

# Title I STH Funds Short Guide: Supporting Students in Temporary Housing

## What are [Title I STH Funds](#) (Title I STH)?

Federal law requires that all school districts reserve a portion of their Title I federal funds to address the specific needs of students in temporary housing (STH). To comply with this mandate, all NYC DOE schools are allocated **Title I STH Funds (Title I STH)**. All Title I and non Title I schools with students in temporary housing receive this allocation.

Because of the unique needs of students experiencing homelessness, the Title I STH funds may be used to provide services not ordinarily provided under Title I. For example, Title I STH funds can be used to purchase clothing and emergency food for students in temporary housing.

## How much Title I STH funding will my school receive?

Title I STH funding allocations are based on the total number of students that the school identified as homeless as of the audited register date (usually 10/31) of the previous school year and [their borough's Title I STH per capita amount](#). The formula looks like this:

**Total # of STH on 10/31 x Borough Title I STH per capita = Total Title I STH Set-Aside amount**

BOROUGH TITLE I STH PER CAPITA	
<b>Manhattan</b> \$790.97	<p><b>EXAMPLE</b></p> <p>A school in Brooklyn identified 80 students as homeless on 10/31/2020. For SY2021-2022, the school should set aside:</p> <p>80 x \$934.83 = \$74,786.40</p>
<b>Bronx</b> \$1,117.26	
<b>Brooklyn</b> \$934.83	
<b>Queens</b> \$631.56	
<b>Staten Island</b> \$976.34	

For an estimate of your school's Title I STH funding allocation, please review [Table I – Title I Allocation Summary](#):

- **Non-Title I schools**, see **Column F**: "Title I STH for Non-Title I Schools"
- **Title I schools**, see **Column G**: "Title I SWP STH"
- **Targeted Assistance schools**, see **Column H**: "Title I TA STH"

(You may also review [Table 2 – Title I Allocation Per Capita Details](#).)

## Who makes decisions on how to spend Title I STH funds?

There are a number of key partners who should collaborate in developing a spending plan for Title I STH funds, including:

- School Principal
- School-Based Students in Temporary Housing Liaison (SBL)
- Teachers, other school-based staff, and parents
- Any school-based STH staff (Bridging the Gap Social Worker or STH Community Coordinator)
- [Shelter-based DOE Family Assistants](#)
- [STH Regional Manager](#)
- [B/CO Budget Director](#)

In addition to planning, schools should have a transparent and publicized process for accessing and spending Title I STH funds. For example, all teachers should know what types of expenses are allowable with Title I STH funds and who to contact when they identify a specific student need.

For more information, see “*What factors should I consider in spending decisions?*” below.

## What are the allowable uses of Title I STH funds?

Title I STH funds must be used to exclusively support the education of students experiencing homelessness. They should be used to provide the resources, services, and tools necessary for their success in school. Examples of allowable and unallowable uses are in the table below along with the correct corresponding Galaxy Program Description.

**Please note:** Part of correctly spending Title I STH funds includes using only the corresponding approved galaxy descriptions listed in the School Allocation Memo, regardless if similar descriptions exist.

Examples of Allowable uses	Corresponding Galaxy Program Descriptions from Title I SAM
Academic support and tutoring from outside vendors/community-based organizations (CBO’s) for STH only.	<ul style="list-style-type: none"> <li>● STH after school enrichment programs</li> <li>● STH after school student program fees or tutoring</li> <li>● STH school day academic supports</li> </ul>
Per session academic support and tutoring from DOE staff for STH only.	<ul style="list-style-type: none"> <li>● STH after school student program fees or tutoring</li> <li>● STH school day academic supports</li> </ul>
Counseling and mental health services from outside providers/community-based organizations (CBO’s) for STH only. This can include family counseling.	<ul style="list-style-type: none"> <li>● STH mental health emergency intervention services</li> </ul>

Examples of Allowable uses	Corresponding Galaxy Program Descriptions from Title I SAM
Per session counseling and mental health services from DOE staff for STH only.	<ul style="list-style-type: none"> <li>● STH mental health emergency intervention services</li> </ul>
In-school or out-of-school enrichment and attendance improvement activities from outside vendors/community-based organizations (CBO's) for STH only.	<ul style="list-style-type: none"> <li>● STH after school enrichment programs</li> <li>● STH school day academic supports</li> <li>● STH attendance improvement student supports</li> <li>● STH after school student program fees or tutoring</li> </ul>
Attendance improvement efforts, such as family phone calls, visits, celebrations, etc., including per session hours from DOE staff, for STH only.	<ul style="list-style-type: none"> <li>● STH attendance improvement student supports</li> </ul>
Hiring new staff to work exclusively with STH.	<ul style="list-style-type: none"> <li>● STH attendance improvement student supports</li> <li>● STH school day academic supports</li> </ul>
Clothing (e.g., clothes for school including school uniform and gym clothing, coats, shoes) for STH only.	<ul style="list-style-type: none"> <li>● STH coats, emergency clothing</li> <li>● STH school uniforms</li> <li>● STH hygiene kit / personal care items</li> </ul>
Laundry supplies (e.g., detergent, vouchers for local laundromats) for STH only.	<ul style="list-style-type: none"> <li>● STH hygiene kit / personal care items</li> <li>● STH attendance improvement student supports</li> </ul>
Hygiene supplies and personal care items for STH only.	<ul style="list-style-type: none"> <li>● STH hygiene kit / personal care items</li> </ul>
School fees, including fees associated with field trips, for STH only. <b>Note:</b> per Chancellor's Regulations, a student may not be excluded due to an inability to pay any fee associated with a field trip.	<ul style="list-style-type: none"> <li>● STH school day field trip costs</li> <li>● STH after school student program fees or tutoring</li> </ul>
Emergency food for weekends or school breaks, such as backpacks filled with necessary items for STH only. This can include items for their families.	<ul style="list-style-type: none"> <li>● STH emergency / weekend food</li> </ul>
Supplies needed to complete schoolwork (e.g., notebooks, backpacks, headphones, pencils, etc.) for STH only.	<ul style="list-style-type: none"> <li>● STH school supplies</li> </ul>
Technology equipment and peripherals for STH only to complete schoolwork.	<ul style="list-style-type: none"> <li>● STH technology equipment and peripherals</li> </ul>

Examples of Allowable uses	Corresponding Galaxy Program Descriptions from Title I SAM
Outreach to families and/or parent and family events for families in temporary housing only.	● STH parent engagement events
Needed medical, dental, or vision services and items, such as glasses for STH only.	● STH medical / dental / vision services
Transportation to/from an after-school program or activity for STH only.	● STH emergency transportation costs
Unallowable Uses	
<ul style="list-style-type: none"> <li>● Funding existing staff positions within the school</li> <li>● Any program or service that supports students who are permanently housed (even if students in temporary housing are part of the broader population served)</li> <li>● Rent or mortgage payments (<b>Note:</b> families should be directed to <a href="#">Homebase</a> or <a href="#">ACCESS HRA</a> for this type of assistance)</li> <li>● Utility bills (Note: families should be directed to <a href="#">ACCESS HRA</a> for this type of assistance)</li> <li>● Gift cards or cash payments (including prepaid store cards for food)</li> <li>● Non-essential items like school or graduation pictures, senior class trip</li> </ul>	

The above list are only examples of allowable and unallowable expenses using Title I STH funds. When determining whether an expense is allowable, schools should follow the [U.S. Department of Education’s two general principles for using Title I STH funds](#):

- 1) the services must be **reasonable and necessary** to enable students in temporary housing to take advantage of educational opportunities (i.e., the service must be connected to the student’s education), and
- 2) the funds must be used as a **last resort** when services are not reasonably available from another public or private source (i.e., before using STH Title I funds, see if the fee can be waived or if the service is available through another program).

For more information about allowable uses, please see the [School Allocation Memorandum \(SAM\) for Title I School Allocations for FY22](#) and NYSED’s [Title I, Part A: Homeless Set-Aside – Guidance on Allowable and Unallowable Expenditures](#).

Finally, even if an expense is an allowable use of Title STH funds, schools must follow the DOE’s procurement policies. For more information, [contact your BCO](#).

## What factors should I consider in spending decisions?

Knowing **key demographics** about students in temporary housing in your school can give you some insight into their needs and in turn, how to best spend Title I STH funds. As a starting point, gather the following data for students in temporary housing at your school:

- Age/grade
- Type of temporary housing (*residing in shelter vs. temporarily doubled-up*)

- Location of shelter and/or other temporary residence
- Attendance and chronic absence rates
- Current math/reading scores
- Multilingual learner status
- Special education status

These data can be gathered using reports in ATS, New Visions dashboard, and Insight. For guidance about how to gather these data, contact your [STH Regional Manager](#).

In addition, **surveys** can be a powerful tool in getting first-hand information on the needs of your STH and their families. Consider surveying **teachers, other school staff, parents, and students**. Sample questions include:

- What school supplies are you/your STH typically missing (e.g., headphones, pencils, notebooks, etc.)?
- What supplies do you/your STH need to complete homework (e.g., computer/tablet, hotspot, headphones, notebooks, etc.)?
- Are you regularly providing anything from your classroom or out-of-pocket to STH (e.g. snacks, supplies, weather appropriate clothing)?
- What are the common reasons for absences that you hear from students in temporary housing and/or their parents/guardians?
- Are you/STH connected with any extracurricular activities in school or after-school?
- Have you heard any comments about food, housing, health needs, or employment from parents/guardians of students in temporary housing?

For a more thorough needs assessment tool, please review the [Assets and Needs Assessment Tool](#) from the Office of Community Schools.

While each school should strive to meet the identified needs of the specific students in temporary housing at their school, please refer to the table below for general spending suggestions based on school allocation.

\$10,000- \$25,000	Consider purchasing a variety of supplies to address personal hygiene, clothing, and emergency food support. Allocate some funds for emergency transportation and field trips to offset any fees that families are asked to pay. (Note: per Chancellor’s Regulations, a student may not be excluded due to an inability to pay any fee associated with a field trip.)
\$25,000 - \$75,000	Consider partnering with a local nonprofit or community-based organization to provide additional enrichment and academic support for students in temporary housing during the school day and/or after-school. Keep in mind, Title I STH funds can also be used for transportation to/from the after-school program or activity. Consult with <a href="#">your STH Regional Manager</a> for recommendations tailored to the needs of your school.
\$75,000 - \$200,000	If you have approximately 70 STH or more in your school, consider using funds to hire a part- or full-time staff person to provide <b>dedicated support</b> to students in temporary housing. Dedicated support includes attendance monitoring and

	<p>outreach, counseling services, academic support, crisis management, family engagement, and more.</p> <p>If you're interested in exploring this option, you are encouraged to review the <a href="#">Bridging the Gap Social Worker</a> and the <a href="#">STH Community Title descriptions</a> as examples.</p> <p>Additionally, we strongly encourage you to coordinate with the <a href="#">STH Regional Manager</a> supporting your community school district.</p>
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## What is the process for spending STH Title I funds?

The process for using Title I STH funds includes steps for both planning and procurement.

<b>PLANNING</b>	
<b>Timeline</b>	<b>Action</b>
Spring	Collect data on STH (including surveys) and conduct a more thorough needs assessment (see OCS' <a href="#">Assets and Needs Assessment Tool</a> ).
Spring	Hold a planning meeting with key partners, including your school's SBL, to create a Title I STH spending plan based on needs assessment and outline the process for responding to purchase and service requests.
Summer	If Title I STH spending plan included hiring of additional staff dedicated to supporting students in temporary housing, schedule those staff in Galaxy.
August - Early September	Review data from previous Spring with your planning team, including the SBL, to identify any significant changes from Spring to the Title I STH spending plan. Develop a process for how funding requests will be processed (e.g., designate the SBL to be the point person for funding requests).
August – Early September	Based on planning conversations, draft your Consolidated Youth Development Plan, due the 3rd week of September.
Mid-September	Based on your needs assessment and Title I STH spending plan, schedule funds in Galaxy using the STH down menu. See <a href="#">School Allocation Memo for FY2022</a> for details.
3rd Week of September	Submit your school's draft <a href="#">Consolidated Youth Development Plan</a> , to your BCO indicating how you intend to spend your school's Title I STH funds.
Late October	Consolidated Youth Development Plans are finalized. <i>Note, your school's Plan can be updated throughout the year.</i>
Ongoing	Ensure that all school staff know what Title I STH funds can be used for as well as the process for requesting and spending the funds.
Ongoing	Meet regularly (e.g., quarterly) with key partners, including the school's SBL, to evaluate current support and make any necessary changes or additions to Title I STH spending.

Ongoing	On a monthly basis, review what has been spent down in Galaxy to ensure that it matches what your school included in its Consolidated Youth Development Plan. If needs have changed, update your Consolidated Youth Development Plan
<b>PROCUREMENT</b>	
Type	Details
ShopDOE	For non-personnel expenses, schools should use <a href="#">ShopDOE</a> to spend Title I STH funds whenever possible. School staff should work with the school purchasing secretary to place orders. More information can be found on <a href="#">DOE Infohub</a> .
P-Card	Procurement Card or P-Card can be used for a purchase up to \$250. A purchase greater than \$250 requires 3 bids.
FAMIS: SIPP	Small Item Payment Process (SIPP) can be used to reimburse a staff member for expenses up to \$500. <b>Note:</b> Reimbursement must be approved before purchases are made.
FAMIS: Work Order	To contract with a service provider (i.e., community-based organization or other educational or youth service company/non-profit) that doesn't already have a contract with the DOE, schools can do a Work Order for up to \$24,999. Contact your B/CO for guidance.
FAMIS: MTAC	Multiple Task Award Contract ( <a href="#">MTAC</a> ) can be used to contract with an approved vendor to provide a range of services for students and staff. Contact your B/CO for guidance.

### Who can I contact for help?

The following individuals are available to answer questions about allowable expenses using STH Title I funds, securing vendors, procurement, and more:

- [B/CO Budget Director](#)
- [B/CO Procurement Specialist](#)
- [STH Regional Manager](#)

For other information or support regarding students in temporary housing, please email [STHInfo@schools.nyc.gov](mailto:STHInfo@schools.nyc.gov)