



Ohio Administrative Code

Rule 5101:14-1-05 Comprehensive case management and employment program: case management.

Effective: October 1, 2017

(A) What are comprehensive case management and employment program (CCMEP) requirements?

(1) Case management requirements shall include:

(a) Engagement with each program participant using evidence-based practices to provide employment and training services, supports, and referrals to become self-sufficient and employed. Case managers shall make persistent and reasonable attempts to engage with the program participant no less than once every thirty calendar days and shall review and revise the individual opportunity plan (IOP) as needed.

(b) Communication with the local participating agency within ten calendar days of the failure when a mandatory Ohio works first (OWF) work eligible program participant fails to comply with the terms of an IOP and any information regarding good cause that the program participant has provided.

(c) Communication with the local participating agency when a mandatory Ohio works first (OWF) work eligible program participant is exited from CCMEP in accordance with rule 5101:14-1-06 of the Administrative Code.

(2) The lead agency shall utilize the JFS 03002 "WIOA Youth Program Eligibility Application" (rev. 10/2017) to conduct the semi-annual review process to ensure that a program participant that is receiving temporary assistance for needy families (TANF) funded services and that is not receiving OWF meets the eligibility criteria described in paragraph (B)(2) of rule 5101:14-1-04 of the Administrative Code and to determine eligibility for Workforce Innovation and Opportunity Act (2014) (WIOA) funded services as described in paragraph (B)(1) of rule 5101:14-1-04 of the Administrative Code for a program participant who has been previously determined to be ineligible for WIOA funded services.

(3) The lead agency shall document and verify CCMEP activity hours in unpaid activities for



program participants as follows:

- (a) All actual hours of participation shall be verified on a monthly basis.
- (b) Verification is considered to be met when the lead agency has received confirmation of the actual hours of participation.
- (c) All assigned hours of participation shall be accounted for by the lead agency.
- (d) Verified hours of participation shall be entered into the Ohio workforce case management system (OWCMS) in a timely manner.
- (e) Acceptable types of verification for hours participated include but are not limited to the following:
 - (i) The OWCMS generated schedule;
 - (ii) JFS 06910 "Record of Attendance Report" (rev. 09/2006);
 - (iii) JFS 06909 "Record of School Attendance" (rev. 09/2006);
 - (iv) Data exchange report;
 - (v) Documented phone contact with work site; or
 - (vi) Other lead agency acceptable methods so long as the elements listed are included:
 - (a) The program participant's name;
 - (b) An accounting of all assigned hours of activities on site;
 - (c) The name and location of the activity site;



(d) The name of the program participant's activity supervisor; and

(e) The name and phone number of the person verifying the hours.

(4) The lead agency shall document and verify CCMEP activity hours in paid activities for program participants as follows:

(a) A lead agency shall verify the participation hours for unsubsidized employment, subsidized employment, and on-the-job training (OJT) at least once every six months.

(b) The lead agency shall determine and communicate with the county department of job and family services monthly activity hours by multiplying the average weekly number of hours by 4.3.

(B) What are the CCMEP activities available to program participants?

Activities shall be assigned based on a program participant's needs as identified in their comprehensive assessment in order to ensure that program participants receive the appropriate service(s) and activities. Each activity shall be connected to a service, and be reasonable and necessary. The available activities for program participants include, but are not limited to:

(1) Unsubsidized employment;

(2) Subsidized employment;

(3) Work experience;

(4) On-the-job training;

(5) Job search;

(6) Community service;

(7) Vocational education training;



- (8) Job skills training directly related to employment;
- (9) Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalence;
- (10) Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate;
- (11) Internships;
- (12) Summer employment;
- (13) Job shadowing;
- (14) Pre-apprenticeship opportunities which include programs or a set of strategies designed to prepare individuals to enter and succeed in registered apprenticeship programs and have a documented partnership with at least one, if not more, registered apprenticeship programs;
- (15) Career counseling which includes a facilitated exploration of occupational and industry information that will lead to a first, new, or better job for the program participant;
- (16) Adult mentoring;
- (17) Entrepreneurial skills training;
- (18) Tutoring, study skills training;
- (19) Job readiness training;
- (20) Parenting classes;



- (21) Life skills classes;
 - (22) Participation in an alcohol or drug addiction program certified by the department of mental health and addiction services under section 5119.36 of the Revised Code;
 - (23) Finding a home in the case of a homeless assistance group;
 - (24) Residing in, or attempting to get admission into, a domestic violence shelter, receiving counseling services, or treatment related to the domestic violence or participating in criminal justice or civil legal activities against the domestic violence offender;
 - (25) Attending English as a second language course;
 - (26) Mental health treatment;
 - (27) Rehabilitation activities;
 - (28) Financial literacy education;
 - (29) Other workforce activities;
 - (30) Activities within OhioMeansJobs.com;
 - (31) The learning, earning and parenting (LEAP) program for individuals required to participate in accordance with rule 5101:1-23-50 of the Administrative Code; and
 - (32) For veterans with a significant barrier to employment, a referral to the disabled veterans outreach program (DVOP) specialist as part of the jobs for veterans state grant.
- (C) What does participation in CCMEP include?
- (1) Participation in CCMEP activities for a standard of twenty hours per week.



(a) Based on the individual service strategy developed with the program participant, the lead agency may consider time spent in activities, case management, homework, travel time, etc. as part of the program participant's hours of commitment.

(b) In accordance with rule 5101:1-3-12 of the Administrative Code, an OWF recipient may not be assigned to community service or a work experience program in excess of the maximum monthly hours of participation allowable under the Fair Labor Standards Act (1938).

(c) There may be circumstances based on the program participant's needs under which the lead agency may assign activity hours less than the standard of twenty hours per week. The lead agency shall document the reason for not assigning the program participant to all or some of the CCMEP standard activity hours. The comprehensive assessment shall be used to determine if it is appropriate to assign a reduced number of hours. A reduction of hours may be necessary when:

(i) A program participant is assigned to fewer hours due to a reasonable modification made in accordance with paragraph (G)(6) of rule 5101:14-1-04 of the Administrative Code;

(ii) A program participant is in a domestic violence situation and participation in CCMEP activities would make it more difficult for the individual to escape domestic violence; or

(iii) A program participant has a temporary or permanent barrier to participation in CCMEP activities.

(2) Active engagement in developing the individual service strategy, utilizing CCMEP services and maintaining communication with the lead agency.

(D) For how long shall the lead agency provide CCMEP services to a program participant?

The lead agency shall provide CCMEP services to a program participant for the amount of time necessary to ensure successful preparation to enter unsubsidized employment and/or post-secondary education and training. There is no time limit on participation in CCMEP or required sequence of services. Prior to ending an activity assigned in accordance with paragraph (B) of this rule due to a durational limitation of the connected service that is based on a funding source, local, state or federal



policy, the lead agency shall:

(1) Explore if the program participant may continue in the assigned activity through an alternative CCMEP service; or

(2) If the existing CCMEP service may be continued in spite of the limitation and without interruption by utilizing an alternative funding source.

(E) How is CCMEP different for mandatory OWF participants?

(1) A mandatory OWF participant shall be assigned to participate in CCMEP activities for the number of hours required in paragraph (C) of this rule or paragraph (C) of rule 5101:1-3-12 of the Administrative Code, whichever is higher.

(2) A mandatory OWF participant shall be assigned to activities in accordance with paragraph (B) of this rule and not in accordance with rule 5101:1-3-12 of the Administrative Code and its supplemental rules.

(3) A mandatory OWF participant that is subject to the learning, earning, and parenting program (LEAP) requirements described in rule 5101:1-23-50 of the Administrative Code shall be assigned to participate in LEAP as a CCMEP activity.

(4) When a mandatory OWF participant fails or refuses without good cause to comply with the terms of an IOP, the lead agency shall notify the county department of job and family services of each failure or refusal and shall provide the county department of job and family services with information necessary to impose an OWF sanction in accordance with rule 5101:1-3-15 of the Administrative Code.

(5) The lead agency shall be the sole determiner of good cause as described in rule 5101:1-3-13 of the Administrative Code and any OWF sanction compliance activities. Good cause is only for OWF sanction purposes and is not necessarily related to the continuation of CCMEP services.

(6) A mandatory OWF participant shall have the comprehensive assessment and IOP completed and



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inputted into the Ohio workforce case management system no later than thirty calendar days from the date of application for OWF.