Using Title I Funds to Support Students in Temporary Housing

Presented by:

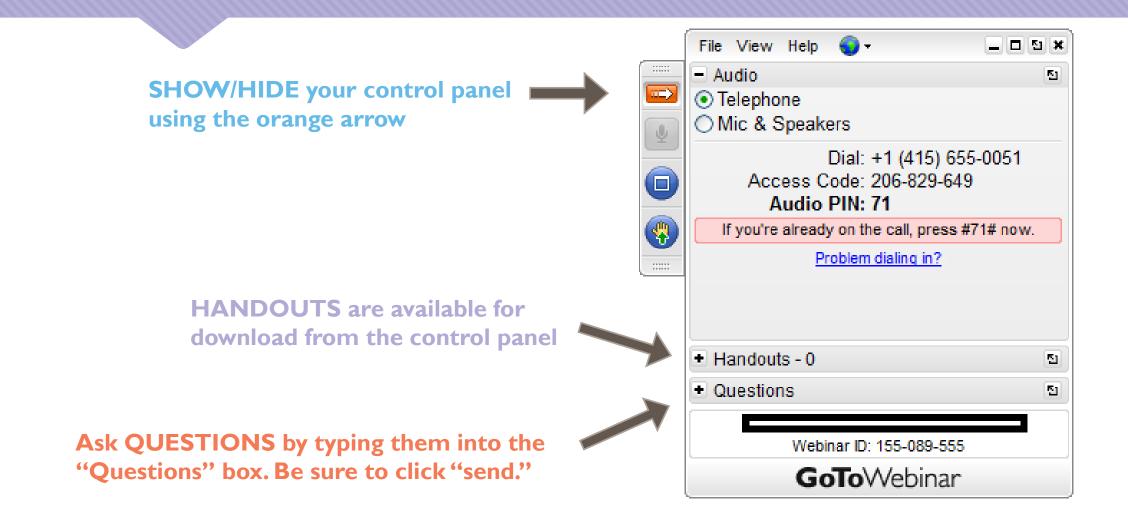
New York State Technical and Education Assistance Center for Homeless Students (NYS-TEACHS) New York City Department of Education's Students in Temporary Housing Team







Housekeeping: Using the Control Panel



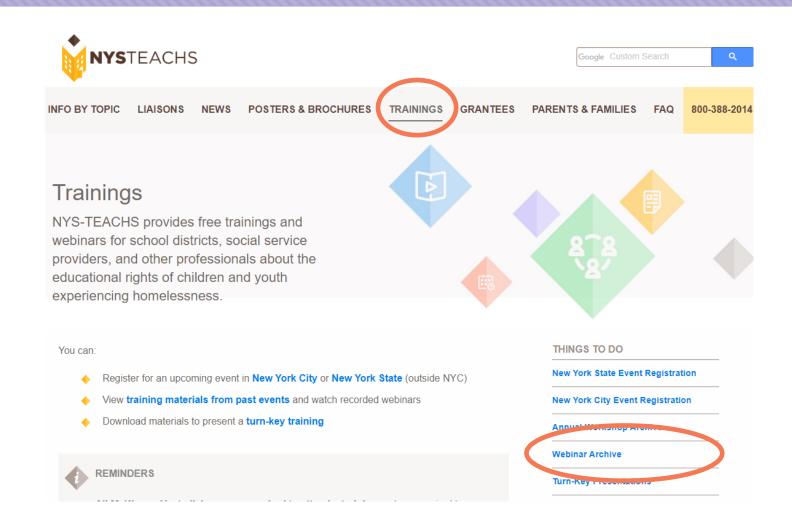
SESSION SURVEY

A short survey will pop up on your screen after you exit the session as well as in the follow-up email one hour later

** You only need to complete the survey one time. **

Recording





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New York State Technical and Education Assistance Center for Homeless Students (NYS-TEACHS) New York City Department of Education's Students in Temporary Housing Team







About DOE's STH Team and NYS-TEACHS

NYC DOE Students in Temporary Housing (STH) Team

- Unit within the Office of Community Schools
- Borough-based STH Regional Managers
- Provide technical assistance and work directly with schools and students
- Provide services that students are entitled to under the McKinney Vento Act and Chancellor's Regulation A-780

NYS-TEACHS

- Funded by the State Education Department; housed at Advocates for Children
- Provide technical assistance on homeless education issues
- o Infoline (800-388-2014)
- Trainings, Resources





Goals

Participants will understand:

- How Title I funds for students in temporary housing are allocated to Title I and non-Title I schools;
- O Best practices for assessing the needs of students in temporary housing at your school;
- O Logistics for spending Title I funds; and
- How to advocate for students in temporary housing when discussing school budgets.

Context

Title I & McKinney-Vento

Title I, Part A of the ESEA

- Purpose is to provide all children with a high-quality education, regardless of community wealth
- \$ distributed to LEAs with high numbers of students from low-income households
- Funds school-wide and targeted academic programs to help students meet challenging academic standards
- Reauthorized by ESSA
- Requires coordination with McKinney-Vento Act

McKinney-Vento Act

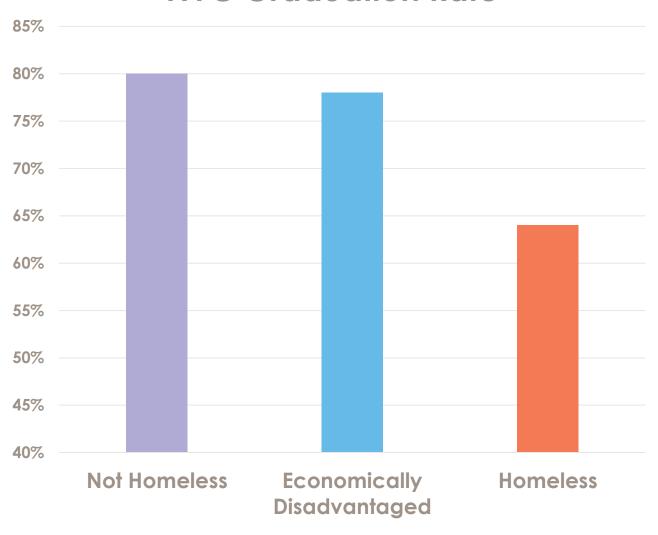
- Purpose is to ensure students experiencing homelessness have access to the same free and appropriate public education as their permanently housed peers
 - Students who lack a "fixed, regular, and adequate" nighttime residence meet the McKinney-Vento definition of "homeless."
 - Most commonly students are "doubled-up" or living in a shelter.
- Requires schools to remove barriers for students experiencing homelessness and provide key services and supports
- Reauthorized by ESSA
- Requires coordination with Title I, Part A



Why Target Supports to Students in Temporary Housing?

2020 Graduation Data (2016 Cohort)

NYC Graduation Rate



School-Based Liaisons: Role in Title I Set-Aside

The planning and spending of Title I Set-Aside Funds for students in temporary housing is **a key responsibility** for STH School-Based Liaisons.

School-based Liaisons should:

- Work with school administrators to set aside a portion of the school's Title I funds to meet the unique needs of students in temporary housing.
- Develop a list of possible supplies and services that the set-aside funding can be used for.

NYC Students in Temporary Housing (STH) School Based Liaisons – Responsibilities Worksheet



Action: Describes the protocol or activity relating to the enrollment and success of students in temporary housing. Actions are based on the responsibilities of McKinney-Vento Liaisons and/or School-Based Liaisons or described by the NYC Department of Education and the McKinney-Vento Act.

This Happens in My Schoot: Reflect on how well the Action is currently being implemented. Follow up on action that are not fully implemented or where you are uncertain.

Key Staff: Where it is not appropriate for you to complete an action, ensure that appropriate staff are informed and trained in procedures relating to students in temporary housing. (Example: A School-Based Lidson who does not do pupil accounting should ensure that the Pupil Accounting Secretary has information about data entry for students in temporary housing.)

	ACTION	THIS HAPPENS IN MY SCHOOL	KEY STAFF	NEXT STEPS
(1)	Ensure all students are given <u>Housing Overstonnoise</u> at enrollment and when a student changes their address.	□ Yes □ No □ Unsure	□ I do this □ Other Key Staff:	
(2)	Speak with students/families about their school selection options. Make sure they are aware that students in temporary housing can stay in same school and get free transportation or immediately enroll in the local school.	□ Yes □ No □ Unsure	□ I do this □ Other Key Staff:	
	Ensure that temporarily housed students seeking enrollment in your school are enrolled immediately. Disagreements obsut eligibility must be resolved in occordance with Chancellor's Regulation A-780. See: Chancellor's Regulations <u>A-101</u> and <u>A-780</u> .	□ Yes □ No □ Unsure	□ I do this □ Other Key Staff:	
(4)	A – Update housing status on the BIO screen in ATS according to information from the Mouning Questionnaire and information from STHM in ATS. B – Update student address. Note: For students in DV whiters, update address in ATS using the P.O. Box: 5 Street # = # of the P.O. Box: 5 Street name = "no name" - Ze prode = 2 pic odd of P.O. Box	□ Yes □ No □ Unsure	□ I do this □ Other Key Staff:	
	Run reports in ATS: A – Regularly run reports to make sure housing status codes are up-to-date. B – Follow up with any students with Housing Status B – Follow up with any students with Housing Status C – Tollow up with any student with homeless housing status codes (S, O, H, T) at the end of every school year to see whether the student is still temporarily housed.	□ Yes □ No □ Unsure	□ I do this □ Other Key Staff:	

Key Documents

FY21 Title I School Allocation Memo

SY21 Consolidated Plan



5 Describe the services provided to the STH population with Title I Set-Aside funds or other appropriate Allocation Categories. Please refer to the Title I, Part A Set-Aside for STH Frequently Asked Questions document on the STH website.

School Allocation Memo No. 8 FY 2021

- Find set-aside amounts per school
- Find all Title I related amounts

SY21 School Consolidated Plan Section 8, Question 5

- o Find spending plan outlined
- This document can be updated

NYS-TEACHS - (800) 388-2014

Definitions

Galaxy: System used for Central DOE to allocate funds to schools.

FAMIS: Financial System schools use to do purchase orders, creating spending plans for budgets, purchasing secretaries typically have access.

ShopDOE: Where schools go to buy stuff.

<u>Title I Set-Aside:</u> Title I Funds specifically set aside for students in temporary housing.

<u>High Needs Supports:</u> Title I Funds specifically allocated for students with high needs, or for Title I schools, students in need of targeted assistance.

Title I Set-Aside Process

Supporting Students in Temporary Housing: Title I Process

Assess needs of STH at your school and discuss spending plan with Principal and other school leadership

Spend funds as needs arise (and by procurement deadlines)

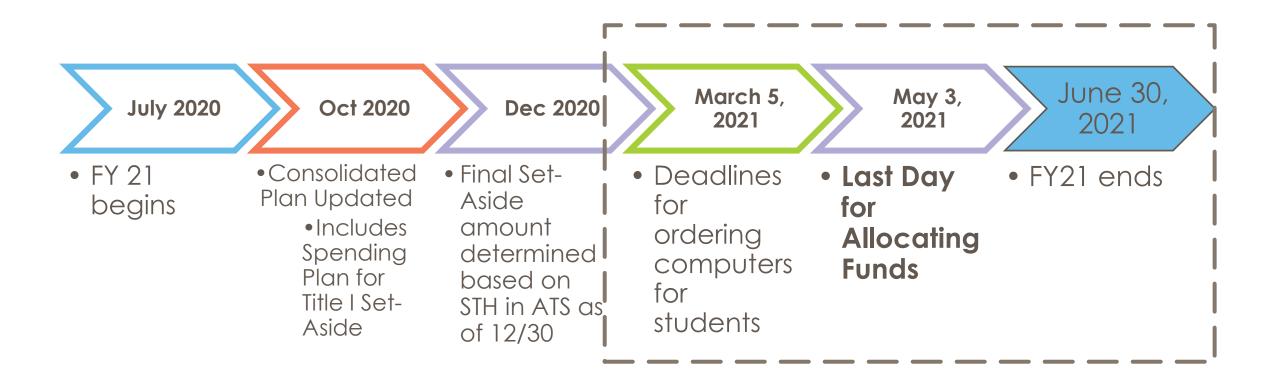
Determine

school's Title I STH Set-Aside amount

Review

approved items and services for spending Title I funds for STH

Timeline of Title I Funds & Consolidated Plan

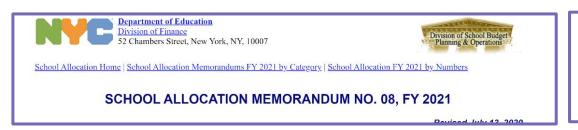


FY 2021 School Key End Dates Calendar

Reviewing Key Documents with your Principal

FY21 Title I School Allocation Memo

SY21 Consolidated Plan



5 Describe the services provided to the STH population with Title I Set-Aside funds or other appropriate Allocation Categories. Please refer to the Title I, Part A Set-Aside for STH Frequently Asked Questions document on the STH website.

School Allocation Memo No. 8 FY 2021

- How much money is remaining in Set-Aside funds?
- Are there any other additional funds available for needs of STH?

SY21 School Consolidated Plan Section 8, Question 5

- o What were the services mentioned?
- Have we met purchases these yet?

Assess needs of STH and discuss spending plan



Importance of Needs Assessments

"The funds allocated for these pupils should be used to assist STH children in meeting the State's challenging academic content and academic achievement standards as well as assisting them when they have urgent needs." School Allocation Memo

- Needs of students in temporary housing can be unique and distinct from permanently housed students
- Needs assessments help to structure and organize student needs so that schools can plan for donations, existing services, and Title purchases
- Needs assessments uplift the voices of students, parent/guardians, and other stakeholders by providing opportunity to advocate for student needs.

Assessing Needs: At Your School

Data Source	Where to find?	Why it matters
# STH at your school STH demographics such as: - MLLs - Housing Type	ATS (RATH report) Insight Tool ATS Tutorial here	For Title I schools, set-aside amounts are determined by how many STH are in your school. Need to know who you are supporting and what intersectional needs they may have.
Attendance Graduation Targets Grades	Insight Tool Teachers	Set-aside funds are aimed at helping students progress academically. You should know which STH need additional support.
Needs of Students and Families as observed by School Staff	Email or Survey to staff Check-ins with staff	School staff spend a lot of time with students. They often observe manifest needs of students.

Assessing Needs: Other Informed Stakeholders

Consider having similar conversations with other informed stakeholders as you are having with school staff. They can provide valuable insight into the needs of families and students.

Examples of External Stakeholders includes,

- At the Shelter: DOE Family Assistants + Shelter providers, caseworkers
- STH Regional Managers
- District or community education groups, possibly ones that provide programming at your school
- Community service providers that service your students and families

NOTE: Think about leveraging external partnerships for donations, referrals and more to meet needs that arise

Sample Questions & Surveys for Staff and Other Stakeholders

Asset & Needs Assessment Tool

This tool will show you how well and how much your school and community are doing in providing support to students and families.

Questions include

- Afterschool programs, mental health services, family empowerment activies currently at your school
- Community mapping for programs and services available in the neighborhood
- Source: Office of Community Schools

Sample Questions for Email or Survey

- What school supplies do students need?
- Have you heard any comments about food, housing employment from parents/guardians?
- -- Are you providing students anything from your classroom or out-of-pocket?
- -What are some of the barriers in providing supports for STH?
- For external partners: Are there currently any programs or services you can provide for our students in temporary housing?

Assessing Needs: Students and Families

Ask students and families directly about their needs. This can look like:

- O Informal check-ins when students/families come to pick up food or other supplies
- Teacher Conferences or other scheduled meetings
- O Broad, anonymous survey that asks families about their ongoing and general needs

Note: When asking families to share about their needs, be prepared to provide referrals! Needed supports may or may not be linked to Title I spending.

Links and templates for creating a local list of referrals available <u>here</u>, <u>here</u>, and <u>here</u>.

Sample Surveys for Students and Families

Remote Learning Student Survey

Asked for Identifying information

Questions include

- Success with remote learning
- Time management
- -What do students have access to
- -What would be most helpful to have (both school supplies and general supplies)

Source: University Neighborhood High School

Benefits Access Survey

Can be Anonymous

Questions include

- If family wants to learn about housing, food, employment, cash, health
- How would family like to learn about services

<u>Translations found here</u>

Source: Office of Community Schools

Determine school's Title I STH Set-Aside amount



Title I vs. Non-Title I Schools

Title I Schools:

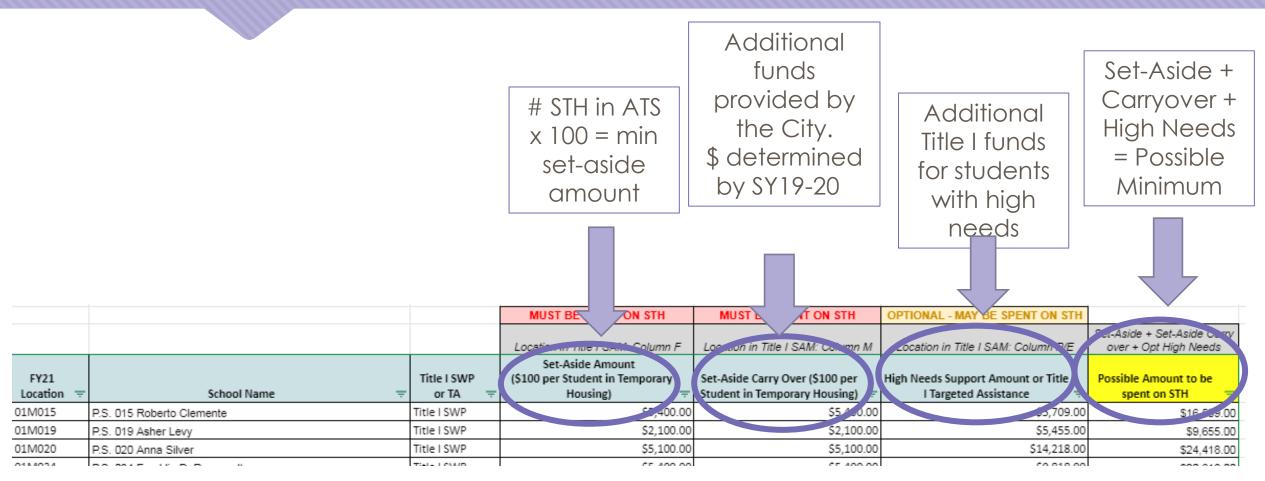
School-Wide Programs (SWP)& Targeted Assistance (TA)

- Must set aside a minimum of \$100 per student in temporary housing based on ATS numbers as of 12/31/20
- Click here to find your Title I allocation

Non-Title I Schools with identified STH

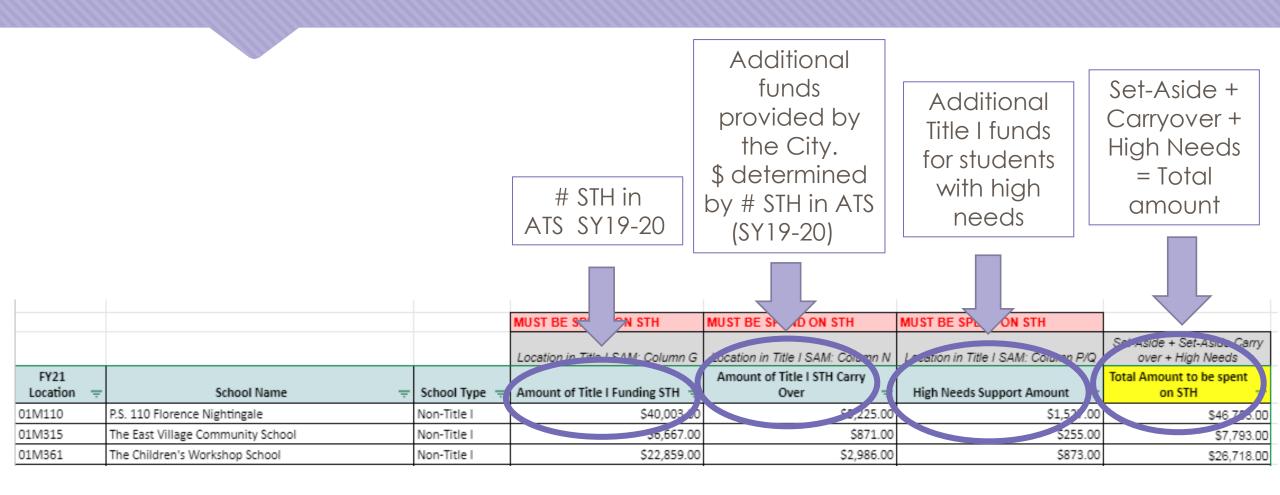
- Must set aside their full Title I allocation for students in temporary housing
- Click here to find your Title I allocation

Title I Schools: Set-Aside Funds Breakdown



Also on this spreadsheet:
School Information
Corresponding SAM Column
Mandatory and Optional clarification

Non-Title I Schools: Set Aside Funds Breakdown



On this spreadsheet:
School Information
Corresponding SAM Column
Mandatory and Optional clarification

STH Set-Aside Carryover Amount

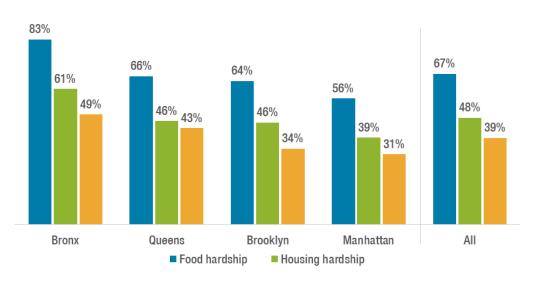
Schools are receiving a carryover amount of Title I Set-Aside Funds to spend towards students in temporary housing. This is part of the FY 2021 Supplemental Allocation outlined in the SAM.

"This one-time additional Title I funding is subject to all Title I spending requirements, as well as applicable DOE hiring restrictions, and must be scheduled in the designated "carry over" allocation categories. This funding will not be available in FY 2022."

Source: <u>School Allocation Memo No. 8 FY 2021</u>

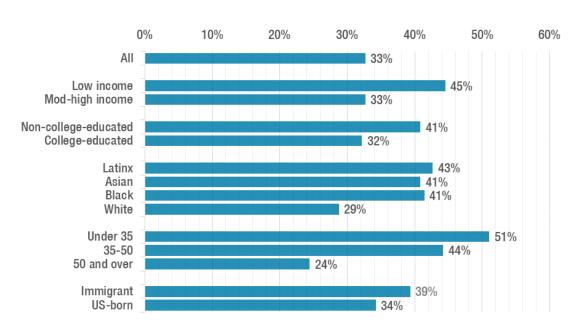
Why a Carry-Over Amount?

Share of low-income respondents with loss of household employment income who said that they or a member of their household **experienced hardship since start of pandemic***



^{*}Question wording was modified slightly from 2009, when respondents were asked about anyone in their household experiencing hardship in past year.

Share of respondents who reported temporary or permanent loss in household employment income since start of pandemic*



^{*}Refers to respondents who reported that they or someone in their household was furloughed, temporarily laid off, or suffered permanent job loss.

For more information, see: Title I School Allocation Memo

NYC DOE, <u>FY21 Title I</u> <u>School Allocation</u> <u>Memo</u>





School Allocation Home | School Allocation Memorandums FY 2021 by Category | School Allocation FY 2021 by Numbers

SCHOOL ALLOCATION MEMORANDUM NO. 08, FY 2021

Revised July 13, 2020

DATE: July 8, 2020

TO: Executive Superintendents

Community Superintendents High School Superintendents Borough/Citywide Office Teams

School Principals

FROM: Lindsey Oates, Chief Financial Officer

SUBJECT: Title I School Allocations

This memorandum allocates Title I funding to schools to support the following programs:

- Title I Allocation per capita
- Title I 1003(a) Basic School Improvement Grant
- Title I 1003(a) for Participatory Budgeting

Title I Overview

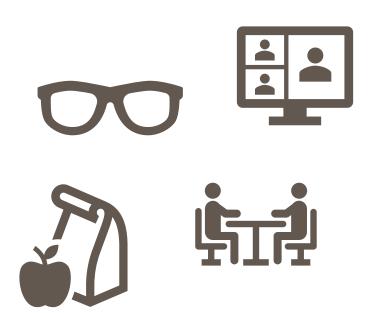
Title I funds must be used to provide all children significant opportunities to receive a fair, equitable and high-quality education and to close educational achievement gaps. While the US Department of Education (USDE) provides funding based on the number of low-income students between the ages of 5 and 17 according to the census, resources are primarily for supplemental educational services targeted at academically at-risk students.

Due to the coronavirus pandemic, the closing of schools, and remote learning during Spring 2020, the department is expecting an unprecedented decrease in expenditures originally reserved for supplemental activities and professional development. As a result, Title I public schools will have a one-time only allocation of carry over funds in addition to the 2021 base allocation. This one-time allocation is to be used in support of the school's comprehensive education plan, is subject to all Title I spending requirements, as well as applicable DOE hiring restrictions, and will not be available in FY 2022.

Every Student Succeed Act (ESSA)

The Every Student Succeeds Act (ESSA) reauthorizes the Elementary and Secondary Education Act (ESEA) of 1965, effective school year 2017-2018. Allocations of federal dollars must utilize funding methodologies mandated by the reauthorization, which modifies the distribution of Title I funds to public and non-public schools based on eligible low-income students attending Title I attendance zone schools.

Review approved items and services for spending Title I funds for STH



Galaxy Codes for Title I Set Aside

- STH After-school enrichment programs
- STH After-school student program fees or tutoring
- STH Coats, emergency clothing
- STH Emergency or weekend food
- STH Hygiene kit or personal care oitems
- STH Medical, dental, vision services

- STH Mental health emergency intervention services
- STH Parent engagement events
- STH School day academic supports
- STH School day field trip costs
- STH School supplies
- STH School uniforms
- STH Transit passes for outside NYC

NYSED, <u>Title I, Part A: Homeless Set-Aside- Guidance on Allowable and Unallowable Expenditures</u>

Galaxy Descriptions & Remote Learning

In this remote learning environment, the following purchases are allowed uses for Title I set-aside funds:

School Supplies

- hotspots for internet connectivity (NOTE: not currently available on ShopDOE)
- iPad/Device accessories (headphones, keyboards, chargers)
- Delivery of iPad/Device to family from school

After-school enrichment programs/After-school student program fees or tutoring

Any virtual programming or tutoring

Test Your Knowledge!

Can you spend Title I, Part A set-aside funds on...

Eyeglasses for a student in temporary housing who needs them?

A.Yes

B. No

Can you spend Title I, Part A set-aside funds on...

Physical therapy outside of IEP-related PT?

A.Yes

B. No

Can you spend Title I, Part A set-aside funds on...

A.Yes

B. No

A schoolwide refrigerator or pantry?

Can you spend Title I, Part A set-aside funds on...

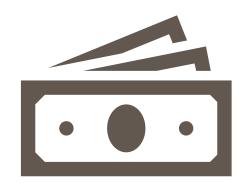
A.Yes

B. Maybe

C.No

Gift cards for food?

Spend Funds As Needs Arise



Using ShopDOE

Schools should primarily use ShopDOE to spend Title I set-aside funds. School-based Liasons can review available items in ShopDOE and work directly with their school purchasing secretaries to place orders. More information can be found on the DOE Infohub.

How are vendors added to ShopDOE?

- Vendors must register with the DOE which includes providing a W-9. Schools can find next steps in the DOE's Procurement Guide for Schools.
- NOTE: It can take anywhere between 6-9 weeks for a Vendor to be added.

What if I want to purchase something that's not available in ShopDOE?

- O If purchase is below \$250, schools must acquire a bid from 1 vendor and create a SIPP.
- If the purchase exceeds \$250, school needs to acquire bid from three different vendors to determine lowest bidder. This is allowed for non-contracted purchases \$250.01-\$5,000.00.

Examples of ShopDOE purchases using Title I Set-Aside Funds

- O Laptops
- Keypads/Keyboards for iPads
- Art supplies for an after-school art program
- Special Education materials or devices
- Books to improve reading skills of student

What about Tutoring services or Eye Glasses?

Title I Set-Aside funds can be used to purchase services and programs such as eye glasses, coats, emergency food.

These cannot be found on ShopDOE and will need to be considered non-contracted purchases.

Consult with your Principal and Purchasing Secretary if these are needed and work with your Borough Procurement Specialists to brainstorm the best option for you!

All about Procurement Cards

A Procurement Card (P-Card) is a card primarily used for Other Than Personnel Services Only (OTPS). The card operates similarly to a store value card and is valid for one year.

P-Cards allow schools to purchase unexpected or emergency items. The school schedules funds from their budget with a program description: procurement card and are encumbered using FAMIS.

The deadline for P-Card purchases for FY21 is 6/18/21.

Are there limits to P-Cards?

Limits to encumbering funds are \$15,000. The cardholder deposits funds into his/her P-Card account using the FAMIS system.

How does a school staff get a P-Card?

For school-based staff, the Principal/Office Head is responsible for deciding who should have a P-Card among eligible titles. Eligible staff apply for a P-Card online using FAMIS. More information on eligibility and how to apply can be found on the DOE Infohub.

Examples of P-Card Purchases

Approved Purchases:

- Incentives for students as long as the purchase is for an officially sanctioned incentive program.
- Emergency School Supplies via Staples Advantage

Prohibited Purchases:

- The purchase of individual services (e.g., consultants).
- Split orders or other forms of billing that would otherwise circumvent bidding threshold of \$250
- Multiple payments for a single purchase are strictly prohibited.

For more information on approved purchases, <u>contact your budget or HR, or procurement specialist</u>

Student in Temporary Housing Example

- A School-based Liaison is purchasing winter coats for 25 students in temporary housing at their school. The total would be \$500.
- According to procurement guidelines, schools must get 3 bids for purchases over \$250.
- The SBL cannot use their P-Card to cover part of the cost of the coats to circumvent the bidding threshold of \$250.

Reimbursements

Especially when supporting students in temporary housing, there are times when **urgent needs show up** and reimbursements might be needed. Reimbursements are done through the **Small Item Payment Process (SIPP)**.

You should also ensure that purchasing protocols are in place at the school, e.g. a log for purchases, receipts, and bids if required.

What do I need to have in order to be reimbursed?

- Prior Approval from your Principal
- Receipt of Purchase
- Must follow the \$250 bid threshold

Title I Purchasing Logistics

Key Documents, Forms and Instructions

- Contracts and Procurement
- Procurement Procedures and Guidelines
- Solicitations
- ShopDOE
- FAMIS Login
- Home Delivery



SBLs should work closely with the school staff in charge of purchasing to coordinate the use of Title I set-aside funds.



For more information on purchasing logistics, <u>review the Contracts and Procurement pages of the Infohub.</u>



Still need help with purchasing? Call <u>your school support team</u> or contact the Finance Service Center by email at <u>ClientServices@schools.nyc.gov</u> or by phone at (718) 935-5000.

Case Study: University Neighborhood High School

<u>Remote Learning Student Survey</u> sent to all STH at his school. Based on the survey results, Principal Willie set out to create the perfect Care Bag with the items most needed.

Of these Items, Select the five things you think you could use the most to help you learn! *
A laptop
A Smart Phone
Reliable Internet
Paper
Pens
Pencils
Markers
White Board/Dry Erase Markers
Headphones
☐ Webcam
☐ Earbuds
Calculator
Compass
Protractor
Binder/Folders

Of these Items, Select the five things you think you could be most helpful! *
Masks
Gloves
Hand Sanitizer
Disinfecting Wipes
A First Aid Kit
A Blanket
Towels
Warm Clothes
Tooth Brush/Tooth Paste
Soap/Shampoo
Deodorant
Socks
Tshirts
Sweats/Sleep Attire
Long Sleeve Tshirts
Coats/Jackets
Winter Hat

Case Study: University Neighborhood High School

Finding a Vendor!

"Well, there were about ten vendors that I called and NO ONE would help... All the way down the list, each vendor said it was too big of a job and would take way too much "Man[person] power" to do. I spoke about my students, that they were in shelters, doubled up, in foster care, etc. That they likely were in unsafe conditions and were likely more at risk at contracting Covid than most people let alone having the resources to learn in this environment. Each vendor turned me down and said they couldn't do it"



Case Study: University Neighborhood High School

After purchasing bags for his STH students, Principal Willie sent another survey to all students and families and received an additional 124 responses.

(This is another great example of a potential Needs Assessment Survey for students and families)

"We can try to picture their realities, but we truly do not know what they are going through and what they need. Only they can tell us that!"

Remote Learning & Comfort Bags!

The Bags will be distributed on a first form fill out basis and we will contact you for a pick up window! The second shipment of bags are *expected* December 18th!



Who Can Help?

Creating a Spending Plan? Connect with your <u>STH Regional Manager</u>
Asset and Needs? Connect with your <u>STH Regional Manager</u>

Procurement Logistics? Contact your budget or HR, or procurement specialist

Spending Deadlines? Contact your budget or HR, or procurement specialist

**To find your school specific contacts, <u>use the School Support Team Lookup</u>



Next Steps

- 1. Determine your school's set-aside amount and check in with your Principal about how much has been spent this year;
- 2. Gather information (formally and informally) about the needs of students in temporary housing at your school;
- 3. Purchase Title I-funded supports and supplies before deadlines; and
- 4. Advocate for students in temporary housing when discussing school budgets.

General Reading on Title I Set-Asides

- O NYC DOE, FY21 Title I School Allocation Memo
- NYSED, <u>Title I, Part A: Homeless Set-Aside- Guidance on Allowable and Unallowable Expenditures</u>
- NCHE Brief, <u>Serving Students Experiencing Homelessness under Title I</u>, Part A







New York State Technical and **Education Assistance Center for Homeless Students**

Infoline: 800-388-2014

Email: info@nysteachs.org

Website: www.nysteachs.org

Office of Community **Schools Students in Temporary Housing** Team

Email: sthinfo@schools.nyc.gov

Website:

https://www.schools.nyc.gov/school -life/special-situations/students-in-

temporary-housing