment. Measurable skill gains are documented academic, technical, occupational, or other forms of progress. If measuring educational functioning level (EFL) gains after program enrollment, an approved department of education national reporting system assessment must be used for both the EFL pre-test and post-test to determine an individual’s educational functioning level.

(B) What are the performance standards the lead agency must meet in the administration of CCMEP?

(1) Lead agency performance standards for each county are established in accordance with a biennial negotiation process established by the Ohio department of job and family services (ODJFS).

(2) The negotiation of biennial lead agency performance standards by county shall be concluded prior to July first and shall include:

(a) ODJFS;

(b) The lead agency in partnership with the local board, and

(c) The board of county commissioners.

(C) What are the consequences to the lead agency for failing to meet the performance standards set forth in paragraph (B) of this rule?

The consequences for failing to meet a performance standard, as set forth in paragraph (B) of this rule, are established in sections 5101.24 and 5101.241 of the Revised Code and are as follows:
ODJFS may require the responsible lead agency to comply with a corrective action plan pursuant to a time schedule specified by ODJFS. The corrective action plan shall be established or approved by ODJFS and require a lead agency to commit to the plan existing resources identified by ODJFS.

When the lead agency does not comply with a corrective action plan, ODJFS may perform, or contract with a government or private entity for the entity to perform, the family services duty and the workforce development activity until ODJFS is confident that the responsible lead agency can perform the duty satisfactorily. If ODJFS performs or contracts with an entity to perform a family services duty under division (C)(5) of section 5101.24 of the Revised Code and workforce development activity under division (C)(4) of section 5101.241 of the Revised Code, ODJFS may do either or both of the following:

(a) Spend funds in the county treasury appropriated by the board of county commissioners for the duty;

(b) Withhold funds allocated or reimbursements due to the responsible lead agency for the duty and spend the funds for the duty.

(D) May a program participant be excluded from the CCMEP primary performance measures?

A program participant who meets one of the following exclusion reasons may be excluded from the primary performance measures described in paragraph (A) of this rule:

(1) Incarceration or institutionalization. The program participant is residing in an institution or facility providing twenty-four hour support (e.g., jail, prison, hospital or treatment center) for at least a ninety calendar day period that includes the date of exit.

(2) Death. The program participant was not living on the date of exit.

(3) The program participant was exited from CCMEP in accordance with paragraph (A)(2) of rule 5101:14-1-06 of the Administrative Code.

(4) The program participant is in the foster care system as defined in 45 C.F.R. 1355.20(a) (01/2012), and exits the program because the program participant has moved from the local workforce area as part of such a program or system.

(5) The program participant exits because he or she is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least ninety calendar days.

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Comprehensive Case Management and Employment Program Manual
Forms
JFS 03002  WIOA Youth Program Eligibility Application
http://www.odjfs.state.oh.us/forms/findform.asp?formnum=03002
JFS 03003  Comprehensive Case Management and Employment Program (CCMEP)  
Comprehensive Assessment  
http://www.odjfs.state.oh.us/forms/findform.asp?formnum=03003
JFS 03006 Comprehensive Case Management Program (CCMEP) Comprehensive Assessment-Secondary School

http://www.odjfs.state.oh.us/forms/findform.asp?formnum=03006