



## Administrative Policies and Procedures: 23.09

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**Subject** Families First School Attendance

**Approved by** *Danielle White Baines*

**Approval Date:** 01/29/2018

**Effective Date:** 02/15/2018

**Authority** Tenn. Code Ann. § 71-3-104  
Tenn. R. & Regs. 1240-01-47-.15

**Application** Family Assistance Staff

### Policy Statement

Parents and/or caretakers shall ensure that all school age assistance unit (AU) 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 AU's cash payment.

### Purpose

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.

### Procedures

**A. School Attendance** To satisfy the school attendance requirement for Families First the child must be:

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

**B. Exceptions** The school attendance requirement does not apply to:

1. Children under age 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

1 year of age.

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

**D. Sanctions for Non-compliance**

1. The penalty for non-compliance is:
  - a. An AU that fails to meet this requirement for one 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.
  - b. The sanction will remain in effect until the AU is in compliance with the school attendance requirements.
  - c. The budget will have the twenty percent (20%) reduction removed the first possible month after compliance with the requirements is verified.
2. Minor parents who are not caretakers will have their needs removed from the AU budget.
3. Minor parents who are caretakers will have their case closed and/or application denied.

**Forms** None

**Collateral Documents** [Families First Good Cause for Non-Compliance](#)  
[Families First School Attendance Procedures](#)

**Additional Resources** None

**Retention of Records** Pending

**Glossary**

**Term** **Definition**

None

**Acronyms**

**Abbreviation** **Expansion**

AU Assistance Unit

**Supersedes**

- Policy 23.16 Families First Requirements for a Minor Parent to Attend School effective 7/1/16
- Policy 23.17 Families First Requirement of School Attendance for Assistance Unit Children effective 7/1/16
- Families First Online Policy Manual Chapter 25
- Families First Handbook Pages 81-83
- Bulletins
  - FA-12-02 as it applies to School Attendance
  - FA-10-09 as it applies to Minor Parent School Attendance
  - FA-07-06 as it applies to School Attendance
  - FA-06-02
- Families First Q&A
  - January 2008 #19, 20, 21
  - December 2007 #62 as it applies to school attendance, #90
- Policy Clearances
  - May-June 2011 #7
  - January-February 2003 #12
  - November-December 2003, School Attendance Section
  - July-August 2002 #25
  - November-December 2001 #43