



A Tradition of Stewardship
A Commitment to Service

NAPA COUNTY HEALTH AND HUMAN SERVICES AGENCY
Self Sufficiency Services Division

<p><u>POLICY AND PROCEDURE:</u></p> <p>School Attendance</p> <p><u>REVIEW FREQUENCY:</u> Every two years</p> <p>POLICY # 2000601-6004-18</p> <p><u>DISTRIBUTION:</u></p> <p><input checked="" type="checkbox"/> Employment Services <input checked="" type="checkbox"/> Eligibility Services <input checked="" type="checkbox"/> Quality Mgmt</p>	<p>EFFECTIVE DATE: February 19, 1999</p> <p>ORIGINAL DATE OF ISSUE: October 12, 2001</p> <p>LAST REVISION DATE: November 9, 2018</p> <p>APPROVAL: <u>Juan Bautista</u> 11/13/18 Eligibility Services Manager Date</p> <p>APPROVAL: <u>Teresa Brown</u> 11/13/18 Employment Services Manager Date</p> <p>APPROVAL: <u>Lynn Perez</u> 11/13/18 SSSD Deputy Director Date</p> <p>APPROVAL: <u>Marcy Butler</u> 11/13/18 HHS Director Date</p>
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POLICY STATEMENT:

It is the policy of the Napa County Health and Human Services Agency (NCHHSA) to ensure that children receiving cash assistance are attending school on a regular basis.

ADMINISTRATION:

- Eligibility Worker (EW)
- Employment Services Worker (ESW)

DEFINITIONS:

Chronic Truant – Defined by section 48263.6 of the Education Code as any pupil subject to compulsory full-time education or compulsory continuation education who is absent from school without a valid excuse for ten (10) percent or more of the school days in one school year, from the date of enrollment to the current date, is deemed a chronic truant, provided that the appropriate school district officer or employee has complied with sections 48260, 48260.5, 48262, 48262, and 48291.

END OF POLICY

PROCEDURE

I. School Attendance Requirements

- A. EW shall inform all applicants and recipients of California's compulsory education law, which requires everyone between the ages of six (6) and eighteen (18) years of age to attend school, except for 16 and 17 year olds who have graduated from high school or passed the California High School Proficiency Exam (CHSPE) and have received parental consent to leave.
- B. All children ages sixteen (16) and seventeen (17) must attend school regularly.
- C. Cal-Learn teens, at any age, must attend school regularly.
- D. "Regular" school attendance will be defined by the county as not having been referred to the Student Attendance Review Board (SARB).
- E. The needs of the child shall not be considered in computing the grant of the family when the EW learns that a child age sixteen (16) years of age or older has not been attending school and is deemed chronic truant by a school district or through SARB, unless at least one of the following exception criteria exists:
 1. EW is provided with evidence that the child's attendance records are not available
 2. EW is provided with evidence that the child has been attending school
 3. Good cause for school nonparticipation exists at any time during the month. Examples of good cause include, but are not limited to:
 - a. The child is too ill to attend school. Most school's will not 'medical' or 'ill' on the attendance sheet. A doctor's statement may be required for excessive absences.
 - b. Family emergencies, such as death in the family, extended family illnesses, etc.
 - 1) A sworn statement from the client is acceptable verification in these circumstances.
 - c. The child was removed by the school pending a decision by the school regarding what action(s) will be taken.
 - d. The applicant/recipient and/or child is a past or present victim of domestic abuse which is preventing the child to attend school regularly.
 - 1) If the abuse occurred in the past, the issue causing the truancy must be related to the current situation.
 - e. Other good cause reasons shall be reviewed with the unit supervisor prior to approving.
 4. Any member of the household is eligible to participate in the Family Stabilization Program.
 5. EW is provided with evidence that the child, parent, or caregiver is complying with requirements imposed by SARB, the County Probation Department, or the District Attorney
 6. A member of the household is cooperating with a plan developed by a county child welfare agency such as Juvenile Probation, County Child Protective Services or Foster Care.

II. Verification of School Attendance

- A. CalWORKs (CW) applicants and recipients are not required to provide verification of school attendance and the child(ren) will be presumed to be attending school unless the child(ren) have been deemed a chronic truant.
 1. Verification of school attendance may be needed in the following situations:
 - a. School attendance for pregnant or parenting teens for the purpose of Cal-Learn
 - b. School aged child(ren) when determining CW income exemptions.
 - c. Verifying graduation date to determine continued CW eligibility for a child turning eighteen (18) years of age.

- 1) If an eighteen (18) year old is expected to graduate by age 19 (not Fry vs. Saenz case) doesn't actually graduate by 19, it would not be an overpayment because they were expected to graduate. Discontinue the case when turn 19 years old.
 - 2) If an eighteen (18) year old who is expected to graduate by nineteen (19) drops out of school, discontinue the child from CW immediately giving timely notice.
 - i. If the recipient does not report the drop out on the annual RE or SAR 7, an overpayment may be calculated.
- B. All children between the ages of six(6) and eighteen (18) years of age, shall have the School Attendance Detail Page updated with their school information.
1. For those children who school verification is not required, Verified field should state "Not Applicable"
 2. For those children that the graduation date has been verified, the verified field should read "Verified"
 - a. All children turning 18 should have the graduation date verified and School Attendance Detail page updated.

III. Irregular School Attendance

- A. CW W&A Liaison (CW Analyst) is notified by the W&A office that a student is not attending regularly via the SARB bi-weekly agenda and will:
1. Students scheduled for a SARB hearing will be file cleared and CW recipients identified.
 2. The CW Analyst will notify the case managing EW of the CW students scheduled for hearing.
 3. The EW/ESW shall attend the SARB meeting that his/her student (client) is scheduled for in order to obtain the information of the requirements set for the student to meet acceptable attendance requirements (e.g. the contract written at the SARB meeting) and to answer any questions the panel may have.
 4. A CW penalty is only imposed when the EW is notified by the SARB members that the client has not upheld the contract.
 5. If the EW is notified the contract is not upheld, the EW shall:
 - a. Determine if the child has good cause for not attending school
 - 1) EW shall document that good cause was evaluated and if it was approved or denied.
 - b. Determine if an exception exists
 - 1) EW shall document that exceptions were evaluated and if criteria was met or not.
 - c. Contact the ESW on all WTW cases to have case reviewed for referral into the Family Stabilization Program.
 - 1) ESW shall document in the C-IV Journal that the family was given information on the Family Stabilization Program and the family's decision to participate.
 6. If Good Cause for irregular school attendance is approved, EW shall set a task for a reasonable period of time (to be determined based on circumstance) to re-review good cause claim and school attendance.
 7. If an exception does not exist, the EW will refer the child to the Welfare-to-Work (WTW) program.

IV. Referral to Welfare-to-Work

- A. If the EW determines that good cause or an exception does not exist, the EW will refer the child to the WTW program.

1. EW will update the Work Registration List Page in C-IV to “mandatory” for WTW for the child who is 16 and over, ensure a WTW program is opened, and request WTW be assigned.
- B. Children 16 and over not regularly attending school are not exempt from WTW requirements and will have school attendance incorporated into the WTW Plan. The child must sign the WTW plan.
 1. WTW Plan shall include attending school or some other avenue to obtain a high school diploma or its equivalent along with supportive services as needed.
 2. He/she may voluntarily participate in other WTW activities such as (but not limited to) orientation, appraisal, assessment, job search and job readiness, as long as the other activities do not interfere with his/her school attendance.
- C. ESW will monitor school attendance monthly for to determine if the child is attending school regularly.
- D. If the child does not cooperate with the WTW plan and remains truant, the ESW shall inform the EW to apply the school attendance penalty.
 1. WTW sanction process shall not be initiated.

V. School Attendance Penalty

- A. When the EW is notified that the child is still truant, the EW will reduce the grant by an amount equal to the child’s needs.
- B. Assessing an Irregular Attendance Penalty is a county initiated mid-period action
- C. To impose an Irregular Attendance Penalty in C-IV, the EW shall:
 1. Go to the School Attendance List Page
 2. Click “edit” next to the name of the student
 3. On the School Attendance Detail Page, scroll down to the Attendance Status
 4. Click “Add” to add a new attendance status
 5. On the School Attendance Status Detail Page:
 - a. Update Attendance Status to match current status
 - b. Attendance Status Reason = Unallowable Reason
 - c. Date Reported – Date EW was notified of attendance issue
 - d. Status Begin Date = Date EW is making the update.
 6. Run EDBC

VI. Restoration of Aid

- A. The needs of the child(ren) shall be restored effective the first of the month following the month in which verification of regular school attendance is received.

REFERENCES:

- ACL [98-37](#) – Questions and Answers
 ACL [11-57](#) – Questions and Answers
 ACL [13-51](#) – CW School Attendance Notices of Action
 ACL [15-22](#) – Changes to the School Attendance Requirements
 ACL [15-22E](#) – Changes to the School Attendance Requirements Errata

ACL [16-99](#) – CW WTW Participation Requirements for Teens
ACL [18-34](#) – CW Victims of Abuse
C-IV Job Aid – School Attendance Information – Add and Edit
MPP [40-105.5](#)
MPP [42-719](#)

FORMS

None

CONTACT PERSON(S):

Shanna Gardner, Staff Services Analyst

END OF PROCEDURE

REVISION HISTORY:

Revision	Date	Description of Change	Requested By
0.0	06-14-09	Biennial Review – No changes made. Updated into new procedure format.	S. Gardner, SSA II
1.0	11-01-11	Biennial Review – Updated with C-IV information	S. Gardner, SSA
2.0	11-09-18	Biennial Review. Updated with ACL 15-22, ACL 15-22E, ACL 16-99, and ACL 18-34	S. Gardner, SSA