

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

for

County or Counties: [Richland](#)

Workforce Area: [Area 10- Richland](#)

Effective Date: [2023-05-31](#)

Plan Submission

Each Lead Agency is required to adopt and submit a CCMEP Program Plan to the Ohio Department of Job and Family Services (ODJFS) each fiscal biennial period. The CCMEP plan must be submitted **no later than May 31st each biennium**. The CCMEP plan must be developed in coordination with the Workforce Development Board and Lead Agency.

Please submit your plan details using this [link](#).

The plan may be amended by the Lead Agency and Workforce Development Board as needed. An amended plan must be submitted to ODJFS no later than 10 calendar days after the amended program plan becomes effective.

If a board of county commissioners redesignates the Lead Agency during a fiscal biennial period, the new Lead Agency and Workforce Development Board shall prepare and submit to ODJFS a new CCMEP plan no later than sixty calendar days after the redesignation takes effect.

The plan review process will be used to ensure that Lead Agencies and Workforce Development Boards meet program requirements. If ODJFS determines that a CCMEP plan is not consistent with program requirements, the plan will be returned to the Lead Agency and Workforce Development for amendment.

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1. Contact Information

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

Lead Agency Name Richland County Job and Family Services				
Lead Agency Address 171/183 Park Ave East		City Mansfield	State OH	Zip Code 44903
First Name of Lead Agency Director Lori	Last Name of Lead Agency Director Bedson		Title Director	
Phone Number 419-774-5402		Email Address Lori.Bedson@jfs.Ohio.gov		

Program Contact Person Heather Mosley	
Phone Number 419-774-5308	Email Address Heather.Mosley@jfs.Ohio.gov

Fiscal Contact Person Terri Kiser	
Phone Number 419-774-5313	Email Address Terri.Kiser@jfs.Ohio.gov

1.2 Identify the other local participating agency (i.e., CDJFS or Workforce Development Agency that serves the county).

[Combined Agency \(CDJFS+OMJ Center\)](#)

1.3 Identify the Workforce Development Board and Local Area Fiscal Agent for the county.

Workforce Development Area Area 10- Richland	
Workforce Development Board Chair Name Randa Payne- Adena Corp	
Workforce Development Board Director Name Clint Knight- Richland Area Chamber of Commerce	
Phone Number 419-755-7234	Email Address CKnight@chooserichland.com
Local Area Fiscal Agent Name Terri Kiser	Email Address Terri.Kiser@jfs.Ohio.gov

1.4 Identify the implementation manager for the Lead Agency.

First Name of Implementation Manager Heather	Last Name of Implementation Manager Mosley	Title Employment Service Supervisor
Phone Number 419-774-5308	Email Address Heather.Mosley@jfs.Ohio.gov	

1.5 Identify the Lead Agency's performance and data management contact.

Contact Person Heather Mosley	
Phone Number 419-774-5308	Email Address Heather.Mosley@jfs.Ohio.gov

1.6 Identify the Vendor's contact information and funding source (WIOA and/or TANF) (please copy and paste if more vendors):

Does this county use vendor(s) to provide services?: Yes

Organization Name Catalyst Life Services	Funding: ["Both"]
Contact Person Mitch Jacobsen	Email Address Mitch@Catalystlifeservices.org

Organization Name Catalyst Life Services	Funding: ["Both"]
Contact Person Stephanie Jakubick	Email Address Jakubick@Catalystlifeservices.org

Organization Name	Funding:
Contact Person	Email Address

Organization Name	Funding: <input type="checkbox"/> TANF <input type="checkbox"/> WIOA
Contact Person	Email Address

Organization Name	Funding: <input type="checkbox"/> TANF <input type="checkbox"/> WIOA
Contact Person	Email Address

Organization Name	Funding: <input type="checkbox"/> TANF <input type="checkbox"/> WIOA
Contact Person	Email Address

Organization Name	Funding: <input type="checkbox"/> TANF <input type="checkbox"/> WIOA
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Contact Person	Email Address
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Organization Name	Funding: <input type="checkbox"/> TANF <input type="checkbox"/> WIOA
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Contact Person	Email Address
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Organization Name	Funding: <input type="checkbox"/> TANF <input type="checkbox"/> WIOA
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Contact Person	Email Address
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Organization Name	Funding: <input type="checkbox"/> TANF <input type="checkbox"/> WIOA
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Contact Person	Email Address
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2. Collaboration and Program Strategy

Confirm that WDB Director was included in plan creation and that the [local workforce plan](#) was reviewed before completing this CCMEP plan.

Confirm

Confirm the Lead agency is partnering with the local workforce development board, local economic development entities, chambers of commerce and businesses to support local economic growth, meet business needs, build trusting relationships, develop job opportunities for CCMEP participants, provide support to businesses for job retention and support for participants for job placement retention and career advancement.

Confirm

The Lead Agency collaborates with the Workforce Development Board, the other local participating agency, and subcontractors in accordance with Section [5116.23](#) of the Revised Code in the following areas:

- Frequent scheduled meetings
- Outreach and Enrollment Strategy
- Spending allocations to ensure local businesses have skilled job candidates
- Engage local businesses to develop job placement and work experience opportunities
- Streamline local processes between agencies and partners
- Engagement of community partners for program referrals
- Work experiences
- Incentives
- Planning for summer employment work experiences to increase enrollment

Confirm

2.1 What methods are used to conduct outreach? Which agency utilizes each method?

<i>Outreach method</i>	<i>Lead Agency or Partner Agency</i>	<i>Outreach method</i>	<i>Lead Agency or Partner Agency</i>
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Social media Advertising (Instagram, Facebook, Twitter, Snapchat, YouTube)	Both Lead and Partner Agencies	Printed Materials	Both Lead and Partner Agencies
Local partners (SNAP, schools, community centers, local business, community colleges, etc.)	Both Lead and Partner Agencies	School Workshops	Partner Agency
CCMEP Participants	Both Lead and Partner Agencies	Events	Both Lead and Partner Agencies
Outreach not conducted	Both Lead and Partner Agencies	Other: Click or tap here to enter text.	Both Lead and Partner Agencies

2.2 Identify local partners/providers that you are collaborating with to do outreach and enroll youth. (Remember for WIOA youth there is a 75% expenditure requirement to be spent on OSY, but with our DOL waiver we can get credit for TANF spent on co-enrolled youth.)

["Adult Basic Literacy and Education (ABLE) Providers (ASPIRE)*", "Alcohol, Drug and Mental Health (ADAMH) Board*", "Career and Technical Education*", "Child Care Providers*", "Child Support Enforcement Agency*", "Children Services Agency", "Community College(s)* (Youth who have been accepted but have yet to enroll in classes)", "Family and Children First Council", "Juvenile Court System", "Publicly Funded Child Care Office*", "Probation Office*", "Local Bridges provider*", "Local Developmental Disabilities Board*", "Local School District(s)* (youth graduating without a plan or dropping out)", "Organizations serving fathers*", "Organizations serving homeless and runaway youth*", "Organizations serving young parents*", "Reentry organizations*", "Refugee / immigrant serving organizations*", "SNAP serving agency/office*", "Vocational Rehabilitation (Opportunities for Ohioans with Disabilities (OOD)) "]

2.3 Indicate how the Lead Agency and Workforce Development Board ensures that all fourteen CCMEP services are being made available to program participants, including which entity is providing the services (See Paragraph (E) of rule 5101:14-1-02 of the Administrative Code). Use table listing all 14 services and indicate how each is being made available either through an outside vendor, lead agency staff or a community partner. (Select main provider for each service.)

“*” indicates which services are available in follow up.

Service Name	Community Partner	County Staff	Outside Vendor
Tutoring/study skills	County Staff		
Alternative secondary school	CommunityPartner		
Paid/unpaid work experiences	County Staff		
Education concurrent with workforce preparation	County Staff		
Leadership development	County Staff		
Supportive Services*	County Staff		
Adult mentoring*	CommunityPartner		
Comprehensive guidance/counseling (Mental/behavioral health)	CommunityPartner		

Financial literacy education*	CommunityPartner
Entrepreneurial skills training	CommunityPartner

Service Name	Community Partner	County Staff	Outside Vendor
Career Awareness: Counseling, and Exploration Services*	County Staff		
Preparation for or transition to postsecondary education and training*	County Staff		
Follow-up services*	County Staff		
Occupational skills training (ITA)	County Staff		
Occupational skills training (Non-ITA)	County Staff		

2.4 Confirm that the Lead Agency helps program participants identify career goals and a pathway through career counseling, career exploration and work experiences (i.e., job shadow, summer employment, etc.) and other services so these goals can be documented in the IOP.

Confirm

Describe the Lead Agency and the Workforce Development Board’s joint strategy on coordinating education and CCMEP services carried out in the county and include relevant secondary and postsecondary education programs, work experiences and job placement.

CCMEP case managers and youth specialists coordinate with preparatory training and education programs that lead to a post-secondary education or certification. When youth are considering post-secondary education, youth specialists assist with the completion of the Free Application for Federal Student Aid and schedule college visits with academic counselors and financial aid representatives. CCMEP case managers and youth specialists complete career exploration with the youth using LMI and in-demand jobs in the state of Ohio. When youth are looking at vocational and post-secondary options, they are encouraged to use schools listed on WIET. Youth ages 18-24 are also encouraged to dual enroll in WIOA Adult services when appropriate. CCMEP case managers and youth specialists work closely with the OhioMeansJobs Center and utilize the ohiomeansjobs.com website for many educational opportunities. The website offers many sample tests for TABE practice, Microsoft Office programs, and career interest and inventory surveys and access to open positions in the area to which participants may apply. Additionally, CCMEP participants may take advantage of informational workshops offered through the OhioMeansJobs Center in an effort to gain work experience while enrolled in an alternative secondary program or post-secondary training program. Case managers and youth specialists work with educational entities to develop internship opportunities for participants as well, in an effort to decrease duplication in services. In accordance with section 5116.23 of the Revised Code, our strategy seamlessly merges education and CCMEP services to prepare youth for future endeavors. Our agency provides job placement support in line with WIOA's 14 mandated elements. This includes paid work experiences reflecting current job market needs and expert guidance in resume creation and interview preparation. We underscore career exploration with youth-specific assessments and trainings, prepping them for Ohio's labor market. CCMEP case

managers and Catalyst Life Services youth specialists coordinate with programs that lead to further education or certification. When youth consider higher education, our team aids in completing the Free Application for Federal Student Aid and arranges visits with academic and financial counselors. They use the LMI to target Ohio's in-demand roles, guiding youth towards WIET-listed institutions. Those aged 18-24 are advised on potential dual enrolment in WIOA Adult services. Our partnership with OhioMeansJobs Center is crucial. Its website, ohiomeansjobs.com, offers resources like TABE tests, Microsoft Office training, and career interest surveys. Participants access specialized workshops through the OhioMeansJobs Center, gaining vital work experience. Additionally, our team collaborates with educational entities, promoting internships for practical exposure and streamlining services. This holistic approach ensures our youth are equipped and future-ready

2.5 Describe the Lead Agency's strategy to help program participants obtain a high school diploma or equivalent.

Richland County Job and Family Services and Catalyst Life Services, the contracted WIOA youth provider, coordinate tutoring, study skills training and alternative secondary schooling with local secondary and post-secondary education providers, and dropout prevention programs. Catalyst Life Services provides more intensive interventions such as drop-out prevention, counseling, family outreach, and vocational services through direct services or indirect services by contract with community agencies. GED (General Educational Development) classes and testing are offered at no cost to the participant and are located in a number of convenient locations throughout Richland County. CCEMP case managers coordinate with local alternative secondary schools to provide education to participants who have not succeeded in the traditional school setting. CCMEP case managers and youth specialists also coordinate with preparatory training and education programs that lead to a post-secondary education or certification. When youth are considering post-secondary education, youth specialists assist with the completion of the Free Application for Federal Student Aid and schedule college visits with academic counselors and financial aid representatives. Richland County Job and Family Services, alongside Catalyst Life Services, prioritizes the educational success of our youth. Our collaboration with the local ABLE/ASPIRE program allows us to offer tailored GED preparation and testing. Additionally, partnerships with dropout recovery schools like the Cypress and GOAL Digital Academies ensure alternative pathways for those struggling in traditional settings. Catalyst Life Services provides interventions, from drop-out prevention to counseling and vocational services. These services, often offered at no cost, are conveniently located throughout Richland County. Our CCMEP team collaborates with alternative secondary schools and assists with tasks such as the Free Application for Federal Student Aid and college visit arrangements. Beyond services, we celebrate our students' milestones. Those achieving their diplomas or GEDs receive monetary rewards and are recognized in our newsletters and local media, celebrating their resilience and our commitment to their journey.

Select programs used (if needed) for strategy in previous question.

["ASPIRE/OMJ, other training provider (training for HS equivalent) and ", "GED, TASC, HiSet, Credit recovery (HS equivalent options) or ", "Adult Diploma (age 20 and up), 22+ options (ODE Adult HS diploma options)"]

2.6 Describe the Lead Agency and Workforce Development Board's joint strategy and goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment), including goals relating to the

performance accountability measures described in rule [5101:14-1-07](#) of the Administrative Code to support regional economic growth and economic self-sufficiency. Include strategy on ensuring that participants are attaining credentials to support their career goals, including a high school diploma if needed. Also include strategies for preparing participants for IT and remote careers.

Richland County Job and Family Services, Catalyst Life Services and the Workforce Development Board have partnered to ensure the success of our area CCMEP program with joint strategies to prepare our youth for employment and/or post secondary education through strong linkages between academic and occupational learning. We have worked to ensure best practices and procedures for services with the assistance of our community agencies and stock holders. Currently, RCJFS is the contracted provider of WIOA Adult and Dislocated Worker services and the OhioMeansJobs Center administrator. As such, the agency works closely with the local area Workforce Development Board in the development and/or revision of local policies, collaborates with community partners to provide services in the OhioMeansJobs Center, and works with local businesses to recruit candidates for employment and train individuals to meet the demands of the local workforce. Richland County Job and Family Services, as the Lead Agency, participates in the quarterly Workforce Development meetings and assists the Workforce Development Board in identifying appropriate youth services. As the Lead Agency, Richland County Job and Family Services coordinates with the local board and Catalyst Life Services to develop work experience sites for CCMEP participants through local businesses/employers. Richland County Job and Family Services adheres to the Local Area 10 policy regarding Work Experience Definition, Satiability and Duration. Additionally, Richland County Job and Family Services and Catalyst Life Services coordinate with community agencies as referral sources for services not directly provided by either CCMEP program entity (such as subsidized housing). As the CCMEP Lead Agency, Richland County Job and Family Services works in cooperation with the local Workforce Development Board and Catalyst Life Services, the competitively procured youth provider of CCMEP/WIOA services, to conduct outreach; determine TANF/WIOA eligibility; complete comprehensive assessments and Individual Opportunity Plans; provide case management to participants; develop and manage ITAs and OJTs (using CCMEP funds and/or WIOA Adult funds); provide labor market information and basic career services; and provide supportive and follow-up services. Case managers and youth specialists follow the CCMEP Procedural Letter 17-08: Definition of Needs Additional Assistance" when identifying volunteers who may be eligible for the program. Richland County Job and Family Services, alongside Catalyst Life Services and the Workforce Development Board, have jointly crafted a strategy to boost the success of our local CCMEP program. Our goal is to connect academic achievements with real-world job skills, building on the idea that our youth are crucial for lasting community growth. Accountability is central. Using the ARIES system, our team keeps a close watch on progress, ensuring that achievements don't go unnoticed. Participants meeting these milestones are rewarded, linking their efforts to tangible incentives. Education, especially achieving a high school diploma, is a main focus. In close partnership with local schools, we support our participants' academic endeavors, offering resources like tutoring and study techniques. No matter where a student starts, we provide the tools and support they need to finish high school successfully. We're also tuned into the growing IT sector. By organizing local career events and partnering with IT businesses, we give our youth a firsthand look into this industry, presenting them with job shadowing opportunities and real work experiences. With the workplace now embracing remote roles, we're dedicated to prepping our youth for this shift. Our Life Skills program is now rich with modules on digital know-how, online work ethics, and tools for virtual collaboration. Our lead agency is closely aligned with Catalyst Life Services and the local board, developing work

experience venues, and ensuring we follow state and local guidelines/policies. We also team up with community agencies, addressing needs beyond the CCMEP program, such as housing. Our comprehensive approach includes outreach, assessing eligibility, case management, managing ITAs and OJTs, sharing job market data, and offering consistent support throughout a participant's journey.

3. Procurement

- 3.1** Confirm that the Workforce Development Board is following the policies and procedures in regard to procurement of the fourteen CCMEP services. Results-driven procurement is recommended as a best practice for procuring CCMEP services. The CCMEP Unit can provide technical assistance on results-driven procurement.

The Workforce Development Board follows [WIOA Policy Letter 17-03](#) and rules [5101:9-4-07](#) and [5101:9-4-07.1](#) of the Administrative Code for procurement of the fourteen CCMEP services (if applicable).

[Confirm](#)

- 3.2** **Joint Procurement is recommended since more funds included in an RFP result in more entities interest in submitting a proposal. Areas and lead agencies are encouraged to partner on procurement to ensure that youth service providers are interested in responding.**

Are the Lead Agency and Workforce Development Board jointly procuring youth service providers for both WIOA Youth and TANF funds? [Yes](#)

- 3.3** **WIOA Youth Designation of Lead Agency**

Did the Workforce Development Board designate the Lead Agency to provide a portion of WIOA Youth services? [Yes](#)

4. Program Entry/Engagement

Confirm that the Lead Agency is following policies and procedures for program entry/engagement listed below.

- The Lead Agency follows rule [5101:14-1-02](#) of the Administrative Code for program entry eligibility
- The Lead Agency/Career coach will establish preferred communication methods (i.e., texting, social media direct messages, etc.) with each participant and follow rule [5101:14-1-05](#) of the Administrative Code for minimum engagement requirements through follow up period, including creating associated case notes.

[Confirm](#)

- 4.1** **Co-funding**

Confirm the Lead Agency and/or Fiscal Agent co-funds participants with WIOA and TANF funding when feasible. (Co-funding helps to ensure funding is available for follow up).

Confirm

4.2 Projected Annual Participants Served (to estimate consider dividing program allocation funding amount by \$7,000 for a conservative estimate for the number of participants who could be served with allocation).

- a. Projected number of required participants served annually (> 0)? 40
- b. Projected number of volunteer participants served annually (> 0)? 113
- c. Projected rate (%) of co-funded participants served annually (> 0)? 75%, 153

5. WIOA Youth Funding Eligibility

Confirm the Lead Agency and youth services provider(s) (if applicable) follows rule [5101:10-3-01](#) of the Administrative Code for WIOA Youth funding eligibility and the WIOA Youth documentation requirements described in [WIOAPL 15-07.2](#) and [Attachment A](#).

Confirm

6. TANF Funding Eligibility

Confirm the following statements are true:

The Lead Agency and youth services provider(s) (if applicable) follows rules [5101:14-1-04](#) and [5101:14-1-05](#) of the Administrative Code for TANF funding eligibility, including reviewing TANF eligibility before the annual recertification if the Lead Agency knows the participant's eligibility status has changed.

The Lead Agency and/or youth service provider(s) (if applicable) follows the following TANF guidelines:

- TANF funds will not be used to directly pay a participant in subsidized employment
- TANF non-assistance as defined in (b), [45 C.F.R. 260.31](#) (b),
- [Family Assistance Letter #103](#) for gas and gift cards;
- [42 U.S.C. 608](#) TANF prohibitions for TANF funding.
- The Lead Agency does not issue stipends or pay for medical services besides pre-pregnancy family planning services with TANF funding.
- Redeterminations will be conducted yearly for CCMEP TANF participants

Confirm

7. WIOA Youth Funding Eligibility Prior to Exit

Confirm the Lead Agency reviews each participant's WIOA Youth funding eligibility before exiting after loss of TANF eligibility. When the participant would like to continue CCMEP services and is WIOA Youth eligible, the Lead Agency provides WIOA Youth funded services before exit and during follow up as described in rule [5101:14-1-06](#) of the Administrative Code.

Confirm

8. Policies

8.1 WIOA Rule and Policy Letters

Confirm the Lead Agency is following rule [5101:10-3-01](#) of the Administrative Code and [policy letters](#), including:

[WIOAPL No. 15-03.1](#) WIOA Youth Program Eligibility
[WIOAPL No. 15-04](#) Selective Service Registration
[WIOAPL No. 15-05](#) Serving Applicants with a Close Relationship to the Workforce Innovation and Opportunity Act Program
[WIOAPL No. 15-06](#) Determination of Dependent Status
[WIOAPL No. 15-07.2](#) Source Documentation for WIOA Title I Program Eligibility
[WIOAPL No. 15-10](#) Youth Program Services
[WIOAPL No. 15-11.3](#) Use of Individual Training Accounts
[WIOAPL No. 15-13](#) Work Experience for Youth
[WIOAPL No. 15-19.1](#) Poverty Line and Lower Living Standard Income Level
[WIOAPL No. 15-20.2](#) Priority of Service for Veterans and Eligible Spouses
[WIOAPL No. 15-22.1](#) On-the-Job Training (OJT) Policy
[WIOAPL No. 15-26](#) ITA Financial Definitions
[WIOAPL No. 16-02.2](#) Eligible Training Providers
[WIOAPL No. 17-02](#) WIOA Adult, Dislocated Worker, and Youth Programs Performance Accountability
[WIOAPL No. 17-03](#) Procurement of the Comprehensive Case Management and Employment Program Provider for WIOA Youth-Funded Activities and Services
[WIOAPL No. 17-04.3](#) Waivers for Implementation of the Comprehensive Case Management and Employment Program

[Confirm](#)

8.2 CCMEP Rules and Procedure Letters

Confirm the Lead Agency is following the [CCMEP rules](#) and [procedure letters](#).

[5101:14-1-01\(Comprehensive Case Management and Employment Program: Definitions\)](#)
[5101:14-1-02\(Comprehensive Case Management Employment Program: General\)](#)
[5101:14-1-04\(Comprehensive Case Management and Employment Program: Referral, Comprehensive Assessment, Individual Service Strategy, and Individual Opportunity Plan\)](#)
[5101:14-1-05\(Comprehensive Case Management and Employment Program: Case Management\)](#)
[5101:14-1-06\(Comprehensive Case Management and Employment Program: Program Exit and Follow-Up Services\)](#)
[5101:14-1-07\(Comprehensive Case Management and Employment Program: Primary Performance Measures\)](#)

[Confirm](#)

8.3 Cash Assistance Rules

The Lead Agency is following CCMEP-related cash assistance related [rules](#), including:

[5101:14-1-05](#) (Comprehensive Case Management and Employment Program: Case Management) ***which states that OWF work eligibles will be assigned CCMEP services based on their individual needs. Service should not be based on core***

work activity requirements for work participation purposes. Also, work participation hours can be reduced in appropriate circumstances when needed.

[5101:1-2-01](#) The Application Process for Ohio Works First and Refugee Cash Assistance

[5101:1-1-01](#) Temporary Assistance for Needy Families Definitions

[5101:1-3-11](#) Ohio Works First: Appraisals, Assessments, and Self Sufficiency Contract

[5101:1-3-12](#) Ohio Works First: Work Activities

[5101:1-3-13](#) Ohio Works First: Good Cause for Work Activity Failures

[5101:1-24-20](#) Prevention, Retention and Contingency Program: Excluded Income and Resources

Confirm

9. OWF Recipients

- 9.1 Confirm the Lead Agency and youth services provider(s) (if applicable) have a process for providing notices of appointments and all staff are trained on the process.

Confirm

- 9.2 Confirm that the Lead Agency has a process for working with the other local participating agency (*if the workforce agency is not combined with the CDJFS*) and/or any subcontractors to communicate information regarding OWF work-eligibles, including providing notices of appointments to participants and referrals. This process should include:

All enrollment activities (stepping stones, basic skills and IOP) must be completed within 30 days of the cash assistance application (JFS 7200) (see 5101:1-2-01 of the Ohio Administrative Code).

- Screening program participant(s) who may be victim(s) of domestic violence to allow for modified hours of work participation, waivers from requirements, referrals to counseling and other appropriate community resources, and protecting personal information;
- Tracking the number of months a program participant has participated in OWF described in rule [5101:1-23-01](#) of the Administrative Code;
- CCMEP hours and services assigned for OWF work-eligible individuals and verification of participation in hours;
- OWF work-eligible individual's status changes, OWF recipient income information, FLSA hour maximums, good cause, OWF sanctions, compliance in service/hour assignment and completion, hourly requirement modifications (exemptions, etc.), and other factors impacting CCMEP service hours or OWF eligibility;
- OWF or Supplemental Nutrition Assistance Program (SNAP) recipients' information and acting upon it in accordance with rules 5101:1 and/or 5101:4 of the Administrative Code; and
- Transferring case of program participant who is receiving OWF to a new county after OWF is approved in the new county including a "warm hand-off" to the new career coach.

Confirm

- 9.3 Confirm that the Lead Agency has a process for working with the other local participating agency and/or any subcontractors to notify of case transfers.

The Lead Agency has a “warm referral” or “warm hand-off” process (i.e., current career coach calls the new career coach prior to the move to discuss services, activities, goals of the program participant and to introduce the participant and new career coach) when a program participant moves to another county and it is in the best interest of the program participant to be served in the new county. All OWF recipients are transferred to a new county regardless of best interest **only if the participant is approved for OWF in the new county**. The new Lead Agency is notified within 10 calendar days of the move.

[Confirm](#)

9.4 Confirm that the Lead Agency certifies compliance with ADA in accordance with rule [5101:9-2-02](#) of the Administrative Code and section 188 of WIOA.

The Lead Agency must provide an assurance that it will comply with all requirements of the Americans with Disabilities Act (ADA) including that participants will have the right to request reasonable modification in CCMEP services, including hours.

[Confirm](#)

10. Performance

10.1 Meeting Target Performance Measures

Is the Lead Agency on target to meet the primary performance measures listed in rule [5101:14-1-07](#) of the Administrative Code based on the most recent quarterly CCMEP [performance report](#)? **No**

If no, would the Lead Agency benefit from additional technical assistance on performance measures? **Yes**

10.2 Co-funding Rate

What is the Lead Agency’s and Workforce Development Board’s co-funding rate based on the most recent CCMEP quarterly [performance report](#)? **75%**

11. Training

Confirm the Lead Agency requires the following trainings to be attended by career coaches:

- Online virtual trainings offered by OWD including ARIES training;
- Case reviews between the staff member and supervisor to review the status and progress of individual cases as well as brainstorm solutions to help the participant enter a career pathway successfully;
- The process for collecting and reporting supplemental data into the case management system.

Confirm

Confirm the Lead Agency will collect feedback from program participants and career coaches to utilize this information for continuous improvement.

Confirm

12. SNAP E&T

Confirm Lead Agency is collaborating with SNAP E&T career coaches to help ensure CCMEP participants who are co-enrolled in SNAP E&T are meeting SNAP E&T requirements through CCMEP services.

Confirm

13. Local Area and County Policy

The Workforce Development Board has developed and reviewed the **Local Area Workforce Plans** ([29 U.S.C. 3123](#)) and the youth strategy in collaboration with the Lead Agency prior to completing this county plan.

Confirm

In the table below indicate if the local area / county elects to use the sample policy created by the State or if a local policy will be used. See sample policies on the [CCMEP County Program Plan](#) page.

Sample Policy	The Lead Agency WILL / WILL NOT use the sample policy
Select Basic Skills assessment(s) Policy	The Lead Agency will NOT use the sample policy
Ensure Determination of Eligibility for WIOA Youth Program Policy	The Lead Agency will NOT use the sample policy
Report and Collect Data Policy	The Lead Agency will NOT use the sample policy
Monitor Contracts and Ensure Compliance Policy	The Lead Agency will NOT use the sample policy
Supportive Services Policy	The Lead Agency will NOT use the sample policy
Follow Up Services Policy	The Lead Agency will NOT use the sample policy
“Needs Additional Assistance” Policy	The Lead Agency will NOT use the sample policy
Disclosure of Relationship Policy	The Lead Agency will NOT use the sample policy
Work Experience Policy	The Lead Agency will NOT use the sample policy
Incentive Policy	The Lead Agency will NOT use the sample policy
TANF Income Counting Policy NOTE: If using locally developed policy this must be submitted for review	The Lead Agency WILL use the sample policy

Confirm that the Lead Agency has the following Workforce Development Board and TANF policies listed below and indicate if WIOA Youth policies are adopted for TANF*.

*Please note that lead agencies are required to have **all** of the policies listed below.*

***If the policy has not been adopted for TANF, please email the TANF policy.**

Link to [WIOAPL 15-13](#)

Policy	Policy applies to WIOA only	Policy applies to TANF only	Policy applies to both WIOA & TANF	No Policy Exists
Supportive Services	Policy applies to both WIOA & TANF			
Follow-Up Services	Policy applies to both WIOA & TANF			
Work Experience (WIOAPL No. 15-13)	Policy applies to both WIOA & TANF			
Incentives Policy (WIOAPL No. 15-13)	Policy applies to both WIOA & TANF			

We confirm that, if providing our own policies and requesting the state to review,

these policies have been or will be provided to the State at CCMEPQNA@jfs.ohio.gov.

We are either using sample policies and/or not requesting policies be reviewed.

If local policies were submitted, specify whether there is a request for the state to review a particular local policy by listing the policy name below. Please enter N/A if this does not apply.

N/A

CCMEP Plan Certification

Please provide the name and title of the administrator, director, or executive director of the CCMEP Lead Agency:

Name and Title
[Lori Bedson, Richland County Job and Family Services Director](#)

Lead agency confirms that the WDB Director was involved and approved the plan.

[Confirm](#)

Name of person submitting form

Name
[Heather Mosley](#)

Email address of person submitting form

Email
Heather.Mosley@jfs.Ohio.gov

Submission Date*

Date
[2023-05-31](#)