

Comprehensive Case Management & Employment Program (CCMEP) Temporary Assistance for Needy Families (TANF) Incentive Policy

- I. SUBJECT: Incentives for achievement and performance for CCMEP enrolled participants.
- II. PURPOSE: This policy governs the terms and conditions associated with the provision of incentives provided to youth enrolled in CCMEP.
- III. ADOPTED: 11/30/2017
- IV. REVISED:

V. DEFINITIONS:

Adult mentoring: A structured activity in which an adult mentor offers one-on-one guidance in developing life skills and communicating information on goal and career opportunities, provides support, and encouragement to develop the competence and character of the client.

Counseling: An activity that includes the professional guidance of the client by utilizing psychological methods especially in collecting case history data, using various techniques of the personal interview, and testing interests and aptitudes.

Employment: An activity in which a program participant is employed by a private or public sector employer who may or may not receive a subsidy from TANF, WIOA and /or other public funds to offset some or all of the wages and costs.

Financial Literacy Training: Activities geared toward increasing client's knowledge of personal money management including earning, saving, building/maintaining/monitoring credit, and budgeting money effectively.

Ohio High School Equivalence Diploma (HSE): Enrollment in a program that includes attendance and participation in a course of study that leads to a certificate of a high school equivalency.

High School: Enrollment in a program that includes attendance and participation in a course of study that leads to a secondary diploma.

Incentive: Remuneration to participants for successful participation and achievement of expected outcomes as defined in the Individual Opportunity Plan (IOP).

In Demand Occupation: An occupation that currently has or is projected to have a number of positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector so as to have a significant impact on the state, regional economy as listed on the state in-demand occupations list and listed on the local in-demand occupations list as defined by the local board.

Job Shadowing: An unpaid activity that includes introducing the client to the workplace and providing exposure to occupational areas of interest to increase career awareness. Job is limited and allows youth to observe only.

Mental Health Treatment: Activities that include the receipt of one or more of the following treatments designed to improve a client's psychological and emotional condition: Psychotherapy, medication, case management, hospitalization, support group, complementary & alternative medicine, self-help plan, peer support, electroconvulsive therapy, and/or art therapy.

Post-Secondary: Enrollment in a program that includes attendance and participation in a course of study in any training program that leads to a recognized post-secondary credential.

Substance Abuse Treatment: An activity that includes professional guidance and/or treatment for a client coping with the overindulgence in or dependence of an addictive substance with a goal of establishing and maintaining abstinence of all substance usage.

Tutoring: Instruction in one or more specific areas of learning designed to increase basic skills level. Tutoring can be in a group, one-on-one, or via computer.

Vocational Education Training: Enrollment in a program that is directly related to the preparation of a participant for employment in current or emerging occupations requiring training that may or may not lead to a credential.

VI. REQUIREMENT:

A. General Requirements.

All incentives are subject to availability of funding. Participant must be adhering to all Individual Opportunity Plan (IOP) goals and assigned activities to be eligible to receive incentive. Each participant may only receive each incentive once for the duration of their enrollment in the CCMEP Program. Incentives are not given for qualifying activities/achievements prior to enrollment in CCMEP Program. All participants must complete an approved Financial Literacy course/workshop prior to receiving any other incentive. Verification form and supporting documentation is due within 10 days of qualifying activity (with the exception of reporting new employment) from participant or youth provider.

B. Requirements regarding qualifying activities.

- i. Financial Literacy: All participants must complete relevant/approved financial literacy prior to submission of verification form of any other qualifying achievement.
- ii. Employment: All employment incentives are effective based on start date on Individual Opportunity Plan (IOP). Participant must submit completed employment wage verification. Employment must be a minimum 20 paid hours per week to qualify.

New Employment: New position with employer in which participant has not previously been employed for the last 12 months. A paystub must accompany verification. Participant must

be satisfactorily employed with same employer during the verification process and be employed for a minimum of 2 weeks.

Pay Increase Due to Promotion: Pay increase from employer must not be due to State or Federal Increase in minimum wage. Pay increase must be from current employer not a new employer paying a higher wage than a previous job. Paystubs showing increase in wages must accompany verification form.

Longevity: Participant must be satisfactorily employed with same employer during the verification process and paystubs verifying qualifying length of employment must accompany form.

- iii. Education: All education incentives are effective based on start date on Individual Opportunity Plan (IOP). Participant must submit current school schedule or enrollment letter with verification form.

HSE: Enrollment in approved high school equivalence program with satisfactory performance and participation as determined by Instructor/Agency.

High School: Enrollment in High school with satisfactory performance and participation as determined by Teacher/Guidance Counselor/Administrator.

Accredited Training & Post-Secondary: Enrollment in Certificate/Degree program with satisfactory performance and participation as determined by Professor/Admissions/Administrator.

Education completion: Completion of approved HSE program, high school, accredited training, or post-secondary. Certificate/diploma/degree/letter of completion must accompany the verification form.

Educational Tutoring: Participant must submit pre-approval for tutoring to be eligible for incentive. Participant must submit specified participation sheet that includes subject discussed, curriculum, and skills training for verification of tutoring relationship.

- iv. Leadership Development: All Leadership Development incentives are effective based on start date on Individual Opportunity Plan (IOP).

Workshop series: Participants must attend each session of a workshop series. Participant cannot be more than five (5) minutes late or leave sessions before completion.

Other Pre-approved: Participant must have prior approval from Career Navigator and Program Manager for leadership activity to be eligible for incentive. Qualifying activity must be completed with satisfactory performance and participation as determined by activity manager/facilitator.

- v. Comprehensive Guidance & Counseling: All forms of counseling, treatment, or therapy must be documented per session with specified attendance sheet within a 90 day period. All

Comprehensive Guidance & Counseling incentives are effective based on start date on Individual Opportunity Plan (IOP).

Adult mentoring: Participant must submit pre-approval for mentoring to be eligible for incentive. Participant must submit specified participation sheet that includes topics discussed, agendas, and skills training for verification of mentoring relationship.

Job Shadowing: Participant must submit pre-approval for Job Shadowing to be eligible for incentive. Participant must submit specified participation sheet that includes career interest discussed, Summary of Experience and skills training for verification of shadowing activity. Shadowing experience must be in a field that is deemed "In-Demand" or relevant to participant's current educational track.

VII. Documentation to be Maintained

Documentation of the qualifying activities must be maintained in the participant's file. All of the following documentation will be kept in the youth participant's file:

- i An IOP indicating the participant's goals, services, and activities.
- i Justification for incentive and description of type of payment & amount.
- i Attendance sheets, performance records, enrollment letters and pay stubs, as appropriate and;
- i Documentation of receipt of incentives and supportive services received by the participant.

Comprehensive Case Management & Employment Program (CCMEP) Temporary Assistance for Needy Families (TANF) Incentive Policy Addendum

- I. **SUBJECT:** Incentives for achievement and performance for CCMEP enrolled participants. Addendum to temporarily add the addition of incentives due to COVID-19 and the attempt to continue to engage youth through distance learning
- II. **PURPOSE:** This policy governs the terms and conditions associated with the provision of incentives provided to youth enrolled in CCMEP.
- III. **ADOPTED:** 4/6/2020
- IV. **REVISED:**
- V. **DEFINITIONS:**

Service Element:

Career Counseling and Labor Market Information Services: The use of labor market information about in-demand industries and occupations when providing CCMEP participants with career awareness and career explorations services and career counseling.

Activities:

Career Awareness: An activity that provides assistance to a program participant with gaining knowledge of career pathways and job opportunities in the local community and the skills and qualifications necessary to be successful in these positions.

Career Coaching: An activity that includes a career coach working individually with a program participant to provide structure intervention techniques to help the program participant learn to perform job tasks to the employer's specifications and the interpersonal skills necessary to be accepted as a worker at the job site and in related community contacts.

Career Counseling: An activity that provides facilitated assistance of occupational and industry information to a program participant in the development of first, new, or better job for the program participant with focus on the definition of the worker role.

Career Exploration Services: An activity in which the program participant learns about the world of work, identifying and exploring potentially satisfying occupations, and developing an effective strategy to realize employment goals.

Job Club: An activity in which the program participant joins with a group of job seekers who meet for mutual support and networking while looking for employment.

Job Placement Assistance: An activity which provides a program participant assessment and counseling prior to their scheduled graduations to determine their capabilities and, based on their capabilities, finding placement in employment leading to economic self-sufficiency.

Job Search: An activity that includes seeking or obtaining employment for a program participant.

VI. REQUIREMENT:

A. General Requirements.

All incentives are subject to availability of funding. Participant must be adhering to all Individual Opportunity Plan (IOP) goals and assigned activities to be eligible to receive incentive. Each participant may only receive each incentive once for the duration of their enrollment in the CCMEP Program. Incentives are not given for qualifying activities/achievements prior to enrollment in CCMEP Program. All participants must complete an approved Financial Literacy course/workshop prior to receiving any other incentive. Verification form and supporting documentation is due within 10 days of qualifying activity (with the exception of reporting new employment) from participant or youth provider.

B. Requirements regarding qualifying activities.

Career Counseling and LMI Service Activities: All participants must complete an activity as outlined above in order to be eligible for this incentive. Furthermore, a full 20 hours of activities under this element must be completed and documented on an attendance sheet to receive one of three incentives. A maximum of 3 incentives can be earned under this element per participant. Career Counseling and LMI service and incentives must be prior listed on the IOP.

VII. Documentation to be Maintained

Documentation of the qualifying activities must be maintained in the participant's file. All of the following documentation will be kept in the youth participant's file:

- An IOP indicating the participant's goals, services, and activities.
- Justification for incentive and description of type of payment & amount.
- Attendance sheets, performance records, enrollment letters and pay stubs, as appropriate and;
- Documentation of receipt of incentives and supportive services received by the participant.