



Homeless Liaison Manual: *Policies, Guidelines, & Responsibilities*

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INTRODUCTION

The Education for Homeless Children and Youth (EHCY) program, authorized under the Title VII-B of the McKinney-Vento Act, was reauthorized in Dec. 2015 by the Every Student Succeeds Act (ESSA). Per ESSA, all local education agencies (LEAs) are required to provide needed services to homeless children. This includes having a local homeless liaison, who is charged with ensuring homeless children and youth enroll in school.

The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school with a strong emphasis on the importance of school stability for homeless children and youths. Changing schools multiple times significantly impedes a student's academic and social growth. Therefore, the McKinney-Vento Act calls for school districts to maintain students in their school of origin to promote school stability and greater educational outcomes overall in the best interest of the student.

The ASD Homeless Manual outlines federal regulations under the McKinney-Vento Act. The McKinney-Vento Act is a federal law, which supersedes all local and state level law. The manual is intended to serve in defining, understanding and communicating ASD policies and procedures, identifying responsibilities, and providing guidelines in the performance of specific tasks. Please ensure that your practices align with ASD policies and procedures.

LEGAL PROVISIONS FOR THE EDUCATION OF HOMLESS STUDENTS

In accordance with the McKinney-Vento Homeless Assistance Act, the Achievement School District will make reasonable efforts to identify homeless children and youth of school age located within the area served by the school system, encourage their

enrollment, and eliminate barriers to their receiving an education that may exist in school system policies or practices. Based on individual need, homeless students will be provided services available to all students, such as preschool, free school meals, services for English learners, special education, career and technical education (CTE), and before- and afterschool.

DEFINITION of HOMELESS STUDENTS

According to the McKinney-Vento Act, homeless children and youth include individuals who lack a fixed, regular and adequate nighttime residence. This includes the following situations:

- Sharing the housing of others (known as doubling-up) due to loss of housing, economic hardship, or similar reason (*a situation where individuals are unable to maintain their housing situation and are forced to stay with a series of friends and/or extended family members*);
- Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; and
- Living in emergency or transitional shelters or are abandoned in hospitals.
- Living in a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings;
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children living in the above circumstances.
- The McKinney-Vento Act also recognizes unaccompanied youth who are homeless. According to the act, an unaccompanied youth is a youth not in the physical custody of a parent or legal guardian.

ENROLLMENT OF HOMELESS STUDENTS

The McKinney-Vento Act requires School sites to ensure that every homeless child or youth has equal access to a free, appropriate, public education. The term *enrollment* is a critical part of the law and is defined as, "attending classes and participating fully in school activities." Schools are required to enroll students immediately, regardless of the point in the school year in which a homeless student presents for enrollment. Denying immediate enrollment to a homeless student violates federal law and may place the

student in danger. If needed, consult the District Liaison for Homeless Education with any questions concerning homeless student classification. **All Schools must adhere to the following guidance to ensure compliance of identified Homeless Students.**

- 1) The school of origin is the school the child attended when permanently housed or the school in which the child was last enrolled. The school district shall:
 - continue a homeless child's or youth's education in the school of origin for the duration of homelessness and for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
 - enroll the homeless child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.
- 2) Provide written explanation of placement decision: If a student is placed in a school other than the school of origin or that requested by the parent/guardian, a written explanation of the placement decision will be provided, including information concerning the right to appeal.
- 3) Records: School sites cannot deny enrollment to or delay the enrollment or transfer of any homeless child/youth solely because the student is unable to produce school, medical or residency records. It is the responsibility of the receiving school to immediately enroll the child/youth and make a reasonable effort to verify the student is homeless; to contact the sending school for proper transfer documentation; and to refer the student immediately to a physician or clinic, including free clinics, for any examination or immunization that may be necessary.
- 4) All potentially identified homeless parents/unaccompanied youth shall complete the Homeless Affidavit (**compliance**) and Referral & Needs Assessment Form (**compliance**) and Caregiver Authorization Form for unaccompanied youth (**compliance**).

HOMELESS VERIFICATION & CODING PROCEDURES

The School/Network Liaison along with the support of school staff, will determine if a student qualifies as homeless under the definition set forth by the McKinney-Vento Homeless Assistance Act (McKinney-Vento Act). It is important to gather all the relevant information, analyze what you know, and seek consultation (if needed), prior to determining the student's homeless classification.

The student's homeless status will carry the academic year in which the student has enrolled. Homeless status should be verified each new school year.

Homeless status and classification will be determined by the following:

- 1) If the parent/guardian/unaccompanied youth provides the school with information that may qualify their child as homeless, they will be asked to complete the Homeless Affidavit (compliance), and Referral & Needs Assessment Form (compliance).
- 2) The School/Network Liaison should verify the status of the student (this verification process may involve home visits, verifying phone numbers from hotels, motels and shelters via caller ID; conversations with parents, and students about their situations).
- 3) After completion of verification, the School/Network Liaison should determine the student/youth's classification.
 - The parent/guardian/unaccompanied youth should be given a list of community resources that may help them in the aide of their situation.
 - The parent/guardian/unaccompanied youth will be informed of all rights pertaining to students/youth that are classified as homeless (transportation and school origin rights).
- 4) Should any parent/guardian/unaccompanied youth disagree with the decision made by the School, they have a right to dispute the decision by filing a Dispute Resolution Form.
 - While disputes are pending, students have the right to participate fully in school and receive all services in which they would normally receive.
- 5) The School/Network Liaison should ensure that the student's cumulative file contains all documentation.

SIS/EIS CODING PROCEDURES:

The School/Network Liaison should establish a process for ensuring accurate EIS coding of identified homeless students.

- **Homeless Primary Nighttime Residence...Code homeless students with the**
 - H-Homeless student classification AND

- Enter options 01 through 04 if, and only if, student is confirmed as homeless.
 - 01 - shelters or transitional housing,
 - 02 - doubled up (living with other persons due to economic reasons).
 - 03 - unsheltered (cars, parks, campgrounds, abandoned building, substandard housing), or
 - 04 - hotels/motels due to lack of alternative adequate accommodations.
 - ***Never use "00" as a nighttime residence code.***
- **Student Classification**
 - Every student designated homeless must have a H- Homeless Classification. Add the classification on the State/Province – TN page.
 - Once you click into the Student Non-Lunch Related Classification screen, you will want to select “New” and make sure that the Begin Date equals the student’s Entry Date and that the End Date equals the Exit Date.
 - Entry Date: The first day that a student received instruction
 - Exit Date: The day AFTER the final day that the student received instruction
- **Homeless Served by McKinney-Vento**
 - ASD does not receive McKinney-Vento funds.
 - If student is identified as homeless, enter “No.”
 - If student is not identified as homeless, leave blank.
- **Homeless Unaccompanied Youth**
 - Enter Y or N if, and only if, student is confirmed as homeless.
 - “Yes” for students who are homeless **AND** who are not living with a parent or guardian.
 - If student is not identified as homeless, leave blank.
- **Economically Disadvantaged Subgroup**
 - Homeless students are part of the Economically Disadvantaged (ED) subgroup.
 - Code as J-Direct Certification in addition to H-Homeless student classification.
- **Homeless Earlier This Year**
 - This query, when marked (Y) yes, identifies the student as being homeless in a previous enrollment.
 - Use this field to check the homeless status of students who transfer into the district/school during the year.
 - Connect with these families to verify their homeless status.
 - If the students are no longer “homeless,” document the McKinney-Vento/Homeless Affidavit with the following statement: “Homeless Earlier in Year. Currently, the student does not meet the homeless status requirements.” Also, date and sign below the statement.

SUPPORTING UNACCOMPANIED YOUTH

In a number of instances, children and youth who are enrolling in a school may not be living with their parents or legal guardians. Frequently, children in families experiencing homelessness are sent to live temporarily with friends or relatives. This type of living arrangement has been especially prevalent in families displaced by natural disasters. In other situations, youth have been forced to leave home due to abusive environments or are on their own for other reasons. These children and youth, in most cases, fit the definition of homeless, unaccompanied youth in the McKinney-Vento Act: a youth not in the physical custody of a parent or guardian

and eligible for immediate school enrollment, even if they lack a parent or guardian or documents typically required for school enrollment.

Supporting Unaccompanied Youth should be in accordance with the following:

- Immediately enroll and allow youth to attend classes and participate fully in school activities.
 - Inform the youth of his/her eligibility to receive free school meals and other services.
 - Offer a peer and adult mentor.
 - Ensure the youth receives support for basic needs, health referrals, housing services, transportation, etc.
 - Monitor the student's performance and provide additional support (grades, attendance, behavior).
 - Inform youth of their independent status and coordinate with post-secondary institutions and FAFSA to verify status.

- There is no automatic duty to report the youth to parents, law enforcement or CPS.
 - After enrollment, check with the National Center for Missing & Exploited Children (www.missingkids.com or 1-800-THE-LOST).
 - If the youth has been reported missing:
 - Ask probing questions to gather information about the youth's safety and home situation.
 - Contact law enforcement and provide info concerning the youth.
 - If you receive request for records of a flagged missing child, contact law enforcement immediately.
 - If you suspect abuse or the student has alleged abuse, contact CPS (you are mandated reporters).

- If you are contacted by the student's parent or legal guardian:
 - Confirm the parent's or legal guardian's identity.
 - Share information with parents and legal guardians, unless you have a court order to the contrary.
 - If abuse has been reported to CPS, refer the parent/guardian to that agency.

- Ensure the unaccompanied homeless youth is assigned a Surrogate Parent for the purpose of special education.

Note: Please access the resources page link for additional guidance with enrolling and supporting unaccompanied youth.

SURROGATE PARENT

The IDEA requires the LEA to ensure the rights of unaccompanied homeless youth are protected. The IDEA requires LEAs to appoint a surrogate parent for the purpose of special education. Schools must work collaboratively with the LEA to secure a surrogate parent for an unaccompanied homeless youth.

A surrogate parent is a volunteer who is appointed by a local education agency, intermediate unit or the responsible early intervention agency, to assist children who do not have parents or family members.

- The surrogate parent has all of the rights and can make all of the special education or early intervention decisions, that are usually made by the child's parents.
- Surrogate parents can review educational records; request and consent to evaluations and reevaluations; and challenge the recommendations of the education or early intervention agency by requesting informal and formal dispute resolution procedures.
- A surrogate parent does not have any rights and responsibilities for the child outside of the special education process.

TRANSPORTATION

Transportation is one of the biggest barriers to regular school attendance and school stability for homeless students.

Homeless students, including unaccompanied youth, must be informed of all transportation services and provided transportation to and from their school of origin at the request of the parent/guardian/unaccompanied youth, consistent with district transportation policies and regulations.

Transportation for students that are classified as homeless will be in accordance with the following:

- 1) If the homeless child or youth continues to live in the area served by the LEA in which the school of origin is located, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the LEA in which the school of origin is located. The responsibility of the Liaison is to coordinate transportation services for homeless students.
- 2) If the homeless child's or youth's living arrangements in the area served by the LEA of origin terminate and the child or youth, though continuing his or her education in the school of origin, begins living in an area served by another LEA, the LEA of origin and the LEA in which the homeless child or youth is living shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If the LEAs are unable to agree upon such method, the responsibility and costs for transportation shall be shared equally.
- 3) Districts must also provide transportation during the resolution of any pending disputes. While disputes over enrollment, school placement or transportation arrangements are being resolved, students must be transported to the school of choice of the parent or the unaccompanied youth.
- 4) The law requires LEAs to coordinate inter-district activities with other LEAs, specifically with coordinating transportation. This

requirement applies to all LEAs whether or not the LEA receives subgrant funds and whether or not the LEA provides transportation to other students.

Note: Please access resources page link to review “Transportation Strategies for Homeless Children and Youth” for additional guidance.

SCHOOL OF CHOICE

According to the McKinney-Vento Act, students have two school placement options:

- The school of origin or
- the school that non-homeless students who live in the attendance area where the homeless student is temporarily residing are eligible to attend.

School of origin is defined as "the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled."

- All decisions about school placement must be made on a case-by-case basis. If the district decides to send a student/youth to a school other than the school requested by the parent/guardian/caregiver, the school will provide written explanation to the student's family or the unaccompanied youth. This decision can be appealed through the Dispute Resolution Process.

DISPUTE RESOLUTION PROCESS

The McKinney-Vento Act requires schools to consider the school of origin as the first option in school enrollment. It is the school's responsibility to resolve any conflict concerning the school placement focusing on the best interest of the student. Whenever possible, the school should comply with the parents'/unaccompanied homeless youth's wishes. If the school and parent/guardian/unaccompanied youth do not agree on the appropriate placement, the ASD's Dispute Resolution Process must be followed. Parents may initiate the process by filing a Dispute Request Form or making a verbal request. The student should be enrolled in the school that the parent or unaccompanied homeless youth have chosen during the resolution process. If the school of origin is determined to be the best placement, the local homeless education liaisons from both divisions must work together to arrange transportation.

In a case where a dispute occurs regarding eligibility, enrollment, or school selection of a homeless child or youth, the dispute is mediated according to federal policy and followed consistent with the district policy and procedure:

- 1) Level 1: If a parent or unaccompanied youth wishes to appeal a school's decision related to a student's placement, the case is appealed to the District's Homeless Liaison where the dispute is taking place. The parent/unaccompanied youth must be notified, in writing, of the School's decision and right to appeal to the District.

- 2) Level 2: If the appeal is unresolved, the case is appealed to the School District's Superintendent. The parent/unaccompanied youth must be notified, in writing, of the District's decision and right to appeal to the Superintendent.
- 3) Level 3: If the appeal continues to be unresolved, the case is appealed to the McKinney-Vento State Coordinator. The parent/unaccompanied youth must be notified, in writing, of the District's decision and right to appeal to the State Coordinator. *Every effort must be made to resolve the complaint or dispute at the local level before it is brought to the Tennessee Department of Education.*

Initiation of the Dispute Resolution Process

If a School makes the decision to deny the eligibility, enrollment, or school selection of an identified/potentially homeless child/unaccompanied youth:

- 1) The parent or the unaccompanied youth shall receive written notification of the school's decision, a copy of the state's dispute resolution process, and their right to appeal the decision made by the school.
- 2) The parent or unaccompanied youth may request an appeal of the school's decision verbally by notifying the school or contacting the local district's homeless liaison. The parent or unaccompanied youth may request the appeal in writing by completing the request to dispute form (provided by the school).

Level 1: District Liaison Communication

If a parent or unaccompanied youth wishes to appeal a school's decision related to a student's placement:

- 1) The parent or unaccompanied youth must file a request for dispute resolution with the district liaison by:
 - a. submitting a form that initiates the dispute resolution process;
 - b. the request for dispute resolution must be submitted by the parent or the unaccompanied youth to the district liaison within five (5) days of receiving notification that the district intends to enroll the student in a school other than the one requested by the family or the unaccompanied youth;
 - c. the parent or unaccompanied youth may submit the request directly to the homeless liaison or they may submit the request to the school where the dispute is taking place;
 - d. if the request is submitted to the school where the dispute is taking place, the school shall immediately forward the request to the district liaison;
 - e. in the event that the district liaison is unavailable, a school district designee may receive the parent's or unaccompanied youth's request to initiate the dispute resolution process.
- 2) The district liaison must log their receipt of the complaint, including the date and time, with a written description of the situation and the reason for the dispute, and a copy of the complaint must be forwarded to the liaison's immediate supervisor and the district's superintendent.

- 3) Within five (5) days of their receipt of the complaint, the liaison must decide on the complaint and inform the parent or unaccompanied youth in writing of the result. It is the responsibility of the district to verify the parent's or unaccompanied youth's receipt of the written notification regarding the district liaison's Level 1 decision.
- 4) If the parent or unaccompanied youth disagrees with the decision made and wishes to move the dispute resolution process forward to Level 2, the parent or unaccompanied youth shall notify the LEA liaison of their intent to proceed to Level 2 within five (5) business days of receipt of notification of the level 1 decision.
- 5) If the parent or unaccompanied youth wishes to appeal the district liaison's level 1 decision, the district liaison shall provide the parent or unaccompanied youth with an appeals package containing:
 - a. a copy of the parent or unaccompanied youth's complaint which was filed with the district liaison at level 1;
 - b. the decision rendered at level 1 by the school district's liaison; and
 - c. any additional information from the parent, unaccompanied youth, and/or homeless liaison.

Level 2: District Superintendent Communication

If the dispute remains unresolved after a Level 1 appeal:

- 1) If a parent disagrees with the decision rendered by the district's homeless liaison at level 1, the parent or unaccompanied youth may appeal the decision to the local school district's superintendent, or the superintendent's designee using the appeals package provided at Level 1. The designee shall be someone other than the district's homeless liaison.
- 2) The superintendent, or superintendent's designee, will arrange for a personal conference to be arranged within five (5) business days of the parent or unaccompanied youth's notification notifying the district of the intent to proceed to Level 2 of the dispute resolution process. Once arranged, the meeting between the superintendent, or superintendent's designee, and the parent or unaccompanied youth is to take place as expeditiously as possible.
- 3) The local superintendent, or superintendent's designee, will provide a decision in writing to the parent or unaccompanied youth with supporting evidence and reasons. It is the responsibility of the district to verify the parent's or unaccompanied youth's receipt of the written notification regarding the superintendent's Level 2 decision.
- 4) A copy of the appeals package, along with the written decision made at Level 2, is to be shared with the district's homeless liaison.
- 5) If the parent of unaccompanied youth disagrees with the decision made at Level 2 and wishes to move the dispute resolution process forward to level 3, the parent or unaccompanied youth shall notify the district's homeless liaison of intent to proceed to Level 3 within five (5) business days of receipt of notification of the Level 2 decision.
- 6) If the dispute remains unresolved, the process then moves to Level 3.

Level 3: McKinney-Vento State Coordinator Communication

- 1) The district superintendent shall forward all written documentation and related paperwork to the McKinney-Vento state coordinator for review within five (5) business days of notifying the parent or unaccompanied youth of the decision rendered at Level 2.
- 2) It is the responsibility of the district to ensure that the documentation that is submitted is complete and ready for review at the time it is submitted to the state coordinator.
- 3) The McKinney-Vento state coordinator, along with the appropriate office director, and/or office executive director, shall make a final decision within seven (7) business days of receipt of the complaint.
- 4) The final decision will be forwarded to the local district's homeless liaison for distribution to the parent and the district superintendent.
- 5) The office of the school district superintendent shall maintain a record of all disputes related to the education of homeless children and youths. These records shall include disputes resolved at levels one, two, and/or three and shall be made available upon request to the Tennessee Department of Education.

Inter-District Disputes

- 1) If a dispute arises at the school level over school selection or enrollment, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.
 - a) Disputes arising between school districts regarding the placement of a homeless child or youth in a district should be resolved between the districts at the local level in the best interest of the child and according to the law.
 - b) Disputes between school districts that remain unresolved shall be forwarded in writing to the McKinney-Vento state coordinator by either of the disputing districts. A decision will be made by the state coordinator within seven (7) business days of the receipt of the dispute and will be forwarded in writing to the district's superintendents, the districts' homeless liaisons, and the parent(s) of the homeless child or youth.
 - c) The decision made by the McKinney-Vento state coordinator shall be the final resolution between the disputing districts

CREDIT ACCURAL & RECOVERY FOR HOMELESS STUDENTS

The McKinney-Vento Act requires that students experiencing homelessness are immediately enrolled and participate fully in school activities. The Act requires schools to eliminate barriers to students' enrollment and retention. When students attend school without the ability to earn credits, their full school participation is denied. Barriers to earning credits are barriers to students' enrollment and full participation in school. The homeless liaisons, school counselors, administrators, and appropriate designees should work together to develop school policies that include strategies and supports related to credit accrual for students

experiencing homelessness. Implementing the tips below will ensure compliance with the Mc-Kinney-Vento Act.

Credit Accrual & Recovery Strategies

<p>Work to keep students in their school of origin</p>	<ul style="list-style-type: none"> • Provide transportation; • Partner with agencies for stable housing.
<p>Provide support to enable students to attend school consistently and progress academically</p>	<ul style="list-style-type: none"> • Provide admin, teachers, counselors with information about the challenges of homelessness and ways they can support; • Collaborate with community agencies to meet the youth’s basic needs; • Assign the youth a peer or adult mentor to provide guidance, encouragement and assistance with challenges; • Provide tutoring and classes after-school and/or on Saturday; • Align student’s interest and needs with school programs, classes, and extra-curricular activities.
<p>Award students’ partial credit for work completed</p>	<ul style="list-style-type: none"> • Recognize credits awarded by other districts; • Consult with the prior school to evaluate the work completed; • Prorate credits to award the student partial credit if they enroll in the district late or leave early; • Use test scores to facilitate the awarding of partial credit; • Evaluate the student’s mastery of courses & award credits accordingly; • Offer credit recovery or mastery-based courses.
<p>Complement regular classes with independent study programs</p>	<ul style="list-style-type: none"> • Homeless liaison and school counselor work together to ensure students have access to online learning programs, learning labs, and independent study programs; • Waive online learning fees.
<p>Ensure that students experiencing homelessness can enroll in appropriate innovative and/or alternative programs</p>	<ul style="list-style-type: none"> • Homeless liaison should work with community agencies to ensure document requirements, deadlines, and fees do not prevent these students from participating in appropriate programs, such as: career and technical education programs.

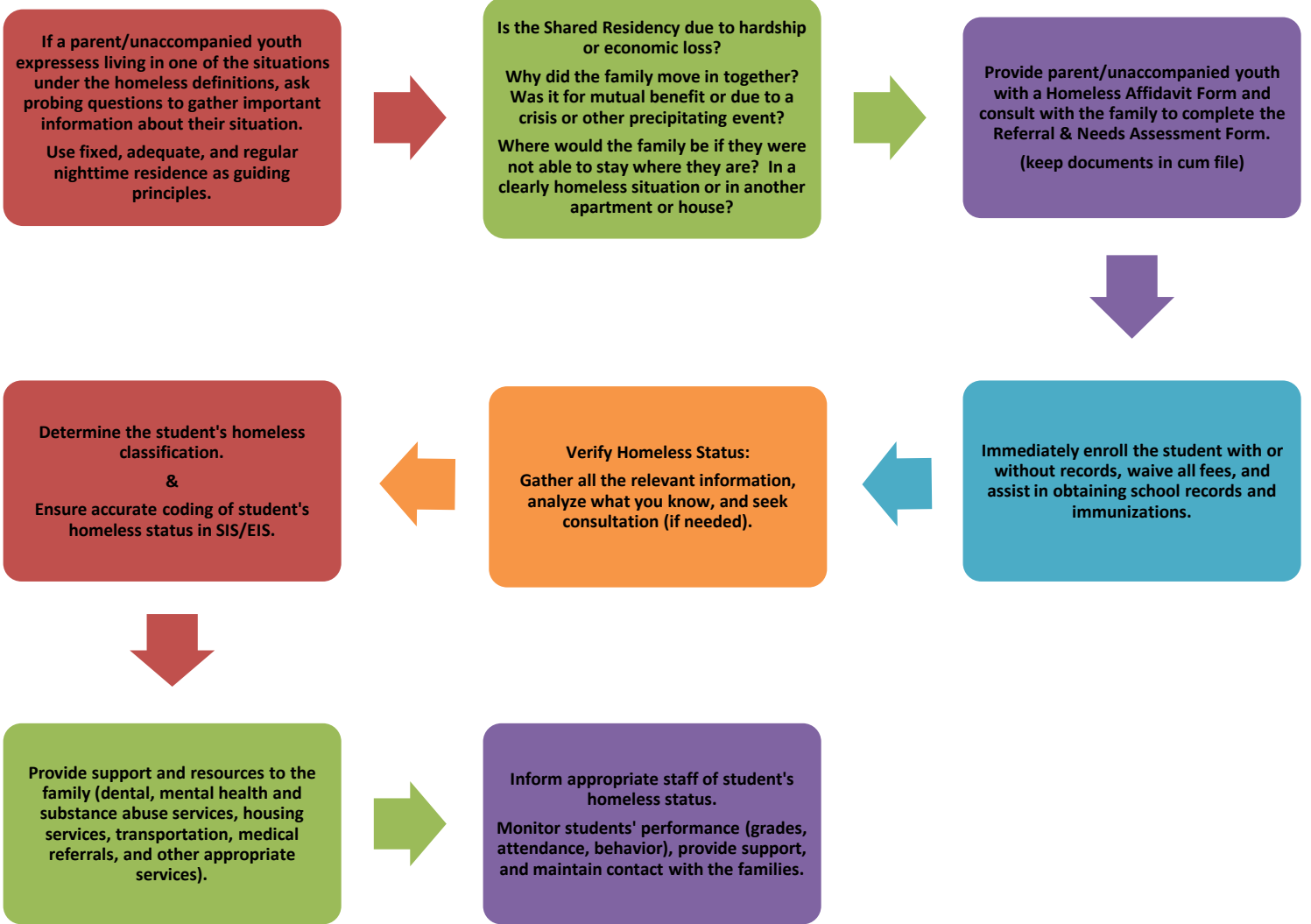
HOMELESS LIAISON ROLE & RESPONSIBILITIES

Each School/Network shall have a person designated as the contact for students in homeless situations. The liaison is the primary contact between homeless families, school and LEA staff, shelter workers, and other service providers. The Homeless Liaison is the key to ensuring homeless children and youths receive the services they need. The Homeless Liaison ensures that children/youth experiencing homelessness enroll and succeed inschool.

<p>Policies & Procedures</p>	<ul style="list-style-type: none"> ● Ensure that information about children/youth are protected under the Family Educational Rights and Privacy Act (FERPA). ● Review district policies and develop procedures for identifying, enrolling, and ensuring access to eligible school programs for students experiencing homelessness. ● Develop a process for... <ul style="list-style-type: none"> ○ facilitating transportation arrangements; ○ providing basic needs, community agency referrals, obtaining proof of immunization, and addressing attendance issues; ○ ensuring access to school programs, for which they are eligible (special education, Head Start, other preschool programs, etc.); ○ ensuring accurate coding of homeless students in SIS/EIS; ○ tracking required data, such as the Homeless Immunization Report; ○ waiving school-related fees; ○ student credit accrual & recovery.
<p>Professional Development</p>	<ul style="list-style-type: none"> ● Attend all District Migrant Trainings and submit documentation/reports as required. ● Inform school personnel, service providers, and advocates who work with homeless families and youth about your role as the School’s Homeless Liaison. ● Provide training to school personnel to build awareness of the educational needs of homeless students and legal responsibilities of the school (administrators, secretaries, counselors, teachers, etc.). ● Conduct annual staff training and submit sign-in sheets to District Liaison.
<p>Outreach & Partnership</p>	<ul style="list-style-type: none"> ● Ensure that parents or unaccompanied youth are fully informed of all educational rights, including the right to remain in, and receive transportation to and from the school of origin. ● Post the educational rights of homeless children and youth throughout the school. ● Post the educational rights of homeless children and youth in the community in places where homeless families and youth may receive services (e.g., shelters, public health clinics, libraries, and soup kitchens). ● Maintain ongoing communication with community agencies and service providers to ensure homeless families have access to resources (dental, mental health and substance abuse services, housing services, transportation and other appropriate services).
<p>Required Documentation</p>	<ul style="list-style-type: none"> ● All identified homeless students cum files should contain a Homeless Affidavit and Referral & Needs Assessment and Caregiver Authorization Form for unaccompanied youth. ● Ensure all identified homeless students are coded accurately in SIS/EIS. ● Complete the Homeless Immunization Form annually and submit additional documentation as required. ● Dispute Resolution/Request Form (if applicable) should be completed by the parent/unaccompanied youth and a copy kept in the student’s cum file. <ul style="list-style-type: none"> ○ A written explanation of the school’s decision to deny eligibility, enrollment, or school selection should be kept in the cum file.
<p>Student Monitoring & Support</p>	<ul style="list-style-type: none"> ● Keep track of your enrolled identified homeless students. ● Inform appropriate staff members and outside agencies of the students’ homeless status (in accordance with FERPA law). ● Ensure that all identified homeless students enroll and participate fully in school (waive fees for field trips, activities, meals, uniforms, ensure access to programs, etc.). ● Monitor student’s grades, attendance, behavior, and related services. ● Maintain contact with the homeless family to ensure they receive resources to aid in their situation. ● Assist high school students in accruing and recovering credits.

	<ul style="list-style-type: none"> Inform youth of their independent status and coordinate with post-secondary institutions and FAFSA to verify students' unaccompanied homeless status.
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HOMELESS IDENTIFICATION PROCESS



HOMELESS SHAREPOINT RESOURCES

<p><u>Required Documentation of Homelessness</u></p>	<ul style="list-style-type: none"> Homeless Affidavit (required) Referral & Needs Assessment Form (required) Shared Residency Form (optional) <ul style="list-style-type: none"> Please be advised that requiring notarization of any document is in violation of the McKinney-Vento Act.
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<p><u>Request Forms</u></p>	<ul style="list-style-type: none"> • Birth Certificate Request Form • Identification Request Form
<p><u>Community Resources for Families</u></p>	<ul style="list-style-type: none"> • Memphis Community Resources • Nashville Community Resources • MATA Bus Information
<p><u>Professional Development & Resources</u></p>	<ul style="list-style-type: none"> • ASD Homeless Training Guide.ppt • TDOE Homeless Training.ppt • McKinney Vento 101.ppt • McKinney Vento 102.ppt • Transportation Strategies for Homeless Children and Youth • Homeless Toolkit • <u>National Center for Homeless Education</u>
<p><u>Resources for Unaccompanied Youth & High School Homeless Students</u></p>	<ul style="list-style-type: none"> • Unaccompanied Youth Eligibility Flowchart • Enrolling Unaccompanied Youth • Enrolling Students on Their Own & Caregiver Authorization Form • Unaccompanied Youth: Eligibility Tool for Financial Aid • TNAF Information for Homeless Youth • Credit Accrual & Credit Recovery for Homeless Students • Supporting the Education of Unaccompanied Youth • Paving the Way to College.ppt • ACT Fee Wavier
<p><u>Dispute Resolution</u></p>	<ul style="list-style-type: none"> • Written Notification of School’s Decision Form & Dispute Resolution/Request Form • Guiding the Discussion on School Selection & Best Interest Checklist
<p><u>Reports</u></p>	<ul style="list-style-type: none"> • Homeless Immunization Report
<p><u>Federal Program Requirements</u></p>	<ul style="list-style-type: none"> • Federal Program Monitoring Tool • Compliance Checklist • Homeless Immunization Report
<p><u>TDOE COVID-19 Guidance</u></p>	<ul style="list-style-type: none"> • Guidance Regarding Children and Youth Experiencing Homelessness