



*Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance*

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Governor


JOHN W. POLANOWICZ
Secretary

TIMOTHY P. MURRAY
Lieutenant Governor

STACEY MONAHAN
Commissioner

**Operations Memo 2013-49
September 12, 2013**

To: Department of Transitional Assistance Staff

From:  Lydia Conley, Deputy Assistant Commissioner for Policy, Program and External Relations

Re: TAFDC – Automating the Learnfare Process

Overview

The TAFDC Learnfare requirement mandates that any child of a nondisabled grantee who is age six (or in first grade, whichever occurs later) through age 13 must attend school regularly. Verification of attendance must be obtained for any child who is subject to the Learnfare requirement. To comply with Learnfare rules, a child may not have more than eight unexcused absences in each quarter. (See 106 CMR 203.900 for Learnfare policy.)

DTA has a process to track school enrollment and attendance to meet the Learnfare requirement, that has been dependent on Mainframe, PC systems and manual tracking (including mailing reports to schools and letters to grantees) to collect absentee information to then be processed by Central Office.

DTA is automating the Learnfare tracking process on BEACON by working with the Department of Elementary and Secondary Education (DESE) to enhance the transfer of enrollment and attendance data more accurately.

Obsolete Memos The following Operations Memos are obsolete: FO 95-36: Learnfare Tracking; FO 96-20: Learnfare Reports Tracking Process; FO 98-44: Learnfare; FO 99-30: Learnfare; OM 2012-43 Learnfare Mailing; OM 2012-53A Learnfare Additional Mailing Correction and OM 2013-21: Learnfare: DTA/DESE Match.

Purpose of Memo

The purpose of this Operations Memo is to advise DTA staff about:

- a mailing to grantees whose children do not have current school information entered on BEACON, requesting the updated information;
 - new reports regarding the mailing, Learnfare Probation and other Learnfare reports;
 - how to process the returned school information;
 - how to treat cases when the school information is not returned;
 - BEACON changes;
 - the automated Learnfare tracking process;
 - case manager responsibilities in conjunction with the automation; and
 - the Learnfare intervention project.
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Automated Learnfare Mailing

In September, MIS will send a *School Identification Request Form* (Attachment A) to each grantee with a child subject to Learnfare who does not have a school identified in BEACON or whose school information was last updated prior to June 30, 2013. The form will instruct the grantee to complete and return it to his or her case manager within 10 days. A separate form will be sent for each child subject to Learnfare.

Important: Clients may provide other verification to prove school enrollment instead of the *School Identification Request Form*. However, that verification needs to include all information requested on the *School Identification Request Form*.

Note: Children whose parent is disabled are not subject to Learnfare.

Report

A report listing all clients receiving the mailing will be sent to TAOs in September. The report will be sorted by TAO and case manager within the TAO.

Processing Returned Forms: Information Complete

Immediately upon receipt of the returned *School Identification Request Form*, the school information **must** be entered on BEACON.

The case manager must:

- go to the School Status page in the Nonfinancials workflow;
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**Processing
Returned Forms:
Information
Complete
(continued)**

- from the household members list, select the child named on the notice;
- click Yes for In school;
- select the grade level from the Highest level dropdown box;
- Click Currently Enrolled;
- click Next;
- on the Education page, from the household members list, select the child named on the notice;
- enter the applicable school information;
Note: Prior to adding a school, ensure that it is not already entered on BEACON.
- select the type of school from the new Category drop-down box; and
- click Save.

IMPORTANT: This information must be entered by the case manager on BEACON as soon as it is received.

**Processing
Forms:
Information
Complete,
Homeschooling
or Form Not
Returned**

If the client returns the form with incomplete or no information, the case manager must contact the client to help complete the form and enter the information following the procedures above. If the form has no information filled out, contact the client to determine if the child is enrolled in school and obtain the information. If the child is not enrolled, inform the client that the child must be enrolled in school to meet the Learnfare requirement and that the case will close if the information is not provided.

If the client returns the form with homeschool checked off as the school type, the case manager must request a written statement from the local school authority attesting to the approved home school program and a written statement from the provider of the approved home school program.

If the client does not return the form by the due date, the case manager should take no action on the case. If the form is not returned by the client, or has no information/is incomplete and attempts to contact the grantee have unsuccessful, BEACON will automatically close the case for failure to provide verification.

Important: DTA staff is reminded of their responsibility to assist clients who have difficulty in obtaining verification.

**Continuing
Learnfare
Probation**

In September, parents of students continuing in Learnfare Probation in the 2013-2014 school year will receive a notice about their continued probation status. A report listing these students by TAO and case manager will be sent to TAO Directors.

**BEACON
Changes**

Effective with BEACON Build 45.8 (scheduled for September 16, 2013), the following changes will occur on BEACON:

New Tabs on Education Page:

The Attendance tab on the Education page will be updated by data from the DESE data exchange process. Based upon the data received, the following automated processes will occur in batch on the night the data is received:

- a Notice of Learnfare Probation for students who have 8 or more Unexcused Absences; and
- a Learnfare Intervention Form for the Learnfare Intervention process for students who have between 4 and 8 Unexcused Absences.
- a Learnfare Attendance Report for Non-Public Schools will be generated and tracked for clients whose data was not returned from DESE. DESE contains data for public schools only.

The Probation tab will be used to collect information from the Monthly Learnfare Attendance report. Based upon the data entered, BEACON will perform an overnight batch calculation to determine current and ongoing probation status or sanction status for a dependent child already on probation. A probation period will be established for six months, or eight months if the period extends through July and August.

Note: Clients with a Learnfare sanction at the end of the school year will have their sanctions interrupted for the months of July and August and will not be subject to the Monthly Learnfare Attendance Report. The sanction will be then reinstated for September.

**BEACON
Changes
(continued)**

New Page:

The Learnfare Intervention page will be used to display the date that a Learnfare Intervention letter was mailed. It will also have a Comments field that case managers will use to record what steps were taken in the Learnfare intervention process.

Changes to existing pages:

- *AU Composition:* case managers can now add or remove a Learnfare sanction, if appropriate;
- *Education:* case managers can select the type of school from the Category drop-down box (public, private, parochial, or home schooled).
Important: The type of school the child attends must be selected from the Category drop-down box on the Education page to ensure proper Learnfare tracking occurs and appropriate forms are mailed to clients.

New Views:

- Case manager level Learnfare Intervention/Probation view located in the Assessed Person Potential Changes view grouping; and
- TAO level Learnfare Intervention/Probation view.

New Notices:

- Learnfare Intervention Form (Attachment B);
- Monthly Learnfare Attendance Report (Attachment C);
- Notice of Learnfare Probation (Attachment D);
- EBC notice with Initiate Sanction language (Attachment E);
- Learnfare Sanction Termination (Attachment F);
- Learnfare Probation Termination (Attachment G); and
- Learnfare Attendance Report for Non-Public Schools (Attachment H).

New Actuate Reports:

- Learnfare Monthly Report by TAO (can be viewed by TAO and Statewide); and
- DTA/DESE File Exchange Summary Report.

Verification:

- Learnfare-specific School Enrollment, and School Attendance verifications for children added to VC-1.
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**BEACON
Changes:
DTA/DESE Data
Exchange**

Effective with BEACON Build 45.8, the following changes will occur:

DESE will identify children subject to Learnfare and upon receipt of a match with DTA, DESE will return enrollment and attendance data on all matched students on their system who are DTA clients.

Note: DESE does not collect student level information for those Learnfare students attending independent private or parochial schools, or students in approved home-school programs. The type of school the child attends must be selected from the Category drop-down box on the Education page to ensure proper Learnfare tracking occurs and appropriate forms are mailed to clients.

The DESE attendance information will appear on the Attendance tab of the Education page in the DESE information fields for each reporting period.

The match information is as follows:

- *client (student) information:*
 - ✓ last name, first name, middle initial;
 - ✓ date of birth;
 - ✓ sex; and
 - ✓ town of residence; and

- *school information:*
 - ✓ name of school;
 - ✓ school ID number;
 - ✓ school district; and
 - ✓ grade level; and

- *attendance information for children under age 14:*
 - ✓ days in attendance (cumulative number of days a student has been present from the beginning of the school year to the time of reporting);
 - ✓ days enrolled (cumulative number of days a student has been enrolled from the beginning of the current school year to the time of reporting); and
 - ✓ unexcused absences.

This information will be matched against information on BEACON. An automated Learnfare tracking process will then occur.

BEACON
Changes:
Automated
Learnfare
Tracking Process

A new automated Learnfare nightly batch process will determine the number of unexcused absences for each child subject to Learnfare matched by DESE.

If any student on the DESE file has more than eight unexcused absences, that child will be placed on Learnfare Probation and the following Learnfare tracking activities will occur:

- a Notice of Learnfare Probation (Attachment D) will be sent to the grantee informing him or her of the fact that a child is on probation. It will also explain the steps required to remove the probationary status and that the grantee will receive a Monthly Learnfare Attendance Report (Attachment C) to document the child's attendance each month during the probationary period;
Note: A copy of the letter will be available in Document History and will appear on the *Recently Sent Documents* view;
 - the grantee and each child's name who is sanctioned, along with identifying information will appear on the case manager and TAO level Learnfare Intervention/Probation views;
 - a Monthly Learnfare Attendance Report will be sent to the grantee during the probationary period. The grantee will use this form to report on the student's previous calendar month's unexcused absences;
Note: The Monthly Learnfare Attendance Report will be mailed to clients by the 1st of the following month. The client must return the form by the 15th of each month (or the next business day if the 15th falls on a weekend or a holiday).
 - if the Monthly Learnfare Attendance Report is not returned timely, BEACON will send the grantee a closing notice for failure to verify the information and initiate the case closing process. The case will close for the first check of the following month;
 - if the Monthly Learnfare Attendance Report is returned, it is processed by the case manager by entering the information on the Probation tab of the Education page;
IMPORTANT: This information must be entered by the case manager as soon as it is received and no later than the 15th of each month (or the next business day if the 15th falls on a weekend or holiday). If the form is returned after the due date, the closing must be removed or the case reinstated following established procedures.
 - the grantee will be automatically removed from the probationary status at the end of six months, or if the total number of unexcused absences during the six preceding months does not exceed 10 days, whichever is longer;
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**BEACON
Changes:
Automated
Learnfare
Tracking Process
(continued)**

- during any month that the child is on probation, if more than three unexcused absences are entered from the Monthly Learnfare Attendance Report, the child will be automatically sanctioned for not meeting the Learnfare requirements and the grantee will receive an EBC notice advising him or her of the reduction in benefits (Attachment E).
Important: Prior to the child being sanctioned, the case manager must determine if the grantee and the child are still subject to Learnfare (see 106 CMR 203.900).
 - ✓ if the sanctioned child is the only child, the grantee can remain eligible as a case of one. A separate EBC notice will be sent to the grantee informing him or her of this;
 - ✓ if the grantee is not in the grant and there are no other eligible children, the case will close. A separate EBC closing notice will be sent to the grantee;
 - ✓ TAFDC will not be paid to the grantee on behalf of the child for one month (two pay periods) unless a good cause reason (verified by the grantee) is selected from the good cause reason drop-down box on the Probation tab of the Education page;
 - ✓ once sanctioned, the child will be prevented from being reopened for one month (two pay periods) unless good cause exists.
 - **Important:** Monthly Learnfare Attendance Reports will continue to be sent to the grantee on behalf of the sanctioned child or children for completion;
 - a sanctioned child will be reinstated to the grant after one month, if the child does not have more than three unexcused absences during the sanction period;
 - if a sanctioned child has more than three unexcused absences during the sanction period, the child will be sanctioned the following month;
 - once a child is no longer sanctioned, a Learnfare Sanction Termination notice (Attachment F) will be sent for a reinstated Learnfare-sanctioned child; and
 - once a child is no longer on probation, a Learnfare Probation Termination notice (Attachment G) will be sent.
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**Learnfare
Tracking for
Non-DESE
Students**

The DESE match does not provide information on children in private, parochial, or approved home school programs. For these children, BEACON will generate a Learnfare Attendance Report for Non-Public Schools (Attachment H) which will be sent to the client. The client must bring this form to the identified school or home school provider to be completed by the appropriate staff person.

Once completed and returned, this information must be entered on the Attendance tab of the Education page. Information must be entered in the client fields (those fields not marked “DESE”) of the appropriate Report End Date period. The case manager will enter the Number of Unexcused Absences for the month.

Once this information is entered, the automated Learnfare process will continue.

**Case Managers
Responsibilities:
Learnfare
Intervention**

Beginning with the first DESE match, Learnfare intervention will take place as a means to assist students with four or more unexcused absences in a quarter.

When the child appears on the new case manager level Learnfare Intervention/Probation view (marked for Intervention), BEACON will send the client a *Learnfare Intervention* form (Attachment B). Working from the view, the case manager must:

- contact the grantee to identify and resolve any barriers to school attendance;
- explore with the client the possibility of the child not meeting the Learnfare requirement because of excused absences:
 - ✓ an illness certified by a physician or a written statement from the grantee if the illness was fewer than five consecutive school days;
 - ✓ a hospitalization certified by hospital records;
 - ✓ the death of a family member verified by a death certificate or death notice;
 - ✓ an absence due to religious holidays; or
 - ✓ a crisis situation approved by the director or designee.

Note: These reasons must be noted on the Narrative tab, if applicable. Clients may need assistance in identifying and verifying incorrectly reported unexcused absence reasons such as a child’s behavioral issues or other such absences that may be verified by the above means.

Case Managers Responsibilities: Learnfare Intervention (continued)

- explore the possibility that the grantee is disabled (as defined at 106 CMR 203.100) in which case, the child is exempt from the Learnfare requirement;
- collaborate with local school designees and assist in providing referrals to community partners. The referral process will be outside of BEACON for this initial phase; and
Note: A list of school designees will be provided as contact information for this part of the Learnfare Intervention Program.
- record what steps were taken in the Learnfare intervention process on the comments section of the Learnfare Intervention page.

Additional Case Manager Responsibilities

Additional case manager responsibilities include:

- entering the Number of Unexcused Absences for the month **(including zero days if there are no unexcused absences)** on the Learnfare Information page no later than the 15th of each month (or the next business day if the 15th falls on a weekend or holiday) as provided by the Monthly Learnfare Attendance Report;
- exploring with the grantee the possibility of good cause for not meeting the Learnfare requirement. Good cause reasons include:
 - ✓ an illness certified by a physician or a written statement from the grantee if the illness was fewer than five consecutive school days;
 - ✓ a hospitalization certified by hospital records;
 - ✓ a disability that would meet an exemption specified in 106 CMR 203.100;
 - ✓ the death of a family member verified by a death certificate or death notice;
 - ✓ an absence due to religious holidays; or
 - ✓ a crisis situation approved by the Director or designee;**Note:** These reasons must be noted on the Narrative tab, if applicable. Case managers must be mindful that absences due to illness may be physical, mental or behavioral in nature
- if the grantee can verify that the absences are excused, removing the Learnfare sanction through a good cause process following established procedures.
Important: Learnfare sanctions can only be removed for the following reasons:
 - ✓ attendance appealed, and
 - ✓ compliance with attendance requirements.

**Additional Case
Manager
Responsibilities
(continued)**

- adding or removing a Learnfare sanction on the AU Composition Results page, if appropriate;
Note: Children who have three consecutive months of sanctions must be referred to DCF (see 106 CMR 203.900(A)(3)).
Important: Clients will be automatically sanctioned if while on Probation, more than three unexcused absences are entered from the Monthly Learnfare Attendance Report.
- while the client is sanctioned, continue to enter the returned Monthly Learnfare Attendance Reports; and
- when the sanction period ends, reinstating the child following established procedures.

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline.

Attachment A

Mary Jones
101 Main Street
Boston, MA 02112

Agency ID: 9999999
Newmarket Square TAO-DTA

09/02/2013

School Identification Request Form

Dear Mary Jones:

Learnfare Rule. As a requirement for TAFDC, children ages 6 through 13 must attend school regularly. This is called Learnfare.

DTA tracks your dependent child's school attendance to see if your children are meeting the Learnfare rule. In order to track attendance, you must tell DTA about the school they are attending.

What You Must Do. Robert Jones is between the age of 6 and 13 years old. DTA needs the name of the school this child is attending or enrolled in. You must complete and return this form to your case manager Sarah Smith by 9/12/13.

If you do not return this form, your TAFDC benefits will be closed.

Complete and return this form by **9/12/13** to:

Sarah Smith
Newmarket Square TAO,
1010 Massachusetts Ave
Boston, MA 02118
617-555-5555

If you have any questions about this form or Learnfare rules, please call your case manager.

Child's Name _____

Name of School _____

School Address/Phone _____

Grade _____ as of September 2013. Type of school: Public Private Parochial Home School.

I certify under penalty of perjury that my answers are correct and complete to the best of my knowledge.

Client Signature

Date

Attachment B

Massachusetts Department of Transitional Assistance

Mary Jones
101 Main Street
Boston, MA 02112

Agency ID: 9999999
Newmarket Square TAO-DTA

09/02/2013

Learnfare Intervention Form

Dear Mary Jones:

Learnfare Rules. As a requirement for TAFDC, children ages 6 through 13 are required to attend school regularly. This is called Learnfare.

A child who has more than eight absences per school quarter will be placed on Learnfare probation. Your family may lose benefits.

DTA Can Help. Our records show that Robert Jones has at least 4 unexcused absences from school.

We do not want your child to reach more than 8 unexcused absences and be placed on Learnfare probation. We do not want your family to lose benefits.

DTA will be contacting you to see if there are any reasons that are keeping your child out of school. We may also refer your family to community or state agencies to help your child get to school regularly.

If you believe your child has not had at least 4 unexcused absences, contact your case manager Sarah Smith at 617-555-5555. We want your child to succeed in school. We are here to help you.

Attachment C

Massachusetts Department of Transitional Assistance

Mary Jones
101 Main Street
Boston, MA 02112

Agency ID: 9999999
Newmarket Square TAO-DTA

09/23/2013

Monthly Learnfare Attendance Report

Dear Mary Jones:

This form is used by DTA to track the school attendance of Robert Jones at Curley Elementary School.

You must return this signed form to DTA by the 15th of the month. If you do not return this form, your case will be closed.

| Date | Day | School | Attended | Excused Absence | Unexcused Absence |
|--------------|-----------|--------------------------|----------|-----------------|-------------------|
| 9/2/13 | Monday | Curley Elementary School | | | |
| 9/3/13 | Tuesday | Curley Elementary School | | | |
| 9/4/13 | Wednesday | Curley Elementary School | | | |
| 9/5/13 | Thursday | Curley Elementary School | | | |
| 9/6/13 | Friday | Curley Elementary School | | | |
| 9/9/13 | Monday | Curley Elementary School | | | |
| 9/10/13 | Tuesday | Curley Elementary School | | | |
| 9/11/13 | Wednesday | Curley Elementary School | | | |
| 9/12/13 | Thursday | Curley Elementary School | | | |
| 9/13/13 | Friday | Curley Elementary School | | | |
| 9/16/13 | Monday | Curley Elementary School | | | |
| 9/17/13 | Tuesday | Curley Elementary School | | | |
| 9/18/13 | Wednesday | Curley Elementary School | | | |
| 9/19/13 | Thursday | Curley Elementary School | | | |
| 9/20/13 | Friday | Curley Elementary School | | | |
| 9/23/13 | Monday | Curley Elementary School | | | |
| 9/24/13 | Tuesday | Curley Elementary School | | | |
| 9/25/13 | Wednesday | Curley Elementary School | | | |
| 9/26/13 | Thursday | Curley Elementary School | | | |
| 9/27/13 | Friday | Curley Elementary School | | | |
| 9/30/13 | Monday | Curley Elementary School | | | |
| Total | | | | | |

I certify under penalty of perjury that this attendance report is accurate to the best of my knowledge.

Signature of School Staff Person

_____/_____/_____
Date

Printed Name of Agency/School Staff Person

Note: Attendance must be verified by completing this form or by providing other acceptable verification from the school indicating the number of unexcused absences for the month.

Attachment D

Massachusetts Department of Transitional Assistance

Mary Jones
101 Main Street
Boston, MA 02112

Agency ID: 9999999
Newmarket Square TAO-DTA

09/02/2013

Notice of Learnfare Probation

Dear Mary Jones:

Learnfare Rules. As a requirement for TAFDC, children between the ages 6 and 13 must attend school regularly. This is called Learnfare. A family's benefits can be lowered if a child has too many unexcused absences.

If a child has more than 8 unexcused absences within a school quarter, the child is put on Learnfare probation. Once Learnfare probation starts, the family's TAFDC benefits will be lowered if there are too many unexcused absences.

Action DTA Took. Our records show Robert Jones had more than 8 unexcused absences. This child is on Learnfare probation.

Learnfare Probation Rules. Robert Jones will stay on Learnfare probation until s/he has 10 or fewer unexcused absences for 6 school months in a row.

If Robert Jones has 4 or more unexcused absences in a month during Learnfare probation, you will lose cash benefits for him/her. This means your grant amount will be reduced.

What You Must Do. Every month that your child is on Learnfare probation, DTA will send you a form that you must return to your case manager. This form tells us about your child's school attendance for the previous month.

Contact your case manager if you can show your child had a good reason for some or all of the absences. Unless you can show that he or she had a good reason for the absences, your case may be reduced or closed.

Good Reason. If you can show your child missed school for a good reason, contact your case manager within 10 days.

Good reasons include: disability, illness, hospitalization, a death in the family, religious holidays, or family crisis.

If you believe you or your child have a good reason for one or more unexcused absences, contact your case manager Sarah Smith at 617-555-5555.

If you are disabled, you should contact your case manager.

You will get another notice if your cash benefits are going to change.

Attachment E

Massachusetts Department of Transitional Assistance

Mary Jones
101 Main Street
Boston, MA 02112

Agency ID: 9999999
Newmarket Square TAO-DTA

09/02/2013

Dear Mary Jones:

What DTA decided: Your TAFDC benefits will go to \$428.00 on 9/14/13 because you have been on probation for Learnfare and a child in your household has had 4 or more unexcused absences in a month. Please contact your case manager if you have good reason for not meeting this requirement.

We will not lower your TAFDC benefits if within 10 days you give a good reason why the child missed school or if you are disabled.

Good reasons may include illness, hospitalization, disability, death of a family member or other crisis situation. Contact your case manager to discuss the reason for the absence(s). You will also be required to provide a written verification of the reason.

MassHealth: Your MassHealth benefits will continue for now. When you get a MassHealth notice and form in the mail, please follow the instructions. MassHealth will decide if you can keep getting benefits.

Questions? Please call:

- Your case manager Sarah Smith at 617-555-5555 if you have any questions about your case or you need help because of a disability; or
- Recipient Services at 1-800-445-6604 if you have trouble reading or understanding this notice.

See Your Benefits Online: You may get information about your DTA benefits online. Sign up for My Account Page (MAP) at www.mass.gov/vg/selfservice. This will let you check the status of your case, print your benefit information and see recent notices. You can also call the DTA Automated Hotline at 1-877-382-2363.

Tell us about changes! You must report all changes in income, assets or family size to your case manager within 10 days. You must also tell us right away about changes in your mailing address and phone number. The post office does not forward DTA mail.

To ask about free legal services, call: Greater Boston Legal Services at 617-371-1234.

The regulations used in this decision are 106 CMR 203.900. You can find our regulations online at www.mass.gov/dta/regulations.

Attachment F

Massachusetts Department of Transitional Assistance

Mary Jones
101 Main Street
Boston, MA 02112

Agency ID: 9999999
Newmarket Square TAO-DTA

09/02/2013

Learnfare Sanction Termination

Dear Mary Jones:

Robert Jones is no longer sanctioned due to Learnfare.

Your TAFDC grant may change.

You will get a notice with your new grant amount.

Questions? Please call your case manager Sarah Smith at 617-555-5555.

Attachment G

Massachusetts Department of Transitional Assistance

Mary Jones
101 Main Street
Boston, MA 02112

Agency ID: 9999999
Newmarket Square TAO-DTA

09/02/2013

Learnfare Probation Termination

Dear Mary Jones:

Robert Jones is no longer on probation due to Learnfare.

You no longer have to fill out a Monthly Learnfare Attendance Report form.

Questions? Please call your case manager Sarah Smith at 617-555-5555.

Attachment H

Massachusetts Department of Transitional Assistance

Mary Jones
101 Main Street
Boston, MA 02112

Agency ID: 9999999
Newmarket Square TAO-DTA

11/02/2013

Learnfare Attendance Report for Non-Public Schools

Dear Mary Jones

Learnfare Rule. As a requirement for TAFDC, children ages 6 through 13 must attend school regularly. This is called Learnfare.

DTA tracks your dependent child's school attendance to see if your children are meeting the Learnfare rule. In order to track attendance, you must tell DTA about the school they are attending.

What You Must Do. Robert Jones is between the age of 6 and 13 years old. DTA needs the attendance information for this child. You must have the school complete this form. You must return this form to your case manager Sarah Smith by 11/16/14.

If you do not return this form, your TAFDC benefits will be closed.

Complete and return this form by **11/12/13** to:

Sarah Smith
Newmarket Square TAO,
1010 Massachusetts Ave
Boston, MA 02118
617-555-5555

| Month | Days Enrolled | Number of Days Attended | Dates with Unexcused Absences |
|-----------|---------------|-------------------------|-------------------------------|
| September | | | |
| October | | | |

I certify under penalty of perjury that this attendance report is accurate to the best of my knowledge.

Signature of School Staff Person / /
Date

Printed Name of Agency/School Staff Person

Note: Attendance must be verified by completing this form or by providing other acceptable verification from the school indicating the number of unexcused absences for the month.