

5101:14-1-04

**Comprehensive case management and employment program:
referral, comprehensive assessment, individual service strategy
and individual opportunity plan.**

(A) What is a referral?

- (1) A referral is the act of directing an individual to the lead agency no later than seven calendar days from when the individual is required or volunteers to participate as described in paragraph (B) of rule 5101:14-1-02 of the Administrative Code in the comprehensive case management and employment program (CCMEP).
- (2) A referral shall take place for Ohio works first (OWF) work-eligible individuals as described in paragraph (B)(2) of rule 5101:1-2-01 of the Administrative Code.

(B) How is funding eligibility determined?

The lead agency shall ensure that the JFS 03002 "WIOA Youth Program Eligibility Application" (rev. 10/2017) or its Ohio workforce case management system (OWCMS) generated equivalent is completed prior to the comprehensive assessment for each mandatory or voluntary individual. The lead agency shall use the JFS 03002 to determine if the individual is eligible to receive funding through Workforce Innovation and Opportunity Act (2014) (WIOA) and temporary assistance for needy families (TANF).

- (1) An individual shall be determined eligible to receive services in CCMEP funded by WIOA when that individual is either an in-school youth or out-of-school youth as defined in rule 5101:14-1-01 of the Administrative Code.
- (2) An individual shall be determined eligible to receive services in CCMEP funded by TANF when that individual:
- (a) Has (or has applied for) a social security number;
 - (b) Is a United States citizen or non-citizen national or qualified alien as those terms are defined in rule 5101:1-2-30 of the Administrative Code;
 - (c) Does not owe any of the cost of fraudulent TANF assistance paid to the individual;
 - (d) Has been afforded the opportunity to register to vote;
 - (e) Has gross income in the previous thirty calendar day period of less than two hundred per cent of the federal poverty level; and
 - (f) Is one of the following:

(i) A minor child;

(ii) The parent of a minor child; or

(iii) Part of a household that contains either:

(a) A minor child who resides with a parent, specified relative, legal guardian or legal custodian;

(b) A pregnant individual with no other children; or

(c) A non-custodial parent who lives in the state, but does not reside with his/her minor child(ren).

(C) What is the comprehensive assessment?

The comprehensive assessment is the process:

(1) For determining the education, skill levels, and job readiness of program participants;

(2) To identify barriers to self-sufficiency;

(3) To identify individual strengths; and

(4) To identify the services necessary to overcome the identified barriers through CCMEP.

(D) What is included in the comprehensive assessment?

(1) The lead agency shall utilize OWCMS to complete the program participant's comprehensive assessment as described in paragraph (H)(2) of this rule and the lead agency may utilize:

(a) The JFS 03006 "Comprehensive Case Management and Employment Program (CCMEP) Comprehensive Assessment - Secondary School" (rev. 10/2017) for individuals attending secondary school; or

(b) The JFS 03003 "Comprehensive Case Management and Employment Program (CCMEP) Comprehensive Assessment" (rev. 10/2017).

(2) The comprehensive assessment includes, but is not limited to, a review of the following:

(a) Occupational skills;

(b) Prior work experience;

(c) Employability;

(d) Interests;

(e) Aptitudes;

(f) Supportive service needs; and

(g) Developmental needs.

(3) A basic skills assessment chosen by the lead agency, in collaboration with the local board that utilizes a valid and appropriate tool to measure skill level as well as skills-related gains. Reasonable accommodations will be provided in the assessment process, if necessary, for individuals with disabilities as described in paragraph (A)(8) of rule 5101:10-3-01 of the Administrative Code. Assessments that determine an individual's grade level equivalent or educational functioning level may be utilized but are not required.

(E) What is an individual service strategy (ISS)?

An ISS is a strategy to serve the individual's needs based on the results of the comprehensive assessment. An ISS includes:

(1) Identification of the program participant's career pathway that includes employment and educational goals;

(2) Identification of services necessary for the program participant to achieve goals and objectives;

(3) Assignment to activities based on the service(s) needed; and

(4) Development of an individual opportunity plan (IOP) in accordance with this rule.

(F) What is an IOP?

An IOP documents the ISS and is mutually developed, implemented, and revised to include:

(1) A set of employment, education, and personal development goals;

(2) Service objectives and a service plan of action needed to achieve the identified goals; and

(3) To document services provided and results.

(G) What information is included in the IOP?

The lead agency shall utilize OWCMS to complete the program participant's IOP and may utilize the JFS 03004 "Comprehensive Case Management and Employment Program (CCMEP) Individual Opportunity Plan" (rev. 10/2017) as described in paragraph (H)(2) of this rule. Information that must be in the IOP includes, but is not limited to:

- (1) The dates or timeframes the IOP will be reviewed and/or revised;
- (2) The strengths and barriers to employment identified through the comprehensive assessment;
- (3) The program participant's plan to overcome barriers and achieve the goal of self-sufficiency, including but not limited to:
 - (a) Employment and education goals, including identification of a career pathway;
 - (b) Appropriate achievement objectives;
 - (c) Appropriate services necessary to overcome barriers, capitalize on strengths, and to achieve self-sufficiency;
 - (d) Support for the individual to obtain a high school diploma or a certificate of high school equivalence;
 - (e) Job placement;
 - (f) Job retention support;
 - (g) Other services that aid the individual in achieving the plan's goals; and
 - (h) Incentives.
- (4) A requirement that the program participant register with the OhioMeansJobs website (www.ohiomeansjobs.com) unless the program participant is legally prohibited from using a computer, has a physical or visual impairment that makes the program participant unable to use a computer, or has a limited ability to read, write, speak, or understand a language in which OhioMeansJobs is available;
- (5) The detailed information on the services (including supportive services) the program participant will receive and how the lead agency will provide those services;

- (6) The activities in which the program participant will engage. If the program participant discloses, has, or appears to have a physical or mental condition that substantially limits one or more major life activities, the IOP shall include a description of each reasonable modification requested and made for the participant (if any) and the necessary referrals made to assist in obtaining additional services; and
- (7) 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.

(H) How are the comprehensive assessment and IOP administered?

- (1) An OWF work-eligible individual eligible for CCMEP as described in paragraph (B)(1)(a) of rule 5101:14-1-02 of the Administrative Code shall complete the comprehensive assessment and IOP in place of the OWF appraisal and self sufficiency contract.
- (2) The lead agency is responsible for ensuring that the comprehensive assessment and IOP are completed, signed, and inputted into OWCMS no later than thirty calendar days:
 - (a) From the date the individual was referred to CCMEP; or
 - (b) From the date of application for OWF work-eligible individuals as described in paragraph (E)(6) of rule 5101:14-1-05 of the Administrative Code.
- (3) The IOP shall end upon the exit of a program participant in accordance with rule 5101:14-1-06 of the Administrative Code.
- (4) The services an individual receives in accordance with an IOP are inalienable by way of assignment, charge, or otherwise and exempt from execution, attachment, garnishment, and other similar processes.

(I) What other requirements pertain to the revision of an IOP?

When a program participant moves to another county and it is in the best interest of the program participant to be transferred in the new county, the lead agency must notify the new lead agency of the move within ten calendar days as described in paragraph (D)(1)(m) of rule 5101:14-1-02 of the Administrative Code. OWF recipients shall be transferred to a new county within ten calendar days of the move. When a program participant will be served by a new lead agency, a revised IOP shall be developed within ten calendar days of the transfer notification.

Replaces: 5101:14-1-04

Effective:

Five Year Review (FYR) Dates:

Certification

Date

Promulgated Under: 119.03
Statutory Authority: 5116.06
Rule Amplifies: 5116.01, 5116.02, 5116.03, 5116.06, 5116.10,
5116.11, 5116.12, 5116.20, 5116.21, 5116.22,
5116.23, 5116.24, 5116.25
Prior Effective Dates: 03/24/2016, 05/01/2017