

Ohio Department of Job and Family Services
COMPREHENSIVE CASE MANAGEMENT AND EMPLOYMENT PROGRAM (CCMEP) PLAN

for

County or Counties: Geauga

Workforce Area: 19

Effective Date: 7/31/2025

Plan Submission

Each Lead Agency is required to adopt and submit a CCMEP Program Plan to the Ohio Department of Job and Family Services (ODJFS) each fiscal biennial period. The CCMEP plan must be submitted **no later than June 30th each biennium**. The CCMEP plan must be developed in coordination with the Workforce Development Board and Lead Agency.

The plan may be amended by the Lead Agency and Workforce Development Board as needed. An amended plan must be submitted to ODJFS no later than 10 calendar days after the amended program plan becomes effective.

If a board of county commissioners redesignates the Lead Agency during a fiscal biennial period, the new Lead Agency and Workforce Development Board shall prepare and submit to ODJFS a new CCMEP plan no later than sixty calendar days after the redesignation takes effect.

The plan review process will be used to ensure that Lead Agencies and Workforce Development Boards meet program requirements. If ODJFS determines that a CCMEP plan is not consistent with program requirements, the plan will be returned to the Lead Agency and Workforce Development for amendment.

Table of Contents

1. Contact Information.....3

2. Collaboration and Program Strategy.....5

3. Procurement10

4. Program Entry/Engagement.....10

5. WIOA Youth Funding Eligibility11

6. TANF Funding Eligibility11

7. WIOA Youth Funding Eligibility Prior to Exit11

8. Policies12

9. OWF Recipients.....14

10. Performance15

11. Training.....16

12. SNAP E&T16

13. Local Area and County Policy16

1. Contact Information

1.1 Identify the Lead Agency designated to administer the CCMEP program.

Lead Agency Name Geauga County Job & Family Services			
Lead Agency Address 12611 Ravenwood Drive	City Chardon	State Ohio	Zip Code 44024
First Name of Lead Agency Director Craig	Last Name of Lead Agency Director Swenson	Title Executive Director	
Phone Number 440-285-1220	Email Address craig.swenson@jfs.ohio.gov		

Program Contact Person Kimberly Brown	
Phone Number 440-668-2816	Email Address kimberly.brown@ohioguidestone.org

Has the contact information listed above changed from the prior plan submission?

Yes No

Fiscal Contact Person Alyssa Steinhoff	
Phone Number 440-285-1240	Email Address alyssa.steinhoff@jfs.ohio.gov

1.2 Identify the other local participating agency (i.e., CDJFS or Workforce Development Agency that serves the county).

- CDJFS
 Workforce Agency
 Combined Agency (CDJFS+OMJ Center)

1.3 Identify the Workforce Development Board and Local Area Fiscal Agent for the county.

Workforce Development Area Northeast Ohio Consortium Council of Governments (NOC COG) Area 19	
Workforce Development Board Chair Name Ned Sherry	
Workforce Development Board Director Name Craig Sernik, JD	
Phone Number 440-285-5846	Email Address craig@noccog-area19.com
Local Area Fiscal Agent Name Sal Consiglio	Email Address Sal@salcpa.com

1.4 Identify the implementation manager for the Lead Agency.

First Name of Implementation Manager Craig	Last Name of Implementation Manager Swenson	Title Executive Director
Phone Number 440-285-1220	Email Address Craig.Swenson@jfs.ohio.gov	

1.5 Identify the Lead Agency's performance and data management contact.

Contact Person

Craig Swenson	
Phone Number 440-2851200	Email Address <i>Craig.Swenson@jfs.ohio.gov</i>

1.6 Identify the Vendor's contact information (please copy and paste if more vendors):

Organization Name OhioGuidestone	Funding: <input checked="" type="checkbox"/> TANF <input checked="" type="checkbox"/> WIOA
Contact Person Kimberly Brown	Email Address kimberly.brown@ohioguidestone.org

Organization Name OhioGuidestone	Funding: <input checked="" type="checkbox"/> TANF <input checked="" type="checkbox"/> WIOA
Contact Person Richard Szasz	Email Address richard.szasz@@ohioguidestone.org

Organization Name	Funding: <input type="checkbox"/> TANF <input type="checkbox"/> WIOA
Contact Person	Email Address

Organization Name	Funding: <input type="checkbox"/> TANF <input type="checkbox"/> WIOA
Contact Person	Email Address

Organization Name	Funding: <input type="checkbox"/> TANF <input type="checkbox"/> WIOA
Contact Person	Email Address

Organization Name	Funding: <input type="checkbox"/> TANF <input type="checkbox"/> WIOA
Contact Person	Email Address

Organization Name	Funding: <input type="checkbox"/> TANF <input type="checkbox"/> WIOA
Contact Person	Email Address

Organization Name	Funding: <input type="checkbox"/> TANF <input type="checkbox"/> WIOA
Contact Person	Email Address

Organization Name	Funding: <input type="checkbox"/> TANF <input type="checkbox"/> WIOA
Contact Person	Email Address

Organization Name	Funding: <input type="checkbox"/> TANF <input type="checkbox"/> WIOA
Contact Person	Email Address

2. Collaboration and Program Strategy

Confirm that WDB Director was included in plan creation and that the local workforce plan was reviewed before completing this CCMEP plan.

Confirm Deny

Confirm the Lead agency is partnering with the local workforce development board, local economic development entities, chambers of commerce and businesses to support local economic growth, meet business needs, build trusting relationships, develop job opportunities for CCMEP participants, provide support to businesses for job retention and support for participants for job placement retention and career advancement.

Confirm Deny

The Lead Agency collaborates with the Workforce Development Board, the other local participating agency, and subcontractors in accordance with Section **5116.23** of the Revised Code in the following areas:

- Frequent scheduled meetings
- Outreach and Enrollment Strategy
- Spending allocations to ensure local businesses have skilled job candidates
- Engage local businesses to develop job placement and work experience opportunities
- Streamline local processes between agencies and partners
- Engagement of community partners for program referrals
- Work experiences
- Incentives
- Planning for summer employment work experiences to increase enrollment

Confirm Deny

2.1 What methods are used to conduct outreach? Which agency utilizes each method?

<i>Outreach method</i>	<i>Lead Agency</i>	<i>Partner Agency</i>	<i>Outreach method</i>	<i>Lead Agency</i>	<i>Partner Agency</i>
Social media Advertising (Instagram, Facebook, Twitter, Snapchat, YouTube)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Printed Materials	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Local partners (SNAP, schools, community centers, local business, community colleges, etc.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	School Workshops	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CCMEP Participants	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Events	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Outreach not conducted	<input type="checkbox"/>	<input type="checkbox"/>	Other: Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>

2.2 Identify local partners/providers that you are collaborating with to do outreach and enroll youth. (Remember for WIOA youth there is a 75% expenditure requirement to be spent on OSY, but with our DOL waiver we can get credit for TANF spent on co-enrolled youth.) *“*” Identifies organizations that are effective partners in reaching out-of-school youth.*

- Adult Basic Literacy and Education (ABLE) Providers (ASPIRE)*
- Alcohol, Drug and Mental Health (ADAMH) Board*
- Career and Technical Education Providers*
- Child Care Providers*
- Child Support Enforcement Agency*
- Children Services Agency
- Community College(s)* (*Youth who have been accepted but have yet to enroll in classes*)
- Family and Children First Council
- Juvenile Court System
- Probation Office*
- Publicly Funded Child Care Office*
- Local Bridges provider*
- Local Developmental Disabilities Board*
- Local School District(s)* (*youth graduating without a plan or dropping out*) Organizations serving fathers*
- Organizations serving homeless and runaway youth*
- Organizations serving young parents*
- Reentry organizations*
- Refugee / immigrant serving organizations*
- SNAP serving agency/office*
- Vocational Rehabilitation (Opportunities for Ohioans with Disabilities (OOD))*
- Other:

2.3 Indicate how the Lead Agency and Workforce Development Board ensures that all fourteen CCMEP services are being made available to program participants, including which entity is providing the services (See Paragraph (E) of rule 5101:14- 1-02 of the Administrative Code). Use table listing all 14 services and indicate how each is being made available either through an outside vendor, lead agency staff or a community partner. (*Select main provider for each service.*)

*“**” indicates which services are available in follow up.*

Service Name	Community Partner	County Staff	Outside Vendor
Tutoring/study skills		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alternative secondary school		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paid/unpaid work experiences		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Education concurrent with workforce preparation		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Leadership development		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supportive Services*		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Adult mentoring*		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comprehensive guidance/counseling (Mental/behavioral health)		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Financial literacy education*		<input type="checkbox"/>	✓
Entrepreneurial skills training		<input type="checkbox"/>	

Service Name	Community Partner	County Staff	Outside Vendor
Career Awareness: Counseling, and Exploration Services*		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Preparation for or transition to postsecondary education and training*		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Follow-up services*		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Occupational skills training (ITA)		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Occupational skills training (Non-ITA)		<input type="checkbox"/>	<input checked="" type="checkbox"/>

2.4 Confirm that the Lead Agency provides support and services to help program participants plan for education goals and obtain credentials needed to enter and succeed in an in-demand career.

Confirm Deny

Describe the Lead Agency and the Workforce Development Board's joint strategy on coordinating *all* of the following education and CCMEP services:

- Local secondary partnership efforts
 - Local post-secondary partnership efforts
 - Meeting credential attainment performance outcome measures
 - Meeting measurable skills gain performance outcome measures
- GCJFS and Workforce Development Area-19 collaborate closely with our youth provider to align program goals with building a skilled workforce and meeting performance measures. Using LMI data, we focus on training and job placement in high-demand fields such as healthcare, manufacturing, transportation/CDL, and customer service certification. We partner with local businesses and training providers to address workforce needs and help youth build skills for open positions. Barriers are identified during assessment, and case managers provide supportive services and referrals as needed. Youth are co-enrolled in TANF and WIOA when possible, with integrated services extending to OWF-mandated clients. Case managers maintain regular supervision and monthly monitoring to ensure progress and positive outcomes.

2.5 Describe the Lead Agency's strategy to help program participants obtain a high school diploma or equivalent.

If a youth needs a high school equivalency, the case manager helps set an IOP goal to pursue it through Aspire classes, online resources, or contracted providers. Aspire classes are available at OhioMeansJobs Geauga and Auburn Career Center, with online GED prep and tutoring support offered when needed. Supportive services may cover costs, and incentives are available for passing grades. Youth who earn their diploma or equivalency are recognized at an annual awards ceremony.

Select programs used (**if needed**) for strategy in previous question.

- ASPIRE/OMJ, other training provider (training for HS equivalent) and
- GED, HiSet, Credit recovery (HS equivalent options) or
- Adult Diploma (age 20 and up), 22+ options (ODE Adult HS diploma options)
- None of these

2.6 Confirm that the Lead Agency helps program participants identify career goals and a pathway through career counseling, career exploration and work experiences (i.e., job shadow, summer employment, etc.) and other services so these goals can be documented in the IOP.

Confirm Deny

Describe the Lead Agency and Workforce Development Board's joint strategy and goals for preparing CCMEP participants to enter and succeed in in-demand careers by helping them explore, identify and confirm career goals, including *all* strategies relating to:

- Work Experiences (i.e, preparation, job shadowing, OJTs, apprenticeships, opportunities related to career goals, remote opportunities, etc.)
- Job placement efforts
- Networking opportunities
- Meeting employment performance outcome measures
- Meeting median wage performance outcome measures
- Connecting CCMEP participants to key local and state industries (i.e., Information Technology, Health (Physical and Mental), Human Services, Manufacturing, Education, Insurance, Logistics, Hospitality/Gambling, Childcare, Management/Administration, Construction/Trades, etc.)

OhioMeansJobs Geauga coordinates closely with partners to keep services current, streamline referrals, and identify unmet needs. Program updates are shared quarterly with the Workforce Development Board and monthly with county commissioners, while CCMEP staff receive ongoing training and supervision. Case managers maintain a weekly presence in schools to support youth with graduation requirements, tutoring, and connections to postsecondary options. A wide range of work experiences—including preparation, job shadowing, OJTs, apprenticeships, remote opportunities, and placements aligned with career goals—are offered to build skills and readiness. Strong job placement efforts and networking opportunities with local employers support participants in meeting both employment performance outcome measures and median wage performance measures. Youth are connected to key local and state industries such as Information Technology, Health (physical and mental), Human Services, Manufacturing, Education, Insurance, Logistics, Hospitality/Gambling, Childcare, Management/Administration, and Construction/Trades, ensuring pathways into high-demand careers.

3. Procurement

- 3.1** Confirm that the Workforce Development Board is following the policies and procedures in regard to procurement of the fourteen CCMEP services. Results-driven procurement is recommended as a best practice for procuring CCMEP services. The CCMEP Unit can provide technical assistance on results-driven procurement.

The Workforce Development Board follows WIOA Policy Letter 17-03 and rules 5101:9-4-07 and 5101:9-4-07.1 of the Administrative Code for procurement of the fourteen CCMEP services (if applicable).

Confirm Deny

- 3.2** Joint Procurement is recommended since more funds included in an RFP result in more entities interest in submitting a proposal. Areas and lead agencies are encouraged to partner on procurement to ensure that youth service providers are interested in responding.

Are the Lead Agency and Workforce Development Board jointly procuring youth service providers for both WIOA Youth and TANF funds? Yes No

3.3 WIOA Youth Designation of Lead Agency

Did the Workforce Development Board designate the Lead Agency to provide a portion of WIOA Youth services? Yes No

4. Program Entry/Engagement

Confirm that the Lead Agency is following policies and procedures for program entry/engagement listed below.

- The Lead Agency follows rule 5101:14-1-02 of the Administrative Code for program entry eligibility
- The Lead Agency/Career coach will establish preferred communication methods (i.e., texting, social media direct messages, etc.) with each participant and follow rule 5101:14-1-05 of the Administrative Code for minimum engagement requirements through follow up period, including creating associated case notes.

Confirm Deny

4.1 Co-funding

Confirm the Lead Agency and/or Fiscal Agent co-funds participants with WIOA and TANF funding when feasible. (Co-funding helps to ensure funding is available for follow up).

Confirm Deny

- 4.2 Projected Annual Participants Served (to estimate consider dividing program allocation funding amount by \$7,000 for a conservative estimate for the number of participants who could be served with allocation).
- a. Projected number of required participants served annually 0
 - b. Projected number of volunteer participants served annually 35
 - c. Projected rate (%) of co-funded participants served annually 20

5. WIOA Youth Funding Eligibility

Confirm the Lead Agency and youth services provider(s) (if applicable) follows rule 5101:10-3-01 of the Administrative Code for WIOA Youth funding eligibility and the WIOA Youth documentation requirements described in WIOAPL 15-07.3: Source Documentation for Workforce Innovation and Opportunity Act Title I Program Eligibility Confirm Deny

6. TANF Funding Eligibility

Confirm the following statements are true:

The Lead Agency and youth services provider(s) (if applicable) follows rules 5101:14-1-04 and 5101:14-1-05 of the Administrative Code for TANF funding eligibility, including reviewing TANF eligibility before the annual recertification if the Lead Agency knows the participant's eligibility status has changed.

The Lead Agency and/or youth service provider(s) (if applicable) follows the following TANF guidelines:

- TANF funds will not be used to directly pay a participant in subsidized employment
- TANF non-assistance as defined in (b), 45 C.F.R. 260.31 (b),
- Family Assistance Letter #103 for gas and gift cards;
- 42 U.S.C. 608 cTANF prohibitions for TANF funding.
- The Lead Agency does not issue stipends or pay for medical services besides pre-pregnancy family planning services with TANF funding.
- Redeterminations will be conducted yearly for CCMEP TANF participants

Confirm Deny

7. WIOA Youth Funding Eligibility Prior to Exit

Confirm the Lead Agency reviews each participant's WIOA Youth funding eligibility before exiting after loss of TANF eligibility. When the participant would like to continue CCMEP services and is WIOA Youth eligible, the Lead Agency provides WIOA Youth funded services before exit and during follow up as described in rule 5101:14-1-06 of the Administrative Code.

Confirm Deny

8. Policies

8.1 WIOA Rule and Policy Letters

Confirm the Lead Agency is following rule 5101:10-3-01 of the Administrative Code and policy letters, including:

WIOAPL 24-03 - Guidelines for Conducting Labor Exchange Activities

WIOAPL 24-02 - Data Validation

WIOAPL 24-01: (Implementation of Workforce Development Services Under the Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grants (DWGs))

WIOAPL 23-01: Implementation of Workforce Development Services Under the Quality Jobs, Equity, Strategy, and Training (QUEST) Round One Disaster Recovery National Dislocated Worker Grants (DWGs)

WIOAPL 22-01: Guidance on Trade Adjustment Assistance and WIOA Dislocated Worker Co-Enrollment

WIOAPL 21-03.1: State-Recognized Pro-Apprenticeship

WIOAPL 21-02: Implementation of Workforce Development Services Under the Fresh Start Grant

WIOAPL 19-03: Employer Service Delivery Under WIOA

WIOAPL 19-01.1: Implementation of Workforce Development Services Under the Opioid Emergency Recovery Grant

WIOAPL 18-05: Transitional Jobs

WIOAPL 18-04.1: Employment Recovery National Dislocated Worker Grants

WIOAPL 18-03: WIOA Funds Rescission Policy

WIOAPL 18-02: Implementation of Workforce Development Services Under the Trade and Economic Transition National Dislocated Worker Grant (Opioid Transition Grant)

WIOAPL 18-01.1: Funding for Rapid Response Layoff Aversion

WIOAPL 17-06.2: Disaster Recovery National Dislocated Worker Grants

WIOAPL 17-05.1: Funding for Rapid Response – Employer Closure, Mass Layoff, Disaster Mass Job Dislocation, and Trade Adjustment Assistance Events

WIOAPL 17-04.4: Waivers for Implementation of the Comprehensive Case Management and Employment Program

WIOAPL 17-03: Procurement of the Comprehensive Case Management and Employment Program Provider for WIOA Youth-Funded Activities and Services

WIOAPL 17-02: WIOA Adult, Dislocated Worker, and Youth Programs Performance Accountability

WIOAPL 17-01: Mandate Use of OhioMeansJobs.com for Labor Exchange Activities

WIOAPL 16-11.2: Development of the Memorandum of Understanding for the Workforce Delivery System

WIOAPL 16-10: Certification of the Workforce Delivery System

WIOAPL 16-09.1: Establishment of the Workforce Delivery System

WIOAPL 16-08: Procurement of the OhioMeansJobs Center Operator and Provider of Career Services

WIOAPL 16-07.1: OhioMeansJobs and American Job Center Branding

WIOAPL 16-06: State Mechanism for Funding OhioMeansJobs Center Infrastructure Costs

WIOAPL 16-05: Re-designation of Local Workforce Development Areas

WIOAPL 16-04: Local Workforce Development Area Subsequent Designation

WIOAPL 16-03.1: Regional and Local Planning

WIOAPL 16-02.2: Eligible Training Providers

- WIOAPL 15-26.1: ITA Financial Definitions
- WIOAPL 15-25.01: Transfer of Funds between the Adult and Dislocated Worker Local Formula Funds
- WIOAPL 15-24.1 - Customized Training
- WIOAPL 15-23.2: Incumbent Worker Training (IWT) Guidelines
- WIOAPL 15-22.1: On-the-Job Training (OJT) Policy
- WIOAPL 15-21.1: Reporting Requirements for OhioMeansJobs Center Universal Customers
- WIOAPL 15-20.3 - Priority of Service for Veterans and Eligible Spouses
- WIOAPL 15-19.1: Poverty Line and Lower Living Standard Income Level
- WIOAPL 15-18.1: Local Workforce Development Area Governance
- WIOAPL 15-17.1: Local Workforce Development Board Certification Process
- WIOAPL 15-16.2: Rapid Response Program Requirements -- Layoff Aversion
- WIOAPL 15-15.3: Rapid Response Program Requirements - Employer Closure, Mass Layoff, Disaster Mass Job Dislocation, and Trade Adjustment Assistance Events
- WIOAPL 15-14.1: Needs-Related Payments (NRPs) Using Adult and Dislocated Worker Funds
- WIOAPL 15-13: Work Experience for Youth
- WIOAPL 15-12.1: Work Experience for Adults and Dislocated Workers
- WIOAPL 15-11.3: Use of Individual Training Accounts
- WIOAPL 15-10: Youth Program Services
- WIOAPL 15-09.1: Training Services for Adults and Dislocated Workers
- WIOAPL 15-08.1: Career Services for Adults and Dislocated Workers
- WIOAPL 15-07.3: Source Documentation for Workforce Innovation and Opportunity Act Title I Program Eligibility
- WIOAPL 15-06: Determination of Dependent Status
- WIOAPL 15-05.1: Serving Applicants with a Close Relationship to the Workforce Innovation and Opportunity Act Program
- WIOAPL 15-04.1: Selective Service Registration
- WIOAPL 15-03.1: WIOA Youth Program Eligibility
- WIOAPL 15-02.1: Adult and Dislocated Worker Eligibility
- WIOAPL 15-01.1: Local Workforce Development Area Initial Designation

Confirm Deny

8.2 CCMEP Rules and Procedure Letters

Confirm the Lead Agency is following the CCMEP rules and procedure letters.

- 5101:14-1-01(Comprehensive Case Management and Employment Program: Definitions)
- 5101:14-1-02(Comprehensive Case Management Employment Program: General)
- 5101:14-1-04(Comprehensive Case Management and Employment Program: Referral, Comprehensive Assessment, Individual Service Strategy, and Individual Opportunity Plan)
- 5101:14-1-05(Comprehensive Case Management and Employment Program: Case Management)
- 5101:14-1-06(Comprehensive Case Management and Employment Program: Program Exit and Follow-Up Services)
- 5101:14-1-07(Comprehensive Case Management and Employment Program: Primary Performance Measures)

Confirm Deny

8.3 Cash Assistance Rules

The Lead Agency is following OWF cash assistance rules in relation to CCMEP participation, including:

5101:14-1-05 (Comprehensive Case Management and Employment Program: Case Management) **which states that OWF work eligibles will be assigned CCMEP services based on their individual needs. Service should not be based on core work activity requirements for work participation purposes. Also, work participation hours can be reduced in appropriate circumstances when needed.**

5101:1-2-01 The Application Process for Ohio Works First and Refugee Cash Assistance

5101:1-1-01 Temporary Assistance for Needy Families Definitions

5101:1-3-11 Ohio Works First: Appraisals, Assessments, and Self Sufficiency Contract

5101:1-3-12 Ohio Works First: Work Activities

5101:1-3-13 Ohio Works First: Good Cause for Work Activity Failures

5101:1-24-20 Prevention, Retention and Contingency Program: Excluded Income and Resources

Confirm Deny

9. OWF Recipients

9.1 Confirm the Lead Agency and youth services provider(s) (if applicable) have a process for providing notices of appointments and all staff are trained on the process. Confirm Deny

9.2 Confirm that the Lead Agency has a process for working with the other local participating agency (if the workforce agency is not combined with the CDJFS) and/or any subcontractors to communicate information regarding OWF work-eligibles, including providing notices of appointments to participants and referrals. This process should include:

All enrollment activities (stepping stones, basic skills and IOP) must be completed within 30 days of the cash assistance application (JFS 7200) (see 5101:1-2-01 of the Ohio Administrative Code).

- Screening program participant(s) who may be victim(s) of domestic violence to allow for modified hours of work participation, waivers from requirements, referrals to counseling and other appropriate community resources, and protecting personal information;
- Tracking the number of months a program participant has participated in OWF described in rule 5101:1-23-01 of the Administrative Code;
- CCMEP hours and services assigned for OWF work-eligible individuals and verification of participation in hours;
- OWF work-eligible individual's status changes, OWF recipient income information, FLSA hour maximums, good cause, OWF sanctions, compliance in service/hour assignment and completion, hourly requirement modifications (exemptions, etc.), and other factors impacting CCMEP service hours or OWF eligibility;
- OWF or Supplemental Nutrition Assistance Program (SNAP) recipients' information and acting upon it in accordance with rules 5101:1 and/or 5101:4 of the Administrative Code; and
- Transferring case of program participant who is receiving OWF to a new county after OWF is approved in the new county including a "warm hand-off" to the new career coach.

Confirm Deny

- 9.3 Confirm that the Lead Agency has a process for working with the other local participating agency and/or any subcontractors to notify of case transfers.

The Lead Agency has a “warm referral” or “warm hand-off” process (i.e., current career coach calls the new career coach prior to the move to discuss services, activities, goals of the program participant and to introduce the participant and new career coach) when a program participant moves to another county and it is in the best interest of the program participant to be served in the new county. All OWF recipients are transferred to a new county regardless of best interest **only if the participant is approved for OWF in the new county.** The new Lead Agency is notified within 10 calendar days of the move.

Confirm Deny

- 9.4 Confirm that the Lead Agency certifies compliance with ADA in accordance with rule 5101:9-2-02 of the Administrative Code and section 188 of WIOA.

The Lead Agency must provide an assurance that it will comply with all requirements of the Americans with Disabilities Act (ADA) including that participants will have the right to request reasonable modification in CCMEP services, including hours.

Confirm Deny

10. Performance

10.1 Meeting Target Performance Measures

Is the Lead Agency on target to meet the primary performance measures listed in rule 5101:14-1-07 of the Administrative Code based on the most recent quarterly CCMEP performance report? Yes No

If no, would the Lead Agency benefit from additional technical assistance on performance measures? Yes No

10.2 Co-funding Rate

What is the Lead Agency’s and Workforce Development Board’s co-funding rate based on the most recent CCMEP quarterly performance report?

33%

11. Training

Confirm the Lead Agency requires the following trainings to be attended by career coaches:

- Online virtual trainings offered by OWD including ARIES training;
- Case reviews between the staff member and supervisor to review the status and progress of individual cases as well as brainstorm solutions to help the participant enter a career pathway successfully;
- The process for collecting and reporting supplemental data into the case management system.

Confirm Deny

Confirm the Lead Agency will collect feedback from program participants and career coaches to utilize this information for continuous improvement.

Confirm Deny

12. SNAP E&T

Confirm Lead Agency is collaborating with SNAP E&T career coaches to help ensure CCMEP participants who are co-enrolled in SNAP E&T are meeting SNAP E&T requirements through CCMEP services.

Confirm Deny

13. Local Area and County Policy

The Workforce Development Board has developed and reviewed the **Local Area Workforce Plans** (29 U.S.C. 3123) and the youth strategy in collaboration with the Lead Agency prior to completing this county plan.

Confirm Deny

In the table below indicate if the local area / county elects to use the sample policy created by the State or if a local policy will be used. See sample policies on the [CCMEPCounty ProgramPlan](#) page.

Sample Policy	The Lead Agency WILL use the sample policy	The Lead Agency will NOT use the sample policy
Select Basic Skills assessment(s) Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ensure Determination of Eligibility for WIOA Youth Program Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Report and Collect Data Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Monitor Contracts and Ensure Compliance Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supportive Services Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Follow Up Services Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
“Needs Additional Assistance” Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disclosure of Relationship Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Experience Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Incentive Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TANF Income Counting Policy NOTE: If using locally developed policy this must be submitted for review	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Confirm that the Lead Agency has the following Workforce Development Board and TANF policies listed below and indicate if WIOA Youth policies are adopted for TANF*.

*Please note that lead agencies are required to have **all** of the policies listed below.*

***If the policy has not been adopted for TANF, please email the TANF policy.** Link to [WIOAPL 15-13](#)

Policy	Policy applies to WIOA only	Policy applies to TANF only	Policy applies to both WIOA & TANF	No Policy Exists
Supportive Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Follow-Up Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Experience (WIOAPL No. 15-13)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Incentives Policy (WIOAPL No. 15-13)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

We confirm that, if providing our own policies and requesting the state to review, these policies have been or will be provided to the State at CCMEPQNA@jfs.ohio.gov.

- Confirm that policies to be reviewed have been sent to CCMEPQNA@jfs.ohio.gov.
 We are either using sample policies and/or not requesting policies be reviewed.

If local policies were submitted, specify whether there is a request for the state to review a particular local policy by listing the policy name below. Please enter N/A if this does not apply.

N/A

CCMEP Plan Certification

Please provide the name and title of the administrator, director, or executive director of the CCMEP Lead Agency:

Name and Title
Craig Swenson

Lead agency confirms that the WDB Director was involved and approved the plan.

Confirm Deny

Name of person submitting form

Name
Kimberly Brown

Email address of person submitting form

Email
kimberly.brown@ohioguidestone.org

Submission Date*

Date
8/20/2025