

Texas Education for Homeless Children and Youth

McKinney-Vento 201



Texas Education for Homeless Children and Youth



Section 1

Welcome & Introductions

PRESENTER

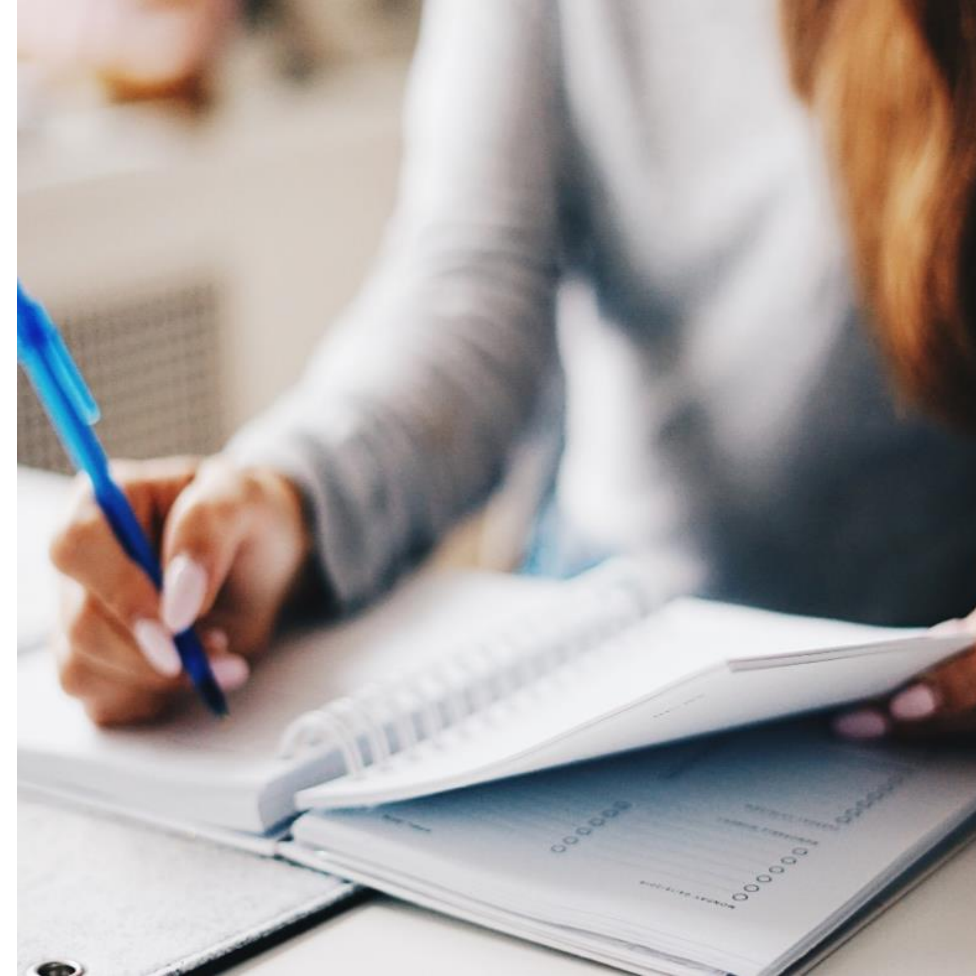
Lisette Castaneda

Education Specialist, Texas Education for Homeless Children and Youth



Agenda

1. Welcome and Introductions
2. School Enrollment and Students Experiencing Homelessness
3. Strategies to Identify Students Experiencing Homelessness
4. McKinney-Vento Dispute Resolution Process
5. TEHCY Program Resources



Learning Objectives



Provide strategies to mitigate challenges or barriers to school enrollment for students experiencing homelessness



Provide strategies to identify students experiencing homelessness



Learn about the McKinney-Vento dispute resolution process

TEHCY Program Training Resources

You can access and download our program resources, including today's presentation on our webpage. Some examples of available resources are:

- TEHCY presentations
- Sample forms
- Texas Department of State Health Services (DSHS) Immunization Flowchart
- Guidance documents

Section 2

School Enrollment and Students Experiencing Homelessness

McKinney-Vento Homeless Assistance Act



Ensures students have immediate and equal access to public education

- States and LEAs must review and revise policies to remove barriers to school enrollment and retention of homeless children and youth
- McKinney-Vento defines enrollment as attending classes and participating fully in school activities

School Enrollment

Students experiencing homelessness have the right to enroll in school immediately, even if lacking documentation normally required for enrollment



Provisional School Enrollment

Enroll Student

Proceed with
Record Request

Determine Eligibility
for McKinney-Vento



- Students experiencing homelessness cannot be identified for McKinney-Vento program services if they are not enrolled in school.
- When enrolling a student and the student self-identifies as homeless, they should be enrolled provisionally for 30 business days.
- Immediate provisional enrollment allows the student to be in school receiving services while the LEA continues to gather records and determine McKinney-Vento program eligibility and services.

Provisional Enrollment with Incomplete School Records



When a student moves from one Texas public school district or charter school to another, student records must be transferred using the Texas Records Exchange (TREx) system within 10 working days of receiving the request.

Some examples of records that are included in this request are:

- Texas Unique ID
- Date of birth
- Current grade level
- Social Security number
- Immunization information

Provisional Enrollment for All Students

A parent or legal guardian who is enrolling the student has up to 30 days from the date of enrollment to provide proof of the student's identity.

Acceptable documentation to provide proof of identity and age include:

Birth Certificate

Passport

Driver's License


School ID or
Report Card

Military ID

Church
Baptismal
Records

Department of State Health Services

Birth Certificate Application Part 1



TEXAS
Health and Human
Services

Texas Department of State
Health Services

OFFICE USE ONLY CHECK MONEY ORDER

REMITTANCE NO. _____ CERT. # _____

DATE _____ AMOUNT \$ _____

DOCUMENT CONTROL # _____

MAIL APPLICATION FOR BIRTH RECORD

PLEASE PRINT CLEARLY.
INCLUDE A COPY OF YOUR (APPLICANT) VALID ID WHEN SENDING IN THE REQUEST. APPLICATION MUST BE ORIGINAL (INCLUDING SIGNATURE), NO CROSS OUT OR WHITE OUT WILL BE ACCEPTED. SEE INSTRUCTIONS ON BACK.

Step 1: YOUR INFORMATION AND SHIPPING ADDRESS (PLEASE PRINT)

Your Name (First, Middle, Last Name): _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Email Address: _____ Daytime Phone Number: _____

Your relationship to Person named on Certificate (Check One): Self Child Spouse Parent Sibling
 Grandparent Legal Guardian (proof required) Legal Representative (proof required) Other: _____

I authorize mailing to the address below instead of my mailing address listed above.

Name: _____

Address to Send to if different than noted above: _____ City: _____ State: _____ Zip Code: _____

Reason for Request:
 Newborn Travel/Passport Records School Insurance Other: _____

Step 2: INFORMATION FOR PERSON NAMED ON BIRTH RECORD (Must be completed to Identify Record Requested)

FULL NAME ON RECORD:	First Name	Middle Name	Last Name
DATE OF BIRTH:	Month	Day	Year
PLACE OF BIRTH:	City or Town		County
FULL NAME OF PARENT 1:	First Name	Middle Name	Maiden Last Name (Before first marriage)
FULL NAME OF PARENT 2:	First Name	Middle Name	Maiden Last Name (Before first marriage)

Step 3: COST & FEES (NOT REFUNDABLE, if Record Not found)

Select Record Type:	Qty	Price/each	Total
<input type="checkbox"/> Long Form Birth Certificate (Travel/Passport)		x \$22.00	\$
<input type="checkbox"/> Short Form Birth Certificate (General Use)		x \$22.00	\$
<input type="checkbox"/> Texas Flag Heirloom Birth Certificate (Framing and Display)		x \$60.00	\$
<input type="checkbox"/> Bassinet Heirloom Birth Certificate (Framing and Display)		x \$60.00	\$
<input type="checkbox"/> Birth Verification (Letter, not official certificate)		x \$22.00	\$
<input type="checkbox"/> Military Personnel with current deployment orders		Exempt	
<input type="checkbox"/> Foster or Homeless child or youth		Exempt	

For urgent requests, orders may be EXPEDITED by sending the order through an overnight mail service, such as: FEDEX, LoneStar, or UPS to our physical address: DSHS - VSS MC 2096, 1100 W. 49th St., Austin, TX 78756 and paying the below expedited processing fee.

<input type="checkbox"/> Expedited Processing (estimated 20-25 business days)	\$5.00
<small>All orders are returned free of charge by USPS regular mail. For expedited return mail service, select one of the overnight return shipping methods below.</small>	
<input type="checkbox"/> Overnight Return Mail (for shipping within USA)	\$8.00
<input type="checkbox"/> USPS Express Return Mail (for shipping to PO Box ONLY)	\$22.95
<input type="checkbox"/> I wish to make a voluntary contribution of \$5.00 to promote healthy early childhood by supporting the Texas Home Visitation Program administered by the Office of Early Childhood Coordination of Health and Human Services.	\$5.00
Total Due:	\$

Step 4: AFFIDAVIT (NOTARY SECTION)
ONLY applications for birth certificates (NOT birth verifications) submitted by mail need to be notarized

STATE OF _____

COUNTY OF _____

This instrument was acknowledged before me on _____ (Date)

By _____ (Printed Name of applicant acknowledging)

(Notary Public's Signature)

(Personalized Seal)

WARNING: IT IS A FELONY TO FALSIFY INFORMATION ON THIS DOCUMENT. THE PENALTY FOR KNOWINGLY MAKING A FALSE STATEMENT ON THIS FORM OR SIGNING A FORM WHICH CONTAINS A FALSE STATEMENT IS 2 TO 10 YEARS IMPRISONMENT AND A FINE OF UP TO \$10,000. (HEALTH AND SAFETY CODE, CHAPTER 195, SEC. 195.003.)

READ & SIGN (Applications without signatures or attached valid ID will NOT be accepted for processing)

Signature of Applicant _____ Date Signed (MM/DD/YYYY) ____/____/____

VS - 140 (1/21)

Department of State Health Services

Birth Certificate Application Part 2

The screenshot shows the Texas Department of State Health Services website. The main heading is "Requirements for Mail/In-Person Orders". It provides detailed instructions for ordering birth certificates, including a list of requirements for mail orders and in-person orders. There are buttons for "BY MAIL", "IN-PERSON", and "FOSTER OR HOMELESS YOUTH". A sidebar on the left contains navigation links like "HOME", "COVID-19", "ABOUT DSHS", "NEWS", "I AM A...", "MOST POPULAR", "RESOURCES", "ONLINE SERVICES", and "CONTACT US". A "TxEVER" logo is visible in the bottom left of the page content.

DSHS Birth Certificate Records Forms

The screenshot shows a sample form titled "Certification of Homeless Status for Texas Birth Certificate And Texas Identification Card and Driver's License". The form includes fields for "Full Name of Homeless Child/Youth", "Date of Birth", "Signature", "Date", "Title", "Employer", "Email", "Phone", "Address", "City", "State", and "Zip". Below the form fields, there is a section for "Relevant Law and Definitions" which includes the "Homeless Child or Youth Defined under 42 U.S.C. Section 11434a (McKinney-Vento Act)" and "Texas Identification Cards and Driver's Licenses". A large "SAMPLE" watermark is overlaid on the form.

DSHS Sample Attestation Form

Provisional Enrollment with Incomplete Immunizations or Records

- Students experiencing homelessness shall be admitted provisionally for 30 business days if acceptable evidence of immunizations is not available.
- LEAs must refer the parent or guardian to the local health authority, community health providers, or other community resources to obtain required immunizations.

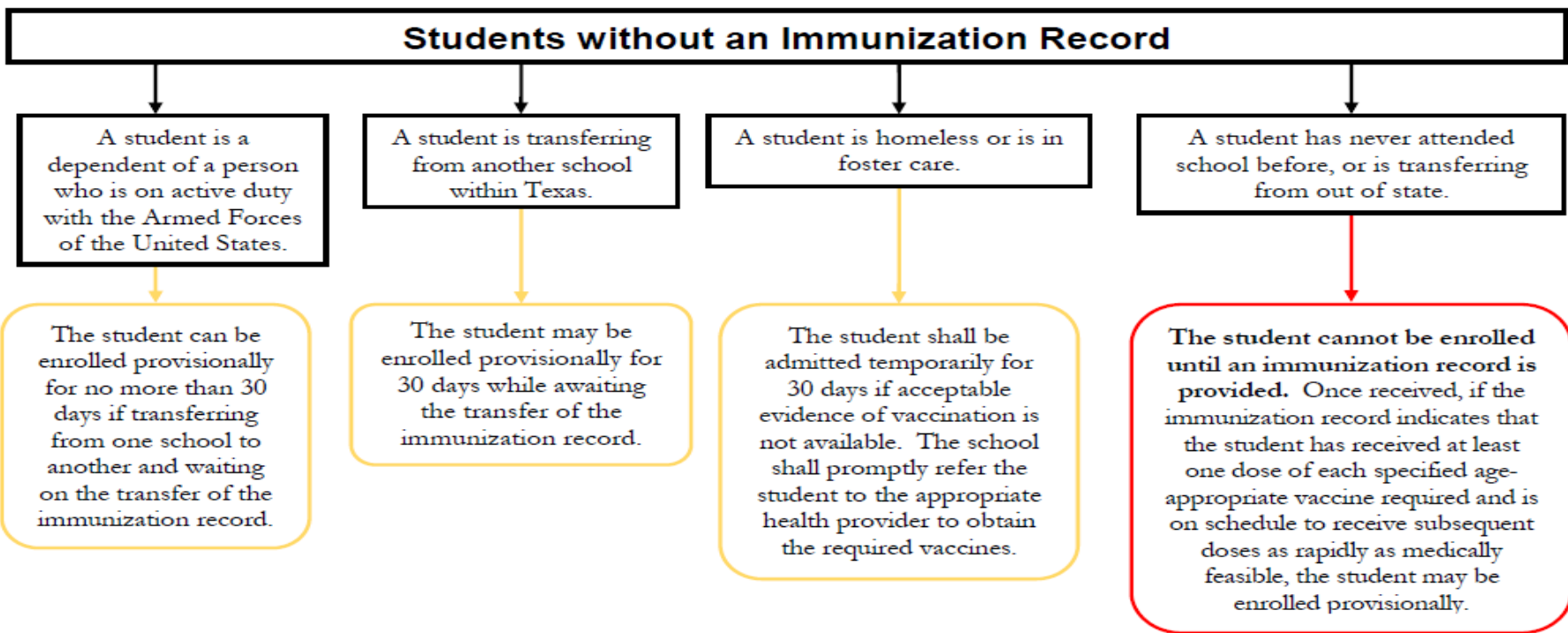


Immunization – Provisional Enrollment Resource

Texas Department of State Health Services, Immunization Unit Provisional Enrollment for Students (Non-Higher Education; Non-Veterinary Students)

The following charts are intended to aid school nurses, office staff, private practitioners and the general public in understanding the eligibility of students enrolling in Texas schools in accordance with Title 25, Rules §97.66 and §97.69 of the Texas Administrative Code. Please consult §97.65 and §97.68 of the Texas Administrative Code for guidance on verification of immunity/history of illness and acceptable evidence of vaccination(s).

NOTE: This resource does not apply to child-care facilities. Please refer to §97.66 for provisional enrollment criteria that apply to child-care facilities.



For more information, please contact the Immunization Unit at (800) 252-9152 or visit <https://www.dshs.texas.gov/immunize/>.

Students Experiencing Homelessness May Attend

Zoned School

The public school in the attendance area where the student is residing



School of Origin

The school the student attended when permanently housed; or the school in which the student was last enrolled



State School Selection Provision

- In Texas we have a state school selection provision (TEC § 25.001(b)(5))
- If a family is homeless, they can select to enroll in any LEA in the state
- The McKinney-Vento liaison will assist in selecting the campus that best meets the needs of students experiencing homelessness
- Students experiencing homelessness would be enrolling under the state provision
- McKinney-Vento transportation does not apply



Student Attendance Accounting Handbook

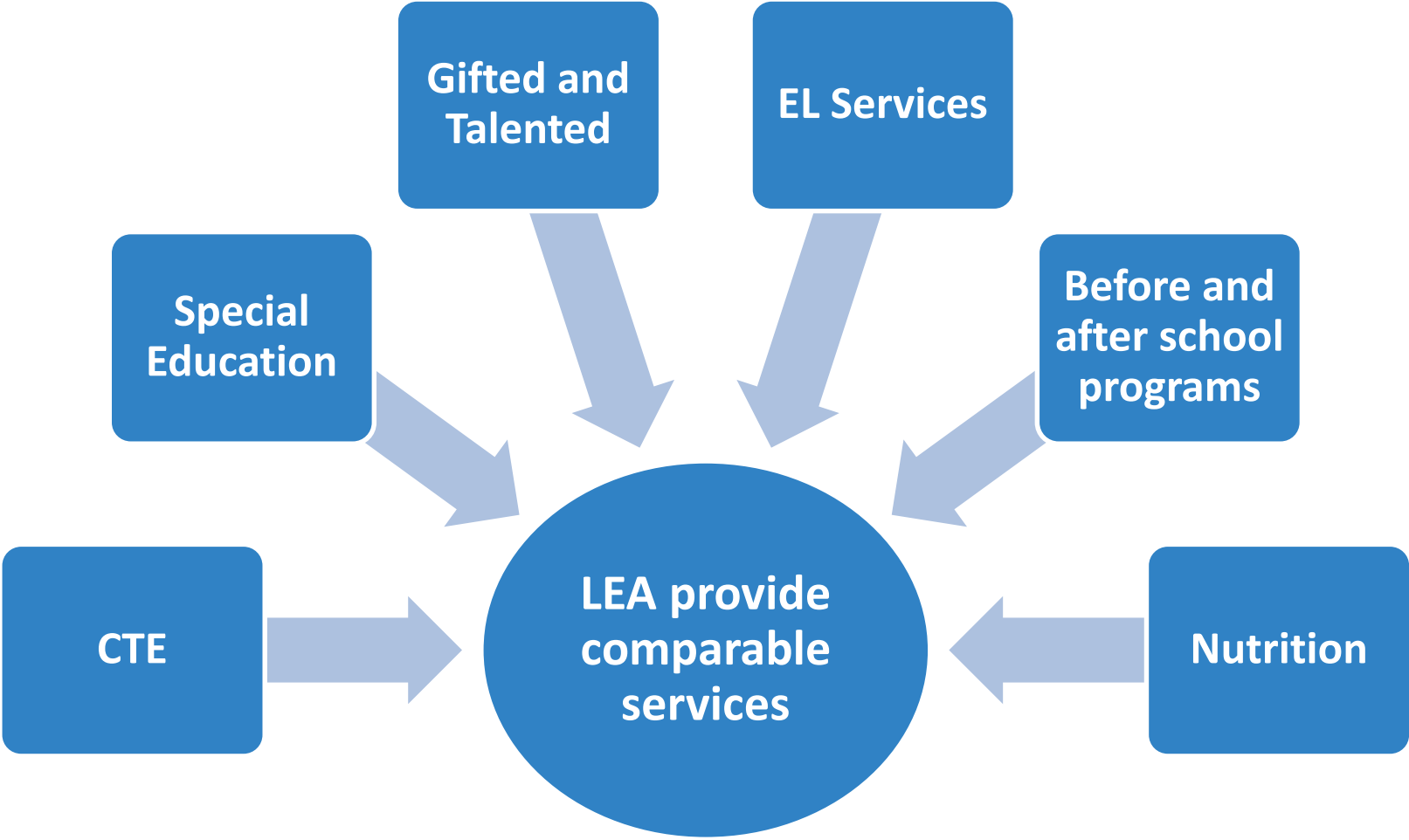
Retroactive Withdrawal Procedures

With proof of enrollment in a different school district or campus, retroactive withdrawals are permitted to the day a student enrolled in another school.

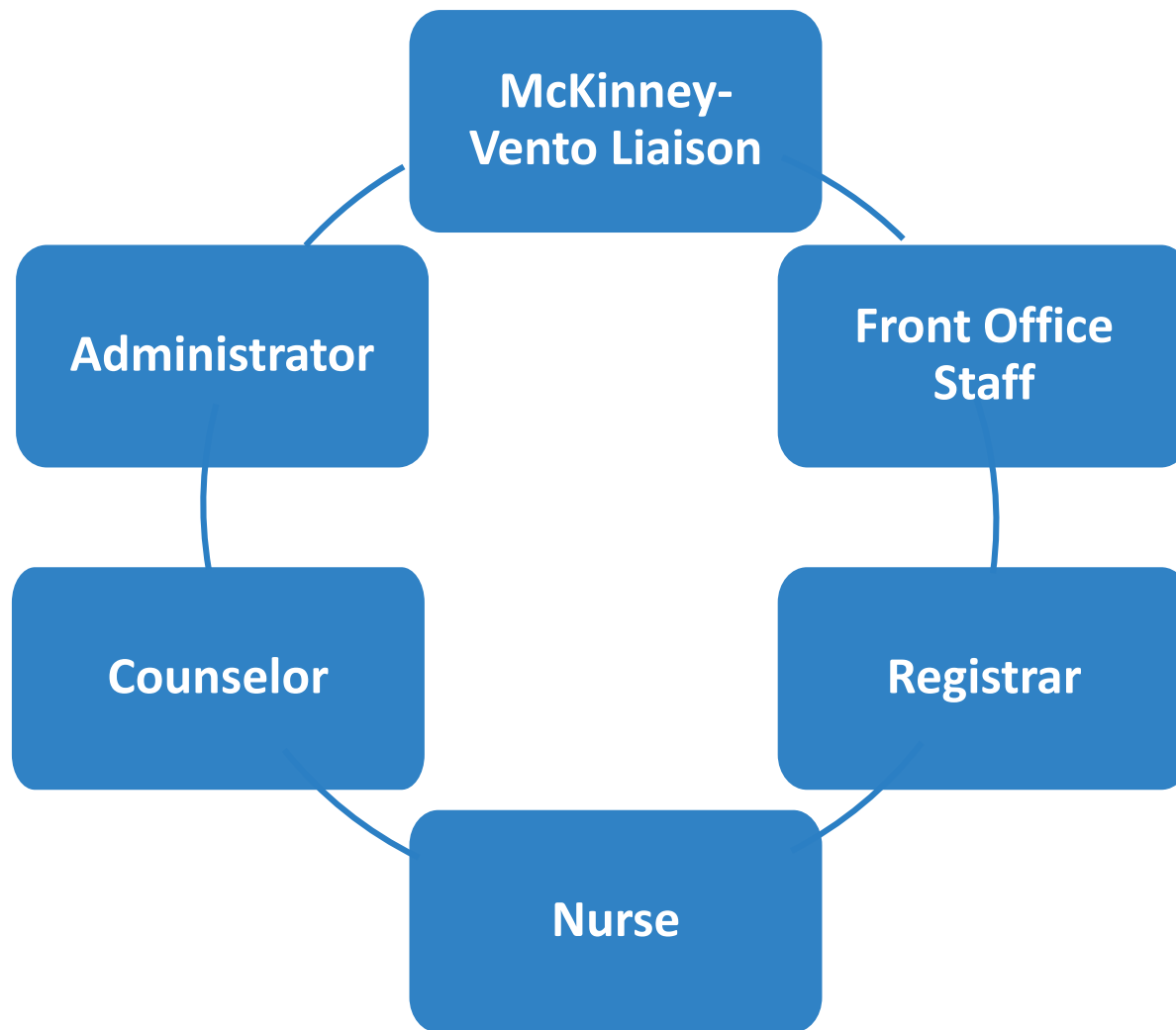
This retroactive withdrawal process removes barriers and facilitate enrollment by:

- Facilitating release and transfer of student records
- Increased communication between sending and receiving schools to best support students experiencing homelessness

Provisional Enrollment Supports Continuity of Educational Services



Enrollment - Collaboration with Key Campus and LEA Staff



Enrollment - Next Steps and Considerations



Review, revise, and develop district and campus processes and procedures to support provisional enrollment



Identify potential barriers to identification and enrollment



Collaborate with key campus and LEA staff such as campus registrars, counselors and administrators throughout the provisional enrollment process



Review, revise, and develop process to support transition of records



Collaborate with registrar to review retroactive withdrawal date

Section 3

Strategies to Identify Students Experiencing Homelessness

McKinney-Vento Liaisons Ensure Identification of Students Experiencing Homelessness by:

Guidance on
identification
procedures



Training
school
personnel



Posting
awareness
materials



Outreach
to the
community



McKinney-Vento Liaison Duties



- ✓ Identify students experiencing homelessness in collaboration with school personnel and other organizations and agencies
- ✓ Ensure students experiencing homelessness are enrolled and provided equitable access to succeed in school
- ✓ Ensure students experiencing homelessness and families have access to educational services for which they are eligible
- ✓ Provide referrals for medical, housing, and other appropriate services
- ✓ Inform parents or guardians of educational opportunities available to students and how they can participate in their student's education

McKinney-Vento Liaison Duties



- ✓ Post the educational rights of students experiencing homelessness in locations frequented by students, parents, guardians, and unaccompanied youth
- ✓ Ensure enrollment disputes are mediated in accordance with local, state, and federal guidelines
- ✓ Inform parents, guardians, and unaccompanied youth of all transportation services available, including school of origin transportation
- ✓ Provide school personnel professional development and supports to ensure identification of McKinney-Vento eligible students

McKinney-Vento Liaison Duties and Unaccompanied Youth

Ensure unaccompanied youth (UY)

- ✓ Are enrolled in school
- ✓ Have opportunities to meet the same state academic standards as housed students
- ✓ Are informed of their independent status for the purpose of the Free Application for Federal Student Aid (FAFSA)



Determination of an Unaccompanied Homeless Youth

Considerations for assessing McKinney-Vento Unaccompanied Youth status:

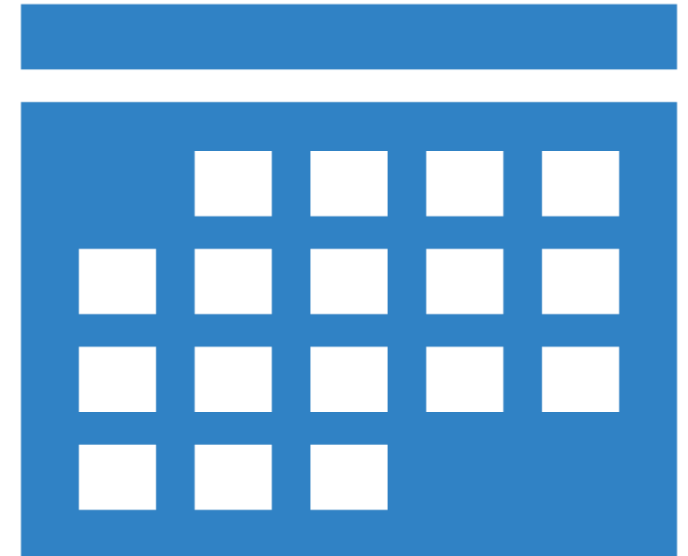


Student Identification Process and Strategies

LEAs should have processes and strategies in place to support identification efforts of students experiencing homelessness throughout the entire school year.

Develop systems for:

- Identification upon enrollment
- During the school year which may occur at any time
- When a recent loss of housing occurs
- If there is a change in living situation
- During COVID-19
- In the event of a natural disaster



Identification Strategies and Best Practices



**Provide online
McKinney-Vento
training**

to assist LEA staff in the identification of students and families at the beginning, during, and at the end of the school year



**Develop
identification tools**

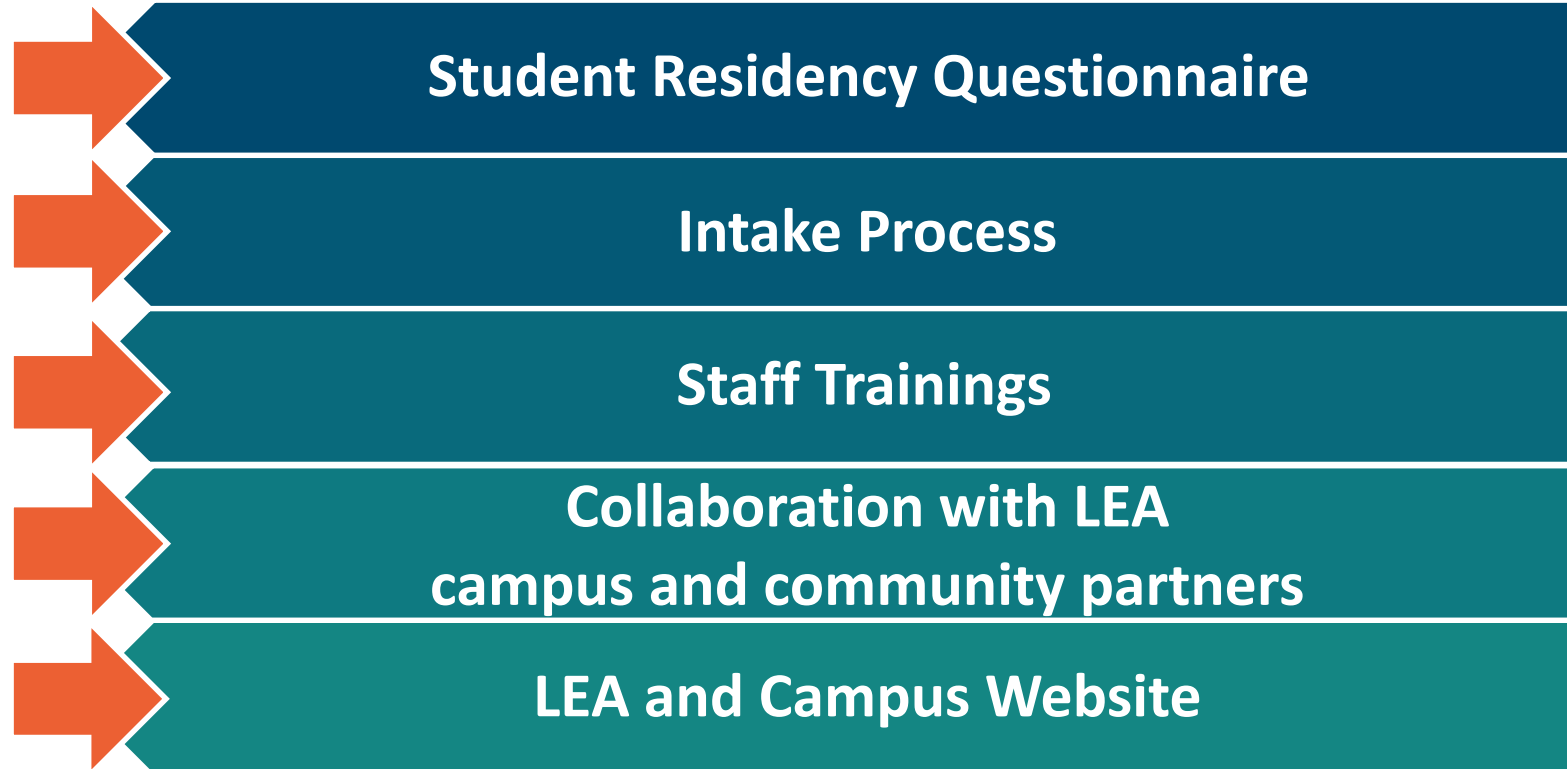
to increase awareness of indicators and to recognize risk factors of students experiencing homelessness



**Create information
sharing systems
and referral
process**

to facilitate prompt identification and services for identified students throughout the entire school year

Identification Strategies and Best Practices Cont.



Identification Process



Sample SRQ

Best practice to determine McKinney-Vento eligibility

Available in a digital and paper format

SRQ's completed throughout the school year

SAMPLE – STUDENT RESIDENCY QUESTIONNAIRE INFORMATION FORM

This information will help determine if the student meets eligibility requirements for services under the McKinney-Vento Act.

Student _____ Grade _____ School _____

Parent/Guardian _____ Phone _____

Last School Attended _____

Current Address _____

Previous Address _____

Number of Children Enrolled in (ABC ISD) _____

Is your current address a temporary living arrangement?

Yes or No

Is this a temporary living arrangement due to loss of housing, economic hardship, or financial difficulties?

Yes or No

Were you displaced from your home due to a Natural Disaster? (hurricane, fire, flood, tornado, etc.)

Yes or No

Type of Natural Disaster:

Hurricane: _____ (Please name)

Other: _____ (Please describe)

Please choose which of the following situations the student currently resides in (choose all that apply):

House or apartment with parent or guardian

Sharing housing with friends or family members (other than or in addition to parent/guardian)

Motels/Hotels

Shelter or other transitional housing

Unsheltered – in a car, park, substandard housing, etc.

If you are living in shared housing, please check all of the following reasons that apply:

Loss of housing

Economic hardship

Loss of employment

Parent/Guardian is currently on active duty in the U.S. Military

Other (Please explain; i.e. substandard housing) _____

Are you a student living apart from your parents or guardians? Yes No

Signature of Parent/Guardian/Unaccompanied Youth/School Representative _____

Date _____

Student Residency Questionnaire (SRQ)



Sample Intake Form

Clarify responses on the SRQ

Document School of Origin

Identify all eligible students in the family

Intake Form 2020-2021 Families in Transition Program

Student: _____ ID number: _____

I am calling to follow up on the Student Residency Questionnaire that you completed for your child/children. The purpose of my call is to ask a few questions that will assist in determining if your child/children qualify for services under the McKinney Vento Assistance Act.

When did loss of housing occur and how long at the current address:

What school did your child attend at the time?

Was this the last school attended?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If not, what was the name? <input type="checkbox"/>
------------------------------------	---------------------------------	--------------------------------	--

The term "homeless children and youth"—
(A) means individuals who lack a fixed, regular, and adequate nighttime residence and (B) includes—

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals:

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings:

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings:

(iv) migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii):

Is the referred student an Unaccompanied Youth (UY), not in the physical custody of parent/guardian?

Yes

No

Birthdate:

Parent/Guardian/UY has requested school of origin

Yes

No

Do you have other children, affected by this housing situation, enrolled in Sample ISD?

Name: <input type="checkbox"/>	ID Number: <input type="checkbox"/>	School: <input type="checkbox"/>	Grade: Select One
Name: <input type="checkbox"/>	ID Number: <input type="checkbox"/>	School: <input type="checkbox"/>	Grade: Select One
Name: <input type="checkbox"/>	ID Number: <input type="checkbox"/>	School: <input type="checkbox"/>	Grade: Select One
Name: <input type="checkbox"/>	ID Number: <input type="checkbox"/>	School: <input type="checkbox"/>	Grade: Select One
Name: <input type="checkbox"/>	ID Number: <input type="checkbox"/>	School: <input type="checkbox"/>	Grade: Select One

Intake completed by: _____

Date: _____

Intake completed with: _____

Relation: _____

Reviewed by Homeless Liaison:

Date:

Sample Intake Form

Review program services

Document referrals and services provided

Document non-qualification criteria and intake notes

Services Provided at Intake

SERVICES	DATE												
Assist w/participation in Title I Parent Programs													
Birth certificate													
Basic needs/Hygiene kit													
Community agency referral													
Consultation with McKinney-Vento staff													
Emergency clothing / referral													
Emergency food / referral													
Emergency shelter referral													
Emergency utility assistance referral													
Enrollment assistance													
Family support services (counseling and social work)													
Immunizations or immunization records													
Non-emergency housing referral													
Nutrition - School Lunch													
Parent education: Community Ed/ESL													
Parent education: Letter/Pamphlet													
Referrals: medical, dental, other													
School records													
School supplies													
Transportation (school of origin)													
Transportation (accessing services)													
Other services not listed above:													
Explain services available:	<table border="1"> <tr> <td>Food Services</td> <td>Yes</td> <td>No</td> <td>Transportation</td> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Food Services	Yes	No	Transportation	Yes	No		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Food Services	Yes	No	Transportation	Yes	No								
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>								
<p>If the student is absent or will be moving, to call the transp. office at (111) <u>111-1111</u> as soon as possible to cancel the bus for the day.</p> <p>After several days of not canceling, the student may risk losing transportation to the school of origin.</p>													
<p>Notes:</p> 													
Was Parent/Guardian/UY informed of reason for non-qualification?	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>								
Yes	No												
<input type="checkbox"/>	<input type="checkbox"/>												
Reason for non-qualification:													

Determination of Eligibility

Students eligibility for McKinney-Vento services should be assessed annually

McKinney-Vento coding does not carry over from year-to year

Identification and coding is for the current 2020-2021 school year

Eligibility determination should be made on a case-by-case basis

Ensure all McKinney-Vento eligible students are coded at the time of identification

Coordination with LEA and Community Partners to Support Identification



LEA Staff Who Support Student Identification and Enrollment

McKinney-
Vento Liaison

Administrators

Teachers

Counselors

Campus
Principal/Asst
Principal

Registrar

School Nurse

Dropout
Prevention Staff

Social Worker

Parent Liaison

Transportation
Staff

Food Services
Staff

Collaboration with Community Partners to Support Identification

- Shelter staff
- Transitional housing programs
- Apartment managers
- State, county, and local agencies
- Health and mental health service providers
- Non-profit organizations
- Faith-based organizations
- Businesses that serve or support families experiencing homelessness



Tools to Assist with Identification

Information for Parents of School-Age Youth



If your family lives in any of the following situations:

-  A Homeless Shelter
-  Doubled-up with other people
-  Car, park, empty building, bus or train station
-  Motel or campground

Your eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in the local school, or continue attending their school of origin if that is your preference.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Receive transportation to and from the school of origin, if requested.
- Enroll in school and attend classes while the school gathers needed documents.
- Receive educational services comparable to those provided to other students, according to your children's needs.

IF YOU BELIEVE... your children may be eligible, contact the local liaison listed below to find out what services and supports may be available. There also may be supports available for your preschool-age children.

IF THE SCHOOL DISTRICT BELIEVES... that the school you selected is not in the best interest of your children, the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.

Local Liaison

TEA Texas Education Agency
Texas Education for Homeless Children and Youth Support Center
1 800 446 3142 | tehcy.tea.texas.gov

Information for School-Age Youth



If you live in any of the following situations:

-  A Homeless Shelter
-  Doubled-up with other people
-  Car, park, empty building, bus or train station
-  Motel or campground

Eligible students have the right to:

- Receive a free, appropriate public education.
- Enroll in the local school, or continue attending their school of origin if that is your preference.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Receive transportation to and from the school of origin, if requested.
- Enroll in school and attend classes while the school gathers needed documents.
- Receive educational services comparable to those provided to other students, according to the student's needs.

IF YOU BELIEVE... you may be eligible, contact the local liaison listed below to find out what services and supports may be available.

IF THE SCHOOL DISTRICT BELIEVES... that the school you selected is not in your best interest, the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.


Local Liaison

TEA Texas Education Agency
Texas Education for Homeless Children and Youth Support Center
1 800 446 3142 | tehcy.tea.texas.gov

TEHCY Texas Education for Homeless Children and Youth

COVID-19 Tool

Identification Tool for School Staff



Homeless students are significantly more at risk of losing services during the COVID-19 pandemic. LEAs should consider the following when developing identification tools for school staff (e.g. teachers, counselors, social workers, etc.) that will provide increased awareness of indicators and risk factors of students experiencing homelessness.

Possible Indicators of Students and Families Experiencing Homelessness

Below are examples of possible indicators to listen for when working with students and families during COVID-19:

- "We are staying with friends right now."
- "I don't know where I will be staying tonight."
- "We have been moving around a lot."
- "We are staying with a family member." (e.g. aunt, uncle, grandmother, etc.)
- "It's a new address, we are far away from school."
- "We were locked out of the house or apartment."
- "It's hard to focus with so many people living here."
- "It's hard to get sleep with so many people living here."
- "I don't feel good, I am really hungry."
- "We had to leave or move quickly."
- "We are living in a shelter."
- "We are living in our car."
- Statements that indicating they are living in unsheltered situations (e.g. cars, parks, abandoned buildings, etc.)

Possible Indicators of an Unaccompanied Youth Experiencing Homelessness

Below are examples of possible indicators to listen for when working with unaccompanied youth during COVID-19:

- "I don't have time for school, I need to work."
- "I cannot live at home anymore."
- "I was locked out of my house or apartment."
- "I am staying with friends right now."
- "We are staying with a family member." (e.g. aunt, uncle, grandmother, etc.)
- "I don't know where I will be staying tonight."
- "It's hard to focus with so many people living here."
- "It's hard to get sleep with so many people living here."
- "I am living in a car."
- "I am living in a shelter."
- Statements indicating, they are living in unsheltered situations (e.g. cars, parks, abandoned buildings, etc.)
- Statements indicating, they are moving from place to place (couch surfing)

Copyright © 2020, Texas Education Agency. All Rights Reserved.


This resource was developed by: Texas Education for Homeless Children and Youth (TEHCY) Program
1-800-446-3142 | tehcy.tea.texas.gov

TEA Texas Education Agency

For more information on COVID-19 Identification Tool, visit the Texas Education for Homeless Children & Youth [COVID-19 Guidance for Students Experiencing Homelessness](#), [COVID-19 Identification Tool for School Staff](#), [Poster for Parents](#), and [Poster for School-Age Youth](#).

Supporting Students Living in Doubled-Up Situations, Shelters, and Hotels

TEHCY Texas Education for Homeless Children and Youth




COVID-19
Supporting Students Living in Doubled-up Situations


Students experiencing homelessness are significantly more at risk of losing services during the COVID-19 pandemic. Students and families in a doubled-up living situation are often the most difficult to identify. Listed below are some strategies and best practices for Local Education Agencies (LEAs) to support these students.

- LEAs, in collaboration with their homeless liaison, should develop tools for school staff (e.g. teachers, counselors, social workers, etc.) to assess the following:
 - Change in housing status
 - Student safety at home
 - Number of people in the home
 - Academic and social services needed
- LEAs, in collaboration with their homeless liaison, should utilize information-sharing systems to:
 - Share student contact information for identified McKinney-Vento eligible students
 - Facilitate prompt identification and services for newly identified students
 - Communicate student safety concerns
 - Disseminate LEA and homeless education program information and resources
 - Address academic interventions needed (e.g. additional course work materials, supplies, flexible coursework deadlines, etc.)
- Homeless Liaisons should provide McKinney-Vento Posters (digital format can be accessed on the [TEHCY COVID-19 Resource page](#)) via email to apartment complexes in their local attendance zone. Homeless Liaisons should work with apartment staff to ensure posters are placed strategically (e.g. laundromat area, mailboxes, community information boards, etc.) so that students and parents can easily access this information.
- LEAs, in collaboration with their homeless liaison, should establish strong communication channels with community partners to disseminate LEA and homeless education program information, resources, and supplies.
- Homeless Liaisons should consider LEA approved social media channels (e.g. Facebook, Twitter, Instagram, etc.) and non-traditional methods of communication (e.g. LEA hotline, Google Voice, meal and technology distributions, etc.) to maintain communication students and families living in doubled-up situations.
- Homeless Liaisons should offer virtual office hours to check in with students who have a history of high mobility or are more at-risk academically (e.g. unaccompanied youth, students dually identified for other special programs or services, etc.).

Copyright © 2020, Texas Education Agency. All Rights Reserved. This resource was developed by: Texas Education for Homeless Children and Youth (TEHCY) Program 1-800-446-3142 | techy.tea.texas.gov



TEHCY Texas Education for Homeless Children and Youth




COVID-19
Supporting Students Living in Shelters


Students experiencing homelessness are significantly more at risk of losing services during the COVID-19 pandemic. Listed below are some strategies and best practices for LEAs to support students living in shelters.

- LEAs, in collaboration with their homeless liaison, should develop information-sharing systems with shelter staff to assist in the following:
 - Completion of a Student Residency Questionnaire (SRQ)
 - Date of entry and exit from shelter
 - LEA technology paperwork, distribution sites, and hours
 - Current or updated contact information
 - Student and family updates, concerns, academic and basic needs
 - LEA meal site information
- LEAs, in collaboration with shelter staff, should ensure safety protocols are established for dissemination of technology, packet coursework, food, and other supplies.
- Homeless Liaisons should provide online McKinney-Vento training to shelter staff.
- Homeless Liaisons should provide McKinney-Vento Posters (digital format can be accessed on the [TEHCY COVID-19 Resource page](#)) via email to local shelters. Homeless Liaisons should work closely with shelter staff to ensure posters are placed strategically throughout the shelter.
- LEAs, in collaboration with their homeless liaison, should provide shelter staff any curriculum resources and supports available for students and families.
- LEAs, in collaboration with their homeless liaison, should utilize information-sharing systems with shelter staff to communicate:
 - Instructional challenges
 - Progress monitoring
 - LEA and homeless education program information and resources
 - Academic interventions needed (e.g. additional course work materials, supplies, flexible coursework deadlines, etc.)
- Homeless Liaisons should collaborate with shelter staff to communicate when students and families will exit the shelter. Homeless Liaisons should work with shelter staff to communicate to students and families that they can remain in the school of origin if they will be moving outside of the attendance zone.
- LEAs should ensure policies regarding privacy and sharing of personal information of students and families experiencing homelessness are in place and have been provided to all LEA staff. For more information, please visit: [FERPA FAQ](#)

Copyright © 2020, Texas Education Agency. All Rights Reserved. This resource was developed by: Texas Education for Homeless Children and Youth (TEHCY) Program 1-800-446-3142 | techy.tea.texas.gov



TEHCY Texas Education for Homeless Children and Youth




COVID-19 Tool
Supporting Students Living in Motels and Hotels

Students experiencing homelessness are significantly more at risk of losing services during the COVID-19 pandemic. Students and families who live in hotels and motels are often the hardest with which to maintain communication. Listed below are some strategies and best practices for Local Education Agencies (LEAs) to support these students.

- LEAs, in collaboration with their homeless liaison, should develop tools for school staff (e.g. teachers, counselors, social workers, etc.) to assess the following:
 - Change in housing status
 - Student safety at home
 - Number of people in the home
 - Academic and social services needed
- LEAs, in collaboration with their homeless liaison, should utilize information-sharing systems to:
 - Share student contact information for identified McKinney-Vento eligible students
 - Facilitate prompt identification and services for newly identified students
 - Communicate student safety concerns
 - Disseminate LEA and homeless education program information and resources
 - Address academic interventions needed (e.g. additional course work materials, supplies, flexible coursework deadlines, etc.)
- Homeless Liaisons should provide McKinney-Vento Posters (digital format can be accessed on the [TEHCY COVID-19 Resource page](#)) via email to local hotel and motel staff. Homeless Liaisons should work with motel and hotel staff to ensure posters are placed strategically (e.g. laundromat area, community information boards, etc.) so that students and parents can easily access this information.
- LEAs, in collaboration with their homeless liaison, should establish strong communication channels with community partners, hotel, and motel staff to disseminate LEA and homeless education program information, resources, and supplies.
- Homeless Liaisons should consider LEA approved social media channels (e.g. Facebook, Twitter, Instagram, etc.) and non-traditional methods of communication (e.g. LEA hotline, Google Voice, meal and technology distributions, etc.) to maintain communication students and families.
- Homeless Liaisons should communicate to students and families that they can remain in the school of origin if they move outside of their attendance zone.
- LEAs should ensure policies regarding privacy and sharing of personal information of students and families experiencing homelessness are in place and have been provided to all LEA staff. For more information, please visit: [FERPA FAQ](#)

Copyright © 2020, Texas Education Agency. All Rights Reserved. This resource was developed by: Texas Education for Homeless Children and Youth (TEHCY) Program 1-800-446-3142 | techy.tea.texas.gov



For more information on how to support students living in doubled-up situations, shelters or hotels visit the Texas Education for Homeless Children & Youth [COVID-19 Supporting Students Living in Doubled-up Situations Tool](#), [COVID-19 Supporting Students Living in Shelters Tool](#), and [COVID-19 Supporting Students Living in Hotels or Motels Tool](#).

Provide McKinney-Vento Training



- Administration
- Registrars
- Counselors
- Social Workers
- PEIMS Coordinator
- Transportation & Nutritional Staff
- Migrant Staff
- EL and SPED Support Staff
- CTE Staff
- Dropout Prevention Staff



- At the start of the school year to all new and returning staff
- Annually with flexibility to add further training as needed
- In a variety of delivery methods

Identification - Next Steps and Considerations



Include SRQs in your online or paper enrollment packet



Ensure enrollment packets include SRQs and are available to parents, guardians, and unaccompanied youth throughout the year



Develop referral process to assist with identification of students experiencing homelessness throughout the school year



Collaborate with LEA and community partners to support identification



Provide McKinney-Vento training to district and campus staff

Section 4

McKinney-Vento Dispute Resolution Process

McKinney-Vento Dispute Criteria

Eligibility

Enrollment

School Selection



Dispute Resolution Process

McKinney-Vento disputes should be resolved locally whenever possible and must go through the local McKinney-Vento Dispute Resolution Process.

The McKinney-Vento liaison will provide the parent, guardian or unaccompanied youth a written notice including:

- an explanation of the reasons for the determination
- a description of the appeals process, appeal timelines, and information on how and to whom to appeal the decision

Dispute Resolution Process Cont.

Once the enrollment decision is made, the district's McKinney-Vento liaison will ensure that the notice:

- Includes an explanation of the reasons for the determination
- Includes a description of the appeals process, appeal timelines, and information on how and to whom to appeal the decision
- Is provided to the parent, guardian, or unaccompanied youth promptly in a way that is understandable

Local Dispute Resolution Process

Each district has local policies and procedures to address disputes or complaints. This is a three-tiered process. If it is not resolved locally, a complaint may then be filed with TEA.



TEA McKinney-Vento Dispute Resolution Resource



Search



[A - Z Index](#) [Contact](#) [Employment](#) [Sign Up for Updates](#) [TEA Correspondence](#)



About TEA



Texas Schools



Academics



Finance & Grants



Reports & Data



Student Assessment



Texas Educators

[Home](#) / [Texas Schools](#) / [Support for At Risk Schools & Students](#)

McKinney-Vento Homeless Education Dispute Resolution Process

The McKinney-Vento Homeless Education Assistance Act (Act) provides important protections and rights for homeless children and unaccompanied homeless youth. Pursuant to the Act, students experiencing homelessness must be immediately enrolled in the school of origin or the school in the attendance zone where the student currently resides. Disagreements over eligibility, school selection, or enrollment may be disputed. If a dispute arises the child or youth must be immediately enrolled in the school of origin or school located in the child's attendance zone, as requested by the parent, guardian, or unaccompanied youth, pending final resolution of the dispute, including all available appeals.

McKinney-Vento (MV) disputes should be resolved locally, whenever possible and must go through the local McKinney-Vento Dispute Resolution process. To learn more about filing a dispute within a district, please consult with the District McKinney-Vento Homeless Liaison. The Homeless Liaison is available to assist homeless students and families with filing an appeal and navigating the dispute resolution process. If a resolution is not reached locally, then MV disputes may be submitted to TEA.

MV disputes should be expedited and resolved promptly to meet federal requirements. Districts have a responsibility to ensure that local timelines in the district's complaint policies are expedited, whenever possible, to meet the U.S. Department of Education and the Texas Education Agency's (TEA) expectation of prompt dispute resolution.

Once a complaint is received, TEA will notify the district homeless liaison that a complaint was filed and request that all related documentation, including the dispute resolution record and any other information the school board used in its decision-making, is submitted to the TEA within five business days.

The TEA homeless education coordinator, or designee, along with the appropriate agency director, shall make a final decision within 20 business days upon receipt of the full record from the LEA and any additional records required by TEA to review the dispute.

Related Content

[About Education of Homeless Students](#)

[Title X, Part C: McKinney-Vento Homeless Assistance Act](#)

Contact Information

Cal Lopez
McKinney-Vento Homeless Education State
Coordinator
Highly Mobile and At-Risk Student Programs
Division
Texas Education Agency
512-463-9414
HomelessEducation@tea.texas.gov



Texas Association of School Boards (TASB)

Dispute Resolution Resources - Sample Letter



DISTRICT LETTERHEAD

[insert date]

[insert parent(s) or guardian(s) name]
[insert parent(s) or guardian(s) address]

Re: *[insert student(s) name]*

Dear *[insert parent/guardian/unaccompanied youth's name]*:

This letter is sent to inform you of the district's decision regarding your request under the McKinney-Vento Homeless Assistance Act (MV). The specific details of the decision are provided in the paragraph below. You have the right to appeal this decision under MV. The instructions for submitting an appeal, which is known as the dispute resolution process, can be found at the end of this letter. If you file such an appeal, *[insert student(s) name]* has the right to immediate enrollment or to remain enrolled at *[insert campus name]* until a final decision in the dispute resolution process is made.

[To district staff: Complete the following items, including the relevant and specific details. Be clear / about the timeframe and outcome.]

- *The MV category of this dispute: (Eligibility, School Selection, or Enrollment)*
- *Description of the situation that is being disputed:*
- *Explanation of the decision by the district to dispute this claim:*
- *Outcome based on the district's decision:]*

You have the right to appeal this decision. If you choose to appeal this decision, complete the following steps:

1. Please inform the homeless liaison.
[insert liaison's name and contact info]
2. You must also complete and file the *Form To Initiate The Dispute Resolution Process*. The form is available at/from:
[insert the location of the district's form]
3. This form must be completed and submitted within *[insert the number of district business days per local policy]* days.
4. The form must be submitted to:
[insert the name of the person or office the form must be submitted to and how it must be delivered, i.e., in person, certified letter, or fax]

The form should be submitted as soon as possible in order to resolve the dispute quickly. If you need assistance in completing the form, have any questions, or need assistance with the dispute resolution process, contact the district's homeless liaison.

Once the dispute resolution process has begun, *[insert student(s) name]* has the right to immediate enrollment or to remain enrolled at *[insert campus name]* until the final decision in the dispute resolution process is reached. This right includes participation in all school activities and services for which the student[s] is[are] eligible, including school of origin transportation.

[insert district's signature and closing]

Texas Association of School Boards (TASB) Dispute Resolution Resources – Exhibits A and B



ADMISSIONS
HOMELESS STUDENTS

FDC
(EXHIBIT)

EXHIBIT A

DISPUTE OF ELIGIBILITY, SCHOOL SELECTION, OR ENROLLMENT UNDER THE
MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

Note: This form is for use to initiate the dispute resolution process required by the McKinney-Vento Homeless Assistance Act when the parent, guardian, or unaccompanied youth disagrees with the District's eligibility, school selection, or enrollment decision.

District policy requires the parent, guardian, or unaccompanied youth to use the dispute resolution process set out in FNG(LOCAL), beginning at Level Two. [See FDC(EXHIBIT-B) for the Notice of Parent and Student Rights in the McKinney-Vento Enrollment Dispute Resolution Process.] Filling out this form is the first step in that process. Informal resolution is encouraged but does not extend any deadlines in FNG(LOCAL), except by mutual written consent.

To file a formal dispute under the McKinney-Vento Homeless Assistance Act ("Act"), please fill out this form completely and submit it by hand-delivery, e-mail, or U.S. Mail to the principal or the District's liaison for homeless students. District policy typically requires dispute forms to be filed within 15 District business days of receiving the written explanation of the District's decision. However, because the Act's dispute process should be expedited whenever possible, TEA recommends that you submit the form as soon as possible, preferably within ten District business days of receiving the written explanation of the District's decision. If a dispute arises over school selection or enrollment in a school, the child shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The student will remain attending the school where enrollment is sought during the entire dispute resolution process.

If you need assistance filling out this form or if you have other questions, please contact the liaison for homeless students.

Principal	Liaison for Homeless Students
Name: _____	Name: _____
Address/Location: _____	Address/Location: _____
Phone number: _____	Phone number: _____
E-mail: _____	E-mail: _____

The principal or liaison will forward this form to the administrator, typically the Superintendent or designee, who will conduct the dispute resolution conference in accordance with FNG(LOCAL), which can be found in the District's policy manual located in the Superintendent's office or [insert website URL].

1. Name: _____

DATE ISSUED: 4/4/2016
UPDATE 51
FDC(EXHIBIT)-RRM

1 of 3

ADMISSIONS
HOMELESS STUDENTS

FDC
(EXHIBIT)

EXHIBIT B

NOTICE OF PARENT AND STUDENT RIGHTS IN THE
MCKINNEY-VENTO ENROLLMENT DISPUTE RESOLUTION PROCESS

This document provides school district personnel with information regarding McKinney-Vento Dispute Resolution procedures, including local and state expectations for processing a dispute. It should be used in conjunction with a district's policies and procedures addressing McKinney-Vento, including the district's local policy on homeless students at FDC(LOCAL), the district's McKinney-Vento Dispute Resolution Form at FDC(EXHIBIT), and the district's local policy on student and parent complaints at FNG(LOCAL). McKinney-Vento disputes should be expedited and resolved promptly to meet federal requirements. Districts have a responsibility to ensure that local timelines in the district's complaint policies are expedited, whenever possible, to meet the Texas Education Agency's (TEA) expectation of prompt dispute resolution. This document is the result of collaboration between TEA, the Texas Association of School Boards, Education Service Center (ESC) Region 10, and the Texas Homeless Education Office.

The McKinney-Vento Homeless Assistance Act ("Act") provides important protections and rights for homeless children and unaccompanied homeless youth. The Act provides direction for districts when disputes occur regarding student eligibility, school selection, or enrollment. This document only addresses disputes regarding eligibility, school selection, or enrollment, since those are the only issues subject to the dispute resolution provisions of the Act. [See FNG(LOCAL) for all other disputes regarding homeless students.]

This document provides information about the dispute resolution process should the parent, guardian, or an unaccompanied youth disagree with a district's determination of eligibility, school selection, or enrollment. Upon dispute of eligibility, school selection, or enrollment, a school district must immediately enroll a homeless child in the school of origin, unless the parent, guardian, or unaccompanied youth selects the school located in the attendance zone where the student temporarily resides. In determining the best interest of the child, the district shall presume that keeping the student in his or her school of origin is in the student's best interest, except when doing so is contrary to the request of the parent, guardian, or unaccompanied youth. The district shall also consider the impact of moving schools on achievement, education, health, and safety. In addition, the district must provide transportation to and from the school of origin. The student shall remain attending the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.

- Who at the district makes the eligibility, school selection, or enrollment decision?**
A district's enrollment staff will gather and analyze information from the parent, guardian, or unaccompanied youth and make a determination of eligibility.
- What type of notice will the parent, guardian, or an unaccompanied youth receive about a district's enrollment decision if the district determines that the student is not eligible for enrollment?**
The district must provide the parent, guardian, or unaccompanied youth with a written notice that includes an explanation of the decision regarding eligibility, school selection,

DATE ISSUED: 4/4/2016
UPDATE 51
FDC(EXHIBIT)-RRM

1 of 7

Next Steps and Considerations for McKinney-Vento Dispute Resolution Process



Review and become familiar with your local dispute resolution process



Communicate and provide written notice of the dispute process to the parent, guardian, or unaccompanied if a disagreement is not avoidable



Assist the parent, guardian, and unaccompanied youth with filing an appeal and navigating the dispute resolution process

Section 5

TEHCY Program Resources

TEHCY Program Webpage

TEHCY Texas Education for Homeless Children and Youth

Blog Search the TEHCY site

Home COVID-19 Resources Webinars Trainings Contact TEHCY Subgrantees Liaison Directory

Determining Eligibility for McKinney-Vento Services

Provisions for the education of children and youth in homeless situations

GO!

Basic homeless education resources:

- [Awareness](#)
- [Definition/Who is homeless](#)
- [Data: National](#)
- [Data: Texas](#)
- [Laws](#)
- [Outreach Materials](#)
- [Training Materials](#)

Homeless education resources to support your role:

- [Administrator](#)
- [Counselor/Social Worker](#)
- [Early Childhood](#)
- [Foster Care Liaison](#)
- [Grandparent/Other Caregiver](#)
- [Homeless Liaison](#)
- [Local Educational Agency \(LEA\)](#)
- [Nurse](#)

Homeless education implementation resources:

- [Attendance/Truancy](#)
- [Counseling](#)
- [Dispute Resolution/Complaints](#)
- [Disaster Response 1 / TEA McKinney-Vento Resources](#)
- [Disaster Response 2 / Federal McKinney-Vento Resources](#)
- [Disaster Response 3 / Other Resources](#)

TEHCY COVID-19 Resource Page

Home » Texas Education for Homeless Children and Youth COVID-19 Resource Page

Texas Education for Homeless Children and Youth COVID-19 Resource Page

Homeless students are significantly more at risk of losing services during the COVID-19 pandemic. Below are information and resources that will help students experiencing homelessness during these uncertain times.

Contact TEA with any COVID-19 specific questions at:

- **TEA's website:** tea.texas.gov/coronavirus
- **Email:** disasterinfo@tea.texas.gov

TEA COVID-19 SUPPORT AND GUIDANCE

For TEHCY program specific questions or concerns, contact the TEHCY Support Center at:

- **TEHCY Hotline:** 1-800-446-3142
TEHCY staff are available Monday through Friday, 8:00 AM to 8:00 PM
- **TEHCY Email:** tehcyc@esc13.net

Find contact information for your local Homeless Liaison at [Liaison Directory](#)

Texas Education for Homeless Children and Youth (TEHCY) McKinney-Vento Posters

The Texas Education Agency (TEA) has released new McKinney-Vento posters. There are two versions of the poster, one to assist parents of school-age youth and a second to assist unaccompanied youth. The posters are available in both English and Spanish.

Local Education Agencies (LEAs) can download the digital files below and post this information on their LEA homeless education program webpage.

TEHCY Program Support Center

- 1-800-446-3142
- Monday - Friday
8:00 AM - 8:00 PM CST
- tehcy@esc13.net
- tehcy.tea.texas.gov
- tehcy.tea.texas.gov/covid-19



TEHCY Program Contacts

Cal Lopez

Texas Education Agency

Texas Education for Homeless Children and Youth

Program State Coordinator

512-463-9017

cal.lopez@tea.texas.gov

Mary Anne Hettenhaus

Support Center Coordinator

512-919-5355

mhettenhaus@esc13.net

Janet Peña

Administrative Support Specialist

512-919-5463

jpena@esc13.net

Lisette Castaneda

Education Specialist

512-919-5360

lcastaneda@esc13.net

Martha Gonzales

Education Specialist

512-919-5183

mgonzales@esc13.net

Jerretta Jimmerson Davenport

Education Specialist

512-919-5184

jdavenport@esc13.net

Jana Ramchander

Education Specialist

512-919-5180

jana.ramchander@esc13.net

Key Actions for Success

School Enrollment

- Review, revise, and develop LEA and campus policies and procedures to support provisional enrollment

Identification

- Include SRQs in your enrollment packets
- Provide annual McKinney-Vento trainings to LEA and campus staff
- Collaborate with LEA and community partners to support identification throughout the year

Dispute Resolution Process

- Review and become familiar with your local dispute resolution process
- Assist parents, guardians, and unaccompanied youth with your local dispute resolution process

Utilize TEHCY resources

- SRQ, intake form, and dispute resolution resources
- MV101 and MV201 webinar recordings located on the [TEHCY website](#)

Evaluation



Questions



Thank you

