



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

DEVAL L. PATRICK  
Governor


JOHN W. POLANOWICZ  
Secretary

STACEY MONAHAN  
Commissioner

**Operations Memo 2014-45  
July 10, 2014**

**To: Department of Transitional Assistance Staff**

**From: Anne O'Sullivan, Acting Assistant Commissioner for Policy, Program and External Relations**

**Re:  TAFDC – Learnfare Probation and Sanction Suspensions During July and August**

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**Overview**

The TAFDC Learnfare requirement mandated 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. New welfare reform legislation has changed the maximum age a child is subject to Learnfare to 15.

In September of 2013, the Department automated the Learnfare process. Operations Memo 2013-49 detailed the automated Learnfare process.

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**Learnfare Probation**

During the months of July and August, schools are closed and Learnfare tracking does not take place. As a result, clients who are on Learnfare Probation will not have to submit a *Monthly Learnfare Attendance Report* in August and September. In mid-July, Attachment A is being sent to these clients informing them of this fact. No case manager action is needed.

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**Learnfare  
Sanctions**

Also during the months of July and August, Learnfare sanctions are suspended. As a result, clients who are in Learnfare sanction will not have to submit a *Monthly Learnfare Attendance Report* in August and September. These students will also be added back into the grant for the months of August and September. In mid-July, Attachment B is being sent to these clients informing them of these facts. No case manager action is needed.

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**Questions**

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

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**Attachment A**

Mary Jones  
101 Main Street  
Boston, MA 02112

Agency ID: 9999999  
Newmarket Square TAO-DTA

07/16/2014

**Learnfare Probation Reporting for July and August**

Dear Mary Jones:

**Current Case Action.** Our records show Robert Jones is on Learnfare probation. Because of this, DTA sends you a Monthly Learnfare Attendance Report. You must return this form to your case manager. This form tells us about your child's school attendance for the previous month.

**No Learnfare Reporting for July and August.** There is no school during the months of July and August. You will not receive the Monthly Learnfare Attendance Report for those months.

**Questions?** If you have any questions, contact your case manager Sarah Smith at 617-555-5555.

You will start to get the school attendance forms again in October.

**Attachment B**

Mary Jones  
101 Main Street  
Boston, MA 02112

Agency ID: 9999999  
Newmarket Square TAO-DTA

07/16/2014

**Learnfare Sanction for July and August**

Dear Mary Jones:

**Current Case Action.** Our records show Robert Jones is sanctioned on Learnfare. Because of this, you receive less money in your grant each month. DTA also sends you a Monthly Learnfare Attendance Report. You must return this form to your case manager. This form tells us about your child's school attendance for the previous month.

**No sanctions.** Robert Jones will be part of your grant for the months of August and September because Learnfare Sanctions are suspended. Robert Jones will be placed back in the Learnfare sanction in October.

**No Learnfare Reporting.** There is no school during the months of July and August. In August, you would receive the Learnfare Attendance Report for July. In September you would receive the Learnfare Attendance Report for August. Because there is no school, you will not receive the Monthly Learnfare Attendance Report for those months.

**Questions?** If you have any questions, contact your case manager Sarah Smith at 617-555-5555.

You will start to get the school attendance forms again in October.