

### Introduction

Parents and/or caretakers shall ensure that all school-aged assistance unit children are enrolled in and attending school and provide verification at each application and renewal. Failure to provide proof of school attendance will result in sanctions applied to the assistance unit's cash payment.

### Scope

The purpose of this policy is to outline the school attendance policy, possible sanctions for non-compliance, assist in removing barriers to the parent's employment, and encourage education.

### Policy

#### School Attendance

To satisfy the school attendance requirement for Families First the child must be:

1. Enrolled in school; and
2. Regularly attending school.

#### Exceptions

The school attendance requirement does not apply to the following:

1. Children under age five (5).
2. Children who are being educated in a home school or a home bound program that has been approved by the Department of Education.
3. Children who have been determined to be too severely physically/mentally impaired to attend school.

4. A minor single parent whose youngest child is in the home and is less than one (1) year of age.

#### Good Cause

Good Cause for non-compliance will be granted in certain circumstances. See [Families First Good Cause for Non-Compliance](#).

#### Sanctions for Non-Compliance

1. An assistance unit (AU) that fails to meet this requirement for one (1) child or all children in the AU and does not have good cause will have a twenty percent (20%) sanction applied to the AU cash payment.
2. The sanction will remain in effect until the AU is in compliance with the school attendance requirement.
3. The budget will have the twenty percent (20%) reduction removed the first possible month after compliance with the requirement is verified.
4. Minor parents who are not caretakers of their own case will have their needs removed from the AU budget.
5. Minor parents who are caretakers of their own case will have their case closed and/or application denied.

#### Supporting Documents

[Families First Good Cause for Non-Compliance](#)

[Families First School Attendance Procedures](#)

**Definitions/Acronyms**

Abbreviation	Expansion
<i>AU</i>	Assistance Unit

**Supersedes**

Policy 23.09 Families First School Attendance, eff. date 02/15/2018

**Approval History**

Approved By	Approver Title	Approved Date	Effective Date
Clarence Carter	Commissioner	12/03/2023	12/15/2023
Danielle Barnes	Commissioner	01/29/2018	02/15/2018
Charles Bryson	Interim Assistant Commissioner	06/16/2016	07/01/2016

**Revision History**

Date	Version	Location of Change	Description/Reason for Change
12/03/2023	12/15/2023	Introduction, Policy Section	Updated the school attendance requirements and exceptions
01/29/2018	02/15/2018	Policy Section	Minor language updates to provide clarity
06/16/2016	07/01/2016	N/A	New Policy

<b>Approved By</b>	<i>Clarence H. Carter</i>	<b>Approval Date</b>	12/03/2023
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<b>Application</b>	All TDHS Family Assistance Staff and Contractors		