

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



June 1, 1988

ALL COUNTY LETTER NO. 88-52

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: VERIFICATION/DOCUMENTATION OF FULL-TIME ENROLLMENT IN
SCHOOL

REFERENCE: MPP 40-157.2, 42-101.2, 42-632.2, 19-007.11

The purpose of this letter is to clarify the application of Aid to Families with Dependent Children regulations with regard to verification of school attendance of children age 16 and over. For Refugee Cash Assistance and Refugee Demonstration Project purposes, AFDC regulations apply.

Some counties have mandated specific verification requirements such as requiring the applicant/recipient to obtain verification from each teacher or requiring the applicant/recipient to sign a release of information form. Other counties remove themselves from an active role in the verification process and place the requirement on the recipient to obtain the required information.

AFDC regulations do not specify any particular method or process to verify full-time enrollment in school. Any document or evidence from the school which substantiates the claim of enrollment in a full-time program is acceptable. This may include letters, grade cards, and notes brought by the student from the school. It is the responsibility of the county to inform the applicant/recipient of what evidence is desired, why it is needed, and how it will be used (MPP 40-157.211). The applicant/recipient is required to cooperate with the county in the evidence gathering process to the fullest extent possible (MPP 40-157.212). When it is not possible for the applicant/recipient to obtain necessary evidence, the county shall obtain it for him/her (MPP 40-157.213). However, if the applicant or recipient does not wish the county to contact a private or public source in order to determine eligibility, the applicant or recipient shall have the opportunity to obtain the desired information or verification himself or herself (MPP 19.007).

The counties have the flexibility to use the verification alternative which best serves the needs of the county and the school districts. If an individual has a problem with a particular process of verification in a county, he or she must be given the option to use an alternative process to obtain and provide the required information in accordance with MPP 40-157.21 and 19-007.11.

If you have any questions concerning this letter, please contact
Kay C. Silva at (916) 324-2725.



ROBERT A. HOREL
Deputy Director

cc: CWDA