

**WORKFORCE DEVELOPMENT BOARD
ADMINISTRATIVE POLICY #1**

Effective Date: July 1, 2016
Updated 9-13-2017

Subject: Uniform Administration of CCMEP

Purpose: To establish a system of uniform administration of CCMEP.

Policy: In order to ensure an effective CCMEP program, a system of uniform administration will be established. The program will be centered on effective communication and adherence to applicable laws and regulations. Communication between WIOA, TANF, and CCMEP, administration, the Workforce Development Board, and the Fiscal Agent will be accomplished as to appropriately communicate to supervision, support staff, and most importantly, front line staff.

Procedure: CCMEP Orientation sessions scheduled for Monday, Wednesday, and Thursday at 10:30am to complete the JFS 3200, WIOA paperwork and TABE test. Then the participants would come back at 1:30pm that same day to meet with CCMEP case manager to complete assessment and develop an IOP.

When the cash applicant is able to be approved, IM caseworker would assign to come to OhioMeansJobs for the CCMEP orientation at the first available orientation. IM worker will give client the first appointment letter and enter into the online appointment book under Effie Deuble. IM worker will also give the CCMEP Participant a log for each step of the orientation process which would be initialed by the worker who they are working with as they complete each step. When done, this will be scanned at the end of the day by the front desk customer service workers to send to OWF worker to know that the orientation and assessment/IOP have been completed.

The OMJ receptionist will pull the list before each session to take attendance.

For anyone who comes to orientation at 10:30am, they will be then assigned on rotation by OMJ receptionist to the CCMEP workers to come down that day to give an appointment to come back and complete the assessment and IOP that same day. Assessment must be completed and entered into OWCMS by the 30th day after OWF is approved.

For anyone who is a no show for the orientation, the OMJ receptionist will call the participant to see why not there and reschedule for the next scheduled session. Another appointment letter will be sent to the participant with appointment which was confirmed via phone conversation. This information will be entered into CLRC for Crise and the appointment letter in DI. The appointment will also be put in the appointment book.

** The client will be given 3 appointments to complete the initial orientation. If they fail to do so, the OWF caseworker will be notified by OMJ receptionist via email of the

failure to comply with this requirement of eligibility. OMJ receptionist will also enter information in CLRC in Crise and all appointment letters in DI.

When a youth comes in to apply for WIOA services and is identified as falling within the CCMEP age, their file will be assigned also to the CCMEP case managers to be pulled in and complete the assessment and IOP.

Distribution: JFS Administration
WIOA Administration
Board Staff
Fiscal Administration