



Ohio Administrative Code

Rule 5101:14-1-01 Comprehensive case management and employment program: definitions.

Effective: November 28, 2021

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) Help an individual enter a career and develop a plan for career advancement within a specific occupation, occupational cluster or industry through increased work experience, education and/or credential attainment.
 - (2) Align with the skill needs of industries in the economy of the state or regional economy involved;
 - (3) 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);
 - (4) Include counseling to support an individual in achieving the individual's education and career goals;



(5) 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;

(6) 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; and

(7) Enable an individual to attain a secondary school diploma or its equivalent, and at least one recognized post-secondary credential.

(8)

(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.

(F) "Comprehensive guidance and counseling" includes drug and alcohol counseling, mental health counseling, and referral to partner programs for such services.

(G) "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 to facilitate job placement.

(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 of 2014 (WIOA).

(6) Co-locating CCMEP staff at the OMJ center.

(H) "Eligible training providers" means entities, such as institutions of higher education, registered apprenticeship programs, recognized pre-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.

(I) "Enrollment" begins with the date a program participant acknowledges the individual opportunity plan (IOP) which includes the assignment and provision of 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 Ohio's workforce case management system as described in paragraph (H)(1) 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.

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

(K) "Exit" means the process of ending a program participant's services in the CCMEP.

(L) "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.



(M) "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.

(N) "Follow-up services" are the services provided after exiting to ensure youths' success during their transition to employment and further education and to provide assistance as needed for a successful transition.

(O) "Incentive" means a payment to a program participant for successful participation and achievement of milestones in the program tied to work experience, education, or training as defined in the IOP and shall not be temporary assistance for needy families (TANF) assistance as defined in 45 C.F.R. 260.31 (1999). Education-related incentives may be provided to participants during the follow-up period if the participant is eligible for a CCMEP funded service.

(P) "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 board.

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

(R) "Individual Opportunity Plan (IOP)" documents the individual service strategy (ISS) outlined in rule 5101:14-1-04 of the Administrative Code and is mutually developed, implemented, and revised by the client and case manager to include a set of employment, education, and personal development goals, service objectives, and a plan of action to achieve the identified goals, services provided, and results.

(S) "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).

(T) "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.

(U) "Lead agency" means the local participating agency designated 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.

(V) "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.
- (W) "Local area" has the same meaning as in section 6301.01 of the Revised Code.
- (X) "Local participating agencies" means the county department of job and family services and workforce development agency that serve the same county.
- (Y) "Local board" means a local workforce development board established under section 107 of WIOA.
- (Z) "Low income individual" has the same meaning as that term is defined in rule 5101:10-3-01 of the Administrative Code.
- (AA) "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.
- (BB) "Ohio works first" has the same meaning as in section 5107.02 of the Revised Code.
- (CC) "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 IOP for the participant.

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

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

(FF) "Program participant" means an individual who:

(1) Is an eligible mandatory or voluntary CCMEP participant;

(2) Has acknowledged an IOP that includes one or more services that have been entered into Ohio's workforce case management system; and

(3) Has not been exited from participation in CCMEP in accordance with rule 5101:14-1-06 of the Administrative Code.

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

(HH) "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.

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

(JJ) "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.



(KK) "Supportive services" are intended to enable an individual to participate in CCMEP services 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) 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.

(LL) "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.

(MM) "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 (MM)(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.

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

(OO) "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 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.

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

(QQ) "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.

(RR) "Workforce development activity" has the same meaning as in section 6301.01 of the Revised Code.

(SS) "Workforce development agency" means a public or private entity designated or certified by a local board to coordinate the delivery of workforce services for a county.

(TT) "Workforce Innovation and Opportunity Act" (WIOA) means Pub. L. No. 113-128, 29 U.S.C. 3101 (2014). WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act (1998), the Wagner-Peyser Act (1998), and the Rehabilitation



Act of 1973. The purpose of WIOA is to:

- (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.

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