Department Plans 2025-2026

Overview

Department: __Families In Transition_____

Objective:
Create clear and actionable plans for each department that set specific goals, outline the steps needed to achieve them, and ensure spending is aligned with these goals. This will help improve performance, stay within budget, and support the overall success of the organization.

Roles and Services

Department Organizational Chart

Manager (s)	**Merian Stewart**			
Office Staff	**Martha Jimenez**	**Socorro Rocha**	**Patricia Jimenez (Hrly)**	

Personnel:
(1) Coordinator
(1) Senior Community Assistant
(1) Community Assistant
(1) Office Support (Hrly)

Services provided by the Families in Transition Department:

Families in Transition (FiT) provides critical support to students experiencing homelessness by removing barriers to educational access and stability. The program ensures immediate school enrollment and actively advocates for students' right to remain in their school of origin when it is

in their best interest. FiT works collaboratively with families, school sites, and district departments to secure essential services—including transportation, school supplies, meals, and access to academic and social-emotional supports. The team helps connect students with counselors, intervention programs, and community-based resources to promote attendance, engagement, and academic success. Through consistent outreach and individualized case management, Families in Transition ensures that every student has the opportunity to learn in a stable, supportive, and equitable educational environment, in alignment with the McKinney-Vento Homeless Assistance Act.

To increase services for students and families experiencing homelessness, the Families in Transition (FiT) Office will expand efforts to ensure that students' basic living and educational needs are met. This action minimizes barriers to academic success and promotes overall well-being.

The FIT Team Will Continue To:

- **Ensure Access to Essential Supports:** Provide direct support to McKinney-Vento-eligible students to ensure access to basic needs such as transportation, school supplies, meals, and hygiene products.

- **Strengthen School-Based Support Systems:** Coordinate with site-based staff to identify students early and connect them to academic interventions, tutoring, and counseling services designed to sustain academic progress and emotional stability amid housing instability.

- **Build Capacity Among Staff and Community:** Deliver at least two annual trainings to all identified PUSD staff and community partners to increase awareness of McKinney-Vento protections and ensure consistent implementation of services across schools.

- **Enhance Case Management and Referrals:** Collaborate with district mental health teams and external agencies to provide wraparound services and timely referrals to counseling, mentoring, and social services for families in crisis.

Through these actions, the district will continue to reduce the impact of homelessness on student achievement and foster a safe, supportive, and equitable learning environment.

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Prior Year Reflection

Accomplishments in 2024-2025 include:

- Increase case management this year to include families displaced by the recent fire.
- IN March 2024, we finally gained access to our new online case management system. We are currently entering all current and new client data into the platform.
- The FIT team was present at over 15 community outreach events this year. The FIT team attended the events with partners, district staff and community members.
- The FIT office hosted ESL courses this school year.
- Applied for two grants this year.
    - 1) To purchase a refrigerator
    - 2) To provide incentives for students participating in Summer Reading Program.
- Identification, advocacy, and enrollment assistance for MKV-eligible students.

Next Steps/ Continued Actions for 2024-2025:

- Continue to build partnerships with community organizations
- Update the FIT handout
- Track the families impacted by the Eaton Fire.

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Department Priorities

Actions/Strategies/Projects/Priorities for 25-26

Item #1	Budget Allocation	Timeline for Outcome/ Implementation
Partner with each school at least once to ensure all are aware of the services provided by the FIT Team. **Increase program visibility throughout PUSD**.	EYHC Grant $79,059	May 2025-September 2027

Data Used to Determine (Prior Year Data)	Alignment to Strategic Plan	LCAP Alignment	
Calendar of events	Pillar 4: Effective, Responsive, and Accountable Organization	Goal	Action

Success Indicators	Data Used to Determine Success	Key Performance Indicators (KPIs)	
Number of events attended	Record keeping log to tally the number of contacts made during the event	Current	Goal

Actions/Strategies/Projects/Priorities for 25-26

Item #2	Budget Allocation	Timeline for Outcome/ Implementation
Increase case management **Organize and implement a management system**	Transact System	

Data Used to Determine (Prior Year Data)	Alignment to Strategic Plan	LCAP Alignment

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Trans act Reports to track MCK case management	Pillar 5: Collaboration with Families and Communities to Increase Trust	Goal	Action

Success Indicators	Data Used to Determine Success	Key Performance Indicators (KPIs)	
Consistent and frequent contact with MCK student/family	Tracking log to show the amount of case management provided	Current	Goal

Spending Priorities

Families In Transition Spending Plan

EHCY Grant

Spending Plan for 25-26 (lists year-over-year changes, **if any**) with 2 prior years' spending.