



Ohio Administrative Code

Rule 5101:14-1-02 Comprehensive case management employment program: general.

Effective: October 1, 2017

(A) 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.

(B) 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.



(C) 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.
 - (f) 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).
 - (g) 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.

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

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

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

(k) 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.

(l) 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.

(m) 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.

(2) 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.

(3) 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.

(4) 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:

(a) 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.

(b) 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:

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

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

(E) 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.