



Ohio Administrative Code

Rule 5101:14-1-03 Comprehensive case management and employment program: program plan.

Effective: October 1, 2017

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

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

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

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

(1) The lead agency shall:

(a) Utilize the JFS 03001 "Comprehensive Case Management and Employment Program (CCMEP) Plan" (rev. 10/2017), for its CCMEP program plan; and

(b) Submit the CCMEP program plan to ODJFS in an electronic format. For each amendment, the submission shall contain one version of the plan that clearly indicates what was added or stricken from the prior effective plan and one version that reflects the final plan with all amendments included.

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



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

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

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

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

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

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

(4) The plan of communication between local participating agencies and subcontractors regarding OWF recipients including, but not limited to:

(a) The process of communication with the local participating agency when a mandatory Ohio works first (OWF) work eligible program participant fails to comply with the terms of an individual opportunity plan (IOP) and when a program participant is exited as described in paragraph (A)(1) of rule 5101:14-1-05 of the Administrative Code;

(b) The number of months a program participant has participated in OWF that were subject to the



time-limit described in rule 5101:1-23-01 of the Administrative Code;

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

(d) Other factors impacting continued CCMEP or OWF eligibility including but not limited to:

(i) Changes in an OWF work-eligible individual's status;

(ii) OWF recipient income information;

(iii) OWF sanctions;

(iv) Good cause;

(v) Compliance activity assignment and completion; and

(vi) Updates to OWF hourly requirements in accordance with rule 5101:1-3-12 of the Administrative Code.

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

(a) The process of communication between local participating agencies and subcontractors;

(b) Modifying hours of participation in CCMEP;

(c) Waivers from requirements;

(d) Referrals to community resources;



(e) Personal information protection; and

(f) Referrals to counseling.

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

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

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

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

(b) Review IOPs developed in accordance with rule 5101:14-1-04 of the Administrative Code.

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

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

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

(12) A description of how the local participating agencies and any subcontractors will use their expertise to ensure the coordination of services including:

(a) The process for meeting the needs of and engaging local businesses to provide employment and learning opportunities for program participants; and



(b) The method for communication in order to streamline processes.

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

(a) The agency's plan for utilizing CCMEP funds to provide reasonable and necessary supportive services to enable the program participant to participate in the program; and

(b) The agency's plan for ensuring that supportive services provided to program participants not already receiving OWF do not meet the definition of TANF assistance.

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

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

(a) How the local participating agencies will collaborate in procuring services; and

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

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

(17) The timeframes and documentation requirements the lead agency will use to determine good



cause for OWF work-eligible individuals in accordance with rule 5101:14-1-05 of the Administrative Code.

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

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

(b) Work experience;

(c) Incentives;

(d) Supportive services; and

(e) Follow-up services.

(19) The signature of:

(a) The administrator, director or executive director of the lead agency; and

(b) The local board chairperson or the chairperson's designee.

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