McKinney-Vento Education of Homeless and Youth Program

Information and Resources for Local School Districts and Agencies

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McKinney-Vento Act Sample Questions for Determining Eligibility

The following questions are designed to assist in gathering information from families or youth to determine the extent to which their living arrangement is fixed, regular, and adequate.

Fixed - A fixed residence is one that is stationary, permanent and not subject to change:

- Is this a permanent arrangement or just temporary?

Do you plan to move out soon? Why are you staying in your current place?

Where were you living right before this place? Why did

you leave? . Where would you go if you couldn't stay where you are?

Are you staying with friends/relatives just for a little while? Did you and your friends/relatives decide to move in together and share a home and expenses for the long term? Or is this a temporary situation for you? Could your friends/relatives ask you to leave if they wanted to?

- Are you all sharing the home equally, or are you more like a guest in the home?

Regular - A regular residence is one that is used on a regular/nightly basis:

- Do you stay in the same place every night?
- Do you have a key to the place where you are living?
- Do you move around a lot?
- How long have you been at that place? How long do you plan to stay?

How long did you live in your last place?

Adequate - An adequate residence is one that is sufficient for meeting both the physical and psychological needs typically met in home environments:

- How many people are living in the home?

How many bedrooms/bathrooms does it have? Are you and your children sharing one room? How many people are staying in one room? Are you and your children sleeping in a bedroom, or a public area, like a dining room? Does the home have heat/electricity/running water? What conditions is the home in? Does it keep out the rain and wind? Is it safe? Is it warm and dry? Can you come and go as you please?

IF THE CHILD OR YOUTH IS ELIGIBLE, PROVIDE THE APPROPRIATE SERVICES

Note: While these are considered common signs, please recognize that they only offer general guidance. There is significant variability within the school-age homeless population. Individual students may differ significantly from the following general characteristics.

Lack of Continuity in Education

- Attendance at many different schools
- Lack of records needed to enroll
- Inability to pay fees
- Gaps in skill development
- Mistaken diagnosis of abilities
- Poor organizational skills
- Poor ability to conceptualize

Poor Health/Nutrition

- Lack of immunizations and/or immunization records
- Unmet medical and dental needs
- Respiratory problems
- Skin rashes
- Chronic hunger (may hoard food)
- Fatigue (may fall asleep in class)

Transportation and Attendance Problems

- Erratic attendance and tardiness
- Numerous absences
- Lack of participation in after-school activities
- Lack of participation in field trips
- Inability to contact parents

Poor Hygiene

- Lack of shower facilities/washers, etc.
- Wearing same clothes for several days
- Inconsistent grooming

Lack of Personal Space After School

- Consistent lack of preparation for school
- Incomplete or missing homework (no place to

Common Signs of Homelessness

work or keep supplies)

- Unable to complete special projects (no access to supplies)
- Lack of basic school supplies
- Loss of books and other supplies on a regular basis
- Concern for safety of belongings

Social and Behavioral Concerns

- A marked change in behavior
- Poor/short attention span
- Poor self-esteem
- Extreme shyness
- Unwillingness to risk forming relationships with peers and teachers

■ Difficulty socializing at recess
■ Difficulty trusting people
■ Aggression
■ “Old” beyond years
■ Protective of parents
■ Clinging behavior
■ Developmental delays
■ Fear of abandonment
■ School phobia (student wants to be with parent)
■ Anxiety late in the school day

Reaction/Statements by Parent, Guardian, or Child

■ Exhibiting anger or embarrassment when asked about current address
■ Mention of staying with grandparents, other relatives, friends, or in a motel, or comments, such as
■ “I don’t remember the name of the last school.”
■ “We’ve been moving around a lot.”
■ “Our address is new; I can’t remember it”
■ “We’re staying with relatives until we get settled.”
■ “We’re going through a bad time.”

Common signs adapted from flyers developed by the Illinois and Pennsylvania Departments of Education. For more information on homeless education, visit the National Center for Homeless Education website at *http://www.serve.org/nche*.

__Your school name here_____ Public Schools Residency Information Sheet

Student’s Name: _____ Date of Birth: _____ Grade: _____

Parent/Guardian Name(s):

_____

Phone number(s):

_____

_____

Current Address:

_____

_____

Is the student’s legal parent/guardian name(s) on the deed, mortgage, or lease? □Yes □No

Move in Date? _____ How long do you plan to live at this residence?

_____

Previous Address:

_____

How long did you reside at the previous address?

_____

Last School Attended: _____ City: _____ State:_____

Siblings of student's name(s): School & Grade (if applicable):

_____

_____

_____

_____

_____

_____

Please answer ALL of the following questions:

● Is this student's home address a temporary living arrangement? □Yes □No

● Is this a temporary living arrangement due to loss of housing or economic hardship? □Yes □No

● Is this student in temporary or emergency foster care placement? □Yes □No

● Is the student not living with a parent or legal guardian? □Yes □No

1. Where is this student currently living? *(check box)*

□With more than one family in a house or apartment

□Temporary/emergency foster home

□In a motel/hotel- Name of motel/hotel:

_____

□In a shelter- Name of shelter:

_____

□Transitional Housing- Name of transitional housing:

_____

□Group Home- Name of group home:_____

□Moving from place to place or a location not designed for sleeping accommodations (ex. car, park, or campsite) **Please check off all types of transportation accessible to the family. □Car □Bus □Train □Other _____**

2. With whom does the student currently live: *(check box and/or circle where necessary)*

□Both parents □One parent- *Mother/ Father* □Which Parent(s) has legal custody? *Mother/Father*

□A relative- Specify which (e.g. grandmother)

_____

□Friends or other adults- please identify_____

□An adult who is not a parent or legal guardian- please identify

_____

3. Describe the current living situation in detail (Ex. What circumstances lead you to this current residence?):

_____
_____
_____
_____
_____
_____
_____
_____

Revised 4/2018

4. Any possibility of violence or abuse in home? □ Yes □ No **If so, describe and include the school's actions and any other agencies involved:**

_____
_____
_____
_____
_____
_____
_____
_____

5. In your child's previous school, did he/she receive any of the following? ***(check all that apply)***

□My child did not receive any of the following services.

□Special Education (I.E.P.) /Exceptional Children's Services- Describe:_____

□504 Accommodation Plan- Describe:

_____

□English As a Second Language (ESL) services □Help for Behavior Improvement

□Tutoring Services

□Academically or Intellectually Gifted services □Counseling services □Other

6. At this time, what is the greatest need for your child? ***(check all that apply)***

□School supplies

□School uniform or clothing: Size(s) _____

□Help for academic improvement

□Help for behavior improvement

□Referral for food assistance

□Medical referral/immunizations

□Mental health/counseling referral

□Other- Please describe: _____

My signature below affirms the following: (1) the information I have provided on this form is true and accurate to the best of my knowledge or belief; (2) the same information, as well as other information that may identify my child(ren), may be shared without my consent with community and governmental agencies pursuant to an interagency collaboration between this school district and (3) the same information, as well as other information that may identify my child(ren), may be shared without my consent with other district staff members for a legitimate educational purpose. (4) My signature affirms that I have received a copy of my rights under the McKinney-Vento law and I agree to allow the district staff to conduct screenings as a part of the district's McKinney-Vento program. (5) I also understand that I must notify the district school district of any changes as soon as they occur.

Parent/Guardian Signature: _____ Date: _____ (Or Unaccompanied Youth)

Below to be completed by the district's McKinney-Vento Liaison

STUDENT_____ DOB_____ AGE_____

GRADE_____ IEP YES NO

STUDENT IS PRESENTLY: ( ) DOUBLED UP ( ) IN A MOTEL/HOTEL ( ) IN A SHELTER ( ) KNOWN TO DCP&P

PRESENT LOCATION:_____ AS OF: _____

LAST PERMANENT PLACE OF RESIDENCY:

_____ AS OF: _____

DISTRICT OF RESPONSIBILITY (D.O.R.):_____

STATEMENT:

_____

_____

_____

_____

_____

_____

_____

_____

_____

□ **Distributed McKinney-Vento Rights and additional information to parent/ guardian**

ELIGIBLE UNDER MC KINNEY-VENTO ( ) YES ( ) NO ( )

_____

NOTIFICATION SENT TO: □ SCHOOL - □ B.A. - □ DIR. OF S.S. - □ SCHOOL LUNCH COORD. - □ D.O.R. Date: _____

McKinney-Vento District Liaison Signature: _____ Date: _____

Revised 4/2018

__ Public Schools

District Name

Superintendent of Schools McKinney-Vento Liaison

District of Responsibility: McKinney-Vento

To the _____ School District,

After an initial intake investigation it has been determined that the following student has been found eligible for services under the McKinney-Vento Act. Please be advised that the family declared that their last permanent residence was in your community and the student attended your school system. The prior address listed on the intake was:

_____.

Student(s): _____

_____ SID #:

_____

_____

Currently, the family has taken up temporary residence within the territorial boundaries of the School District of _____.

Based on the McKinney-Vento act services associated with the education of the displaced youth rest upon the district of origin for a period of 365 days. If the status of this student and/or family changes, you will be notified immediately. If your district has any concerns or questions, please contact me at your earliest convenience.

N.J.S.A. 18A:38-1(d), which deems a homeless family domiciled in a particular jurisdiction so long as they have an "all-year-round dwelling place within the district for one year or longer."

Educationally Yours,

_____, McKinney-Vento Liaison Phone Number

Business Administrator Signature

_____

Superintendent's Signature_____

DISTRICT ADDRES ***.PO Box ● Town, New Jersey Zip Code*** *Telephone: () ● Fax: () ● Email Address:*

__ El nombre de tu escuela aquí _____ Escuelas publicas

Hoja Informativa de Residencia

Nombre de Estudiante: _____ Fecha de Nacimiento: _____ Grado: _____

Nombre (s) del Padre / Tutor:_____

Número (s) de teléfono:_____

Dirección actual:_____

¿Están los nombres del padre / tutor legal del estudiante en la titulo de propiedad, hipoteca o arrendamiento?

□Si □No

Fecha de mudanza _____ ¿Cuánto tiempo planeas vivir en esta residencia?_____

Dirección Anterior:_____

¿Cuánto tiempo vivió en esta dirección?_____

Última escuela a la que asistió:_____Ciudad: _____

Estado:_____

Nombre (s) de los Hermanos de el estudiante Escuela y Grado (si corresponde):

_____
_____
_____
_____
_____
_____

Por favor responda TODAS las siguientes preguntas:

● ¿Es la dirección del hogar de este estudiante un arreglo de vivienda temporal?

□Si □No

● ¿Es este un arreglo de vivienda temporal debido a la pérdida de vivienda o dificultades económicas?

□Si □No

● ¿Está este estudiante en colocación temporal o de emergencia en un hogar de

orfanato?

□Si □No

● ¿Esta este estudiante no viviendo con un padre o tutor legal?

□Si □No

1. ¿Dónde está viviendo este estudiante actualmente? (marcar la casilla)

□ Con más de una familia en una casa o apartamento.

□ **En un hogar de orfanato temporal o de emergencia**

□ En un motel / hotel- Nombre del motel /
hotel:_____

□ En un refugio- Nombre del
refugio:_____

□ Vivienda de transición - Nombre de la vivienda de
transición:_____

□ Hogar del grupo - Nombre del hogar del
grupo:_____

□ Mudarse de un lugar a otro o una ubicación no diseñada para alojamiento para dormir (por ejemplo, automóvil, parque o campamento)

Por favor, marque todos los tipos de transporte accesibles para la familia.

□Carro □Bus □Tren □Otro _____

2. Con quién vive el estudiante actualmente: (marque la casilla y / o el círculo donde sea necesario)

□Ambos Padres □ Un Padre- madre / padre □ ¿Cual padre (s) tiene custodia legal? Madre/Padre

□ Un pariente- Especifique cuál
(abuela)_____

□ Amigos o otros adultos- por favor
identifique_____

□ Un adulto que no es un padre o tutor legal, por favor identifique
_____

3. Describa en detalle la situación de vivienda actual (Ej. ¿Qué circunstancias lo llevan a esta residencia actual?):

_____
_____
_____
_____
_____
_____

_____
_____

4. ¿Alguna posibilidad de violencia o abuso en el hogar? □ Si □ No **Si es así, describa e incluya las acciones de la escuela y cualquier otra agencia Involucrada:**

_____
_____
_____
_____
_____
_____

5. En la escuela anterior de su hijo/a, ¿recibió alguno de los siguientes? (marque todo lo que corresponda)

□ Mi hijo/a no recibió ninguno de los siguientes servicios

□ Educación especial (P.E.I.) / Servicios para niños excepcionales-Describa:_____

□Plan acomodación de 504- Describe:

_____

□ Servicios de inglés como segundo idioma (ESL) □ Ayuda para mejorar el comportamiento □ Servicios de tutoría

□ Servicios académicos o intelectualmente avanzados □ Servicios de Asesoramiento

□Otro

6. En este momento, ¿cuál es la mayor necesidad para su hijo? (marque todo lo que corresponda)

□ Suministros Escolares

□ Uniforme Escolar o Ropa: Talla (s)_____

□ Ayuda para el mejoramiento académico

□ Ayuda para mejorar el comportamiento

□ Referencia para asistencia alimentaria

□ Referencia médica / inmunizaciones

□ Referencia para salud mental / consejería

□ Otro- por favor describa: _____

Mi firma a continuación afirma lo siguiente: (1) la información que he proporcionado en este formulario es verdadera y precisa a mi leal saber y entender; (2) la misma información, así como otra información que pueda identificar a mi (s) hijo (s), se puede compartir sin mi consentimiento con la comunidad y las agencias gubernamentales de conformidad con una colaboración interinstitucional entre este distrito escolar y (3) la misma información, como así como otra información que pueda identificar a mi (s) hijo (s), se puede compartir sin mi consentimiento con otros miembros del personal del distrito para un propósito educativo legítimo. (4) Mi firma afirma que he recibido una copia de mis derechos conforme a la ley de

McKinney-Vento y estoy de acuerdo en permitir que el personal del distrito lleve a cabo evaluaciones como parte del programa McKinney-Vento del distrito. (5) También entiendo que debo notificar al distrito escolar de cualquier cambio tan pronto como ocurran.

Firma del Padre / Tutor:_____ Fecha: _____ (O jóvenes no acompañados)

Revised 7/19

A continuación debe ser completado por el coordinador McKinney-Vento del distrito

ESTUDIANTE_____FECHA DE NACIMENTO _____ EDAD_____

GRADO_____ PERSONA: SÍ NO

ESTUDIANTE ES ACTUALMENTE: ( ) COMPAÑEROS ( ) EN UN MOTEL / HOTEL ( ) REFUGIO ( ) CONOCIDO POR DCP&P

UBICACIÓN ACTUAL:_____A PARTIR DE: _____

ÚLTIMO LUGAR PERMANENTE DE RESIDENCIA: _____A PARTIR DE: _____

DISTRITO DE RESPONSABLE (D.O.R.):_____

DECLARACIÓN:

_____

_____

_____

_____

_____

_____

_____

_____

□ Derechos distribuidos de McKinney-Vento e información adicional a los padres / tutores ELEGIBLE BAJO MCKINNEY-VENTO ( ) SÍ ( ) NO ( )

_____ NOTIFICACIÓN ENVIADA A: □ ECUELA- □ B.A. - □ DIR. DE S.S. - □ COORDINADOR DE ALMUERZOESCOLAR - □ D.O.R. FECHA: _____

Firma del Coordinador del Distrito McKinney-Vento:_____ Fecha: _____

Revised 7/19

Añada el nombre de la escuela AQUÍ

Estimado Padre / Tutor, Hemos hablado en el pasado sobre sus derechos según la ley

McKinney-Vento debido a su situación actual de vivienda. Estamos trabajando en actualizar nuestros archivos de McKinney-Vento para el año escolar 2019-2020. Por favor complete este formulario y envíelo por ENTRE FECHA AQUÍ :

● Correo electrónico INTRODUZCA SU CORREO ELECTRÓNICO (Coordinador)
● O déjalo en la siguiente ubicación:
● INGRESE SU NOMBRE Y DEPARTAMENTO (coordinador) DIRECCIÓ, CIUDAD, ESTADO Y CODIGO POSTAL

Por favor, marque uno:
Yo ya no estoy desplazado O he hecho que mi situación temporal sea permanente.
Actualmente estoy desplazado (en un arreglo de vivienda temporal: refugio, motel / hotel, con compañero, etc.).
Todavía estoy desplazado, pero he cambiado de ubicación desde mi dirección anterior.
Tengo la intención de mudarme a la siguiente dirección _____.
Nombres de los estudiantes: _____ _____
_____ _____
Dirección actual:_____
Dirección nueva / anticipada:_____
Tenga en cuenta que si se ha mudado a una situación más permanente (arrendada, dueño o cohabitante) y reside fuera de INGRESE A SU DISTRITO ESCOLAR, tendrá que ir al distrito escolar actual de su hijo/a para hacer arreglos para una transferencia a la nueva escuela para el año 2019-2020 escolar. Si necesita asistencia en la transferencia por favor háganoslo saber.
Recibe transporte? _____ Si _____ No

_____ _____ _____ Imprimir Nombre Firma
Fecha

Tenga en cuenta que si su hijo recibe transporte a través del programa McKinney-Vento, finalizará el último día de clases. No dude en llamarme con cualquier pregunta o inquietud que pueda tener para el año escolar 2019-2020.
Gracias y que tengan un maravilloso verano.
INGRESE SU NOMBRE (Coordinador)
Programa de Educación McKinney-Vento para Niños y Jóvenes sin Hogar Cordinador con el Distrito **7/19**

McKinney-Vento
Displaced Family Service Referral Form

_____
date
Dear_____,
Agency / name
Re:

_____ _____
pupil/ family name phone number

_____
address

The above captioned pupil / family is being referred to you for services you may be able to provide as checked off below and as agreed to by the pupil/family as a result of a McKinney-Vento Needs Assessment.

Services desired:

Social Services Counseling:

Housing Domestic violence

Clothing School attendance

Food Trauma

Medical Grief/ Loss

Dental Depression

Vision Behavioral issues

Employment Parenting

Legal

Other:

Referred by:

_____ _____

School district name position title

_____ _____

Phone number email

_____ _____

Name (print) Signature

Name of your School District

September, 2019

To Whom It May Concern:

The following list of students is eligible for free breakfast and lunch without "Direct Certification" or a completed application through the Richard B. Russell National School Lunch Act which establishes that certain homeless, runaway and migrant children are categorically eligible for free meal benefits under the National School Lunch and School Breakfast Programs. These students and families **do not** have to complete an application for free meals. Rather, USDA policies allow for automatic enrollment of these students, which is known as "direct certification," to ensure they receive meals quickly.

1. More information, including related USDA memos, is available at *http://center.serve.org/nche/legis/cn_wic.php* or *http://www.fns.usda.gov/cnd/*

Name State Identification Number

Samantha White 12345678910

Once the above documentation has been provided to the school nutrition program, the student must be directly certified. School meals personnel **do not** have the discretion to decline to directly certify children who have been documented to be categorically eligible. If a school administrator knows that a child is homeless but is concerned that there may be a delay in obtaining documentation from the local liaison, the administrator may complete an application on behalf of the child so that the child can begin receiving free meals immediately and then

follow up with the local liaison to obtain the needed documentation.

Once a child is certified as eligible to receive free school meals, eligibility remains in effect for the duration of the current school year and for up to 30 days after the first operating day of the subsequent school year or until a new eligibility determination is made in the new school year, whichever comes first.

This program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 USC 11431 et seq.), (McKinney-Vento Act). The program was originally authorized in 1987 and, most recently, reauthorized by the No Child Left Behind Act of 2001.

Sincerely,

McKinney Vento/ Homeless Liaison

_____ School District Dear Parent/Guardian,

We have spoken in the past regarding your rights under the McKinney-Vento law due to your current living situation.

We hope you and your child(ren) had a successful and productive school year.

We are working on updating our McKinney-Vento files for the 2019-2020 school year.

Please complete this form and return by _____ via:

- Email _____
- Mail or drop it off at the
  - _____ _____ _____

Please check one:

I am no longer displaced or have made my temporary situation permanent.

I am currently displaced (in a temporary living arrangement: shelter, motel/hotel, doubled up, etc.).

I am still displaced, but have changed locations from my previous address.

I plan to relocate to the address listed below by _____.

Student(s) Names: _____ _____ _____ _____

Current Address: _____

New/ Anticipated Address: _____

Please note, if you have moved into a more permanent situation (lease, own, or cohabitating) and reside out of _____, you will need to go to your child's current school district to arrange for a transfer to the new school for the 2019-2020 school year. If you need assistance in transferring please let us know.

_____ _____ _____

Print Name Sign Name Date

Please note, if your child receives transportation through the McKinney-Vento Program,

it will end on _____
Please do not hesitate to call me with any questions or concerns you may have for the 2019-2020 school year.
Thank you and have a wonderful summer,
_____(District) McKinney-Vento Education of Homeless Children and Youth Program District Liaison

Registration **Homeless**

Determination

Your District Staff Registration, Counselor, CST, BA, Title I, IT and NJ Smart

H
OMELESS
E
DUCATION

End **NO**

YES

***Notify All Who Need To Know**

Other District District Homeless Liaison, BA
Registrar Notifies District Homeless Liaison
End of Year (EOY) Rollover
Update Districts (if necessary)
Update Student Information System NJ Smart (SIS)
Update Districts (if necessary)

P
ROCEDURE

Notify All Who Need To Know
Monitor Status Quarterly

F
LOW

Regional McKinney-Vento Program Office

C

HART

Request Board approval (if required)

DEFINITELY NOT HOMELESS

Family was evicted; cannot find housing all together; parent placed student with friend/relative

Student left home due to danger, extreme conflict or was put out of home by parent for similar reasons.

Student eligible as UHY under M/V

Student eligible as UHY under M/V

Family lost housing; parent placed child with relative/friend

Need More Information

Parent is incarcerated and
Student did not relative agreed to care for
change residence child in state or out of state.
caregiver moved in

Parent enrolled student, then left area Were they homeless prior to parent's incarceration

Parent's work schedules was problematic so child stays with relatives for school

Developed by M. Gay Thomas, MSW Coordinator School Social Work Services, Homeless Liaison Virginal Beach City Public Schools

Is student residing with someone who is not a parent or court appointed legal guardian?

DEFINITELY HOMELESS **Why is the student** **with this person?**

U
NACCOMPANIED
Y
OUTH
F

Parent transferred with work, student wants to stay and finish school

Not eligible to be enrolled

Student moved in with friend, relative or coach to play on

Not eligible **their team; be in band; go to**
to be enrolled **magnet school, etc.**

LOW

C
HART

Is My Early Childhood Program a McKinney-Vento "Preschool?"

For many young children experiencing homelessness, remaining in the school of origin provides their only access to preschool; when children move into a new community due to homelessness, enrolling in a local preschool usually is impossible, either because there are no preschool programs available, or those that are available already are full. The Every Student Succeeds Act (ESSA) amended the McKinney-Vento Act to include preschools specifically within the definition of "school of origin." As a result, children experiencing homelessness can remain in the preschool they attended when permanently housed, or the preschool in which they were last enrolled, if that is in their best interest. This right to remain in the same preschool includes the right to receive transportation to preschool (even if preschool transportation is not typically provided) , and continues for as long as the child is homeless, and until the end of the academic year in which the child moves into permanent housing.

Neither ESSA nor U.S. Department of Education (ED) Guidance includes a specific definition of "preschool." To determine whether a particular early childhood education program is a "preschool" under ESSA, a helpful reference is the definition ED uses for McKinney-Vento data collection.

Per the U.S. Department of Education's data collection, specific examples of preschool programs that meet this definition include:

• Preschool programs operated or administered by an LEA;
• Head Start programs receiving funding from an LEA or for which an LEA receives the grant;
• Preschool special education services operated or funded by the LEA or mandated under the Individuals with Disabilities Education Act;
• Preschool programs and services administered or funded by the LEA through the use of Title I or similar government grants; and
• Home-based early childhood educational services funded and administered by an LEA.

The flow chart on the following page provides a guide to understanding that definition. In addition to adding preschools to the definition of school of origin, ESSA also extended school of origin rights to designated receiving schools at the next grade level for all feeder schools.vi This raises the question of when preschools should be considered to be feeder schools. Based on the statute and U.S. Department of Education Guidance, the key question is whether the preschool is a feeder school with a designated receiving school.

i 42 U.S.C. §11432(g)(3)(I). ii 42 U.S.C. §11432(g)(3)(A). iii 42 U.S.C. §11432(g)(1)(J)(iii). iv 42 U.S.C. §11432(g)(3)(B). v [E]arly childhood education programs for children aged 0-5, funded through tax dollars or other public funds, and for which the LEA is a financial or administrative agent or for which the LEA is accountable for providing early childhood education services." Examples of preschool programs included in federal data collection include preschool programs operated or administered by an LEA; Head Start programs receiving funding from the LEA or for which the LEA is the grant recipient; preschool special education services, operated or funded by the LEA or mandated under the Individuals with Disabilities Education Act; preschool programs and services administered or funded by the LEA through the use of Title I or similar government grants; or home-based early childhood educational services funded and administered by an LEA." National Center for Homeless Education (2016). Guide to Reporting Federal Data. nche.ed.gov/downloads/data-guide-15-16.pdf. vi 42 U.S.C. §11432(g)(3)(I). The U.S. Department of Education offered the following example of a feeder school: "For example, a student was last enrolled in School A in grade 5, which is the final grade level served by School A. Students at School A are designated to attend School B beginning in the next grade level, grade 6. The school of origin for this student would therefore include School A and the designated receiving school at the next grade level, School B." U.S. Department of Education (2016). Education of Homeless Children and Youths Program Non-Regulatory Guidance, I-1.

BEST PRACTICES IN HOMELESS EDUCATION

Under the McKinney-Vento Homeless Assistance Act, schools must identify children and youth in homeless situations and provide appropriate services. One such service is immediate enrollment in school, even when students lack paperwork normally required for enrollment, such as school records, proof of guardianship, a birth certificate, immunization or other health records, and proof of residence. In complying with the immediate enrollment mandate, some school districts may be concerned that families or youth may claim falsely to be homeless in order to gain access to services for which they are not eligible or to gain enrollment in a school outside of their local attendance area.

Due to the stigma associated with homelessness, the vast majority of students seeking eligibility for services under McKinney-Vento does so in good faith and with good reason. **Who is homeless?** If a question arises about a student's eligibility, schools may

(McKinney-Vento Homeless Assistance Act of 2001 – Title X, Part C of the No

wish to confirm the details of the student's living situation. **All such efforts must be grounded in sensitivity and** *Child Left Behind Act – Sec 725)*

respect, keeping the academic well-being and best

The term "homeless children and

interest of the student in the forefront. Using invasive or *youth"—*

threatening techniques to confirm a student's eligibility can
A. means individuals who lack a
humiliate families and youth and may place an already tenuous *fixed, regular, and adequate nighttime residence...; and*
temporary living arrangement in jeopardy. This may destabilize the family or youth further and may create a barrier to the *B. includes —*
student's enrollment, thereby violating the McKinney-Vento
i. children and youths who are sharing
Act. Additionally, employing these techniques may violate the *the housing of other persons due to loss of housing, economic hardship, or*
Family Educational Rights and Privacy Act (FERPA).
similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in
Use the following checklists to guide you in confirming McKinney-Vento eligibility. Instruct school personnel with *emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;*
questions about a student's eligibility to enroll the student immediately and contact you for further information. If you
ii. children and youths who have a
are in need of guidance, contact your State Coordinator *primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular*
for Homeless Education.[2] **Delaying the enrollment of a homeless student violates federal law and may place the** *sleeping accommodation for human beings...*
student in danger.
iii. children and youths who are living in cars, parks, public spaces, abandoned
DO... *buildings, substandard housing, bus or train stations, or similar settings; and*
Do conduct ongoing awareness activities in the school
iv. migratory children who qualify as
district
homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

* Provide annual awareness and sensitivity training to all school staff, including administrators, counselors, social

workers, teachers, secretaries, registrars, nurses, bus drivers, security staff, attendance officers, and federal programs staff. A sample PowerPoint presentation can be downloaded at *http://www.serve.org/nche/downloads/tr_pres/info_share.ppt*; a sample online training can be found at *http://servepres.serve.org/p33447103/*.

* Train bus drivers on the McKinney-Vento Act and ask them to notify you if a student identified as eligible for McKinney-Vento services does not appear to be living near the bus pick-up location.

* Develop relationships with shelters, transitional housing organizations, and local discount motels/hotels to assist in identifying homeless students and/or confirming a student's living arrangement.

Do put good policies and procedures in place

* Implement the usage of a district-wide enrollment questionnaire that incorporates informative, yet non-invasive, questions to help enrollment staff determine eligibility. Samples of forms in use around the country can be found at *http://www.serve.org/nche/forum/eligibility.php*.

* Have parents, youth, or caregivers sign enrollment forms indicating that McKinney-Vento services are offered based on information they have provided about their living situation. The forms should explain the consequences for providing false information. A sample enrollment packet is available at *http://www.serve.org/nche/products_list.php#liaison_ toolkit*.

* Having school officials visit the place where the student is staying can be threatening to homeless families and youth, who may fear discrimination or negative social service intervention, and to host families, who may be putting their own housing at risk by sheltering others. When these visits are necessary due to doubts about McKinney-Vento eligibility, send school or school district staff members who are trained on the McKinney- Vento Act and homelessness. It is important for visitors to talk to families and youth about why they are visiting, ensure them that information will be kept confidential, and conduct only the minimal investigation necessary to verify the living situation.

Homeless verification can be handled in such a way that it **does not violate** privacy **or jeopardize** housing arrangements. It is up to the local liaison, enrollment staff, and/or other school personnel to be **sensitive** and **discreet**.

* Collaborate with local homeless education liaisons from nearby school districts to identify children and youth in homeless situations and confirm eligibility.

* Contact the student's prior school to determine if the student was identified as homeless there.

* Install Caller ID on your phone, so that the you can verify when parents or youth are calling from a motel.

* Consult the State Department of Revenue to determine if an address given as temporary

was the family's registered address the previous year.

* Collaborate with your State Coordinator for Homeless Education for technical assistance and support in ensuring immediate enrollment.

Keeping it positive and **supportive** instead of invasive and threatening is **essential**.

Do talk with parents and youth

* Talk with parents and youth about their living situation, focusing on basic questions such as, "Why did you leave your last residence?" or "Where did you sleep last night?" Let them know you are asking questions of a personal nature to determine if they are eligible for additional services. Avoid using the word "homeless" in initial conversations due to the associated stigma; instead, use terminology such as "in a temporary living arrangement".

* Share information about McKinney-Vento services, rights, and definitions when a parent or youth cannot provide proof of residency, guardianship, or other documentation, or when they display other possible indicators of homelessness.

* Work with parents, youth, and caregivers to determine if they are able to provide any documents that could confirm their living situation. Keep in mind that the McKinney-Vento Act prohibits schools from requiring documents for school enrollment.

* Talk to runaway youth about their home situation with care and sensitivity. Understand that although youth may hesitate to admit it, their home may be an unhealthy or dangerous environment.

DON'T...

Don't threaten or harass parents or students, violate their privacy, or jeopardize their housing

0 Don't contact landlords or housing agencies about a student or family. Such contacts may violate the Family Educational Rights and Privacy Act (FERPA) and the McKinney-Vento Act and may jeopardize already tenuous housing situations. In addition, these contacts generally do not provide useful information.

0 Don't conduct invasive surveillance of students or families, such as following them, observing them from outside their residences, or talking to neighbors about their living situation. The McKinney-Vento Act requires schools to eliminate barriers to enrollment and attendance; acts that may threaten or intimidate create barriers that can frighten parents and students away from school. School staff trained on issues of homelessness and the McKinney-Vento Act can conduct respectful home visits, when necessary.

0 Don't use police officers to conduct home visits.

Don't pose barriers to enrollment

0 Don't require documents like eviction notices, utility bills, occupancy permits, or notarized

letters from host families. The McKinney-Vento Act prohibits schools from requiring documents for school enrollment.

0 Don't force caregivers to obtain legal custody or guardianship to enroll youth. The McKinney-Vento Act requires school districts to have procedures to enroll unaccompanied youth immediately; legal custody or guardianship cannot be prerequisites. Furthermore, custody and

guardianship have important legal consequences far beyond education and are not appropriate for many caregiver relationships.

0 Don't force people into shelters or onto the streets as a prerequisite for McKinney-Vento services.

In sum, a school district's attempts to verify a student's eligibility for McKinney-Vento services must be governed by respect, sensitivity, and reasonable limits. **When in doubt, the district must always enroll the student immediately and should seek support from the local liaison or State Coordinator for Homeless Education.**

Endnotes

1. For more information on FERPA, visit *http://www.serve.org/nche/legis_resources.php*. 2. Visit *http://www.serve.org/nche/states/state_resources.php* to find contact information for your State Coordinator.

NCHE FREE PRODUCT ORDER FORM

LEAs, schools and other agencies may order up to the limits listed below of each product per school year (July 1 through June 30) at no charge for products or shipping. To order products, complete this form and mail or fax to address below. Products may also be ordered online at www.serve.org/nche/online order.php . Information about placing orders for amounts above the annual limits can also be found at this link.

Please note: To insure equitable distribution of free products, this form must be faxed or mailed from the actual recipient organization entered in the Customer Information field. Individuals may not submit orders on behalf of multiple organizations,

National Center for Homeless Education at SERV E

Product	Language	Quantity
After the Storm (A Handbook for		

Parents) (limit 1)

English

Disaster Relief Agencies and Schools (A Handbook for Local Liaisons and State Coordinators (limit 1)

English

English

From the School Office to the Classroom (A Handbook for Local Liaisons, Enrollment Staff and District Administrators) (limit 1) School as a Safety Net (A Handbook for Relief Agency Staff and Volunteers) (limit 1)

English

Educational Rights Poster for Youth (LEA limit 20 each language, schools and other agencies limit 5 each language)

English Spanish English Spanish

Educational Rights Poster for Parents (LEA limit 20 each language, schools and other agencies limit 5 each language) Enrollment Ready Reference for Schools (foldout) (limit 5) Local Homeless Education Liaison Toolkit on cd-rom (limit 1)

English

English

English

Spanish

NCHE Brochure: Supporting the Education of Children and Youth Experiencing Homelessness (limit 10 each language)

Parent Booklet: What You Need to Know to Help Your Child in School (limit 5

E

nglish each language)

Spa

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nglish Parent Pack Pocket Folder (limit 5 each language)

S

panish Surviving On Your Own Youth Booklet (limit 5)

English

CUSTOMER INFORMATION (please print clearly!)

Name:

Date:

Title:

Organization:

Address 1:

Address 2:

City:

State:

Zipcode:

Phone:

Email:

Mail or Fax Order Form

to:

National Center for Homeless Education **NCHE at SERVE**, 5900 Summit Avenue, # 201 Dixon Building, Browns Summit, NC 27214 **Toll-free Helpline**: 800-308-2145 **Fax: 336-315-7457**
www.serve.org/nche

Form updated 5.2.16

For office use only:
Date received

Date shipped

Useful Links

Education for Homeless Children and Youth Programs: Non-Regulatory Guidance (July 27, 2016) http://www2.ed.gov/policy/elsec/leg/essa/160240ehcyguidance072716.pdf
US Dept. of Education Fact Sheet: Supporting the Success of Homeless Children and Youths (July 27, 2016) http://www2.ed.gov/policy/elsec/leg/essa/160315ehcyfactsheet072716.pdf
Title 1 Federal Guidance https://www2.ed.gov/policy/elsec/guid/eseatitleiswguidance.pdf
NJ Ed Law Center https://edlawcenter.org/
NJDOE McKinney-Vento Information https://www.nj.gov/education/homeless/
NJ 6A Chapter 22 https://www.state.nj.us/education/code/current/title6a/chap22.pdf
National Law Center on Homelessness & Poverty https://nlchp.org
National Center for Homeless Education please visit http://nche.ed.gov