



## Administrative Policies and Procedures: 23.26

---

**Subject** Families First Parental Involvement

**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-.16

**Application** Family Assistance Staff

### Policy Statement

Parents and/or caretakers shall have an appropriate parental involvement activity as part of their personal responsibility plan (PRP) if the need is identified in a child(ren) in the assistance unit (AU). Failure to complete a required parental involvement activity will result in a reduction of the cash grant.

### Purpose

This policy outlines the parental involvement requirement, how the need for this requirement is identified, and penalties for non-compliance in order to assist customers for Families First in overcoming any school, family, or other barriers that may interfere with the family's ability to be successful.

### Procedures

- A. Parental Involvement Requirements** The Parental Involvement requirements, if the need is identified relative to the child, are:
1. Attend two (2) or more conferences within a year with the child's teacher to review the child's status in school;
  2. Attend at least eight (8) hours of parenting classes; or
  3. Participate in support services that the child may need as determined by the eligibility counselor and/or client representative and the customer.

- B. Criteria** Parental Involvement will be required when:
1. The child(ren) in the assistance unit (AU) is not maintaining a grade point average that is sufficient to progress to the next grade;

2. The child(ren) has five (5) or more unexcused absences during the school calendar year; or
3. The parent(s) indicates they are having behavioral issues with the child(ren) due to:
  - a. Traumatic events that may have occurred with the child;
  - b. School experience with the child that may have occurred such as bullying issues, fighting at school, etc.; or
  - c. Childhood experiences with the parent that have left them with deficient models of parenting, such as growing up in a volatile home, living through a difficult divorce, having ill or unavailable parents, living with addiction, etc.

**C. Exceptions**

The parental involvement requirement does not apply to:

- Children under age five (5).
- Minor single parents whose youngest child is in the home and is less than one (1) year of age.

**D. Sanctions**

The penalty for non-compliance is:

1. 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.
2. The sanction will remain in effect until the AU is in compliance with the required parental involvement activity.
3. The budget will have the twenty percent (20%) reduction removed the first possible month after compliance with the requirement is verified.
4. Failure to comply with this requirement will not result in case closure or application denial.

**E. Good Cause**

Good cause may be granted when there is non-compliance with a required parental involvement activity. Proof of the good cause reason must be provided, along with an expected time frame for completion of the requirement. Good cause reasons for non-compliance may be located on the collateral document [Families First Good Cause for Non-Compliance](#).

**Forms**

None

**Collateral Documents**

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

**Additional Resources**

None

**Retention of Records**      Pending

**Glossary**

**Term**                              **Definition**

**None**

**Acronyms**

**Abbreviation**                      **Expansion**

**AU**                                      Assistance Unit

**PRP**                                    Personal Responsibility Plan

**Supersedes**

- Policy 23.19 Sanctions for Lack of Appropriate Parental Involvement effective 7/1/16
- PUN 23.10-15.00
- Bulletin FA-15-01