Supporting Students in Temporary Housing:



Roles and
Responsibilities of
McKinney-Vento
Liaisons



Presented By: NYS-TEACHS Tuesday, September 12, 2023

0:20--- 11:00---





Webinar Format



Today's session will be recorded.



Your microphone will be automatically muted.



Your camera will be automatically disabled.



 The in-webinar chat will only allow you to communicate with the panelists and the host.



For questions, please email Rita Danis at RDanis@measinc.com. She will reply as soon as she is able.



Housekeeping



- We will launch poll questions periodically throughout the session and ask you to put your answers in the chat.
- We won't be able to answer questions about specific situations in the chat, but we welcome you to call the Help Line to discuss these issues at 800-388-2014.
- The Help Line is open 24 hours a day. Specialists are available from 9:00am-5:00pm. If you leave a message, you will receive a call by the next business day.
- Following today's webinar, the recorded session, attachments, and Q&As will be posted/accessible.





Who Is In The Room?

Are you a...

- New McKinney-Vento Liaison (1st Year)
- McKinney-Vento Liaison (2–4 years)
- McKinney-Vento Liaison (5–9 years)
- McKinney-Vento Liaison (10+ years)
- Other School/District Staff



Which region are you from?

- * Western
- * Capital
- * Finger Lakes
- * Hudson Valley

* Central

- * New York City
- * Southern Tier
- * Long Island
- * Mohawk Valley
- * North Country





Session Outcomes



By the end of today's webinar, participants will be able to:

- Provide information about the McKinney-Vento Homeless Assistance Act.
- Describe the roles and responsibilities of a McKinney-Vento liaison.
- Fulfill the responsibilities of a McKinney-Vento liaison as the primary point of contact for families.
- Utilize resources to support families, children, and youth experiencing temporary housing.







Welcome! Who is in the Room?



McKinney-Vento Homeless Assistance Act





Responsibilities of a McKinney-Vento Liaison



Checks for Understanding



Summary, Survey, and Resources

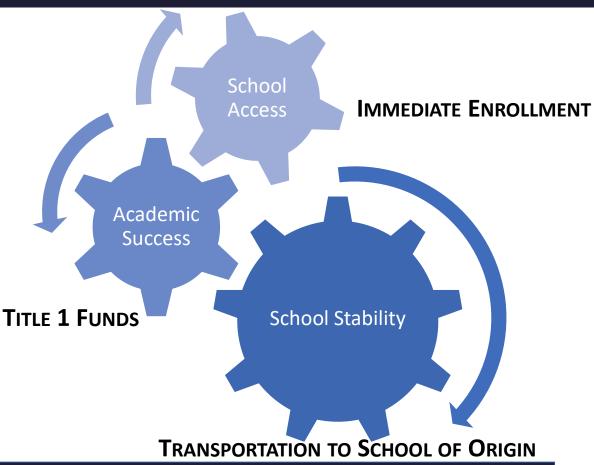




McKinney-Vento Homeless Assistance Act

 Federal law established in 1987

 Reauthorized in 2015 as part of ESSA







McKinney-Vento Liaison

The McKinney-Vento Act requires school districts to designate an appropriate staff person, who also may be a coordinator for other federal programs, as a local homeless education liaison.

The local liaison assists families and district staff with the identification and enrollment of students experiencing temporary housing.

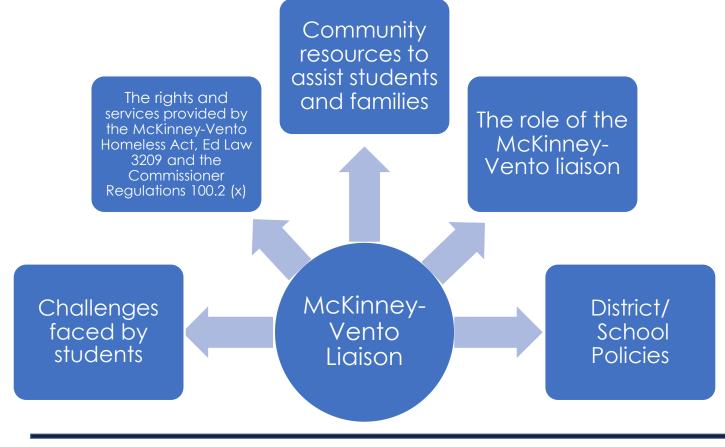




42 U.S.C. § 11432(g)(1)(J)(ii)



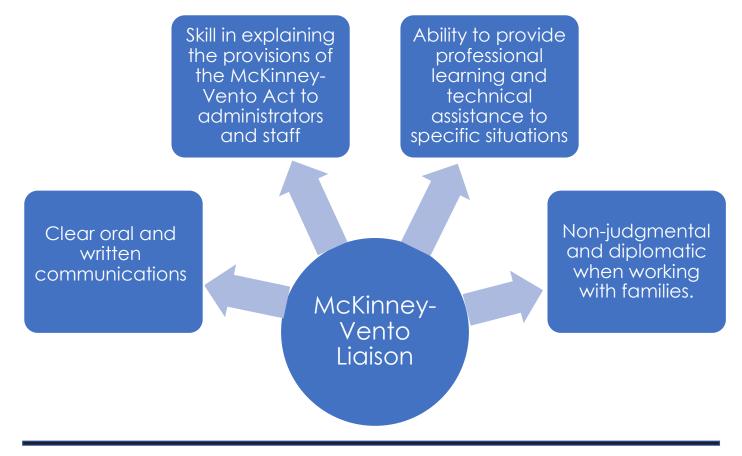
McKinney-Vento Liaison has Knowledge of...







McKinney-Vento Liaison Skills







Congratulations!

Now what?



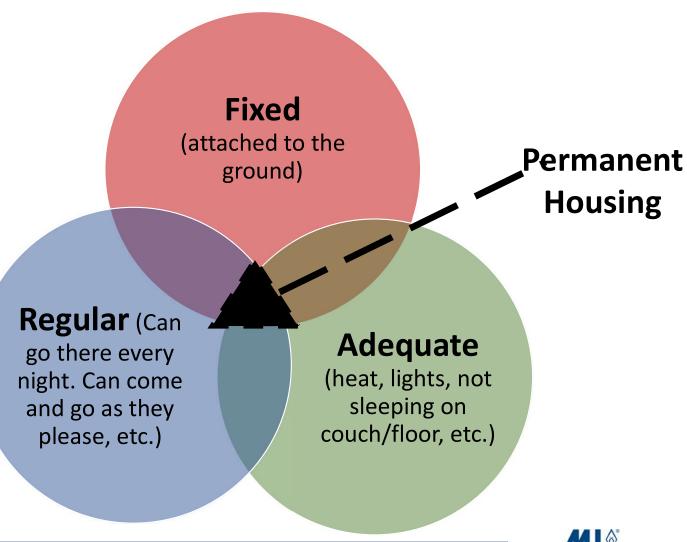






Definition of Homelessness

The term "homeless child or youth" means individuals who lack a fixed, regular, and adequate primary nighttime residence.













McKinney-Vento Liaison Responsibilities

- 1. Identification
- 2. Enrollment
- 3. Referrals for Early Childhood
- 4. Referrals for Health, Housing, and Other Needed Services
- 5. Parent Involvement

- 6. Posting Public Notices
- 7. Dispute Resolution
- 8. Transportation
- 9. Training for Colleagues
- 10. Meeting Needs of Unaccompanied Youth

42 U.S.C. § 11432(g)(6)(A); U.S. Department of Education Non-Regulatory Guidance, Section F, Questions L-3& Q2; 8 N.Y.C.R.R. § 100.2 (x)(7)(iii)(a)





Responsibility #1

Identification









Under the McKinney-Vento Act, the local liaison is charged with ensuring that homeless children and youth are identified by school personnel through outreach and coordination activities with other entities and agencies.

42 U.S.C. § 11432 (g)(6)(A)(i)





Identification Through Outreach



What outreach efforts have you tried to identify students living in temporary housing?







Housing Questionnaire

- Screening tool is required for all students
- Required at time of enrollment and change of address

NOTE TO SCHOOLS/LEAS: Please assist students and families filling out this form. The form should be included at the top page of registration materials that the district shares with families. Do not simply include this form in the registration packet, because if the student qualifies as residing in temporary housing, the student is not required to submit proof of residency and other required documents that may be part of the registration packet.

HOUSING QUESTIONNAIRE

Name of LEA:						
Name of School:	-					
Name of Student:	Last		First		Middle	
Gender: □ Male □ Female		donth Day			ID#:(optional)	
Address:				Phone:		
receive under the entitled to immed as proof of resi	McKinney-Vento iate enrollment in dency, school reco	Act. Studen school even ords, immuni	ts who are if they don zation reco	protected under 't have the docur ords, or birth cer	or your child may be able the McKinney-Vento Act a ments normally needed, su tificate. Students who are portation and other servic	ar
Where is th	e student currentl	ly living? (Pla	ease check <u>e</u>	one box.)		
	ter					





Who Fills Out the Housing Questionnaire?

A Housing Questionnaire should be filled out:

- 1. **FOR** all students enrolling in school and for all students who have a change of address in grades preschool-12.
- 2. BY the student's parent, person in parental relation, or in the case of an unaccompanied youth, by the student directly.







Designation Form: Students in Temporary Housing

STAC 202 Form



- Two purposes: Official Designation form and Tuition Reimbursement form
- Complete for every McKinney-Vento student enrolled in your district and send a copy to districts listed.
- When should the STAC 202 form be mailed to the STAC Unit to initiate tuition reimbursement?
 - The form should be mailed to the STAC Unit when the student is not enrolled in their District of Origin. NYS TEACHS (800) 388-2014

Step 2 Student Information Repository System (SIRS) Data



 Information about a student's housing status is entered in the district data management system.





Identification Strategies

Collaborate	Collaborate with community service agencies, such as shelters, food pantries, law enforcement, legal aid, public assistance and housing agencies, mental health agencies and public health departments.
Coordinate	Coordinate with youth-serving agencies, such as drop-in centers, street outreach, child welfare, juvenile courts, teen parent programs, LGBTQ youth organizations.
Access	Access available data to inform outreach—district and regional homeless identification, poverty data, primary nighttime residence data.
Utilize	Utilize definitions and sample questions from NCHE's Determining Eligibility brief https://nche.ed.gov/determining-eligibility/





Responsibility #2

Enrollment









Immediate Enrollment

- Selected school must immediately enroll, even if the child/youth:
 - Does not have records normally needed for enrollment.
 - Has missed application or enrollment deadlines during any period of homelessness.
- Enrolling school should contact last school attended for records.
- Liaison must assist child/youth in obtaining any necessary immunizations or other required health records.
 Education Law §3209(2)(f); 8 N.Y.C.R.R. §100.2(x)(4)(ii); see also 42 U.S.C.

Education Law §3209(2)(t); 8 N.Y.C.R.R. § 100.2(x)(4)(ii); see also 42 U.S.C. § 11432(g)(3)(C); Non-Regulatory Guidance, Questions I-5 & I-6.





IMMEDIATE

ENROLLMEN

AHEAD

Remove Barriers to Immediate Enrollment

Missing records, immunizations, proof of residency, guardianship papers, or a birth certificate

Fees, fines, and all absences

Missed application or enrollment deadlines

All types of programs and activities

Credit accrual for full or partially completed coursework at prior school

1: 42 U.S.C. § 11432[g][3][C][i]; U.S. Department of Education's Education for Homeless Children and Youths Program Non-Regulatory Guidance, Question I-5. 2: 42 U.S.C. § 11432[g][1][i], Non-Regulatory Guidance, Questions A-4, I-5, I-6 3: 42 U.S.C. § 11432[g][1][F][iii], Non-Regulatory Guidance, Question I-6 15 4: 42 U.S.C. § 11432[g][1][F][iii], Non-Regulatory Guidance, Section o





Responsibility #3

Referrals to Early Childhood







Early Childhood Educational Programs



Ensure that children and youth experiencing homelessness have access to, and receive, the educational services they are eligible for including early learning programs:

- Head start programs
- Early intervention services
- Preschool programs administered by LEA
- Home-based early childhood educational services administered by LEA





Preschool Programs

- Preschool is now included in the definition of school of origin.
 Children experiencing homelessness have the right to maintain enrollment in their school of origin and receive transportation to school.
- In New York State, preschool means a publicly-funded education program provided to preschool children that is either administered by NYSED or an LEA, including a pre-kindergarten program administered by an LEA, Head Start program administered by an LEA, and/or preschool services under the IDEA.

42 U.S.C. § 11432(g)(3)(I); Non-Regulatory Guidance Section O, Questions I-1, N-4, N-5; N.Y. Ed Law §3209(1)(g); 8 N.Y.C.R.R. §100.2(x)(1)(iv); NYS Field Memo #2-2017, item 5





Responsibility #4

Referrals for Health, Housing, and Other Needed Services







Referrals

Ensure that families, children, and youth experiencing homelessness receive referrals to housing and health care services.

- Dental services
- Mental health
- Substance abuse services
- Housing services







Referrals for Services



General Referral Template



Housing Referral Template



Health Referral Template



Youth Referral Template





Providing Title 1 Services

Students Experiencing Homelessness are Eligible for Title I Services

Allowable Expenditures Include (not limited to):

- Academic programs and educational support services
- Basic/emergency supplies
- Extended library hours/after school programs
- Counseling services
- Excess transportation costs
- The work of the ligison



TITLE I. Part A: Homeless Set-aside

Guidance on Allowable and Unallowable Expenditures

Title I, Part A funds may be used to provide a wide variety of services to homeless students. In addition to providing services to assist homeless students in meeting the State's challenging academic standards, Title I, Part A funds may used to provide services to homeless children and youths, including those in Title I schools, that may not ordinarily be provided to other Title I students. To help homeless students effectively take advantage of educational opportunities, an LEA may use Title I, Part A funds to provide, where appropriate, items or services including, but not limited to the examples in the chart below.

Note: Two principles govern the use of Title I, Part A funds to provide services to homeless students.

- First, the services must be reasonable and necessary to assist homeless students to take advantage of educational opportunities.
- Second, Title I, Part A funds must be used only as a last resort when funds or services are not available from other public or private sources, such as public health clinics, or local discretionary funds (sometimes provided by the PTA) used to provide similar services for economically disadvantaged students.

Allowable Expenditures	Unallowable Expenditures	
 Items of clothing and shoes necessary for participation in classes 	Rent or temporary lodgings	
 Student fees that are necessary to participate in the general education 	Class ring	
program	 Cost of drivers' test fees 	
 Personal school supplies such as backpacks, notebooks, and remote learning devices such as internet and/or laptop/tablet 	Prom gowns or tuxedos	
The acquisition of birth certificates		
 Immunizations 		
• Food		





Responsibility #5

Parent Involvement







Parent Involvement

- Ensure that parents of children and youth experiencing homelessness are informed of the educational and related opportunities available to their children.
- Provide parents with meaningful opportunities to participate in their children's education.
- Keep interactions positive, respectful, and supportive using sensitive language when discussing the family's living situation.
- Make families feel safe by meeting privately in a quiet space.





Parent Involvement

How do you involve parents in the educational life of

their children?









Responsibility #6

Posting Public Notice







Outreach Materials

Post **outreach materials** in all schools and other community spaces such as:

- Motels, campgrounds, libraries, health centers, youth services centers, laundromats, soup kitchens and parks. Brochures are printed in English and Spanish.
- Order posters and brochures or view online PDFs here, free of charge
- Posters are available in 10 languages: English, Arabic, Bengali, Chinese, French, Haitian-Creole, Korean, Russian, Spanish, Urdu







Responsibility #7

Dispute Resolution











The McKinney-Vento **dispute resolution process** is required to resolve any dispute that arises over eligibility, school selection, enrollment in a school, or transportation under the McKinney-Vento Act before a district interrupts services for the student.

42 U.S.C. § 11432(g)(1)(C) & 11432(g)(3)(E); U.S. DOE Non-Regulatory Guidance, Questions K-1, K-2; N.Y. Education Law § 3209(5); 8 N.Y.C.R.R. § 100.2(x)(7)(ii)





Dispute Resolution Process

Immediately enroll
the student in the
school requested by
the family or youth
and provide
transportation, if
requested

Provide the parent or youth a written notice of district's determination

Continue enrollment and transportation until all appeals are final Assist the parent or youth to complete all of the appeal paperwork





Dispute Resolution/Appeals Process

- Parents or unaccompanied youth can file a 310 Appeal with the New York State Commissioner if there is a disagreement with a district's decision about eligibility, enrollment, school selection, or transportation under the McKinney-Vento Act.
- The child or youth must be immediately enrolled in their desired school and can maintain enrollment, transportation, and other services provided to students in the desired school district pending final resolution of the dispute, including all available appeals.
- The Commissioner issues a decision on the appeal.

42 U.S.C. § 11432(g)(1)(C) & 11432(g)(3)(E); U.S. DOE Non-Regulatory Guidance, Questions K-1, K-2; N.Y. Education Law § 3209(5); 8 N.Y.C.R.R. § 100.2(x)(7)(ii)





Liaison's Role in the Dispute Process

- ☐ Ensure that enrollment disputes are mediated in accordance with the McKinney-Vento Act.
- \square Explain the appeal process to the parent/guardian/youth.
- ☐ Provide the appeal form ("Petition").
- □ Help the parent/guardian/youth fill out the appeal form ("Petition"), this includes explaining the definition of homeless to the parent/guardian/youth and giving examples of types of proof that a parent/guardian/youth could submit.
- ☐ Practice Tip: Give the parent/guardian or youth a copy of the Appeal Sample Evidence handout from NYS TEACHS.



42 U.S.C. §11432(g)(3)(E)(i); N.Y. Education Law §3209(5); 8 N.Y.C.R.R. §100.2(x)(7)(ii); U.S. DOE Non-Regulatory Guidance, Question J-4 & Section K



Liaison's Role in the Dispute Process (continued)

- ☐ Make copies of the appeal forms and any supporting documents at no cost to the parent/guardian/youth.
- ☐ Accept service of the appeal form ("Affidavit of Service").
- ☐ Make sure the appeal is properly filed with NYSED within 5 days.
- ☐ Give copies to the parent/guardian/youth with verification that s/he has properly filed and served the appeal ("Verification of Receipt").



42 U.S.C. §11432(g)(3)(E)(i); N.Y. Education Law §3209(5); 8 N.Y.C.R.R. §100.2(x)(7)(ii); U.S, DOE Non-Regulatory Guidance, Question J-4 & Section K



Responsibility #8

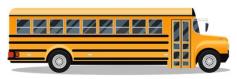
Transportation







Modes of Transportation



Yellow bus







Reimbursement for gas/mileage



- Bus route shared with neighboring school district or BOCES
- Other types of transportation approved by district's transportation department





Transportation for Students in Temporary Housing



Students experiencing homelessness, including preschoolers, are entitled to transportation to school of origin.



Students who move into permanent housing are entitled to transportation throughout the remainder of the school year and an additional year if it is the child's terminal grade in the school.



Students who enroll locally are entitled to comparable transportation as their permanently housed peers receive, and elimination of barriers to enroll in and attend school.

42 U.S.C. §11432(g)(1)(J)(iii), 11432(g)(3)(A)(i)(II); N.Y. Education Law § 3209(1), 3209(2)(c), 3209(2)(d), 3209(4)(i); 8 N.Y.C.R.R. §§100.2(x)(2), 100.2(x)(6)(iv); U.S. DOE Non-Regulatory Guidance, Question J-5.





Transportation Guide

Guide to transportation summarizes transportation obligations, funding sources, and legal authority for situations involving students in temporary housing



TRANSPORTATION FOR STUDENTS IN TEMPORARY HOUSING IN NEW YORK STATE

Housing Situation	Transportation	Responsibility	Funding Sources	Legal Authority
Temporarily Housed <u>Within</u> the School District	Student is entitled to transportation to their school of origin¹, including public preschool (e.g., pre-k), even if the student is temporarily housed in a different school zone. If the student transfers to a local school zoned for where they are temporarily residing, they are entitled to transportation comparable to permanently housed students, unless the lack of transportation poses a barrier to the student's attendance in school.	The school district where the student is enrolled is responsible for transportation.	State transportation aid ² (claimed by district where student is enrolled) AND If the student attends the school of origin, Title I, Part A set-aside funds for expenses not reimbursed by State transportation aid	20 U.S.C. § 6313(c)(3)(C)(ii)(ii); 42 U.S.C. § 11432(g)(1)(j)(iii)(l); 42 U.S.C. § 11432 (g)(4)(A); N.Y. Education Law § 3209(4)(c); N.Y. Education Law § 3209(6)(b); N.Y. Education Law § 3209(6)(b); N.Y. Education Law § 3622-a(1); 8 N.Y.C.R.R. § 100.2(x)(6)(iii)-(iv).
Temporarily Housed <u>Outside</u> of the School District, but not in Department of Social Services Emergency Housing Placement	Student is entitled to transportation to and from the school of origin, including public preschool (e.g., pre-k), up to 50 miles one way, unless the commissioner certifies that a distance greater than 50 miles is in the best interest of the student. Parent may also be entitled to transportation if student cannot travel alone.	The school district where the student is enrolled is responsible for transportation.	State transportation aid (claimed by district where student is enrolled) AND Title I, Part A set-aside funds for expenses not reimbursed by State transportation aid	20 U.S.C. § 6313(c)(3)(C)(ii)(II); 42 U.S.C. § 11432(g)(1)(Ji(iii); N.Y. Education Law § 390(4)(c); N.Y. Education Law § 3622-q(1); 8 N.Y.C.R.R. § 100.2(x)(6)(v).
Temporarily Housed <u>Outside</u> of the School District in a <u>Department of</u> <u>Social Services</u> (<u>DSS) Emergency</u> <u>Housing Placement</u>	Student is entitled to transportation to and from the school of origin, including public school (e.g., pre-k), up to 50 miles one way, unless the commissioner certifies that a distance greater than 50 miles is in the best interest of the student. Parent may also be entitled to transportation if student cannot travel alone.	The local department of social services (DSS) is responsible for transportation if it places a student in emergency housing outside of the school district and the student is eligible for Emergency Assistance for Families (EAF). This includes children who attend pre-k and students who attend school at a BOCES. If DSS requests that the school district provide transportation, the school district must transport and the DSS must promptly reimburse the school district. If student is not eligible for EAF or if DSS places the family in emergency housing within the school district, the school district is	If school district transports, DSS reimburses the school district. School district cannot claim State transportation aid for expenses reimbursed by DSS. DSS receives federal Temporary Assistance for Needy Families (TANF) funding for transportation expenses.	42 U.S.C. § 11432(g)(1)(j)(iii); N.Y. Education Law § 3209(4)(a).

42 U.S.C. §11432(g)(1)(J)(iii), 11432(g)(3)(A)(i)(II); N.Y. Education Law § 3209(1), 3209(2)(c), 3209(2)(d), 3209(4)(i); 8 N.Y.C.R.R. §§100.2(x)(2), 100.2(x)(6)(iv); U.S. DOE Non-Regulatory Guidance, Question J-5.





Responsibility #9

Training for Colleagues







Student Perspective



"They could have been more understanding of my situation and age and what it took for me to get up every day and pursue my education in spite of all the barriers I was up against. I felt scrutinized and ostracized, especially by the principal. She was not trying to be accommodating at all. There were emotional traumas, mental and physical effects. Teachers should have trainings to give them the tools so that they know the signs."

Quotes are from *Hidden in Plain Sight* (http://www.americaspromise.org/report/hidden-plain-sight, from full report)





Provide Professional Learning to Staff

- Train key staff (e.g., registrars, administrators, social workers, teachers) on McKinney-Vento eligibility, the impact of homelessness on students, and next steps once a student is identified.
- Set up regular meetings with district collaborators— e.g., registration head, transportation director, and data coordinator.
- Make appropriate staff aware of students living in a temporary housing situation as necessary so they can assist with supporting academic and social emotional learning.

Please note that a student's housing status is protected by FERPA and may only be shared within an educational context.





Responsibility #10

Meeting the Needs of Unaccompanied Homeless Youth



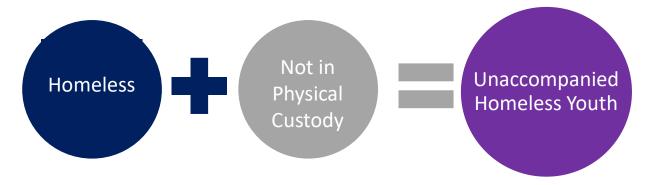




Definition of an Unaccompanied Homeless Youth

An unaccompanied youth is a child or youth that is not in the physical custody of/not living with a parent or guardian.

To be eligible for services under the McKinney-Vento Act, the youth must also meet the definition of homeless.





42 U.S.C. §11434a[6]; N.Y. Education Law §3209[1][a][1][v]; and 8 N.Y.C.R.R. §100.2[x][1][iii][6]

FAFSA: Access to Higher Education

- Identify and remove barriers that prevent youth from receiving credit for full or partial coursework satisfactorily completed at a prior school, in accordance with State, local, and school policies.
- Provide counselor assistance to advise youth and improve student readiness for college.
- Inform unaccompanied youth of their status as independent students when completing the <u>FAFSA</u> for college financial aid.
- More info on FAFSA and sample verification letters are available at: https://schoolhouseconnection.org/learn/higher-education/

8 N.Y.C.R.R. §100.2(x)(7)(iii)(a); see also 42 U.S.C. §11432(g)(6)(A); U.S. DOE Non-Regulatory Guidance, Section F & Questions L- 3, Q-2









How long can a student be designated as homeless under the McKinney-Vento Act?

- A. For one year
- B. For as long as specified in district policy
- C. For as long as the student meets the eligibility criteria (fixed, regular, and adequate housing)





A housing questionnaire should only be given to a family when there is evidence that the family is experiencing homelessness.

A. True

B. False

C. Not sure







Which of the following are allowable uses of Title I, Part A set-aside funds?

- A. Emergency supplies, such as food and clothing
- B. Counseling services to address anxiety related to homelessness that is impeding learning
- C. Parental involvement, specifically outreach programming to parents of students who are homeless
- D. All of the above





If a student lacks required immunizations, who should assist the family in obtaining the necessary

vaccinations?

- A. School nurse
- B. Guidance Counselor
- C. McKinney-Vento liaison
- D. Family's responsibility







The McKinney-Vento liaison works for the school district. When there is a dispute in determining eligibility, school selection or transportation, who assists the family with this process?

- A. McKinney-Vento liaison
- B. School attorney
- C. School principal
- D. Guidance counselor





When a student moves into permanent housing, they must transfer to the zoned school for the permanent address within two weeks of the move.

- A. True
- B. False
- c. Not sure







Strategies for Success

- Participate in professional learning and technical assistance opportunities as required in the McKinney-Vento Act.
- Develop written procedures and protocols for identifying, enrolling and serving students living in temporary housing.
- Designate a school-level point of contact at each school who can assist with school-level tasks and refer issues that need further attention to the local liaison.
- Develop collaborative relationships with local service providers including shelters, soup kitchens, food banks, housing agencies, public preschool programs, etc.



Source: NCHE Brief, Local Homeless Education Liaisons: Understanding Their Role



Key Points

Liaisons must:

- Fulfill the specific responsibilities that are outlined in the McKinney-Vento Act as the primary point of contact for families.
- Ensure that students experiencing homelessness are identified, enrolled, and provided transportation services.
- Assist the family/youth with the dispute resolution process. Enroll and provide services until the dispute is resolved.
- 4. Ensure that students and families are given appropriate referrals.





Resources

More Information

7

NCHE Brief: Local Homeless Education Liaisons: Understanding Their Role

NCHE Brief: Local Homeless Education Liaisons: Important Information for New Local liaisons

Sample LEA Policy on the Education of Student sin Temporary Housing

<u>Liaison Responsibilities</u>





Technical and Educational Assistance Center

- Help Line (800-388-2014)
- Website (https://nysteachs.org)
- Web-Based Trainings
- Outreach Materials

The New York State Technical and Educational

For outreach materials, visit www.nysteachs.org



Identification and Eligibility
Thursday, September 21, 2023

The Role of Transportation in Supporting Students in Temporary Housing
Thursday, September 28, 2023



The New York State Technical and Educational Assistance Center for Homeless Students

