

**Policy Number:** 2023-0426.0-ACSP

**Effective Date:** This policy will go into effect immediately upon passage.

### **Purpose**

The purpose of this policy is to provide guidance and direction to Workforce Innovation and Opportunity Act (WIOA) Title I providers of career and training services for youth when determining an individual's appropriateness for services.

### **Background**

The Comprehensive Case Management and Employment Program (CCMEP) program is designed to provide employment and training opportunities to youth ages 14 to 24, who will benefit from and are most in need of those opportunities. However, CCMEP is not an entitlement program which means that while an individual may be determined to be eligible for services, they may not be appropriate to receive all services available.

Appropriateness determination must be based on consistent and equitable assessment that is relevant to the requested services. Appropriateness must be determined through the measured ability and the perceived personal commitment of the individual requesting training services. This will gauge their likely success in completing the program of training and acquiring and retaining employment leading to economic self-sufficiency. Additionally, supportive services can help ensure that a participant is in a position to successfully complete a service.

### **Requirements**

Appropriateness for WIOA funded career and training services will be determined by:

- Assessment of the individual's current skill level;
- Previous education and training;
- Aptitude level in the requested training and career;
- Current availability and work abilities;
- Previous employment and wage history;
- Legal restrictions related to the chosen career path;
- Interests, goals, and aspirations;
- Supportive service needs; and
- High diploma or equivalent

Based on the training requested, additional assessments, services and programs may be required to help participants successfully complete training services.

### **Guidance**

Having been determined eligible for WIOA CCMEP services, an individual must then be determined to be appropriate for training services. Determination of appropriateness

by a school or training provider does not carry over to WIOA CCMEP. Determination of appropriateness for training will consider several factors, including, but not limited to:

- Availability of alternate funding
- Career assessment aligns with requested training services and related In Demand occupation.
- Significant barriers needing to be addressed;
- Previous WIOA training services;
- Training services are available through other sources;
- Criminal/Civil offenses directly related to the practice of relevant occupation that may prevent an individual from obtaining a certification/license or un-subsided employment in selected field as specified in Ohio House Bill 263, effective April 21, 2021.
- Commission of fraud in the attempt to receive public services or assistance
- High diploma or equivalent

## Reapplication

Individuals who are determined not appropriate for training that include reasons other than fraud may reapply 90 days after the first determination and consultation with CCMEP training staff. The reapplication will be reviewed and assessed to determine eligibility. If so, then the individual will then be reevaluated to determine appropriateness for selected training.

## Definitions

*Fraud* is any deceitful act, by omission or willful deceit, used with the intent to obtain some unjust advantage for one party, or to cause an inconvenience or loss to another party. For purposes of this policy, this includes, but is not limited to, indications of bribery, forgery or falsification of records, extortion, embezzlement, theft, receipt of bribes or kickbacks, intentional payments to a contractor without the expectation of receiving services, payments to ghost enrollees, misuse of appropriated funds, or misrepresenting information in official reports.

*Eligible for WIOA services* means that a customer meets the CCMEP Youth program eligibility requirements as defined under the U.S Department of Labor's Workforce Innovation and Opportunity Act (WIOA) 113 P.L. 128.

*Appropriate for CCMEP training services* means that a participant has been deemed eligible for WIOA funded CCMEP services (including any self-sufficiency requirement, if applicable), and needs training-level services to obtain full-time employment, and a reasonable expectation exists that the participant will be successful in completing the selected training program as well as successful in obtaining employment related to the

training.

**References**

[The Workforce Innovation and Opportunity Act, 113 P.L. 128](#)

ODJFS WIOA [Policy Letter No. 15-03.1](#)

Lucas County Workforce Development Board Policy [2016-0902.1-YEP](#)

[Ohio House Bill 263](#)