

**Comprehensive Case Management and Employment Program (“CCMEP”)  
Follow-Up Services Policy  
for the CCMEP WIOA Funding Streams  
Northeast Ohio Consortium Council of Governments  
Workforce Innovation and Opportunity Act**

**POLICY B-06**

**I. Purpose.**

This policy governs the general terms and conditions associated with the provision of WIOA CCMEP follow-up services. In addition to this policy, the Workforce Area, in procuring and contracting with its CCMEP providers, may establish additional terms and conditions in provided for within their written agreements with those providers that govern the provision of follow-up services. The terms and conditions of those written agreements shall apply as if written as part of this policy, so long as they are consistent with and not contradictory towards all applicable federal and state laws, regulations, and guidance, and this policy.

In adopting this policy, the Workforce Development Board for Area 19 encourages each of the county CCMEP lead agencies to adopt this policy or one that is substantially similar, that governs the terms and conditions of the provision of follow-up services using TANF CCMEP funding streams.

**II. Effective Date.**

July 1, 2018.

**III. Background.**

Pursuant to the text of the CCMEP statute and administrative regulations, follow-up services shall be provided for all participants for a minimum duration of at least twelve (12) months following their exit from the program. After twelve (12) months, participants may receive follow-up services on a case-by-case basis as set forth within this policy.

Follow-up services will vary widely, depending upon the types of services and programming received and not received by the participant while in the program, as set forth within their Individual Opportunity Plan, and the support needed by the participant in order to ensure that the participant is successful following their exit.

**IV. Requirements.**

**A. General Requirements.**

Pursuant to the text of the CCMEP statute and administrative regulations, follow-up services shall be provided for all participants for a minimum duration of at least twelve (12) months following their exit from the program.

After twelve (12) months, participants may receive follow-up services on a case-by-case basis as set forth within this policy.

1. Allowable Follow-Up Program Services.

Permitted follow-up services are as follows:

- a. Regular contact with a program participant's employer, including assistance addressing work-related problems.
- b. Leadership development and supportive services.
- c. Assistance in securing better paying jobs, career pathway development, and further education or training.
- d. Work-related peer support groups.
- e. Mentoring.
- f. Other services necessary to ensure the success of the youth participant in employment and/or post-secondary education, unless they are specifically prohibited within this policy.
- g. A referral to the county's PRC program for services necessary to ensure the success of program participants in employment and/or post-secondary education.

2. Unallowable Follow-Up Program Services.

The following are expressly prohibited services during Follow-Up:

- a. Paid or subsidized work experience of any kind, including On-the-Job Training.
- b. Individual Training Accounts.
- c. Other direct expenditure costs associated with training programming of any kind.

**B. Usage of Funding.**

1. TANF Funding.

The Area, Sub-Area, and Providers may only utilize TANF funding to fund direct expenditures on Follow-Up Program Services following a participant's exit for those participants who have been timely re-determined within six-months of when the follow-up service is to be provided as being TANF eligible.

2. WIOA Funding.

The Area, Sub-Area, and Providers may utilize WIOA funding to fund direct expenditures on Follow-Up Program Services following a participant's exit. WIOA funding may only be expended on Follow-Up direct expenditures upon participants who were registered and enrolled as WIOA eligible CCMEP participants, at the time of their exit. WIOA funds may not be expended on participants who were

only CCMEP TANF eligible and enrolled/registered through the date of their exit.

**V. Monitoring.**

The Area will conduct oversight and monitoring of the implementation of all WIOA follow-up programming by all sub-grantees and/or contractors pursuant to Area Workforce Policy D-3. Any issues discovered will be handled through the area's monitoring resolution process.

**VI. Technical Assistance.**

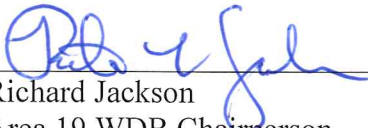
To get questions answered and technical assistance regarding this policy or issues regarding administration of WIOA, you are urged to contact the Executive Director of the Area Workforce at [craigsernik@neohio.twcbc.com](mailto:craigsernik@neohio.twcbc.com).

The question/issue will be researched, analyzed, and a formal written response will be provided. If a second opinion is required, the director is not available, or there is no clear answer to the question/issue, either the Executive Director or any OMJ Center or provider staff may seek additional guidance by submitting the same to the Office of Workforce Development: [WIAQNA@jfs.ohio.gov](mailto:WIAQNA@jfs.ohio.gov); and by copying your request to the Executive Director of the NOC COG.

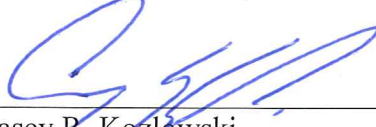
**VII. References**

- Workforce Innovation and Opportunity Act, Pub. L. 113-128.
- 29 U.S.C. 3101 et seq.
- 2 CFR 200.
- OAC 5101:14-1-02

**VIII. Signatures.**

  
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Richard Jackson  
Area 19 WDB Chairperson

9/5/18  
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Date

  
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Casey R. Kozlowski  
Ashtabula County Commissioner  
Northeast Ohio Consortium Council of Governments,  
Chief Elected Official

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Date

Original Version Approved: June 25, 2018

Subsequent Revisions: