



Ohio Administrative Code

Rule 5101:14-1-06 Comprehensive case management and employment program: program exit and follow-up services.

Effective: October 1, 2017

(A) When may a lead agency propose to end comprehensive case management and employment program (CCMEP) services for a program participant?

The lead agency may propose to end CCMEP services for a program participant who is not an Ohio works first (OWF) mandatory participant between the ages of fourteen and twenty-four in receipt of OWF when:

(1) The program participant has successfully entered post-secondary education, military enlistment or deployment, and/or unsubsidized employment and no longer needs CCMEP services;

(2) The program participant has been awarded social security disability insurance (SSDI) or supplemental security income (SSI) by the social security administration and has made application for services with opportunities for Ohioans with disabilities; or

(3) The program participant has not engaged in CCMEP services and activities on at least five occasions without explanation and the lead agency has made reasonable efforts to provide services and to re-engage the program participant.

(4) The program participant is not eligible for temporary assistance for needy families (TANF) or Workforce Innovation and Opportunity Act (WIOA) (2014) funding; or the lead agency lacks funding the program participant is eligible for in accordance with paragraph (E) of this rule.

(B) What is the process for exiting someone from CCMEP?

The lead agency shall begin the ninety day exit process for program participants who meet the exit reason in paragraph (A)(4) of this rule immediately. For all other program participants, the lead agency shall:



(1) Ensure that the program participant does not require any additional services or that the lead agency has made reasonable efforts to provide the program participant with CCMEP services and the program participant has failed to utilize them on at least five occasions without explanation.

(2) Begin the ninety day exit process after issuing notice of adverse action to the program participant at least thirty days prior to ending all services in accordance with rule 5101:6-2-04 of the Administrative Code, and notwithstanding the fifteen day notice period referenced in paragraph (A) of rule 5101:6-2-04 of the Administrative Code.

(3) Continue to attempt to engage the program participant in accordance with paragraph (A)(1)(a) of rule 5101:14-1-05 of the Administrative Code during the ninety day period. Each attempt to engage shall be documented in the Ohio workforce case management system. When a program participant reengages in CCMEP within ninety days of the adverse action notice, the lead agency shall reevaluate the service strategy appropriate for the program participant and determine what additional services (if any) are needed.

(a) When additional services are needed, the program participant shall remain in CCMEP;

(b) When services are not provided for ninety consecutive days and future services have not been scheduled, the program participant shall be exited from CCMEP. The lead agency shall provide follow-up services in accordance with paragraph (D) of this rule. Follow-up service is not considered a future service.

(4) Comply with the complaint and appeal process described in rule 5101:6-10-01 of the Administrative Code.

(C) Must a program participant be exited from CCMEP upon reaching his or her twenty-fifth birthday?

(1) A twenty-four year old program participant who reaches his or her twenty-fifth birthday while in CCMEP may remain in CCMEP until he or she meets the criteria for exit described in paragraph (A) of this rule.



(2) Once a program participant exits CCMEP in accordance with paragraph (A) of this rule, the individual may not return to CCMEP if he or she is age twenty-five or older.

(D) What are the follow-up services?

Follow-up services are critical services provided following a program participant's exit from CCMEP to help ensure job retention or successful participation in post-secondary education and training. At the time of enrollment, program participants shall be informed that follow-up services will be provided for a minimum duration of twelve months following exit.

(1) All program participants must receive some form of follow-up services described in paragraph (E)(9) of rule 5101:14-1-02 of the Administrative Code, for a minimum duration of twelve months unless the participant declines to receive follow-up services or the participant cannot be located or contacted. All program participants shall be offered an opportunity to receive follow-up services that align with their individual opportunity plan (IOP). The lead agency shall document when a program participant cannot be located or contacted for follow-up services and when the program participant requests to opt out or discontinue follow-up services in the Ohio workforce case management system. Follow-up services may be provided beyond twelve months at the discretion of the lead agency.

(2) Follow-up services may begin no earlier than the day the notice is issued in accordance with paragraph (B) of this rule.

(3) The types of services provided and the duration of services must be determined based on the needs of the individual and therefore, the type and intensity of follow-up services may differ for each program participant based on needs and their IOP. However, follow-up services must include more than only a contact attempted or made for securing documentation in order to report a performance measure.

(E) What if a program participant is not eligible for TANF or WIOA funding; or the lead agency lacks funding the program participant is eligible for?

(1) When in accordance with paragraph (B) of rule 5101:14-1-04 of the Administrative Code, a



program participant is not eligible for TANF or WIOA funding; or a program participant is eligible for TANF or WIOA funding, and both TANF and WIOA funding is lacking or unavailable to serve the program participant, the lead agency shall:

(a) Immediately end all CCMEP services; and

(b) Issue a notice of adverse action to the program participant in accordance with rule 5101:6-2-04 of the Administrative Code.

(2) A program participant who is exited in accordance with this paragraph shall not:

(a) Participate in CCMEP without meeting the criteria described in paragraph (B) of rule 5101:14-1-02 of the Administrative Code; or

(b) Receive follow-up services in accordance with this rule.