

Learnfare Program Update

Purpose

The purpose of this technical assistance paper is to update local school districts on the action taken by the 2001 Florida Legislature regarding the Learnfare Program and provide clarification of current requirements for implementation of the Learnfare Program.

The current Learnfare requirements reflect a change in criteria regarding student attendance and parental participation in school conferences for families who are eligible to receive temporary cash assistance administered by the Department of Children and Families (DCF). A family receiving temporary cash assistance (TCA) could jeopardize its eligibility if a minor child in the home is determined by the school to be either a habitual truant or a dropout. Additionally, eligible TCA parents must participate in school conferences once each semester for each dependent child of compulsory school attendance age.

Current Policy

The Learnfare Program, as reinstated in section 414.1251, Florida Statutes, consists of two components: school attendance and parent/school conferences.

School Attendance

Compulsory School Attendance Requirements Summary

Pursuant to section 232.01, Florida Statutes, regular school attendance is required for children between the ages of 6 and 18, which includes teenage parents under the age of 18 receiving cash assistance for their children. A student who attains the age of 16 during the school year is no longer subject to compulsory school attendance beyond the date which he or she attains that age if the student files a formal declaration of intent to terminate school enrollment with the district school board. The student's parent or legal guardian must also sign the declaration of intent to terminate school enrollment. A 16- or 17-year-old student who drops out of school is not excluded from being reported to DCF because the Learnfare statute identifies eligible students as those who have been determined by the school to be either a habitual truant or a dropout.

Paper Number: FY 2002-9
January 2002 Division of Public Schools and Community Education Bureau of Instructional Support and Community Services
Refer Questions To: Mary Jo Butler (850) 488-6726 or SC 278-6726 or Gria Davison (850) 922-3727 or SC 292-3727



FLORIDA
DEPARTMENT
OF EDUCATION

TECHNICAL ASSISTANCE PAPERS are produced periodically by the Bureau of Instructional Support and Community Services to present discussion of current topics. The TA Papers may be used for inservice sessions, technical assistance visits, parent organization meetings, or interdisciplinary discussion groups. Topics are identified by state steering committees, district personnel, and individuals, or from program compliance monitoring.

Learnfare School Attendance Requirements Summary

Section 414.1251(1), Florida Statutes, requires DCF to reduce the temporary cash assistance for an eligible parent's dependent child or for an eligible teenage participant who is not exempt from school attendance requirements and who has been identified as a habitual truant or as a dropout.

Pursuant to section 228.041(28), Florida Statutes, a habitual truant is defined as a student who has accumulated 15 unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or legal guardian. A dropout is defined in section 228.041(29), Florida Statutes, and includes all students who are assigned a withdrawal code that is reported as a dropout code (DNE, W05, W11, W13, W14, W15, W16, W17, W18, W19, W20, W21, W22, W23).

School districts will notify DCF when an eligible child is either a habitual truant or a dropout. At that time, DCF staff will review the case record to determine if good cause exists for failure to participate. If good cause does not exist, the sanction will be imposed and the parent will receive a notice of case action to reflect that the child's needs have been removed from the benefit amount. If the parent does not agree, DCF procedures allow the parent or guardian of a habitually truant or dropout child to request a fair hearing. The child may be reinstated or added back to the case under the following circumstances: (1) following the truant child's substantially improved attendance during a subsequent grading period; or (2) after the dropout child enrolls in a public school, receives a high school diploma or its equivalent, enrolls in preparation for General Educational Development Tests, or enrolls in other educational activities approved by the district school board.

Parent/School Conference Requirements Summary

According to section 414.1251(2), Florida Statutes, each participant with a school-age child is required to have a conference with an appropriate school official during each semester to assure that the participant is involved in the child's educational progress and is aware of any existing attendance or academic problems. While the law is silent on an acceptable method for the required school conference, generally, a school conference may be a face-to-face meeting or a telephone conversation. The conference must address acceptable student attendance, grades, and behavior and must be documented by the school and reported to DCF. Verification of the school conference requirement is satisfied when the participant submits the Learnfare School Conference Verification form (CF-ES 2098, attachment A) or other document from an appropriate school official to DCF by the participant's next redetermination appointment date. A participant who without good cause fails to attend a school conference as required is subject to sanction. For information regarding strategies for effective school conferences, see attachment B, *Suggested Best Practices: Tips for Effective School Conferencing*.

Data Reporting Procedures

DCF will create and transmit the Learnfare List to the Northwest Regional Data Center by the 25th of each month. The list will be county specific and will identify all school age children (children ages 6 through 18) of temporary cash assistance clients. Each local school district

will download its file and annotate the file by inserting the following codes as applicable. The coding will be in Positions 63-64, Sanction Reason Code of the DCF Learnfare File Layout.

<u>Code</u>	<u>Definition</u>
01	The child is truant.
02	The child is a dropout.

The status should be left blank if neither applies. For students who are coded as 01 or 02 in the Sanction Reason Code, the student's school name and address should be entered on each matched student record in Item Numbers 17-23. For students who are coded 02 in the Sanction Reason Code, identify the date on which the student was identified as a dropout.

The list must be transmitted back to DCF by the 10th of each month in order to have a data exchange response posted to the DCF specialist on the night of the 10th. The DCF specialist will notify the temporary cash assistance (TCA) participant of the action and within a prescribed period of time, will remove the non-compliant child from the temporary cash assistance group. Because of this activity, the child will no longer be cash eligible, and his/her name will not reappear once removed from the case file.

The DCF System's Office transferred the first set of files to school districts by November 25, 2001. The DCF file layout is included in this TAP to facilitate the effective receipt and transfer of data (See Department of Children and Families File Layout, attachment C). DOE will provide information regarding school district Northwest Regional Data Center passwords to school district contacts as soon as it becomes available.

The child will be added back to TCA benefits during a subsequent grading period following verification of compliance with school attendance requirements by an authorized school official. Verification of compliance should be documented on the Verification of Compliance with School Attendance Requirements Form, attachment D of this TAP.

Questions regarding the systems operations of the Learnfare Program should be directed to LaQuetta Anderson, Department of Children and Families, 1940 North Monroe Street, Tallahassee, FL 32399, 850/414-5942.

Interagency Collaboration

This legislation requires a collaborative effort between school districts and local DCF district offices. Collaboration should be formalized by either a letter of understanding or cooperative agreement executed between the district school board and area DCF administrators. Both documents are intended to foster an effective working relationship between the two agencies and to facilitate implementation. A sample letter of understanding (attachment E) and cooperative agreement (attachment F) are provided in this TAP as reference templates and may be adapted for use by local school districts.

Questions and Answers

School Attendance Reporting/Verification of School Attendance Procedures

1. Are there penalties for temporary cash assistance clients who have school-age children not attending school on a regular basis?

Yes. The Learnfare Program requires school-age children of those receiving temporary cash assistance to attend school on a regular basis. However, if those students become truant or drop out of school, as defined by sections 228.041(28) and (29), Florida Statutes, they will be reported to the local DCF district office. The law requires that the student who has been reported as either a truant or a dropout be removed from the cash assistance grant; however, the determination of whether penalties are imposed will be made by the DCF public assistance specialist (PAS).

2. How often must the school district report to DCF?

DCF will create and transmit the Learnfare List to the Northwest Regional Data Center (NRDC) by the 25th of each month. The list will be county specific and will contain all Learnfare eligible children ages 6 through 18. School districts should “draw down” their list, match the file with attendance records, and annotate the file by indicating 01 if the child is truant, 02 if the child is a dropout, or by leaving the child’s status blank if neither applies. The Department of Children and Families requests that the school name and address be entered for each matched student record or in the case of a dropout student, that the dropout date be posted if one is available. The list must be sent back to DCF via NRDC by the 10th of the following month.

3. What happens if inaccuracy of the data yields an incorrect match and subsequent report to DCF?

The school district is responsible for completing and returning the data file to DCF. The statute places no additional responsibility on school districts to resolve errors associated with the process. However, if a student is identified to DCF as either a truant or dropout and is subsequently discovered not to be either a truant or a dropout, this error should be recorded on the *Student Compliance with Attendance Requirements* verification form (attachment D) by placing a check in the box marked “the student was reported in error.”

In addition, DCF procedures require participant notification before sanction and a right to appeal following interruption of temporary cash assistance. These activities can assist data authentication efforts.

4. How is verification of attendance obtained for a student who was reported to DCF?

At the parent’s or official caretaker’s request, verification of compliance with attendance requirements should be documented by an authorized school official using the *Student Compliance with Attendance Requirements* verification form (attachment D).

5. Who supplies the *Student Compliance with Attendance Requirements* verification form used to confirm that a reported student has become compliant?

The *Student Compliance with Attendance Requirements* verification form is provided with this Technical Assistance Paper (attachment D). School superintendents are responsible for dissemination of the form to all relevant educational settings within the school district involved in Learnfare Program activities. We encourage designated school district representatives to share this verification form with district DCF public assistance specialists. By sharing this form, required by DCF to verify compliance with school attendance, school districts will assist in providing adequate resources and information to TCA participants.

6. Are registration forms of school enrollment sufficient for verification of attendance?

No. Satisfaction of relevant attendance requirements determines verification status. School enrollment registration forms are not verification of attendance and are not processed by DCF.

7. Does attendance in summer school satisfy compliance with attendance requirements?

Yes. Participation in summer school satisfies requirements for verification of attendance if the district provides summer school, the student is eligible to participate, and the student meets relevant attendance requirements, which include 30 consecutive days of attendance with no unexcused absences during a subsequent grading period.

8. Can a student be emancipated and exempt from attendance requirements by virtue of becoming a parent?

No. A minor student is not emancipated by virtue of becoming a parent. The student must comply with compulsory school attendance requirements since school attendance is related to age and educational status.

9. Are expelled students affected?

Yes. The legislation intended that the school district's non-reporting of an individual minor identified as Learnfare eligible to DCF represent the minor's compliance with attendance requirements. Therefore, expelled students must be reported as soon as they are officially withdrawn from school. However, a student may not be affected if he or she enrolls in another school or home education program and meets relevant attendance requirements.

Student Reported as Truant

10. Who is responsible for determining if the student identified as truant has demonstrated substantial improvement in attendance?

Upon request by a parent, a school official acquainted with reports of the student attendance records will determine if the student has demonstrated regular attendance, during a

subsequent grading period, by being present in school for at least 30 consecutive school days with no unexcused absences. If an unexcused absence occurs during the 30-day accumulation period, the count starts over. Excused absences are allowed during the accumulation period; however, this extends the length of time to satisfy the 30-day criteria.

11. If temporary cash assistance is sanctioned by DCF due to a student's non-attendance, can consecutive days of attendance with no unexcused absences be carried over to the next school year to satisfy compliance with attendance requirements?

Yes. The student must attend 30 consecutive school days with no unexcused absences in order for the school district to verify compliance with attendance requirements. This may include consecutive days of attendance from the previous school year and the current school year.

Student Reported as Dropout

12. How does a student who was reported to DCF as a dropout become compliant with attendance requirements?

A student reported as a dropout must receive a high school diploma or its equivalency or demonstrate 30 consecutive days of attendance with no unexcused absence subsequent to enrollment in either a public school, a preparation program for General Educational Development (GED) Tests, or other educational activities approved by the school district in order to become compliant with attendance requirements for the Learnfare Program.

13. Is there an attendance requirement for the student reported as a dropout once the student enrolls in a GED or other approved educational program?

Yes. The legislation intended for students reported as dropouts not only to enroll in an approved educational program but also to meet relevant attendance requirements. In order to align the attendance requirements for these alternative education settings (which may include adult educational programs and community colleges) with the attendance requirements for students in K-12 programs, it is recommended that these students enroll and be in attendance for a six week period without an unexcused absence.

14. Who in the school district is responsible for facilitating the verification of the attendance process for students enrolled in adult education or vocational programs?

It is recommended that the director of adult education be responsible for working with the school administrators to facilitate this process.

Home Education and Hospital/Homebound Students

15. What documents are required to verify attendance when a student transfers to a home education program?

Pursuant to section 232.0201, Florida Statutes, regular attendance may be achieved by attendance in a home education program. The parent or guardian must notify the school district's home education contact of his or her intent to enroll the student in home education. When the parent submits the *Student Compliance with Attendance Requirements* verification form, he or she must also include documentation from the school district that the student is officially enrolled in a home education program. This documentation may be a letter on official school district letterhead, signed by the district home education contact verifying that the parent has officially enrolled the student in home education. This will also ensure that the appropriate withdrawal code is used and the student is no longer reported as a dropout.

16. When a student is enrolled in a school district's hospital/homebound program, who is responsible for completion of the *Student Compliance with Attendance Requirements* verification form?

The hospital/homebound teacher should be able to verify enrollment and attendance; therefore, he or she has the appropriate information to complete the verification form.

School/Parent Conference Requirements

17. Are temporary cash assistance payments associated with Learnfare also contingent on a school conference requirement?

Yes. The Learnfare statute requires that parents or caretaker-relatives of school-age children receiving temporary cash assistance participate in a school conference at least once a semester for each eligible school-age child. The school conference is to be held with an appropriate school official of the child's school. The intent of the conference is to assure that the TCA participant is involved in the student's educational progress and is aware of any existing attendance or academic problems.

Florida law requires that parents or caretaker-relatives be removed from the cash assistance grant if they do not meet the school conference requirement; however, whether penalties are imposed will be determined by the DCF public assistance specialist.

18. What is the definition of a semester?

For the purposes of Learnfare, a semester is defined as one-half of an academic school year. There are two semesters in a regular school year.

19. Who is considered a school official?

Section 414.1251, Florida Statutes, refers to “an appropriate school official.” While the statute does not provide additional personnel specifications, the purpose of the conference is to address acceptable student attendance, grades, and behavior. Therefore, the school official must be someone who has this information, such as a teacher, guidance counselor, assistant principal, principal, or the principal’s designee. If the student has more than one teacher, the parent is not required to meet with each of the student’s teachers. Instead, Florida law requires the parent meet with a school official who is familiar with the student’s work in each class. Rule 6A-1.0955(6)(h), FAC, requires each school board to adopt a policy that addresses the criteria for determining which parties are school officials.

20. What is considered a school conference?

The statute is silent on an acceptable method for the required school conference as part of Learnfare. Generally, a school conference may be a face-to-face meeting or a telephone conversation with a school official. However, when a student has been identified as a truant or a dropout, a face-to-face conference with a school official may prove to be more beneficial than a telephone conference. School officials are encouraged to develop procedures, including timelines, for required school conferences related to Learnfare.

Also see attachment B, *Suggested Best Practices: Tips for Effective School Conferencing*.

21. How will the conference be set up and parent participation verified?

The responsibility to arrange for a conference each semester is placed on the parent or caretaker TCA participant. DCF must notify schools of Learnfare eligible students so that the required conferences are held. Schools are required to document that the conference has taken place and may elect to initiate a system for meeting the parent conference requirement. The district DCF public assistance specialist (PAS) may contact the school to confirm completion of a school conference; however, the TCA participant is responsible for providing verification to DCF that the conference requirement has been satisfied.

An acceptable standard for school conference verification is the DCF form, CF-ES 2098. This form is considered sufficient documentation to verify that a school conference occurred and should be completed by a school official. It is the responsibility of the parent or caretaker to return the form to the PAS. However, if a parent has a school conference over the telephone, the parent or caretaker relative should complete the relevant sections indicated on the CF-ES 2098 form. See attachment A, *Learnfare School Conference Verification Form, DCF CF-ES 2098*.

School districts are encouraged to use this form or to develop a form consistent with its contents. Also, if using a form other than the one provided, schools may elect to require an embossed school seal to ensure legitimacy and DCF acceptance of the verification.

Attachment A

Learnfare School Conference Verification

Name (Please print legibly)	Date		
Address	Case #/Category/Sequence		
	<table border="0" style="width: 100%;"> <tr> <td style="width: 60%; border-bottom: 1px solid black; padding-bottom: 2px;">PAS Unit Number</td> <td style="width: 40%; border-bottom: 1px solid black; padding-bottom: 2px;">District/County</td> </tr> </table>	PAS Unit Number	District/County
PAS Unit Number	District/County		

Florida law requires that you have a conference with a school official for all school age child(ren) during each semester to talk about your child's school attendance, grades and behavior. If you do not have a school conference and you do not have good cause, your needs will be removed from the cash assistance grant.

If you have a school conference please have the appropriate school official complete the section below, to verify that the conference was held. If you have a telephone conference with a school official please complete the information below.

Please print legibly

Child's Name	Name of School
School Official's Name	School Official's Telephone Number
School Official's Title	Date of Conference

Please print legibly

Child's Name	Name of School
School Official's Name	School Official's Telephone Number
School Official's Title	Date of Conference

To be completed by the Public Assistance Specialist

If you need more than one form, or have any questions about the Learnfare Program, please call your Public Assistance Specialist. Please return this form to your public assistance specialist by ___/___/____. However, if you choose, you can mail this form to your Public Assistance Specialist before your next appointment at the address below.

Public Assistance Specialist Name (Please print legibly)	Telephone Number
Mailing Address	

Attachment B

Suggested Best Practices: Tips for Effective School Conferencing

A school official conducting a school conference with a student's parent or caretaker relative is encouraged to consider the following discussion points for effective conferencing:

- welcome the parent or legal guardian
- state goals of the conference, including expectations for acceptable student attendance, grades, and behavior
- discuss student's attendance record, academic progress, and behavior in each class
- help to identify support needed to ensure successful academic and behavioral experiences and acceptable attendance (e.g. counseling, homework strategies, study skills, communication with teacher(s), organizational skills—daily planner, health information)
- ask parent/legal guardian to describe their child's interests in and out of school
 - suggest available school activities and extracurricular programs
 - suggest a meeting with another student who is a member of a group of interest to talk with their child at school (if interest is acknowledged)
- ask the parent/legal guardian to discuss their post-secondary education goals for their child
- discuss opportunities and resources available to identify student interests and career goals (refer to the school counselor or career specialist)
- ask the parent/legal guardian for follow-up if they would like assistance in identifying community resources/agencies (as needed, refer to appropriate school personnel)
- ask if the parent or legal guardian would like any explanation of items discussed at the conference
- offer contact information and the opportunity for a follow-up conference, encourage continued communication, and ensure them that their involvement in their child's education and school are highly valued
- thank the parent or legal guardian for attending the conference
- document the conference and on parent/guardian request, provide written verification

Attachment C
Department of Children and Families Learnfare File Layout

Date: 10/18/2001		Record Length: 320 Block Size: 3200		
Field Characteristics:		Sending Data Set Name: PFLOR.PROD.GDE303FA.COUNTY## (## = two digit county number)		
A = Alphabetic Only A/N = Alphanumeric N = Numeric Only		Receiving Data Set Name: PFLOR.PROD.GDE452FA(+1)		
Item Number	Position From – To	Size	Field Char	Field Description
1	1-10	10	N	Person Identification <i>A number that uniquely identify a student to the FLORIDA system. Must be ten digits.</i>
2	11-19	9	N	Social Security Number
3	20-34	15	A	Student's Last Name
4	35-37	3	A	Student's Last Name Suffix
5	38-52	15	A	Student's First Name
6	53	1	A	Student's Middle Initial
7	54	1	A	Student's Sex Code: <i>M = Male</i> <i>F = Female</i>

Department of Children and Families Learnfare File Layout

<p>Date: 10/18/2001</p> <p>Field Characteristics:</p> <p style="margin-left: 20px;">A = Alphabetic Only A/N = Alphanumeric N = Numeric Only</p>			<p>Record Length: 320 Block Size: 3200</p> <p>Sending Data Set Name: PFLOR.PROD.GDE303FA.COUNTY## (## = two digit county number)</p> <p>Receiving Data Set Name: PFLOR.PROD.GDE452FA(+1)</p>							
Item Number	Position From – To	Size	Field Char	Field Description						
8	55-62	8	N	<p>Student's Date of Birth</p> <p><i>The numeric representation of the date on which the student was born.</i></p> <p>CCYYMMDD <i>For Example: May 23, 1996 = 19960523</i></p>						
9	63-64	2	A/N	<p>Sanction Reason Code</p> <p><i>Code that indicates possible sanction:</i></p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="text-align: center; border-bottom: 1px solid black;"><u>Code</u></td> <td style="text-align: center; border-bottom: 1px solid black;"><u>Definition</u></td> </tr> <tr> <td style="text-align: center;">01</td> <td style="text-align: center;">Truant</td> </tr> <tr> <td style="text-align: center;">02</td> <td style="text-align: center;">Dropout</td> </tr> </table>	<u>Code</u>	<u>Definition</u>	01	Truant	02	Dropout
<u>Code</u>	<u>Definition</u>									
01	Truant									
02	Dropout									
10	65-72	8	N	<p>Sanction Request Date</p> <p><i>The numeric representation of the date the student dropped out of school. This field will only be filled in if the student has dropped out; if student is truant the field will be blank.</i></p> <p>CCYYMMDD <i>For Example: March 18, 2001 = 20010318</i></p>						
11	73-102	30	A/N	<p>Student's Address – Line 1</p> <p><i>The student's mailing street number and name, PO Box or Route and box number</i></p>						

Department of Children and Families Learnfare File Layout

<p>Date: 10/18/2001</p> <p>Field Characteristics:</p> <p style="margin-left: 20px;">A = Alphabetic Only A/N = Alphanumeric N = Numeric Only</p>		<p>Record Length: 320 Block Size: 3200</p> <p>Sending Data Set Name: PFLOR.PROD.GDE303FA.COUNTY## (## = two digit county number)</p> <p>Receiving Data Set Name: PFLOR.PROD.GDE452FA(+1)</p>		
Item Number	Position From – To	Size	Field Char	Field Description
12	103-132	30	A/N	Student's Address – Line 2 <i>Apartment number, building number, etc. for student's mailing address.</i>
13	133-152	20	A/N	Student's Address – City <i>The student's mailing address city</i>
14	153-154	2	A/N	Student's Address – State <i>Must be a valid two character state code</i>
15	155-163	9	N	Student's Address – Zip Code
16	164-166	3	N	County Number <i>A two digit FLORIDA county code</i>
17	167-191	25	A/N	School Name – Line 1 <i>Name of the school in which the student is officially enrolled for graduation</i>
18	192-216	25	A/N	School Name – Line 2 <i>Name of the school in which the student is officially enrolled for graduation</i>

Department of Children and Families Learnfare File Layout

Date: 10/18/2001 Field Characteristics: A = Alphabetic Only A/N = Alphanumeric N = Numeric Only			Record Length: 320 Block Size: 3200 Sending Data Set Name: PFLOR.PROD.GDE303FA.COUNTY## (## = two digit county number) Receiving Data Set Name: PFLOR.PROD.GDE452FA(+1)	
Item Number	Position From – To	Size	Field Char	Field Description
19	217-241	25	A/N	School's Address – Line 1 <i>Street number and name, PO Box or Route and box number of the school in which the child is officially enrolled for graduation</i>
20	242-266	25	A/N	School's Address – Line 2 <i>Apartment number, building number, etc. of the school in which the child is officially enrolled for graduation.</i>
21	267-286	20	A/N	School's Address – City <i>City of the school in which the child is officially enrolled for graduation.</i>
22	287-288	2	A/N	School's Address – State <i>Must be a valid two-character state code for the school in which the child is officially enrolled for graduation.</i>
23	289-297	9	N	School's Address – Zip Code <i>Zip code of the school in which the child is officially enrolled in for graduation</i>
24	298-320	23	A/N	Filler

Attachment E

Department of Children and Families

Letter of Understanding

Pursuant to section 414.1251, Florida Statutes, a school age child subject to compulsory attendance requirements may not receive temporary cash assistance if the student is habitually truant or deemed to have dropped out of school without good cause. Pursuant to section 228.041, Florida Statutes, habitual truancy is defined as 15 unexcused absences in a 90-day period. If the child is not eligible for temporary cash assistance under that provision, the Department of Children and Families shall take requisite action to remove his needs from the family's cash benefit. If the Department of Children and Families does not receive notification of noncompliance with section 414.1251, Florida Statutes, as required, no action may be taken by the Department of Children and Families in this regard.

Pursuant to section 414.1251, Florida Statutes, the parent or caretaker relative of a school age child may not receive temporary cash assistance if that parent or caretaker relative does not attend a parent-teacher conference each semester. If the parent or caretaker relative is not eligible for temporary cash assistance under that provision, the Department of Children and Families shall take requisite action to remove their needs from the family's cash benefit.

Any list of truant children or dropouts provided to the Department of Children and Families by Florida school districts shall remain confidential as provided by law. Any list of temporary cash assistance recipients provided to the school district by the Department of Children and Families shall also remain confidential as provided by law. Each agency will protect the rights of students and recipients with respect to records created, maintained, and used by public institutions within the state. It is the intent of this agreement to ensure that parents, students, and recipients have the rights of access, rights of challenge, and the rights of privacy with respect to records and reports, and that applicable laws and regulations for these rights, including those rights pertaining to disclosure of student records, shall be strictly followed.

Signature _____
District Administrator

Signature _____
School District Superintendent (or School Board official)

Attachment F

Sample

Cooperative Agreement
between
The School Board of _____ County, Florida
and
The Department of Children and Families

The School Board of _____ County, hereinafter referred to as the “Board” and the Department of Children and Families enter into this agreement. The parties agree to the following:

1. Purpose

The School Board of _____ County and the Department of Children and Families are mutually committed to cooperate in the implementation of the Learnfare program, as required by section 414.1251, Florida Statutes.

2. Enabling Legislation

This agreement assures compliance with sections 414.1251, 232.01, 228.041(28), 228.041(29), Florida Statutes.

3. Roles and Responsibilities

The Department of Children and Families, District/Region _____, Office and _____ School District agree that stated purposes can be achieved only through coordinated planning, resource sharing and staff training.

We agree to

- clarify agency responsibilities through joint procedures
- process reports of compliance and noncompliance with the Learnfare provisions in a timely manner
- monitor and effectively implement state legislation concerning the Learnfare requirements
- share applicable recipient / student information consistent with rules and regulations governing confidentiality

- disseminate this agreement to appropriate personnel in each agency and provide technical assistance in the implementation of the requirements of the agreement

Responsibilities of the Department of Children and Families

To implement Learnfare legislation, the Department of Children and Families shall

- provide an electronic listing of all eligible school-age children, which includes the name, race, sex, and date of birth of cash recipients to the local school district
- require the public assistance specialist to apply the appropriate sanctions on notification of noncompliance with the Learnfare provisions by the local school district

Responsibilities of the School District

To implement this agreement the School District shall

- match the list of school-age children received from the Department of Children and Families with their school records on a monthly basis and furnish the names of noncompliant students via an electronic data match (At the request of the parent/guardian, the school district may complete a reinstatement/verification form. The parent/guardian is responsible for providing this notification of compliance to the appropriate Department of Children and Families staff when a student sanctioned for failure to comply with the Learnfare provisions for truancy and drop-out demonstrates compliance with school attendance.)
- complete agency form for school conference verification as required by the Department of Children and Families or, in lieu of an agency form, provide the requested information on official letterhead

4. Administrative Procedures

Timelines

This Cooperative Agreement shall become effective with the signature of the School Board Superintendent and the Administrator for District/Region_____ and will continue from year to year unless responsible individuals notify the respective partner in writing that the Cooperative Agreement will be revised or terminated. This Agreement will be reviewed annually and may be amended by the written request of either agency. Any proposed amendment or modifications shall be submitted by either party at least thirty (30) days prior to formal discussion or negotiation on the issue. Any amendments must be agreed to by each agency head or the duly authorized representatives of both parties.

Confidentiality

Each agency will protect the rights of students and recipients with respect to records created, maintained, and used by public institutions within the state. It is the intent of this agreement to ensure that parents, students, and recipients have the rights of access, rights of challenge, and the rights of privacy with respect to records and reports, and that applicable laws and regulations for these rights, including those rights pertaining to disclosure of student records, shall be strictly followed.

Administrative Procedures

Should further action be required, agency heads will request an administrative hearing consistent with the procedures in section 120.57(1), Florida Statutes, the Administrative Procedures Act. The resolution of all conflicting issues that arise while this agreement is in effect will be resolved at the lowest level possible.

Sample

Signature Page

Department of Children and Families
District Administrator,
District ____

Superintendent,
School District of
_____ County

Date

Date

School District

Contact Person:

Name

Title

Telephone Number

Fax Number

District Program Office

Contact Person:

Name

Title

Telephone Number

Fax Number

Attachment G

Department of Children and Families - District Phone Contact List

<p>District 1 Mamun Rashied PO Box 8420 160 W. Government Center Pensacola, FL 32505-0420</p> <p>(850) 595-8330 SC 695-8330 FAX (850) 444-8332 SC 695-8332</p> <p>Secretary: Sylvia Miller</p>	<p>District 2 Janice Miller Cedars Executive Center Building A, Suite 100 2639 N. Monroe St. Tallahassee, FL 32399-2949</p> <p>(850) 487-1756 SC 277-1756 FAX (850) 921-5679</p> <p>SC 291-5679 Secretary: Emma Harrel</p>
<p>District 3 Ken Smith Program Manager 1000 NE. 16th Ave, Box 8 Gainesville, FL 32601</p> <p>(352) 955-5467 SC 625-5467 FAX (352) 955-5470 SC 625-5470 Secretary: Sherlene Barnes (SC 625-5188)</p> <p>Mark Williams Program Manager SC 625-5494 Secretary: Debbie Hepinstall</p>	<p>District 4 Cathy Kenyon Roberts Building 5920 Arlington Expressway Jacksonville, FL 32211</p> <p>(904) 727-3700 SC 841-3700 FAX (904) 727-5521 SC 841-5521 Secretary: Janice Willis</p>
<p>Suncoast Region Dan Miller 4000 W. Martin Luther King Blvd. Tampa, FL 33614</p> <p>(813) 871-7411 SC 542-7411 FAX (813) 871-7209 SC 548-7209 Secretary: Bonnie Hamrick</p>	<p>District 7 Dana Johnston (A) and Dottie Thompson (A) 400 W. Robinson St, Suite S-1009 Orlando, FL 32801-1782</p> <p>(407) 245-0450 SC 344-0450 FAX (407) 245-0581 SC 344-0581 Staff Assistant: Clara Lewis</p>
<p>District 8 Richard Rice Mailing Address: Fort Myers Regional Service Center PO Box 60085 Fort Myers, FL 33906</p> <p>(941) 338-1369 SC 722-1369 FAX (941) 338-1234 SC. 722-1234 Secretary: Darling Benavides Office Location: Fort Myers Regional Service Center 2295 Victoria Ave, Suite 233 Fort Myers, FL 33901-3817</p>	<p>District 9 Steve Faroni, Director (Belle Glade and Rivera Beach Service Centers) Staff Assistant: Rosetta Benjam or Lois Peterson, Program Administrator (Lakeworth and Delray Beach) Secretary: Robyn Johnson 111 South Sapodilla Ave. West Palm Beach, FL 33401</p> <p>(407) 837-5247 SC 252-5247 FAX (407) 837-5290</p>

Department of Children and Families - District Phone Contact List

<p>District 10 Sue E. Kimberlin 201 W. Broward Blvd., Suite 510 Fort Lauderdale, FL 33301-1885</p> <p>(954) 467-4373 SC 453-4373 FAX (954) 467-4328 SC 453-4328</p>	<p>District 11 Gilda Ferradaz, Division Director 401 NW 2nd Ave, Suite S-1007 Miami, FL 33128</p> <p>(305) 377-7154 SC 452- 7154 FAX (305) 452-7164 SC: 452-7164 Secretary: Mari Donis</p> <p>Judy Farber, Program Administrator Secretary: Jenny Hemandez</p>
<p>District 12 Darrell Boudreaux Daytona Beach Service Center 210 N. Palmetto Ave Daytona Beach, FL 32114-3284</p> <p>(904) 258-4400 SC 380-4400 FAX (904) 258-3878 SC 380-3878 Secretary: Joan O'Rourke</p>	<p>District 13 Maggie Pickel, Program Administrator Secretary: Cindy Goode <i>Or</i> Jeanie Kittel, Program Manager Secretary: Theresa Bilenski 1601 West Gulf Atlantic Highway (SR 44) Wildwood, FL 34785</p> <p>(352) 668-6239 ext. 6239 SC 895-6239 FAX (352) 668-1373 SC: 895-1373</p>
<p>District 14 Jim Gribble 4720 Old Highway 37 Lakeland, FL 33813-2030</p> <p>(941) 619-4100 (Switchboard) SC: 561-4100 (941) 619-4216 (Direct Line) SC 561-4216 FAX (941) 648-3347 SC 595-3347 Staff Assistant: Charlene Mills</p>	<p>District 15 Gary Pettit, District Program Manager 337 N. 4th Street, Suite A Fort Pierce, FL 34950</p> <p>Kara Rheaume, Program Office Supervisor (407) 467-3182 (407) 595-1342 SC 240-1342 FAX (407) 595-4199 SC 240-4199 Secretary: Vivian Schiavino</p>

Attachment H

Department of Children and Families: Policy and Systems Contact List

Myrlene Manke
1317 Winewood Blvd. Bldg. 3
Tallahassee, Florida 32399
(850) 921-5552

Gary Scott
1317 Winewood Blvd. Bldg. 3
Tallahassee, Florida 32399
(850) 413-7427

Jill Harris
1317 Winewood Blvd. Bldg. 3
Tallahassee, Florida 32399
(850) 488-8030

Systems:
LaQuetta Anderson
1940 N Monroe Street
Tallahassee, Florida 32399
(850) 414-5942