

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

For more information & details on planning and spending Title I STH funds, please refer to the Using Title I STH Funds Toolkit.

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). All NYC DOE Title I and non-Title I schools with students in temporary housing have allocated **Title I STH Funds (Title I STH)**.

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:

$$\text{Total \# of STH on 10/31} \times \text{Borough Title I STH per capita} = \text{Total Title I STH Set-Aside amount}$$

BOROUGH TITLE I STH PER CAPITA	
Manhattan	\$790.97
Bronx	\$1,117.26
Brooklyn	\$934.83
Queens	\$631.56
Staten Island	\$976.34

For 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" or **Column H**: "Title I TA STH"

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

Spending Title I STH Funds should be a collaborative effort that includes:

- School Principal
- School-Based Students in Temporary Housing Liaison (STH SBL)
- School Leadership Team
- Any school-based STH staff
- Teachers and other school-based staff
- Parents/Guardians
- [Shelter-based DOE Family Assistants](#)
- [STH Regional Manager](#)
- [B/CO Budget Director](#)

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.

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).

Galaxy Program Descriptions from Title I SAM	Examples of Allowable uses
<ul style="list-style-type: none"> ● STH after school enrichment programs ● STH after school student program fees or tutoring ● STH school day academic supports 	Academic support and tutoring from outside vendors or per-session DOE staff for STH only.
<ul style="list-style-type: none"> ● STH mental health emergency intervention services 	Counseling and mental health services from outside providers or per-session DOE staff for STH only. This can include family counseling.
<ul style="list-style-type: none"> ● STH after school enrichment programs ● STH school day academic supports ● STH attendance improvement student supports ● STH after school student program fees or tutoring 	In-school or out-of-school enrichment and attendance improvement activities from outside vendors or per-session DOE staff for STH only. Activities could include family phone calls, visits, celebrations.
<ul style="list-style-type: none"> ● STH emergency transportation costs 	Transportation to/from an after-school program or activity for STH only.
<ul style="list-style-type: none"> ● STH parent engagement events 	Outreach to families and/or parent and family events for families in temporary housing only.
<ul style="list-style-type: none"> ● STH attendance improvement student supports ● STH school day academic supports 	Hiring new staff to work exclusively with STH.

Galaxy Program Descriptions from Title I SAM	Examples of Allowable uses
<ul style="list-style-type: none"> ● STH coats, emergency clothing ● STH school uniforms ● STH hygiene kit / personal care items 	Clothing (e.g., clothes for school including school uniform and gym clothing, coats, shoes) for STH only.
<ul style="list-style-type: none"> ● STH attendance improvement student supports ● STH hygiene kit / personal care items 	Laundry supplies (e.g., detergent, vouchers for local laundromats) for STH only.
<ul style="list-style-type: none"> ● STH hygiene kit / personal care items 	Hygiene supplies and personal care items for STH only.
<ul style="list-style-type: none"> ● STH medical / dental / vision services 	Needed medical, dental, or vision services and items, such as glasses for STH only.
<ul style="list-style-type: none"> ● STH emergency / weekend food 	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"> ● STH school day field trip costs ● STH after school student program fees or tutoring 	School fees, including fees associated with field trips, for STH only.
<ul style="list-style-type: none"> ● STH school supplies ● STH technology equipment and peripherals 	Supplies needed to complete schoolwork (e.g., notebooks, backpacks, headphones, keyboards, laptops/iPads, pencils, etc.) for STH only.

Unallowable Uses

- Funding a staff when other funds are available, they're providing mandated services, or it is not beyond their regular job duties.
- Any program or service that supports students who are permanently housed (even if students in temporary housing are part of the broader population served)
- Rent or mortgage payments (**Note:** families should be directed to [Homebase](#) or [ACCESS HRA](#) for this type of assistance)
- Utility bills (Note: families should be directed to [ACCESS HRA](#) for this type of assistance)
- Gift cards or cash payments (including prepaid store cards for food)
- Non-essential items like school or graduation pictures, senior class trip

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 and the current needs** of students in temporary housing in your school can give you a view into how to best spend Title I STH funds. Examples of data points you should look for include:

- 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
- School Supplies needs
- Hobbies & career interests
- Food, clothing, and health needs

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](#).
- Surveys responses **from teachers, other school staff, parents, and students**.
- A more thorough needs assessment tool (e.g. [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. (Reminder: 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 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.
\$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 dedicated support to students in temporary housing. Dedicated support includes attendance monitoring and outreach, counseling services, academic support, crisis management, family engagement, and more. Example job descriptions: Bridging the Gap Social Worker and the STH Community Title descriptions .

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.

PLANNING	
Timeline	Action
Spring	Assess Needs Meet with stakeholders Create a Title I STH funds spending plan Enter plan into your school's CEP Schedule funds in Galaxy (once available)
Summer	Review data from previous Spring Make any changes to your Title I STH funds spending plan Continue scheduling funds in Galaxy Begin identifying vendors for services & commodities
Fall	Review- and update- Title I STH funds spending plan Enter updated plan into your school's Consolidated Plan Amend any scheduled funds Develop process for handling ongoing and/or emergency requests
Ongoing	Notify all staff on Title I STH funds request process Meet with key stakeholders to evaluate current needs & supports Review Galaxy spend-down monthly
PROCUREMENT	
Type	Details
ShopDOE	For non-personnel expenses, schools should use ShopDOE to spend Title I STH funds whenever possible. School staff should work with the school purchasing secretary to place orders.
P-Card	Procurement Card or P-Card should be used as a last resort. Consult with your principal before exploring this option.
FAMIS: SIPP	Small Item Payment Process (SIPP) can be used to reimburse a staff member for expenses up to \$500. Note: Reimbursement must be approved before purchases are made.
FAMIS	To contract with a service provider, the school must get a work order before submitting a purchase order. Contact your B/CO for guidance.

Who can I contact for help?

Your key partners for questions, concerns, or brainstorming are:

- [STH Regional Manager](#)
- [B/CO Budget Director & Procurement Specialist](#)
- STHInfo@schools.nyc.gov (general STH inbox)