

**Request for Proposals (RFP)
for
Providers of Youth
Comprehensive Case Management Employment Program
(CCMEP)**

For
Coshocton, Guernsey, Licking, and Muskingum Counties

PROGRAM DATES:

Initial Service Period: October 1, 2024 – September 30, 2025

Second Option Year: October 1, 2025 – September 30, 2026

Third Option Year: October 1, 2026 – September 30, 2027

The County Departments of Job & Family Services and Ohio Means Jobs Centers of Coshocton, Guernsey, Licking, and Muskingum counties (hereinafter referred to as the East Central region) shall have the option to renew this agreement for up to two (2) successive option years thru September 30, 2027, based on successful performance outcomes and the availability of funds.

PROPOSAL DUE DATE FOR ALL COUNTIES:

July 25, 2024 @ 11:30 AM

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I. GENERAL INFORMATION

INTRODUCTION

The Licking, Muskingum, Guernsey, and Coshocton County Departments of Job and Family Services operate a one stop workforce region within the Greater Ohio Workforce Board, herein referred to as East Central region. Each County Department of Job & Family Services (CDJFS) are responsible for providing workforce development services to eligible residents in its respective community. East Central region is committed to establishing programs and systems that prepare individuals, who are economically disadvantaged and un- or under-employed, for worthwhile and sustainable employment. To that end, East Central is soliciting proposals from qualified organizations to assist its member County Departments of Job and Family Services to provide workforce development services for eligible residents aged 14-24 years (the primary focus will be on services for those ages 16-24).

Licking County Job & Family Services has elected to coordinate the regional Request for Proposals (RFP) on behalf of the Ohio Means Jobs counties of the East Central region. While Licking County Job & Family Services is coordinating the RFP and the Licking County Board of Commissioners are receiving the proposals on behalf of the East Central region, each member county and its Department of Job and Family Services is responsible for their respective procurement, review, negotiation, contracting, programs, and services through this RFP.

*Providers may elect to submit proposals to serve one or multiple counties within the East Central region. **A separate proposal and budget must be submitted for each county to be served.***

The East Central region is seeking proposals from qualified and innovative providers to provide CCMEP program elements required to serve eligible individuals funded through WIOA and Temporary Assistance for Needy Families (TANF) Youth funding in compliance with all federal, state, and local rules, regulations and policies in their respective counties. Prospective providers are invited to submit proposals for any or all counties to provide the services for in-school and out-of-school youth. The Request for Proposals (RFP) is to provide prospective vendors/contractors with the information they need to prepare proposals that are complete and responsive.

Funds and resources available, number of youths to be served, program and process responsibilities will vary by county. The East Central region reserves the right to limit total program funding and/or the number of programs approved for funding based on available resources.

Services may be funded by any combination of the following sources at the discretion of each County Department of Job and Family Services.

<i>Funding Stream</i>	<i>CFDA/Assistance Living Number</i>
WIOA	17.259
TANF	93.558

BACKGROUND

In July 2014, the Workforce Innovation and Opportunity Act (WIOA) was signed into law, replacing the longstanding Workforce Investment Act (WIA). While many concepts from WIA were transferred to WIOA, the new law brought significant changes. Most notably, WIOA shifts the prioritization of services to Out-of-School youth. WIOA mandates that at least 75% of WIOA youth funding must be used to serve the estimated six million youth nationwide, aged 16-24, who are disconnected and neither employed nor attending school. This reprioritization extended youth eligibility from age 21 to age 24.

WIOA also emphasizes strengthened partnerships between WIOA and Temporary Assistance for Needy Family (TANF) in developing cross-program alignment and collaboration in the training and employment of low-income individuals. To further program integration, the State of Ohio created the Comprehensive Case Management and Employment Program (CCMEP), for individuals 14-24 years old, that went into effect July 1, 2016.

The goal of the CCMEP program is to integrate WIOA and TANF programs that connect low-income individuals to work opportunities that support self-sufficiency. CCMEP takes a holistic approach to stabilizing individuals and families by addressing a myriad of factors that may be contributing to poverty and unemployment, including health, housing, education, transportation, and childcare. The East Central region may integrate other funding streams to further address the needs of eligible participants.

Individuals from the following groups who are at least 14 but not more than 24 years of age may be eligible to participate in CCMEP (the primary focus of this RFP is for services for 16–24-year-olds):

- 16–24-year-old participants in the Ohio Works First (OWF) cash assistance program that have been determined to be work eligible in accordance with rule 5101:1-3-12 of the Administrative Code are required to participate in CCMEP.
- 16–24-year old’s participating in an in-school or out-of-school WIOA program may participate in CCMEP, as determined by each respective County Department of Job and Family Services.
- Other 14–24-year-old OWF, TANF, WIOA participants may be required to participate in CCMEP, as determined by each respective County Department of Job and Family Services.

PURPOSE

The goal of the CCMEP youth program is to assist youth in making a successful transition to employment and/or further education. A wide range of activities and services must be available to assist youth, especially those who are disconnected and out-of-school, in making a successful transition to adulthood. The CCMEP youth program is designed to provide services, paid and unpaid work experiences, and training opportunities to those who can benefit from, and who are in need of such services.

The purpose of the funds allocated to serving in-school youth (ISY), ages 14-21 or out-of-school youth (OSY), ages 16-24 under the CCMEP program are to:

1. Assist eligible in-school youth (ISY) and eligible out-of-school youth (OSY) who are seeking assistance in achieving academic and employment success, with effective, comprehensive services and activities that include a variety of options for improving educational and skill competencies. To provide effective connection to educational institutions and employers, including small employers in in-demand industry sectors and occupations in the local and regional labor markets.
2. Implement integrated strategies for career pathway approaches that support post-secondary education, training, and employment.
3. Implement work-based training strategies and employment approaches to help participants develop essential skills that are best learned on the job.
4. Implement progressive levels of education and training approaches that will help individuals with higher skill levels and experience earn marketable credentials.
5. Provide continued supportive services to individuals who need them to participate and succeed in work and training activities.

YOUTH ELIGIBILITY REQUIREMENTS

In-School Youth Eligibility Requirements

Eligibility for in-school youth, who at the time of enrollment, is:

- a. Attending school;
- b. Not younger than 14 or (unless an individual with a disability who is attending school under state law) older than age 21;
- c. Is a low-income individual; and
- d. Has one or more of the following barriers:
 - Basic skills deficient;
 - An English language learner;
 - An offender;

- A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725 (2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the John H. Chafee Foster Care Independence Program, or in an out-of-home placement;
- Pregnant or parenting;
- An individual with a disability; or
- An individual who requires additional assistance to complete an education program or to secure or hold employment as defined by the local area.

Out-of-School Youth Eligibility Requirements

Eligibility for out-of-school youth, who at the time of enrollment, is:

- a. Not attending any school;
- b. Not younger than 16 or older than age 24; and
- c. Has one or more of the following barriers:
 - A school dropout;
 - A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
 - A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is basic skills deficient or an English language learner;
 - An individual who is subject to the juvenile or adult justice system;
 - A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725 (2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the John H. Chafee Foster Care Independence Program, or in an out-of-home placement;
 - An individual who is pregnant or parenting;
 - A youth who is an individual with a disability; or
 - A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment as defined by the local area.

ESTIMATED FUNDS AVAILABLE

County	Initial Service Period October 1, 2024 – September 30, 2025 12 months	Second Option Year October 1, 2025 – September 30, 2026 12 months (if exercised)	Third Option Year October 1, 2026 - September 30, 2027 12 months (if exercised)
Coshocton	\$80,000	\$80,000	\$80,000
Guernsey	\$362,815	\$362,815	\$362,815
Licking	\$550,000	\$550,000	\$550,000
Muskingum	\$500,000	\$500,000	\$500,000

NOTES:

- **Funding is based on a reimbursement process for services delivered. Provider is required to submit a JFS expense report with each invoice for reimbursement.**
- **Not less than 75% of the youth program funds shall be used to provide out-of-school youth services as required by WIOA.**
- **Not less than 20% of the youth program funds shall be used to provide in-school and out-of-school youth with work experience activities as required by CCMEP WIOA.**

PROGRAM DESIGN

The program shall be designed to include **Framework Processes** and **Program Elements**. The table below depicts detail of the processes and elements.

Framework or Element #	Description	Detail
Framework	Outreach	Program publicity in the community. Networking with community school systems and partners for participant recruitment.
Framework	Eligibility	<p>Determination of participant program eligibility in accordance with Workforce Innovation and Opportunity Act Policy Letter 15-03.1, revised September 4, 2018, and TANF eligibility requirements.</p> <p>Potential participants shall be evaluated for program eligibility and suitability.</p>
Framework	Assessment	<p>Per section 129 (c)(1)(A) of the WIOA, local areas are required to provide an objective assessment of the academic levels, skill levels, and service needs of each youth participant. The purpose of the objective assessment is to identify the appropriate services, including the identification of career pathways, for each youth participant. The objective assessment shall include a review of all the following information:</p> <ul style="list-style-type: none"> • Basic skills; • Occupational skills; • Prior work experience; • Employability; • Interests; • Aptitudes (including interests and aptitudes for nontraditional jobs); • Supportive service needs; and • Developmental needs. <p>All the information captured as part of the objective assessment must be contained within the participant's case file.</p>
Framework	IOP / WIOA ISS	<p>Individual Service Strategies (ISS)</p> <p>Per section 129 (c)(1)(B) of the WIOA, local areas are required to develop service strategies for each participant that are directly linked to one or more performance measure and include the identification of a career pathway that includes education and employment goals, appropriate achievement objectives, and appropriate services for the participant. It is a personalized plan for each WIOA youth participant. As such, the ISS/IOP should be completed with the youth participant and periodically reviewed with the participant.</p>
Framework	Case Management	<p>Case Management shall include manual hard copy participant case file records and participant case administration records in the State of Ohio’s Workforce Case Management System (ARIES) application. Case files shall contain documentation required for compliance as specified in applicable State of Ohio Youth Program guidance letters.</p>

Framework	ITAs and OJTs	<p>An individual training account (ITA) is one of the primary methods through which training is financed and provided. ITAs are established on behalf of a WIOA participant to purchase a program of training services from eligible training providers. The use of an ITA is allowed for out-of-school youth, ages 18 to 24, using WIOA youth funds when appropriate.</p> <p>As part of the determination of the appropriateness for occupational skills training, a review of "family self-sufficiency" must be completed for those youth participants whose eligibility was not based upon being a low-income individual. In these cases, WIOA youth funded ITAs may only be approved for those who have been determined to be below a locally defined standard of "family self-sufficiency." This requirement is intended to ensure that participants whose eligibility was not based upon being a low-income individual and who are seeking youth funded ITAs are those whose families lack or have limited ability to pay for training and supportive services needed to obtain or retain employment.</p> <p>Guidance and requirements pertaining to the use of ITAs are outlined in WIOAPL No. 15-11, Use of Individual Training Accounts (ITA).</p> <p>On-the-job training (OJT): training by an employer that is provided to a paid participant while engaged in productive work in a job that:</p> <ul style="list-style-type: none"> • Provides knowledge or skills essential to the full and adequate performance of the job; • Is made available through a program that provides reimbursement to the employer of a percentage of the wage rate of the participant; and <p>Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, prior work experience of the participant, and the service strategy for the participant.</p>
Element # 1	Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies	These strategies must lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate or attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.
Element # 2	Alternative secondary school services or dropout recovery services.	Alternative school: schools which offer specialized, structured curriculum inside or outside of the public school system which may provide work/study and/or academic intervention for students with behavior problems, physical/mental disabilities, who are at-risk of dropping out, who are institutionalized or adjudicated youth and/or youth who are in the legal custody of the East Central region Children Services agencies and are residing in an institution. An alternative school must be approved by the local education agency. Strategies may include services that lead to earning a General Educational Development (GED) High School Equivalency Certification, earning a high school diploma at participant's home

		<p>high school, or earning a high school diploma at an online high school recognized by the Ohio Department of Education.</p>
<p>Element # 3A</p>	<p>Paid and unpaid career focused work experience sites (Employer of Record/Payroll Agent only – can be proposed separately, see Element # 3B)</p>	<p>Career focused work experience sites should be well planned out and meaningful, with a well-designed plan for the work the youth will be learning or observing. Meaningful work sites are defined as sites that provide the participant with opportunities that will advance them in their chosen career field and enhance their skill development to obtain employment. Work experiences provide the youth participant with opportunities for career exploration and skill development. Work experience sites should be developed to provide participants with a wide variety of available career fields to align with their skills and career interests. Work experiences should be designed to enable youth to gain exposure to the working world and its requirements. Not only does Work experience provide youth with on-the-job experience, but also helps youth understand proper workplace behavior and what is necessary to attain and retain employment. The Work experience provider shall have the ability to provide a rotation of different career or industry work sites for those youth that may not have a career field identified. The undecided youth would benefit from exposure to a variety of options to be able to select a career path/field that best fits their interests. Work experiences can serve as a steppingstone to unsubsidized employment and is an important step in the process of developing a career pathway for youth. This is particularly important for youth with disabilities.</p> <p>The provider shall place youth at a relevant Work Experience site within 10 business days of the written request.</p> <p>A meaningful work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employer/employee relationship, as defined by the Fair Labor Standards Act or applicable State law, exists.</p> <p>The types of work experiences include the following categories:</p> <ul style="list-style-type: none"> • Summer employment opportunities and other employment opportunities available throughout the year; • Pre-apprenticeship programs; • Internships and job shadowing; and <p>CCMEP WIOA youth programs must track program funds spent on paid and unpaid work experiences, including wages, benefits, and staff costs for the development and management of work experiences, and report such expenditures as part of the local CCMEP WIOA youth financial reporting. The percentage of funds spent on work experience is calculated based on the total local area youth funds expended for work experience rather than calculated separately for in-school and out-of-school. Local administrative costs are not subject to the 20% minimum work experience expenditure requirement.</p>

		<p>Guidance and requirements pertaining to paid and unpaid work experiences for youth participants are outlined in Workforce Innovation and Opportunity Act Policy Letter (WIOAPL) No. 15-13, Work Experience for Youth.</p>
Element # 3B	Employer of Record/Payroll agent	<p>Not less than 20% of the youth program funds shall be used to provide in-school and out-of-school youth with paid and unpaid work experience activities.</p> <p>The Employer of Record/Payroll agent shall provide payroll processing services for CCMEP participants. The Employer of Record/Payroll agent must provide onboarding services, payroll processing, and payment of required payroll taxes. The Employer of Record/Payroll agent selected will be considered the employer of record and responsible for workers compensation. Payment to participants should be provided via check, pay card, or direct deposit into a bank account. Provider will also be responsible to provide end of year tax documents to each participant. Reimbursement for wages, benefits and associated payroll costs will be paid by Federal TANF & WIOA funds.</p> <p>Please provide an itemized breakdown of the costs for providing the services as outlined above. Administrative costs should be quoted either as a per unit cost or as a percentage of the total payroll.</p> <p>Guidance and requirements pertaining to paid and unpaid work experiences for youth participants are outlined in Workforce Innovation and Opportunity Act Policy Letter (WIOAPL) No. 15-13, Work Experience for Youth.</p> <p>**Please see Element 3B under additional program requirements for specific county Employer of Record/Payroll agent information.</p>
Element # 4	Occupational Skills Training	<p>Occupational skills training shall include priority consideration for training programs that lead to recognized postsecondary credential that aligns with state and local in-demand industry sectors or occupations. Such training must:</p> <ul style="list-style-type: none"> • Be outcome-oriented and focused on occupational goals specified in the Individual Service Strategy (ISS) and Individual Opportunity Plan (IOP); • Be of sufficient duration to impart the skills necessary to meet the occupational goal; and • Result in the attainment of a recognized post-secondary credential. <p>An Individual Training Account (ITA) is one of the primary methods through which training is financed and provided. ITAs are established on behalf of a CCMEP participant to purchase a program of training services from eligible training providers. All ITAs will be approved by the appointed county representative. The use of an ITA is allowed for out-of-school youth, ages 16 to 24, and in-school-youth ages, 14-21, using CCMEP WIOA or CCMEP TANF Youth Funds, when appropriate.</p> <p>As part of the determination of the appropriateness for occupational skills training, a review of "family self-sufficiency" must be completed for those youth participants whose original eligibility was not based upon being a low-income individual. In these cases,</p>

		<p>WIOA youth funded ITAs may only be approved for those who have been determined to be below a locally defined standard of "family self-sufficiency." This requirement is intended to ensure that participants whose eligibility was not based upon being a low-income individual and who are seeking youth funded ITAs are those whose families lack or have limited ability to pay for training and the supportive services needed to obtain or retain employment.</p> <p>Guidance and requirements pertaining to the use of ITAs are outlined in WIOAPL No. 15-11, WIOAPL No. 17-04.1 (Waivers for Implementation of the Comprehensive Case Management and Employment Program).</p>
Element # 5	Education concurrent with Workforce Preparation Activities	<p>This element requires integrated education and training to occur concurrently and contextually with workforce preparation activities and training for a specific occupation or occupational cluster for the purpose of educational and career advancement. This program element describes how workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway. Youth participants will not be required to master basic skills before moving on to learning career-specific technical skills.</p>
Element # 6	Leadership	<p>Leadership development opportunities include:</p> <ul style="list-style-type: none"> • Exposure to post-secondary education opportunities; • Community and services learning projects; • Peer-centered activities, including peer mentoring and tutoring; • Organizational and teamwork training, including team leadership training; • Training in decision-making, including determining priorities and problem solving; • Citizenship training, including life skills training such as parenting and work behavior training; • Civic engagement activities which promote the quality of life in a community; and • Other leadership activities that place youth in a leadership role such as serving on youth leadership committees. <p>Positive social behaviors are outcomes of leadership opportunities. Benefits of leadership development may include:</p> <ul style="list-style-type: none"> • Positive attitudinal development; • Self-esteem building; • Openness to work with individuals from diverse backgrounds; • Maintaining healthy lifestyles; • Maintaining positive social relationships with responsible adults and peers, and contributing to the well-being of one's community; • Maintaining a commitment to learning and academic success; • Avoiding delinquency; • Postponing parenting and responsible parenting;

		<ul style="list-style-type: none"> • Positive job attitudes and work skills; or • Keeping informed in community affairs. <p>The purpose of leadership development activities is to develop skills and attitudes that are important in all areas of life. It provides encouragement and support to youth, developing skills, and instilling confidence as they transition to adulthood.</p>
Element # 7	Supportive Services	<p>Supportive services for youth may include, but are not limited to:</p> <ul style="list-style-type: none"> • Linkages to community services; • Assistance with transportation; • Assistance with childcare and dependent care; • Assistance with housing; • Needs-related payments; • Assistance with educational testing; • Reasonable accommodations for youth with disabilities; • Referrals to health care; and • Assistance with uniforms or other appropriate work attire and work-related tool costs. <p>Supportive services may be provided to youth both during participation and after program exit.</p>
Element # 8	Adult Mentoring (not less than 12 months)	<p>Adult mentoring for youth must:</p> <ul style="list-style-type: none"> • Last at least 12 months and may take place both during the program and following exit from the program; • Be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee; • Include a mentor who is an adult other than the assigned youth case manager; and • While group mentoring activities and mentoring through electronic means are allowable as part of the mentoring activities, at a minimum, the local youth program must match the youth with an individual mentor with whom the youth interacts on a face-to-face basis. <p>The purpose of adult mentoring is to build positive, supportive relationships between youth and adults and to provide positive adult role models for youth. High-quality adult mentoring programs include an adult role model who builds a working relationship with a youth and who fosters the development of positive life skills in youth.</p> <p>Mentoring may include workplace mentoring where the local program matches a youth participant with an employer or employee of a company.</p>
Element # 9	Follow-Up Services	<p>Follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or post-secondary education and training.</p> <p>Follow-up services may include:</p>

		<ul style="list-style-type: none"> • Leadership development and supportive services and activities; • Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise; • Assistance in securing better paying jobs, career pathway development, and further education or training; • Work-related peer support groups; • Adult mentoring; and/or • Services necessary to ensure the success of youth participants in employment and/or post-secondary education. <p>All youth participants must receive some form of follow-up services for a minimum duration of 12 months. Follow-up services may be provided beyond the 12 months at local discretion. The types of services provided, and the duration of services must be determined based on the needs of the youth and therefore, the type and intensity of follow-up services may differ for each participant. However, follow-up services must include more than only a contact attempted or made for securing documentation to report a performance outcome.</p>
Element # 10	Comprehensive Guidance & Counseling	<p>Comprehensive guidance and counseling provides individualized counseling to participants. This includes career and academic counseling, drug and alcohol counseling, mental health counseling, and referral to partner programs.</p> <p>The purpose of comprehensive guidance and counseling is to promote growth in each youth's educational, personal, social, and employability skills. Comprehensive guidance and counseling programs impart through counselor-directed learning opportunities that help youth achieve the success through academic, career, personal, and social development.</p> <p>When referring participants to necessary counseling that cannot be provided by the youth program or its service providers, the local youth program must coordinate, including obtaining releases of information to obtain information regarding appropriateness of CCMEP services, with the organization it refers to ensure continuity of service.</p>
Element # 11	Financial Literacy Education	<p>Financial literacy includes activities which:</p> <ul style="list-style-type: none"> • Support the ability of youth participants to create household budgets, initiate savings plans, and make informed financial decisions about education, retirement, home ownership, wealth building, or other savings goals; • Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards; • Teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine the accuracy of a credit report

		<p>and how to correct inaccuracies; and how to improve or maintain good credit;</p> <ul style="list-style-type: none"> • Support a participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed decisions; • Educate participants about identity theft, ways to protect themselves from identity theft, and how to resolve causes of identity theft and in other ways under their rights and protection related to personal identity and financial data; • Support activities that address the financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials; • Provide financial education that is age appropriate, timely, and provides opportunities to put lessons into practice, such as by access to safe and affordable financial products that enable money management and savings; and • Implement other approaches to help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality, age-appropriate, and relevant strategies and channels, including where possible, timely and customized information, guidance, tools, and instructions.
Element # 12	Entrepreneurial Skills Training	<p>Entrepreneurial skills training must develop skills associated with entrepreneurship. Such skills include, but are not limited to the ability to:</p> <ul style="list-style-type: none"> • Take initiative; • Creatively seek out and identify business opportunities; • Create a business plan including how to develop budgets and forecast resource needs; • Understand various options for acquiring capital and the trade-offs associated with each option; and • Communicate effectively and market oneself and one's ideas. <p>Approaches to teaching youth entrepreneurial skills include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Entrepreneurship education that provides an introduction to the values and basics of starting and running a business; • Enterprise development which provides supports and services that incubate and help youth development their own business; and • Experiential programs that provide youth with experience in the day-to-day operation of a business.

Element # 13	Labor Market & Employment Information	Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.
Element # 14	Transition to Post-Secondary Education	Activities that help youth prepare for and transition to postsecondary education and training including: Any schooling that follows graduation from high school or completion of high school equivalency, including community colleges, four-year colleges and universities, and technical and trade schools.

ADDITIONAL PROGRAM REQUIREMENTS

Additional program requirements include:

- The successful service provider must be able to provide innovative, high-quality services, document and establish linkages with local school systems, community agencies and local Ohio Means Jobs - Centers.
- The successful service provider must have a process for collecting/evaluating their clients' satisfaction with all aspects of the program to ensure needs are being met and report results to the appropriate East Central region representative.
- Providers are encouraged to link youth to local services, community involvement in which the youth resides and leverage partner and community resources to provide some of the readily available program elements. However, if a program element is not funded by CCMEP WIOA or CCMEP TANF, an agreement must be in place with the partner or community organization to ensure the program element will be offered. The program element must be closely connected and coordinated with CCMEP.
- The successful service provider must provide services in the East Central region County in a location suitable for the program and the targeted participants. Online services for some program elements may be acceptable.
- The successful service provider will track participant attendance through the County Financial Information System Customer Registration web-based application.

ELEMENT #3B - EMPLOYER OF RECORD/PAYROLL AGENCY

Description	Coshocton	Guernsey	Licking	Muskingum
Estimated # of weekly positions	2	40	10	30
Estimated hours per week	20	up to 40	Up to 25	20
Weeks per year	24	52	50	50
Average wage per hour	\$12.00	\$13.00	\$16.00 *WEP wage in Licking County is based on 90% of entry level position wage at a worksite	\$13.00

Responsibilities For Framework Processes and Program Elements

Responsibilities assigned for Framework Processes and Program Elements will vary by county. Some will be completed by the East Central region County Job and Family Services Agency and others completed by contract resulting from this RFP.

Providers have the option of submitting proposals for any program element or all program elements for a given county that are designated as “Contracted Provider” for that specific county.

Framework or Element #	Description	Coshocton	Guernsey	Licking	Muskingum
Framework	Outreach/Referral	In-House	In-House	In-House & Provider(s)	In-House
Framework	Eligibility	In-House	In-House	In-House	In-House
Framework	Assessment	In-House	In-House	In-House	In-House
Framework	Individual Opportunity Plan	In-House	In-House	In-House	In-House
Framework	Case Management	In-House	In-House	In-House	In-House
Framework	Occupational Skills Training (ITAs & OJTs)	In-House	In-House	In-House	In-House
Element # 1	Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies	Provider	Provider	Provider	Provider
Element # 2	Alternative secondary school services or dropout recovery services.	Provider	Provider	Provider	Provider
Element # 3A	Paid and unpaid work experiences	Provider	Provider	Provider <i>*see note #1</i>	Provider
Element # 3B	Employer of Record/Payroll entity	Provider	Provider	Provider	Provider
Element # 4	Occupational Skills Training (ITAs & OJTs)	In house	In-house	In-house	Provider
Element # 5	Education Concurrent with Workforce Preparation Activities	Provider	In-house & Provider	In-house & Provider	Provider &/or In-house
Element # 6	Leadership	Provider	Provider	Provider	Provider
Element # 7	Supportive Services	Provider &/or In-house	In-house & Provider	Provider &/or In-house	Provider &/or In-house
Element # 8	Adult Mentoring (not less than 12 months)	Provider	Provider	Provider	Provider

Element # 9	Follow-Up Services	Provider	In-house & Provider	Provider &/or In-house	Provider &/or In-house
Element # 10	Comprehensive Guidance & Counseling	Provider	Provider	Provider	Provider
Element # 11	Financial Literacy Education	Provider	Provider	Provider	Provider
Element # 12	Entrepreneurial Skills Training	Provider	Provider	Provider	Provider
Element # 13	Labor Market Information	Provider	In-house	In-house & Provider	Provider &/or In-house
Element # 14	Transition to Post-Secondary Education	Provider	Provider	Provider	Provider

NOTES:

#1 Providers for Licking County agree to the following additional requirements for the Work Experience element:

- Provider agrees to maintain relationships with current and new Licking County worksites if developed by the LCJFS/OMJ staff.
- The existing and newly developed inventory of worksites shall be used when suitable for the youth participant.
- Participants assigned to Work Experience shall start in an appropriate work site within 10 business days.
- Provider agrees to collaborate with the youth Employment Services Specialist in career path and suitability of worksite prior to placement.

ESTIMATED NUMBER OF YOUTH TO BE SERVED

The table below summarizes the targeted number of youths to be served. Estimates depicted include carry-over enrollments from previous service year plus new enrollments for current service year. Enrollment numbers are estimates only and are subject to change depending on funding, number of youth provider(s) is able to serve and overall program enrollments.

County	Initial Service Period October 1, 2024 - September 30, 2025 12 months (Goal/Estimate)	Second Option Year October 1, 2025 - September 30, 2026 12 months (Goal/Estimate - if exercised)	Third Option Year October 1, 2026 - September 30, 2027 12 months (Goal/Estimate - if exercised)
Coshocton	<ul style="list-style-type: none"> • WIOA In School - TBD • WIOA Out of School - 10 • TANF - 30 	<ul style="list-style-type: none"> • WIOA In School - TBD • WIOA Out of School – TBD • TANF - TBD 	<ul style="list-style-type: none"> • WIOA In School - TBD • WIOA Out of School –TBD • TANF - TBD
Guernsey	<ul style="list-style-type: none"> • WIOA In School - 5 • WIOA Out of School - 4 • TANF - 40 	<ul style="list-style-type: none"> • WIOA In School - 5 • WIOA Out of School – 4 • TANF - 40 	<ul style="list-style-type: none"> • WIOA In School - 5 • WIOA Out of School – 4 • TANF - 40
Licking	<ul style="list-style-type: none"> • WIOA In School – TBD • WIOA Out of School – 20 • TANF – 60 	<ul style="list-style-type: none"> • WIOA In School – TBD • WIOA Out of School – 20 • TANF – 60 	<ul style="list-style-type: none"> • WIOA In School – TBD • WIOA Out of School – 20 • TANF – 60
Muskingum	<ul style="list-style-type: none"> • WIOA In School - 25 • WIOA Out of School – 40 • TANF - 30 	<ul style="list-style-type: none"> • WIOA In School - 30 • WIOA Out of School – 45 • TANF - 35 	<ul style="list-style-type: none"> • WIOA In School - 35 • WIOA Out of School – 50 • TANF - 40

RESOURCES PROVIDED BY THE EAST CENTRAL COUNTIES

The table below summarizes what resources will and will not be made available to the provider at no cost by the specific East Central region counties. Resources required for the program but not included in the table should be included in the provider’s budget proposal.

Description	Coshocton	Guernsey	Licking	Muskingum
Facilities	OMJ Office Space	Provider responsibility	<p>Provider responsible for obtaining a suitable site in the 43055 (Licking County) zip code. The Licking Ohio Means Jobs Center shall be the primary location for direct youth services but will not act as a substitute for the Provider to obtain a suitable office space in Licking County. (Office space may be available for rent/MOU.)</p>	Office space provided as needed in a limited capacity.
Office Space Furniture	OMJ Office Space	Provider responsibility	As negotiated via rent/MOU.	Office space provided as needed in a limited capacity.
Information Technology	OMJ	Provider responsibility; can access technology available in the OhioMeansJobs Guernsey County resource room	Limited to the Licking OhioMeansJobs public assets. Public computers, printers, photocopier, fax, and phone available.	Limited to the Muskingum OhioMeansJobs public assets. Public computers, printers, photocopier, fax, and phone available.

EXPECTED OUTCOMES

CCMEP WIOA requires that East Central region achieve performance outcomes for its CCMEP WIOA/TANF-funded youth programs. As a result, East Central region will require all providers to achieve these same performance outcomes for their individual CCMEP WIOA/TANF-funded programs. The required performance outcomes will be set forth in the contract. Those selected through this process will be expected to coordinate and/or implement one or more of the fourteen (14) CCMEP WIOA elements, to meet the state-negotiated (TBD) outcomes listed below:

CCMEP WIOA Performance Outcomes
Percentage of program participants that are in unsubsidized employment, education, or training activities at exit.
Percentage of program participants that are in unsubsidized employment, education, or training activities during the second quarter after exit.
The percentage of program participants that are in unsubsidized employment, education, or training activities during the fourth quarter after exit
The percentage of program participants that were in an education or training program while enrolled in CCMEP who obtain a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent during participation in or within one year after exit from CCMEP. A program participant who has attained a secondary school diploma or its recognized equivalent can only be included in this measure if the program participant is also employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.
The median earnings of program participants who are in unsubsidized employment during second quarter after exit.
The effectiveness in serving employers.
The percentage of program participants who are in an education or training program that leads to a recognized postsecondary credential, a secondary school diploma or its recognized equivalent, or employment and who are achieving measurable skill gains toward such a credential or employment. Measurable skill gains are documented academic, technical, occupational, or other forms of progress. If measuring educational functioning level (EFL) gains after program enrollment, an approved department of education national reporting system assessment must be used for both the EFL pre-test and post-test to determine an individual’s educational functioning level.

II. Proposal Administration, Requirements, and Award

Providers are informed the following expectations regarding submitting proposals to any or all the four (4) East Central counties:

- Providers have the option of submitting proposals to any one county, two counties, three counties, or all four East Central region counties.
- A separate program proposal and budget must be submitted for each county the provider desires to contract with.
- Each county will review and score proposals and award a contract(s) separately.

Providers must meet the following minimum standards to have their proposal(s) evaluated by the counties:

- The proposal was submitted to the Licking County Commissioner's office before July 25 @ 11:30AM.
- The proposing organization is not on a Federal or State Debarment List.
- The proposing organization is fiscally solvent.
- The proposing organization has additional funding sources and will not be dependent on TANF & WIOA funds alone for ongoing operations.
- The person signing the proposal as the submitting officer has the authority to do so.
- The proposing organization agrees to meet all Federal, State, and local EEO and TANF/WIOA program and fiscal compliance requirements.

LIMITATIONS

This Request for Proposals does not commit the Ohio Means Jobs Centers of East Central Ohio region, its member counties, or its member County Departments of Job and Family Services or Ohio Means Jobs centers to award contracts or to pay any costs incurred in the preparation of a proposal. The Ohio Means Jobs Centers of East Central Ohio region, its member counties, the respective County Board of Commissioners, and its member County Departments of Job and Family Services or Ohio Means Jobs centers reserve the right to accept or reject any or all proposals, to negotiate services and costs with providers, and to cancel in part or in entirety this RFP.

All proposals submitted will remain the property of the Ohio Means Jobs Centers of East Central Ohio region and/or its member counties.

The Ohio Means Jobs Centers of East Central Ohio region and its member counties reserve the right to limit total program funding and/or the number of programs approved for funding based on available resources.

Contracts awarded shall be effective October 1, 2024, through September 30, 2025, unless amended or terminated per terms of the contract. However, each member county reserves the right to renew contracts for two consecutive years through September 30, 2027, based on successful performance, availability of funds, and if the respective County Department of Job and Family Services warrants such renewal. Renewals will be based upon mutual agreement of both parties.

Contracts may be amended or terminated during this period if there is a change in Federal, State, or Agency regulations that apply to the contract; a reduction of Federal, State, or Local funds; unsatisfactory performance by the provider as determined solely by the respective County Department of Job and Family Services; or upon thirty (30) days' written notice by either party.

The provider is required to maintain independent books, records, payroll, documents, and accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of an agreement that may be awarded through this RFP. Such records shall be subject to inspection at all reasonable times.

Workers Compensation paid to a participant after the program end date is not reimbursable.

Provider shall maintain professional liability, personal and public liability, property damage, and other insurance, in such amounts and such forms as each party to properly protect itself, its officers, its employees, its agents and/or contracted servants, its personal and real property, against damage and liability. Providers shall submit a certificate of insurance with their proposal(s).

If a contract is awarded, this Request for Proposal (RFP) guideline shall become a part of the contractual agreement.

SUBMISSION DETAILS:

Proposals must be submitted in strict accordance with proposal submission instructions provided in this section. Any proposal failing to follow the entire proposal acceptance criteria listed below shall be disqualified from consideration.

Proposals are due no later than 11:30 AM on July 25, 2024
Bidders must submit five (5) proposal copies for each county's proposal in a sealed envelope entitled:

CCMEP Youth Services
Licking County Commissioners' Office
c/o Bev Adzic
20 South 2nd Street, 4th Floor
Newark, Ohio 43055

Proposals received after this time will not be considered. Unsolicited materials received after the deadline date will not be added to previous submissions and will not be considered.

Faxed or emailed proposals will not be accepted.

Proposals must be physically **received** by the Commissioners' Office by the date/time listed above.

CONTACT INFORMATION

Questions concerning this RFP may be directed to:

Kari Matheny, Program Specialist
Licking County Job & Family Services
Kari.Matheny@jfs.ohio.gov

Attendance at the Bidders' Conference, while not required, is recommended to answer any questions pertaining to this RFP.

Bidders' Conference:
Tuesday, July 16, 2024
11:30 AM
OhioMeansJobs | Licking County
998 E. Main Street
Newark, OH 43055

III. General Reference Information

[State of Ohio Policy Letter WIOAPL 15-10 Youth Program Services](#)

[State of Ohio Policy Letter WIOAPL 15-13 Work Experience for Youth](#)

[State of Ohio Policy Letter WIOAPL 17-04.1 Waivers For CCMEP Implementation](#)

[5101:14-1-01 Comprehensive Case Management and Employment Program: Definitions](#)

[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](#)

PROGRAM ELEMENTS PROPOSAL SCORING

PROVIDER _____

Prospective providers are advised that an offer for a contract may be initiated after a review of the proposals by each County Department Job and Family Services Review Team. Proposals will be reviewed for acceptability with emphasis on various factors according to the type of service to be provided. Proposals will be reviewed by each County Department of Job and Family Services Review Team on the following criteria:

POINTS	APPLICANT RESPONSE	SCORE	COMMENTS
Max = 5	Issue which this service will address is clearly explained and meets a demonstrated need		
Max = 5	The proposal clearly addresses which service component/element(s) will be provided and how		
Max = 5	Program description addresses HOW, WHEN, WHERE services will be provided		
Max = 5	The proposal identifies methods to assist with tracking/meeting identified performance measures		
Max = 5	Proposal outlines strategies for follow up services of participants for not less than 12 months		
Max = 5	Proposal demonstrates previous experience in delivering proposed services to the target population and demonstrates staff and volunteer qualifications		
Max= 5	Proposal has identified specific goals and corresponding evaluation/ monitoring strategies which are appropriate and sound		
Max = 5	Outcomes are realistic and clearly specified		
Max = 5	Budget: Detailed individual cost sections and narrative complete and accurate		
Max = 5	Program/service costs are deemed appropriate and reasonable		
Max = 5	Proposal leverages funds and/or expands existing, successful programs		
Max = 5	Proposal developed in partnership with other entities, and includes letter of agreement(s)		
Max 60	TOTAL POINTS		

PAYROLL ENTITY PROPOSAL SCORING

PROVIDER _____

Prospective providers are advised that an offer for a contract may be initiated after a review of the proposals by each County Department Job and Family Services Review Team. Proposals will be reviewed for acceptability with emphasis on various factors according to the type of service to be provided. Proposals will be reviewed by each County Department of Job and Family Services Review Team on the following criteria:

POINTS	APPLICANT RESPONSE	SCORE	COMMENTS
Max = 5	Issue which this service will address is clearly explained and meets a demonstrated need		
Max = 5	The proposal clearly addresses which service component/element(s) will be provided and how		
Max = 5	Program description addresses HOW, WHEN, WHERE services will be provided		
Max = 5	Proposal demonstrates previous experience in delivering proposed services		
Max = 5	Proposal has identified specific goals and corresponding evaluation/ monitoring strategies which are appropriate and sound		
Max = 5	Outcomes are realistic and clearly specified		
Max = 5	Budget: Detailed individual cost sections and narrative complete and accurate		
Max = 5	Service costs are deemed appropriate and reasonable		
Max = 5	Proposal leverages funds and/or expands existing, successful programs		
Max = 5	Proposal developed in partnership with other entities, and includes letter of agreement(s)		
Max 60	TOTAL POINTS		

Attachment 1
Budget Template

Budget template available in Excel format at

LickingCountyJFS.com/rfps

Budget Template

CCMEP PROGRAM BUDGET

Summary Sheet	
<u>Provider Name & Program</u>	
<u>County to be Served – a separate budget must be submitted for each county proposed to be served</u>	
Budget period	
Date completed	
I. Salaries	Estimate Amount
Participant Salaries	\$0.00
Participant Payroll Related Expenses	\$0.00
Staff Salaries	\$0.00
Staff Payroll Related Expenses	\$0.00
Total Staff Costs	\$0.00
II. Operations	
Travel/Mileage for Staff	\$0.00
Participant Training	\$0.00
Youth Transportation	\$0.00
Consumable Goods	\$0.00
Occupancy	\$0.00
Indirect Costs	\$0.00
Other - Miscellaneous	\$0.00
Total Operational Costs	\$0.00
III. Equipment	
Equipment Subject to Depreciation	\$0.00
Small Equipment Purchases	\$0.00
Leased and Rented Equipment	\$0.00
Total Equipment Costs	\$0.00
Sub-Total of All Costs	\$0.00
IV. Other Funds Expected	\$0.00
Total Program Costs (budget amount requested)	\$0.00

I. SALARIES

Participant Salaries

Position Title	Number of Positions Required	Annual Salary	Percent of Time To Program	Reimbursable Salary
				\$0.00
				\$0.00
Total Participant				\$0.00
Staff Equivalent				
Total Reimbursable Salaries				\$0.00

Participant Payroll Related Expenses

Item	Payroll Related Expenses
Worker's Compensation	\$0.00
Social Security (6.2%)	\$0.00
Medicare (2.35%)	\$0.00
Total Payroll Related Expenses	\$0.00

Staff Salaries

Position Title	Number of Positions Required	Annual Salary	Percent of Time To Program	Reimbursable Salary
				\$0.00
				\$0.00
Total Staff				\$0.00
Staff Equivalent				
Total Reimbursable Salaries				\$0.00

Staff Payroll Related Expenses

Item	Payroll Related Expenses
Retirement	\$0.00
Worker's Compensation	\$0.00

Social Security (6.2%)	\$0.00
Unemployment Insurance	\$0.00
Medicare (2.35%)	\$0.00
Total Payroll Related Expenses	\$0.00

II. OPERATIONS

Travel and Short-Term Training	
Mileage Reimbursement (_____ per mile)	\$0.00
Participant Training (Identify)	\$0.00
Participant Transportation	\$0.00
Other (identify)	\$0.00
Total Travel and Short-Term Training	\$0.00

Consumable Supplies	
Office Supplies	\$0.00
Other (Identify)	\$0.00
Total Consumable Supplies	\$0.00

Occupancy Costs	
Rental @ \$_____ per square foot	\$0.00
*OR Usage allowance/depreciation @ ____% rate of original Acquisition cost of \$ _____ by Program Square Footage Percentage (Program Square Footage _____ divided by Provider Square Footage _____ = _____ %	\$0.00
Maintenance and Repairs	\$0.00
Utilities (If not included in rent)	\$0.00
Electric	\$0.00
Gas	\$0.00
Telephone/Internet	\$0.00
Water	\$0.00
Total Occupancy Costs	\$0.00

Indirect Costs	
Identify Categories in Indirect Cost Allocation Plan	\$0.00
The following are listed at a % of the total	\$0.00
to relate to the % staff ratio to program.	\$0.00
Other (identify)	\$0.00
Total Percent _____	\$0.00
Total Indirect Costs	\$0.00

Other - Miscellaneous	
Identify Miscellaneous Costs-please include details	\$0.00
(e.g supportive services for youth, incentives, etc.)	\$0.00
Total Miscellaneous Costs	\$0.00

III. EQUIPMENT (Generally not allowable)

Equipment Subject to Depreciation

Equipment to be Depreciated	New or Used	Date Purchased	Quantity	Total Actual Cost	Salvage Value	Amount to be Depreciated	Useful Life	Chargeable Annual Depreciation
				\$0.00	\$0.00			\$0.00
				\$0.00	\$0.00			\$0.00
Total Equipment Depreciation Charges								\$0.00

Small Equipment Purchases (Equipment costing under \$5,000)

Item		Quantity	Amount
			\$0.00
Total Small Equipment Purchases			\$0.00

III. C. Leased and Rented Equipment

Item		Model/Year	Quantity	Amount
				\$0.00
Total Leased and Rented Equipment				\$0.00

Attachment 2

GOWB P7-402

Background Check Policy



WIOA Policy

P7-402: Background Checks

Board Approval Date: 6 April 2016

Effective Date: 11 April 2016

Policy Rescission: Area 7 WIA Policy P7-605: Background Checks

Eligible for Waiver: This policy is not eligible for waiver.

Background: Although not specifically addressed by statute, regulation, or rule, the use of Workforce Innovation and Opportunity Act (WIOA) funds to pay for a background check is consistent with the intent of the laws, to the extent that the costs associated with the check are necessary and reasonable and the costs are allocable to federal or state awards.

Ohio Administrative Code (OAC) 3301-20-01 and Ohio Revised Code (ORC) §3319.31 adopts rules regarding licensure and employment of individuals with certain criminal convictions seeking teaching licensure and employment. The rule provides a definitive list of offenses that are an absolute bar or which cause a review and require rehabilitation prior to licensure and employment. Area 7 will be using this rule to apply to youth-related functions of WIOA workers, their WIOA Youth program provider staff, and to some WIOA Youth (young adult) participants.

Purpose: The Area 7 Workforce Development Board is committed to protecting the safety, health, and well-being of its youth participants. This policy outlines the requirements for sub-grantees to perform background checks.

Definitions:

Absolute bar is a criminal offense which would prohibit an individual from ever being licensed as a teacher in Ohio. If the individual in question ever pled guilty to, has been convicted of, or has a judicial finding of guilt for one of these crimes, they are permanently barred from being licensed as a teacher in Ohio. Area 7 uses the OAC/ORC list of teacher absolute bars for determining whether an individual should be prohibited from youth-related functions with the WIOA program.

Directly working with relates to the adult(s) responsible for supervising, transporting, or otherwise case managing minor youth participants during their program participation.

Regular course of duties is supervising, mentoring, transporting, responsible for, or is otherwise in an oversight capacity over the minor during their program participation.

Guidance:

Sub-grantees are required to perform criminal background checks on youth provider staff, including internal one-stop staff working with youth participants, as well as older (over 18) youth participants working with other youth as part of their Individual Service Strategy (ISS) or Individual Opportunity Plan (IOP) activities.

Fees for background checks can be paid from the program budget or may be budgeted in each youth provider contract.

There are three groups of individuals required by Area 7 to be background checked:

1) Youth Participants

Youth participants involved in work experience positions working with other youth or youth placed at work sites where the host employer requires it shall be background checked. A youth participant who has a criminal background may not be denied WIOA services based solely on a criminal history; however their participation in activities directly involving other youth may have to be adjusted to accommodate a safe environment for all youth.

The program's use of criminal background checks should be discussed during the one-stop (or youth program) orientation process.

Background checks can only be performed on minors under the age of 18 with the written consent of a parent or guardian. The results and scope of a screen on someone under the age of 18 is limited since the majority of juvenile criminal records are sealed. Criminal records for illegal acts committed after age 18 are public record. The only exception to someone under the age of 18 having a criminal record reported would be if they were tried and convicted as an adult.

2) Program Staff

Any staff member directly working with minor youth participants must be background checked. "Directly working with" relates to the adult(s) responsible for supervising, transporting, or otherwise case managing minor youth participants during their program participation. This includes, but is not limited to, support/office staff, mentors, teachers, counselors, and tutors and extends to agencies/entities with which the sub-grantee or youth provider has a sub-contract, no-cost agreement, or memorandum of understanding to provide one or more youth program elements. Background check "hits" must be addressed by the sub-grantee in order to decide whether the offense(s) warrants removal of the staff person from the portion of their duties dealing directly with youth participants.

3) Host Work Site Employees

Employees of host work sites whose regular course of duties cause him/her to work directly with minor WIOA youth participants shall be background checked for the safety of our youth. "Regular course of duties" is defined as supervising, mentoring, transporting, responsible for, or is otherwise in an oversight capacity over the minor WIOA youth participant during their program participation. In the same manner as program staff, "hits" must be addressed to decide

whether the offense warrants seeking alternate worksites.

Frequency

A person background checked today may commit a crime tomorrow. Therefore, a successful screening program consists of ongoing background checks. In Area 7, sub-grantees or their youth providers may determine the frequency of background checks as long as they are done at least every five (5) years.

Documentation

When a sub-grantee or youth provider needs to perform a background check on an individual, that individual's consent must be granted on a form developed by the sub-grantee. The individual also must be informed of the right to request additional information on the nature of the report and the means through which such information may be obtained. A sample consent form is attached to this policy.

The entity performing the background check must guarantee that all information attained from the reference and background check process will only be used as part of the WIOA program processes and kept strictly confidential.

Considerations for Nature of Offense and Absolute Bars

As stated above, hits on a background check should be evaluated by the sub-grantee to determine whether the offense(s) warrant removing youth-related functions from the duty of the ex-offender versus removing all staff with any hits. Not all offenses would pose a risk to the youth in our care, so sub-grantees are encouraged to carefully consider the following factors in determining whether to remove the worker from youth-related functions or not:

- 1) The nature of the offense(s),
- 2) How long ago the offense(s) occurred, and
- 3) Whether the offense(s) are considered absolute bars to nursing or teaching.

The Area 7 Board is using the state's list of absolute bars for teacher licensure to apply the same list of bars to the WIOA Youth program. In Ohio, it is possible to be licensed as teacher even if you have a prior criminal background. However, there are certain crimes that are considered absolute bars to licensure, and if the individual in question ever pled guilty to, has been convicted of, or has a judicial finding of guilt for one of these crimes, they are permanently barred from ever being licensed as a teacher in Ohio.

A sub-grantee evaluating a WIOA youth worker's criminal background report must not allow the individual to continue his or her youth-related duties if it is determined that the individual has committed one or more absolute bar, regardless of how long ago the offense(s) occurred and regardless of the severity of the crime. The absolute bars are as follows:

- 1) Aggravated Murder (ORC 2903.01)
- 2) Murder (ORC 2903.02)
- 3) Voluntary Manslaughter (ORC 2903.03)

- 4) Involuntary Manslaughter (ORC 2903.04)
- 5) Reckless Homicide (ORC 2903.041)
- 6) Felonious Assault (ORC 2903.11)
- 7) Aggravated Assault (ORC 2903.12)
- 8) Permitting Child Abuse (ORC 2903.15)
- 9) Kidnapping (ORC 2905.01)
- 10) Abduction (ORC 2905.02)
- 11) Criminal Child Enticement (ORC 2905.05)
- 12) Extortion (ORC 2905.11)
- 13) Rape (ORC 2907.02)
- 14) Sexual Battery (ORC 2907.03)
- 15) Unlawful Sexual Conduct with a Minor (ORC 2907.04)
- 16) Gross Sexual Imposition (ORC 2907.05)
- 17) Importuning (ORC 2907.07)
- 18) Felonious Sexual Penetration (ORC 2907.12)
- 19) Compelling Prostitution (ORC 2907.21)
- 20) Promoting Prostitution (ORC 2907.22)
- 21) Procuring (ORC 2907.23)
- 22) Soliciting; after positive HIV test (ORC 2907.24)
- 23) Loitering to Engage in Prostitution; Soliciting after positive HIV test (ORC 2907.241)
- 24) Prostitution; after positive HIV test (ORC 2907.25)
- 25) Disseminating Matter Harmful to Juveniles (ORC 2907.311)
- 26) Displaying Matter Harmful to Juveniles (ORC 2907.311)
- 27) Pandering Obscenity (ORC 2907.32)
- 28) Pandering Obscenity Involving a Minor (ORC 2907.321)
- 29) Pandering Sexually Oriented Matter Involving a Minor (ORC 2907.322)
- 30) Illegal Use of Minor in Nudity-Oriented Material or Performance (ORC 2907.323)
- 31) Deception to Obtain Matter Harmful to Juveniles (ORC 2907.33)
- 32) Compelling Acceptance of Objectionable Materials (ORC 2907.34)
- 33) Aggravated Arson (ORC 2909.02)
- 34) Soliciting or Providing Support for Acts of Terrorism (ORC 2909.22)
- 35) Making Terroristic Threat (ORC 2909.23)
- 36) Terrorism (ORC 2909.24)
- 37) Aggravated Robbery (ORC 2911.01)
- 38) Robbery (ORC 2911.02)
- 39) Aggravated Burglary (ORC 2911.11)
- 40) Burglary (ORC 2911.12)
- 41) Personating an Officer (ORC 2913.44)
- 42) Inciting to Violence (ORC 2917.01)
- 43) Aggravated Riot (ORC 2917.02)
- 44) Riot (ORC 2917.03)
- 45) Inducing Panic (ORC 2917.31)
- 46) Unlawful Possession or Use of Hoax Weapon of Mass Destruction (ORC 2917.33)
- 47) Unlawful Abortion (ORC 2919.12)

- 48) Performing or Inducing Unlawful Abortion Upon a Minor (ORC 2919.121)
- 49) Abortion Manslaughter (ORC 2919.22)
- 50) Endangering Children (2919.22)
- 51) Interference of Custody – if a violation of this statute (R.C. §2919.23) would have been a violation of §2905.04 (child stealing) before 7/1/96 (ORC 2919.23)
- 52) Bribery (ORC 2921.02)
- 53) Intimidation (ORC 2921.03)
- 54) Intimidation of Attorney, Victim or Witness in Criminal Case (ORC 2921.04)
- 55) Retaliation (ORC 2921.05)
- 56) Perjury (ORC 2921.11)
- 57) Escape (ORC 2921.34)
- 58) Theft in Office (ORC 2921.41)
- 59) Illegal Conveyance or Possession of Deadly Weapon or Dangerous Ordinance or Illegal Possession of Object Indistinguishable from Firearm in School Safety Zone (ORC 2923.122)
- 60) Illegal Conveyance of Deadly Weapon or Dangerous Ordinance into Courthouse; Illegal Possession or Control in Courthouse (ORC 2923.123)
- 61) Improper Discharge Firearm at or into Habitation; School-related Offenses (ORC 2923.161)
- 62) Unlawful Possession of Dangerous Ordinance; Illegally Manufacturing or Processing Explosives (ORC 2923.17)
- 63) Improperly Furnishing Weapons to a Minor (ORC 2923. 21)
- 64) Corrupting Another with Drugs (ORC 2925.02)
- 65) Trafficking in Drugs (ORC 2925.03)
- 66) Illegal Manufacturing of Drugs or Cultivation of Marijuana (ORC 2925.04)
- 67) Illegal Assembly or Possession of Chemicals for the Manufacture of Drugs (ORC 2925.05)
- 68) Funding of Drug or Marijuana Trafficking (ORC 2925.05)
- 69) Illegal Administration or Distribution of Anabolic Steroids (ORC 2925.06)
- 70) Permitting Drug Abuse (ORC 2925.13)
- 71) Deception to Obtain a Dangerous Drug (ORC 2925.22)
- 72) Illegal Processing of Drug Documents (ORC 2925.23)
- 73) Tampering with Drugs (ORC 2925.24)
- 74) Trafficking in Harmful Intoxicants; Improperly Dispensing or Distributing Nitrous Oxide (ORC 2925.32)
- 75) Illegal Dispensing of Drug Samples (ORC 2925.36)
- 76) Possession of Counterfeit Controlled Substances (ORC 2925.37)
- 77) Contaminating Substance for Human Consumption or Use or Contamination with Hazardous Chemical, Biological, or Radioactive Substance; Spreading False Report (ORC 2927.24)
- 78) Placing Harmful Objects in Food/Confection (ORC 3716.11)
- 79) Conviction of or guilty plea to a violation of any municipal ordinance or law of this state, another state, or the United States that is substantially equivalent to any of the offenses listed above
- 80) Judicial finding of eligibility for intervention in lieu of conviction or participation in a pre-trial diversion program for any of the offenses listed above

Unless an individual meets the rehabilitation criteria listed in Ohio Administrative Rule 3301-20-01, the following offenses also are bars for the WIOA Youth program:

- 1) Aggravated Vehicular Assault; Vehicular Assault (ORC 2903.08)
- 2) Assault (ORC 2903.13)
- 3) Failing to Provide for a Functionally Impaired Person (ORC 2903.16)
- 4) Aggravated Menacing (ORC 2903.21)
- 5) Menacing by Stalking (ORC 2903.211)
- 6) Patient Abuse or Neglect (ORC 2903.34)
- 7) Voyeurism (ORC 2907.08)
- 8) Public Indecency (ORC 2907.09)
- 9) Arson (ORC 2909.03)
- 10) Disrupting Public Services (ORC 2909.04)
- 11) Vandalism (ORC 2909.05)
- 12) Breaking and Entering (ORC 2911.13)
- 13) Safe Cracking (ORC 2911.31)
- 14) Tampering with Coin Machines (ORC 2911.32)
- 15) Theft (ORC 2913.02)
- 16) Unauthorized Use of Vehicle (ORC 2913.03)
- 17) Unauthorized Use of Property; Computer, Cable, or Telecommunication Property or Service (ORC 2913.04)
- 18) Possession or Sale of Unauthorized Cable Television Device (ORC 2913.041)
- 19) Telecommunications Fraud (ORC 2913.05)
- 20) Unlawful Use of Telecommunications Device (ORC 2913.06)
- 21) Passing Bad Checks (ORC 2913.11)
- 22) Misuse of Credit Cards (ORC 2913.21)
- 23) Forgery; Identification Card Offenses (ORC 2913.31)
- 24) Criminal Simulation (ORC 2913.32)
- 25) Making or Using Slugs (ORC 2913.33)
- 26) Trademark Counterfeiting (ORC 2913.34)
- 27) Medicaid Fraud (ORC 2913.40)
- 28) Tampering with Records (ORC 2913.42)
- 29) Securing Witnesses by Deception (ORC 2913.43)
- 30) Defrauding Creditors (ORC 2913.45)
- 31) Illegal Use of Food Stamps or WIC Program Benefits (ORC 2913.46)
- 32) Insurance Fraud (ORC 2913.47)
- 33) Worker's Compensation Fraud (ORC 2913.48)
- 34) Receiving Stolen Property (ORC 2913.51)
- 35) Cheating; Corrupting Sports (ORC 2915.05)
- 36) Conducting Illegal Bingo (ORC 2915.07)
- 37) Improperly Handling Infectious Agents (ORC 2917.47)
- 38) Partial Birth Feticide (ORC 2919.151)
- 39) Terminating or Attempting to Terminate Human Pregnancy After Viability (ORC 2919.17)
- 40) Endangering Children (except for violations of B1, B2, B3, and B4) (ORC 2919.22)
- 41) Contributing to Unruliness or Delinquency of a Minor (ORC 2919.24)
- 42) Domestic Violence (ORC 2919.25)
- 43) Tampering with Evidence (ORC 2921.12)

- 44) Aiding Escape or Resistance to Authority (ORC 2921.35)
- 45) Harassment by Inmate (ORC 2921.38)
- 46) Carrying a Concealed Weapon (ORC 2923.12)
- 47) Illegal Possession of Firearm in Liquor Permit Premises (ORC 2923.121)
- 48) Having Weapon While Under Disability (ORC 2923.13)
- 49) Engaging in a Pattern of Corrupt Behavior (ORC 2923.32)
- 50) Participating in Criminal Gang (ORC 2923.42)
- 51) Offense Involving Unapproved Drugs; Dangerous Drug Offense Involving Livestock (ORC 2925.09)
- 52) Possession of Drugs – any violation that isn't a minor misdemeanor (ORC 2925.11)
- 53) Possession of Drug Abuse Instruments (ORC 2925.12)
- 54) Abusing Harmful Intoxicants (ORC 2925.31)
- 55) Selling or Donating Contaminated Blood (ORC 2927.13)
- 56) Attempt, complicity, or conspiracy conviction or guilty plea to any of the offenses listed above.
- 57) Conviction of or guilty plea to a violation of any municipal ordinance or law of this state, another state, or the United States that is substantially equivalent to any of the offenses listed above.
- 58) Judicial finding of eligibility for intervention in lieu of conviction, or participation in a pre-trial diversion program for any of the offenses listed above.

Technical Assistance

Sub-grantee staff needing assistance with policy interpretation or application to individual situations may contact the Area 7 board office.