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| LOCAL COMMISSIONERS MEMORANDUM |  
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DSS-4037EL (Rev. 9/89)

Transmittal No: 94 LCM-41

Date: April 13, 1994

Division: Office of Employment  
Programs

TO: Local District Commissioners

SUBJECT: Teenage Custodial Parents

ATTACHMENTS: None

The purpose of this memorandum is to provide guidance on encouraging certain teenage custodial parents to volunteer for the Job Opportunities and Basic Skills Training program (JOBS).

Custodial parents, under the age of 16 and those under the age of 19 and attending school full-time, are exempt from mandatory participation in the JOBS program. However, if a custodial parent is at risk of dropping out of school due to unmet child care or other supportive service needs, it is appropriate to encourage the parent to volunteer for JOBS. As a JOBS participant, the parent would be entitled to receive child care and any other supportive services determined necessary to enable the parent to remain in school.

The custodial parent must be assessed and have an employability plan developed. All other requirements for JOBS participants in educational activities must be met, including documentation of attendance and satisfactory progress.

Early warning signs, such as frequent school absences, tardiness, or frequently having to return home during the school day may be indicative of an unstable child care plan. These signs and risk factors may not be noticed until after the teenage custodial parent has already dropped out of

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school. Consequently, you may want to assess the stability of the child care arrangement and the supportive services needs of all teenage custodial parents attending school. This may be accomplished at the time of initial application, recertification or any other interval; and by monitoring the attendance of such cases through arrangements with the school. In this manner, early and appropriate remedial action can be taken as necessary to keep these teenage custodial parents in school.

Questions regarding this policy may be directed to your State Employment Program Technical Advisor at 1-800-343-8859, extension 3-8377.

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Jack Ryan  
Assistant Commissioner  
Office of Employment Programs