VOLUSIA COUNTY SCHOOLS
TECHNOLOGY SERVICES
Innovation, Information & Solutions

CROSSPOINTE TECHNICAL ASSISTANCE PAPER

HOW TO VIEW AND PRINT LEARNFARE STUDENTS
(Panel S701 – Program Query)

The purpose of this technical assistance paper is to provide you with instructions for identifying your Learnfare students for appropriate follow-up. As you are aware, in 1993, the Learnfare Program was enacted in Florida. The program sets forth educational requirements that must be met in order for a person to maintain temporary cash assistance (TCA) under the federal Temporary Assistance for Needy Families (TANF) Program without a reduction in assistance.

The Learnfare Program requires:

- Each teenage TANF participant or a TANF participant's school-aged child to remain in school and not be identified as a habitual truant or dropout.

- Each TANF participant with a school-aged child to attend a conference each semester with a school official to ensure that the participant is involved in the child's educational progress and is aware of any attendance or academic problems. The conference may be a face-to-face meeting or a telephone conversation and must be verified by the Department of Children and Family (DCF). 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 requirements is satisfied when the participant submits the **Learnfare School Conference Verification form – CF-ES 2098** *(see sample form on page 5).*

For detailed information regarding Learnfare, please see the Learnfare Program Attendance Manual provided by the School Social Services Department.

The following are procedures for viewing and printing Learnfare student records at your school.

HOW TO VIEW LEARNFARE STUDENTS

To view the **Learnfare** student records in your school, type **S701** in the page field and click **Go,** or from the **Navigation Pane** select **Special Programs**, then **View All Special Program Participation**.

Selection

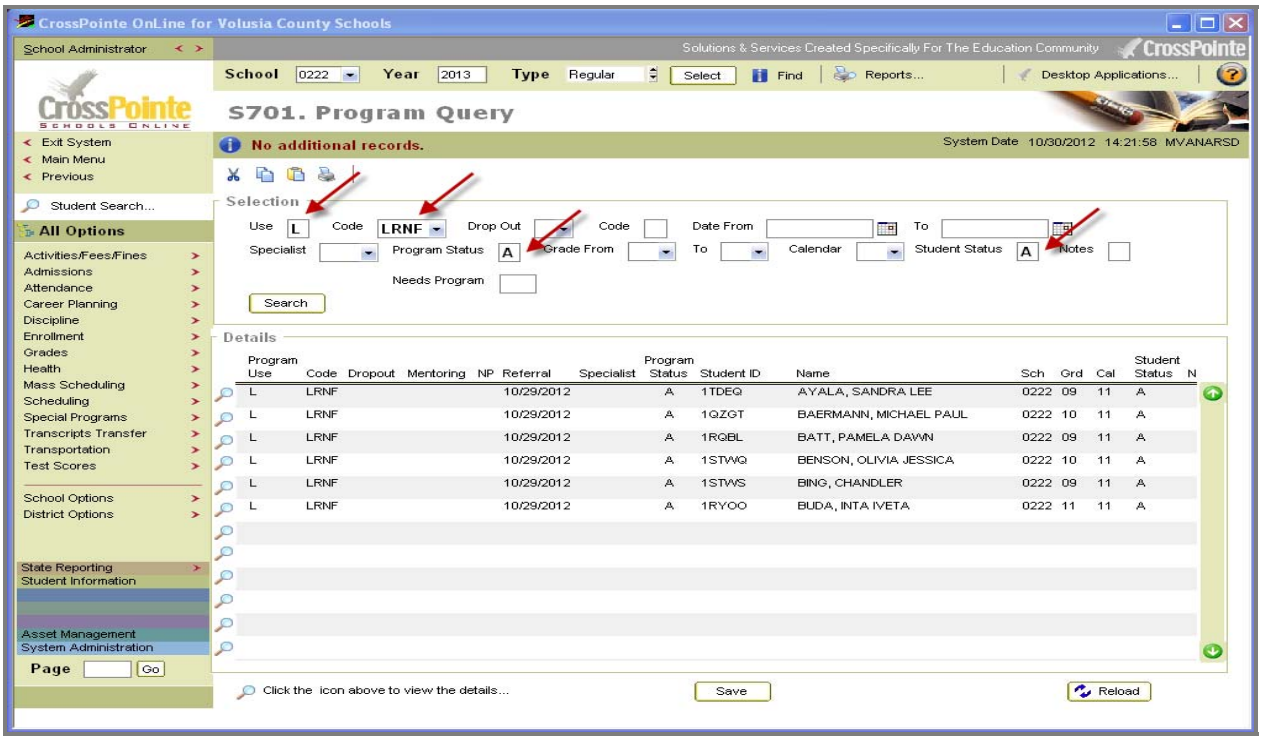
Use:	Enter **L** for Local Programs
Code:	Enter **LRNF** (or select from the dropdown menu) for Learnfare
Program Status:	Enter **A** for Active records.
Student Status:	Enter **A** for Active (not withdrawn) students.

After entering the selection criteria, click **SEARCH.**

Details

All students who match the criteria are displayed. Use the scroll bars to move between the panels, if needed.

Important Note: The referral date indicates the day the report was downloaded to the Department of Social Services and will change monthly.

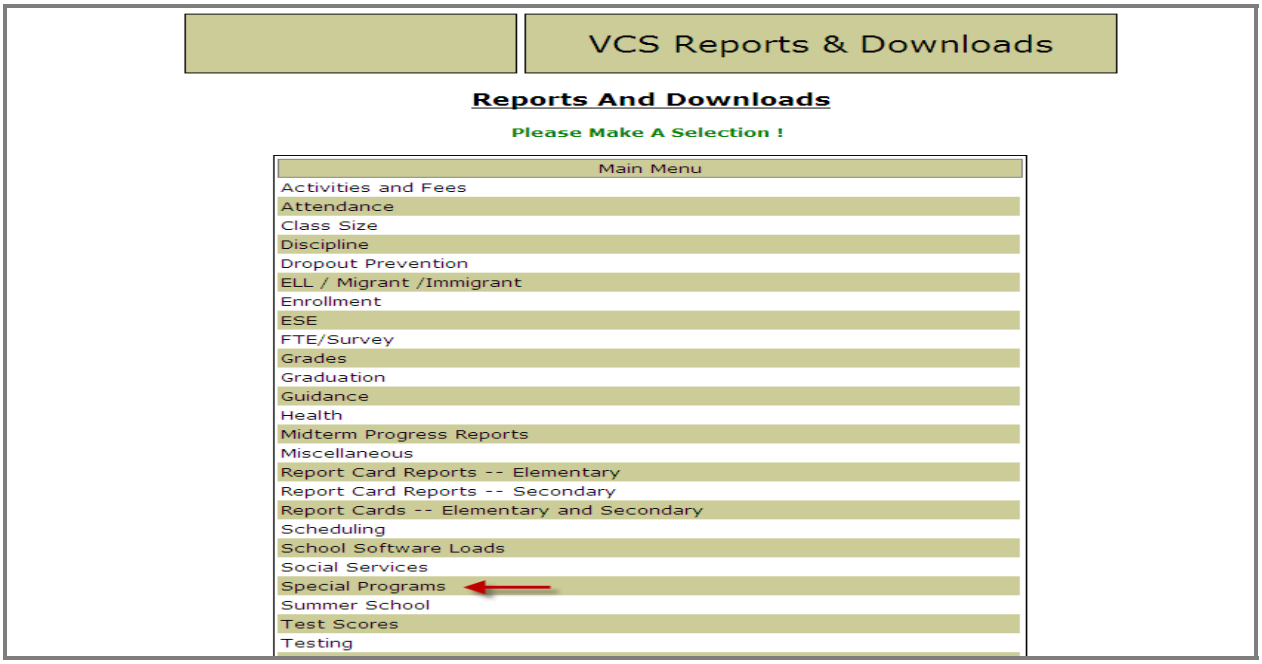


HOW TO PRINT A LIST OF LEARNFARE STUDENTS

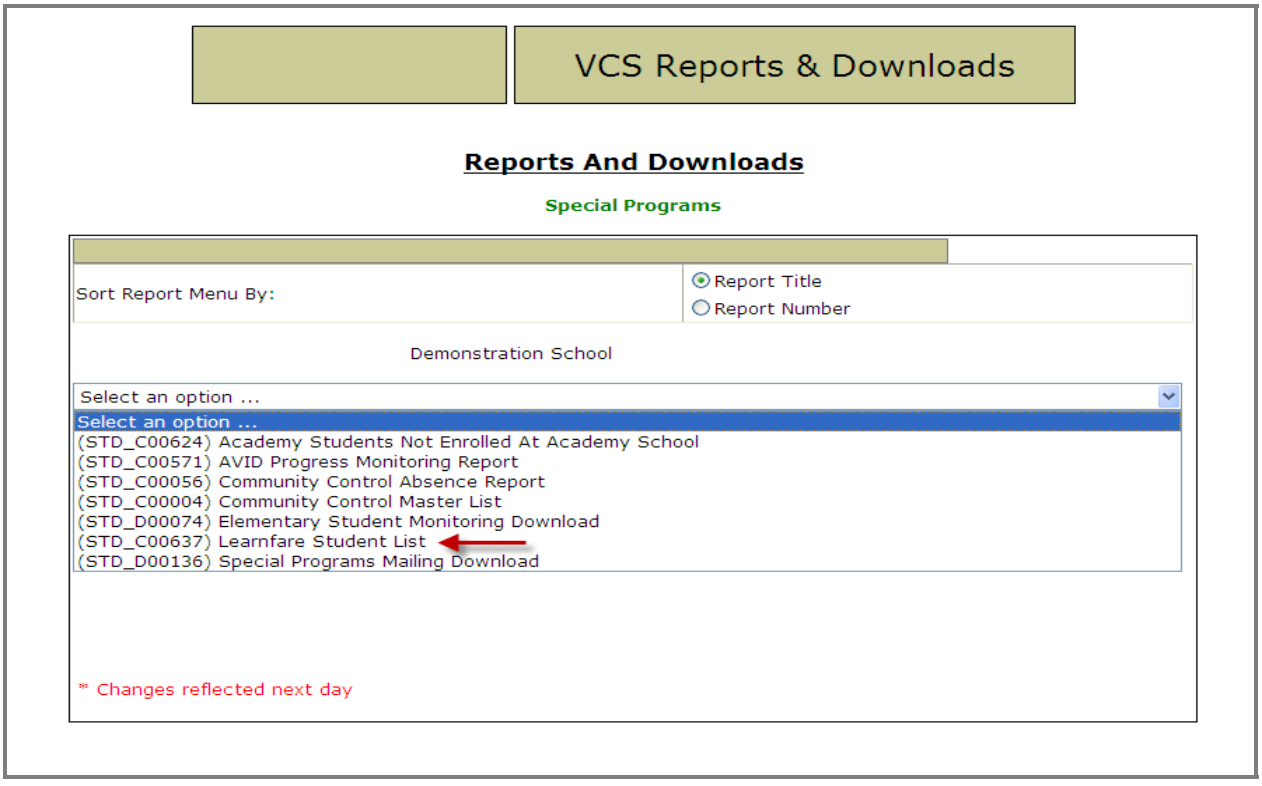
To print a list of Learnfare students, sign into CrossPointe and select **Student Information**. Choose the

tab at the top of the panel. Select **VCS Reports & Downloads**.

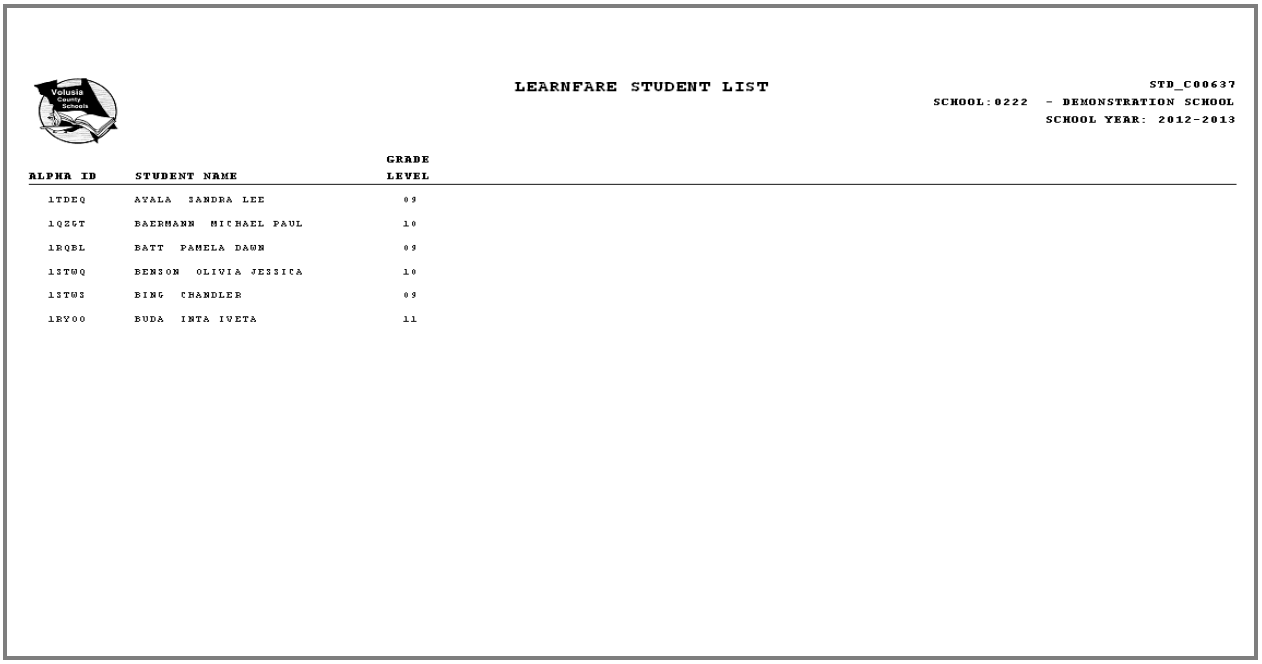
The **Main Menu** will be displayed. Select **Special Programs.**



Select **(STD_C00637) Learnfare Student List.**



After a few moments, the report will be displayed on your screen for you to view and/or print.



LEARNFARE STUDENT LIST

STD_C00637
SCHOOL:0222 - DEMONSTRATION SCHOOL
SCHOOL YEAR: 2012-2013

ALPHA ID	STUDENT NAME	GRADE LEVEL
1TDEQ	AYALA SANDRA LEE	09
1QZ6T	BAERMANN MICHAEL PAUL	10
1RQBL	BATT PAMELA DAWN	09
1STWQ	BENSON OLIVIA JESSICA	10
1STW3	BING CHANDLER	09
1RY00	BUDA INTA IVETA	11

LEARNFARE SCHOOL CONFERENCE VERIFICATION – SAMPLE FORM

Learnfare School Conference Verification

Name (Please print legibly) _____ Date _____

Address _____ Case #/Category/Sequence _____

_____ 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 _____

CF-ES 2098, MAR01 Original – Recipient, Copy – Case File

For detailed information regarding Learnfare, please refer to the **Learnfare Program Attendance Manual** provided by the School Social Services Department or contact Benita Brown at extension **42425.**

If you have questions or need assistance, please call ***Student Information Support*** at extension **20000**.