

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

for

County or Counties: _____

Workforce Area: _____

Effective Date: _____

Plan Submission

Each Lead Agency is required to adopt and submit a CCMEP Program Plan to the Ohio Department of Job and Family Services (ODJFS) each fiscal biennial period. The CCMEP plan must be submitted **no later than June 30th each biennium**. The CCMEP plan must be developed in coordination with the Workforce Development Board and Lead Agency.

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			
Lead Agency Address	City	State	Zip Code
First Name of Lead Agency Director	Last Name of Lead Agency Director	Title	
Phone Number	Email Address		

Program Contact Person	
Phone Number	Email Address

Has the contact information listed above changed from the prior plan submission?

Yes No

Fiscal Contact Person	
Phone Number	Email Address

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

- CDJFS
- Workforce Agency
- Combined Agency (CDJFS+OMJ Center)

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

Workforce Development Area	
Workforce Development Board Chair Name	
Workforce Development Board Director Name	
Phone Number	Email Address
Local Area Fiscal Agent Name	Email Address

1.4 Identify the implementation manager for the Lead Agency.

First Name of Implementation Manager	Last Name of Implementation Manager	Title
Phone Number		Email Address

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

Contact Person	
Phone Number	Email Address

1.6 Identify the Vendor’s contact information (please copy and paste if more vendors):

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

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

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 Deny

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 Deny

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 Deny

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

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

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.) *“*” Identifies organizations that are effective partners in reaching out-of-school youth.*

- Adult Basic Literacy and Education (ABLE) Providers (ASPIRE)*
- Alcohol, Drug and Mental Health (ADAMH) Board*
- Career and Technical Education Providers*
- 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
- Probation Office*
- Publicly Funded Child Care 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))*
- Other:

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		<input type="checkbox"/>	<input type="checkbox"/>
Alternative secondary school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paid/unpaid work experiences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education concurrent with workforce preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supportive Services*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adult mentoring*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive guidance/counseling (Mental/behavioral health)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial literacy education*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entrepreneurial skills training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

2.4 Confirm that the Lead Agency provides support and services to help program participants plan for education goals and obtain credentials needed to enter and succeed in an in-demand career.

Confirm Deny

Describe the Lead Agency and the Workforce Development Board's joint strategy on coordinating *all* of the following education and CCMEP services:

- Local secondary partnership efforts
- Local post-secondary partnership efforts
- Meeting credential attainment [performance outcome measures](#)
- Meeting measurable skills gain [performance outcome measures](#)

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

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

[ASPIRE/OMJ](#), other training provider (training for HS equivalent) and [GED](#), [HiSet](#), Credit recovery ([HS equivalent options](#)) or [Adult Diploma](#) (age 20 and up), [22+](#) options (ODE Adult HS diploma options)
None of these

2.6 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 Deny

Describe the Lead Agency and Workforce Development Board's joint strategy and goals for preparing CCMEP participants to enter and succeed in in-demand careers by helping them explore, identify and confirm career goals, including *all* strategies relating to:

- Work Experiences (i.e, preparation, job shadowing, OJTs, apprenticeships, opportunities related to career goals, remote opportunities, etc.)
- Job placement efforts
- Networking opportunities
- Meeting employment [performance outcome measures](#)
- Meeting median wage [performance outcome measures](#)
- Connecting CCMEP participants to [key local and state industries](#) (i.e., Information Technology, Health (Physical and Mental), Human Services, Manufacturing, Education, Insurance, Logistics, Hospitality/Gambling, Childcare, Management/Administration, Construction/Trades, etc.

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 Deny

- 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 No

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 No

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 Deny

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 Deny

- 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
 - b. Projected number of volunteer participants served annually
 - c. Projected rate (%) of co-funded participants served annually

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 15-07.3](#): Source Documentation for Workforce Innovation and Opportunity Act Title I Program Eligibility Confirm Deny

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](#) cTANF 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 Deny

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 Deny

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 24-03](#) - Guidelines for Conducting Labor Exchange Activities

[WIOAPL 24-02](#) - Data Validation

[WIOAPL 24-01](#): (Implementation of Workforce Development Services Under the Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grants (DWGs))

[WIOAPL 23-01](#): Implementation of Workforce Development Services Under the Quality Jobs, Equity, Strategy, and Training (QUEST) Round One Disaster Recovery National Dislocated Worker Grants (DWGs)

[WIOAPL 22-01](#): Guidance on Trade Adjustment Assistance and WIOA Dislocated Worker Co-Enrollment

[WIOAPL 21-03.1](#): State-Recognized Pro-Apprenticeship

[WIOAPL 21-02](#): Implementation of Workforce Development Services Under the Fresh Start Grant

[WIOAPL 19-03](#): Employer Service Delivery Under WIOA

[WIOAPL 19-01.1](#): Implementation of Workforce Development Services Under the Opioid Emergency Recovery Grant

[WIOAPL 18-05](#): Transitional Jobs

[WIOAPL 18-04.1](#): Employment Recovery National Dislocated Worker Grants

[WIOAPL 18-03](#): WIOA Funds Rescission Policy

[WIOAPL 18-02](#): Implementation of Workforce Development Services Under the Trade and Economic Transition National Dislocated Worker Grant (Opioid Transition Grant)

[WIOAPL 18-01.1](#): Funding for Rapid Response Layoff Aversion

[WIOAPL 17-06.2](#): Disaster Recovery National Dislocated Worker Grants

[WIOAPL 17-05.1](#): Funding for Rapid Response – Employer Closure, Mass Layoff, Disaster Mass Job Dislocation, and Trade Adjustment Assistance Events

[WIOAPL 17-04.4](#): Waivers for Implementation of the Comprehensive Case Management and Employment Program

[WIOAPL 17-03](#): Procurement of the Comprehensive Case Management and Employment Program Provider for WIOA Youth-Funded Activities and Services

[WIOAPL 17-02](#): WIOA Adult, Dislocated Worker, and Youth Programs Performance Accountability

[WIOAPL 17-01](#): Mandate Use of OhioMeansJobs.com for Labor Exchange Activities

[WIOAPL 16-11.2](#): Development of the Memorandum of Understanding for the Workforce Delivery System

[WIOAPL 16-10](#): Certification of the Workforce Delivery System

[WIOAPL 16-09.1](#): Establishment of the Workforce Delivery System

[WIOAPL 16-08](#): Procurement of the OhioMeansJobs Center Operator and Provider of Career Services

[WIOAPL 16-07.1](#): OhioMeansJobs and American Job Center Branding

[WIOAPL 16-06](#): State Mechanism for Funding OhioMeansJobs Center Infrastructure Costs

[WIOAPL 16-05](#): Re-designation of Local Workforce Development Areas

[WIOAPL 16-04](#): Local Workforce Development Area Subsequent Designation

[WIOAPL 16-03.1](#): Regional and Local Planning

[WIOAPL 16-02.2](#): Eligible Training Providers

- [WIOAPL 15-26.1](#): ITA Financial Definitions
- [WIOAPL 15-25.01](#): Transfer of Funds between the Adult and Dislocated Worker Local Formula Funds
- [WIOAPL 15-24.1](#) - Customized Training
- [WIOAPL 15-23.2](#): Incumbent Worker Training (IWT) Guidelines
- [WIOAPL 15-22.1](#): On-the-Job Training (OJT) Policy
- [WIOAPL 15-21.1](#): Reporting Requirements for OhioMeansJobs Center Universal Customers
- [WIOAPL 15-20.3](#) - Priority of Service for Veterans and Eligible Spouses
- [WIOAPL 15-19.1](#): Poverty Line and Lower Living Standard Income Level
- [WIOAPL 15-18.1](#): Local Workforce Development Area Governance
- [WIOAPL 15-17.1](#): Local Workforce Development Board Certification Process
- [WIOAPL 15-16.2](#): Rapid Response Program Requirements -- Layoff Aversion
- [WIOAPL 15-15.3](#): Rapid Response Program Requirements - Employer Closure, Mass Layoff, Disaster Mass Job Dislocation, and Trade Adjustment Assistance Events
- [WIOAPL 15-14.1](#): Needs-Related Payments (NRPs) Using Adult and Dislocated Worker Funds
- [WIOAPL 15-13](#): Work Experience for Youth
- [WIOAPL 15-12.1](#): Work Experience for Adults and Dislocated Workers
- [WIOAPL 15-11.3](#): Use of Individual Training Accounts
- [WIOAPL 15-10](#): Youth Program Services
- [WIOAPL 15-09.1](#): Training Services for Adults and Dislocated Workers
- [WIOAPL 15-08.1](#): Career Services for Adults and Dislocated Workers
- [WIOAPL 15-07.3](#): Source Documentation for Workforce Innovation and Opportunity Act Title I Program Eligibility
- [WIOAPL 15-06](#): Determination of Dependent Status
- [WIOAPL 15-05.1](#): Serving Applicants with a Close Relationship to the Workforce Innovation and Opportunity Act Program
- [WIOAPL 15-04.1](#): Selective Service Registration
- [WIOAPL 15-03.1](#): WIOA Youth Program Eligibility
- [WIOAPL 15-02.1](#): Adult and Dislocated Worker Eligibility
- [WIOAPL 15-01.1](#): Local Workforce Development Area Initial Designation

Confirm Deny

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 Deny

8.3 Cash Assistance Rules

The Lead Agency is following OWF cash assistance [rules](#) in relation to CCMEP participation, 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

Deny

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 Deny

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

Deny

- 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 Deny

- 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 Deny

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](#)? Yes No

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

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](#)?

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 Deny

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

Confirm Deny

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 Deny

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 Deny

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 [CCMEPCounty ProgramPlan](#) page.

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

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](#)

Dc`jWri	Dc`jWriUdd`jYg` lc`K`C5`cb`m	Dc`jWriUdd`jYg` lc`H5 B: `cb`m	Dc`jWriUdd`jYg` lc`VcH`K`C5` /`H5 B: `	Bc`Dc`jWri 91`jgltg`
Supportive Services				
Follow-Up Services				
Work Experience (WIOAPL No. 15-13)				
Incentives Policy (WIOAPL No. 15-13)				

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.

Confirm that policies to be reviewed have been sent to 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.

CCMEP Plan Certification

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

Name and Title

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

Confirm Deny

Name of person submitting form

Name

Email address of person submitting form

Email

Submission Date*

Date