

**County of San Diego, Health and Human Services Agency (HHS)A)  
CalWORKs Program Guide**

**Verification and Monitoring Procedure**

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**Background**

Eligibility Workers will not ask or require applicants and recipients to provide verification of school attendance at application or annual redetermination, with the exception of pregnant or parenting teens for the purposes of Cal-Learn.

**Policy**

**42-100.E.1 Regular Attendance**

A child is presumed to be attending school unless he or she has been deemed a chronic truant pursuant to Section 48263.6 of the Education Code.

**42-100.E.2 Home School Programs**

Home school programs are acceptable, as long as:

- The home study program is recognized by the school district
- And an agreement has been entered into with the school district

**42-100.E.3 Informing Requirements**

All applicants and recipients of CalWORKs must be informed of school attendance requirements. The worker will inform applicants and recipients of California's compulsory education law, which requires everyone between the ages of six and 18 years of age to attend school, except 16 and 17 year olds who have graduated from high school or passed the California High School Proficiency Exam (CHSPE) and obtained parental permission to leave.

The informing requirement is met with form **07-31C HHS)A - CalWORKs School Attendance Requirement Information**.

- This notice must be provided to all CalWORKs applicants and recipients at application and at their annual renewal.
- The 07-31C HHS)A form needs to be signed both by the parent/caretaker relative(s) and the Worker. Workers are required to provide a signed copy to the parent/caretaker relative and document capture a copy for the case.
- Form 07-31C HHS)A must be included in the application and renewal packets.

**Procedure:**

None.

**Impacts:**

None.

**References:**

[EAS 40-105.5](#)

[ACL 15-22](#)

**Approval for Release:**

June 8, 2015

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**Sunset Date:**

This policy will be reviewed for continuance by June 30, 2018.