

# McKinney-Vento/Homeless Education Mini-Manual



## IDAHO STATE DEPARTMENT OF EDUCATION TITLE IX-A HOMELESS EDUCATION PROGRAM

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# McKinney-Vento/Homeless Education Mini-Manual

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[HTTPS://SDE.IDAHO.GOV/FEDERAL-PROGRAMS/HOMELESS/](https://sde.idaho.gov/federal-programs/homeless/)

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## GLOSSARY OF ACRONYMS & ABBREVIATIONS

Acronym	Program, etc.
MV	McKinney-Vento Act
EHCY	Education of Homeless Children and Youth
ESSA	Every Student Succeed Act – the 2018 reauthorization of the Elementary and Secondary Education Act of 1965
ESEA	Elementary and Secondary Education Act
LEA	Local Educational Agency (district or charter)
SDE	Idaho State Department of Education
ED	United States Department of Education
UHY	Unaccompanied Homeless Youth
ISEE	Idaho System for Educational Excellence
IDCI	Idaho District Contact Information (district program contacts directory)
IDEA	Individuals with Disabilities Education Act (Special Education)
FAFSA	Free Application for Federal Student Aid
PPI	Personally Identifiable Information

## MCKINNEY-VENTO/HOMELESS EDUCATION INFORMATION

### Purpose

Subtitle VII-B of the McKinney-Vento Homeless Assistance Act authorized the federal Education for Homeless children and Youth (EHCY) program along with the Title IX-A section of Every Student Succeeds Act (ESSA) to provide students experiencing homelessness with protections and services to ensure they enroll and attend school, complete their high school education and prepare for college or careers – their best hope of avoiding poverty and homelessness as adults.

It ensures students who lack a fixed and regular nighttime residence are provided equal access to a free appropriate public education-including public preschool, are able to stay in their school of origin, receive free school meals, and barriers are removed so they may fully participate in their education.

Local educational agencies (LEA) are instrumental in ensuring that the rights and services guaranteed in the McKinney-Vento Act are implemented throughout the district or charter.



***All public-school LEAs must follow the requirements of the McKinney-Vento Act, whether or not they receive a McKinney-Vento supplemental subgrant or receive other federal funds.***

## Definition

Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (per Title IX, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act) defines *homelessness* and provides protections under the federal law, as follows:

The term "homeless children and youths":

(A) means individuals who lack a fixed, regular, and adequate nighttime residence; and

(B) includes:

- (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;\*
- (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing\*\*, bus or train stations, or similar settings; and
- (iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii);(v) unaccompanied homeless youth (UHY) who meet the homeless living situations listed above AND are “not in the physical custody of parent or guardian”.

\*Per Title IX, Part A of the Every Student Succeeds Act, "awaiting foster care placement" was removed from the definition of homeless on December 10, 2016.

\*\*Per Title 24 – Housing and Urban Development – Federal Preference: Substandard Housing Section 5.425  
A unit is substandard if it:

- (1) Is dilapidated; (The unit does not provide safe and adequate shelter, and in its present condition endangers the health, safety, or well-being of a family; or the unit has one or more critical defects, or a combination of intermediate defects in sufficient number or extent to require considerable repair or rebuilding. The defects may involve original construction, or they may result from continued neglect or lack of repair or from serious damage to the structure.)
- (2) Does not have operable indoor plumbing;
- (3) Does not have a usable flush toilet inside the unit for the exclusive use of a family;
- (4) Does not have a usable bathtub or shower inside the unit for the exclusive use of a family;
- (5) Does not have electricity, or has inadequate or unsafe electrical service;
- (6) Does not have a safe or adequate source of heat;
- (7) Should, but does not, have a kitchen; or
- (8) Has been declared unfit for habitation by an agency or unit of government.

See § 5.415(a)(2) and (c)(2)(ii)

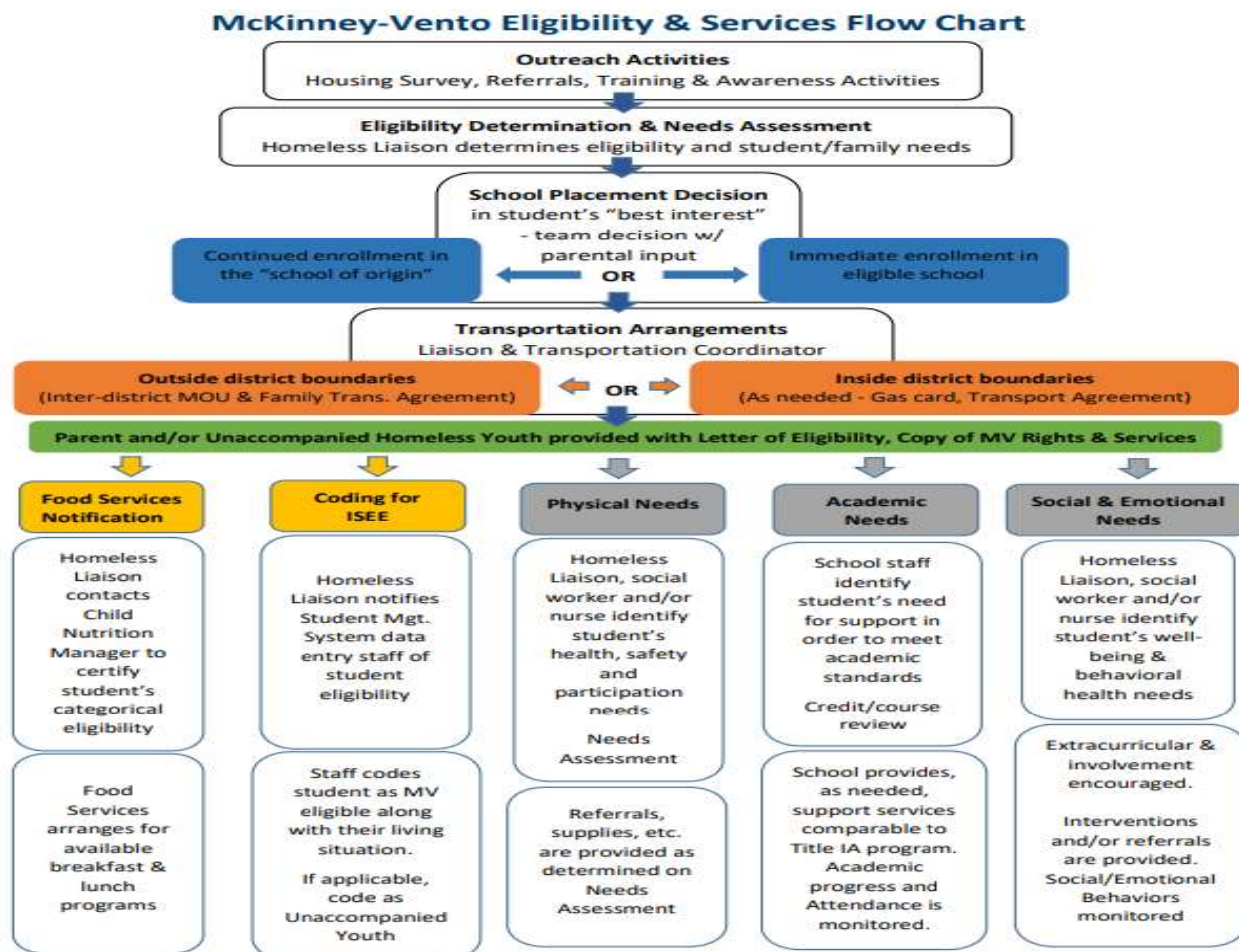
## Student Rights

All homeless students have the right to be free from segregation, isolation, and stigmatization. Homeless children and youth have access to the education and other services that ensure them the opportunity to meet the same challenging state student academic achievement standards to which all students are held.

McKinney-Vento eligible children have the right to:

- Receive a free, appropriate public education
- Enroll in school immediately, even if lacking documents normally required for enrollment
- Enroll in school and attend classes while the school gathers needed documents
- Enroll in the local school; or continue attending the school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is their preference. *\*If the school district believes that the school you select is not in the best interest of the child, then the district must provide a written explanation of its position and inform parents and UHY of the right to appeal its decision*
- Receive transportation to and from the school of origin, if requested
- Receive educational services comparable to those provided to other students, according to students' needs.
- Children with special education needs between the ages of 3 and 21 are eligible to receive special needs services.

## DISTRICT HOMELESS EDUCATION PROGRAM



NOTE: See Idaho IX-A Homeless Education Website – PROG 8 for "MV Eligibility & Services Flowchart"

## STEP 1: Outreach & Identification

Identifying all students experiencing homelessness is critical as it allows liaisons to help students and UHY who may have difficulty with enrollment, to connect students to educational support and community services, and to increase the likelihood that homeless students and UHY will overcome the extra educational challenges or barriers they may face.

While it is true that local liaisons themselves will and should identify many of the homeless students in a LEA, the actual charge in the law is for local liaisons to ensure that homeless students are identified “by school personnel through outreach and coordination activities with other entities and agencies” [42 U.S.C. § 11432(g)(6)(i)]. The language in the law means two important things. First, local liaisons are not expected to do the work alone and bear the sole responsibility for identifying students. Second, collaboration with other educational programs and even agencies outside the LEA is not only encouraged, but it is expected. The collaborations involved in ensuring students in homeless situations are identified may be very informal or be structured around formal activities and relationships.

School staff who may be particularly helpful in meeting the requirement to identify homeless students include

- school nurses;
- front office and registration staff;
- truancy and attendance officers;
- cafeteria staff;
- bus drivers;
- school social workers and counselors;
- classroom teachers and aides; and
- administrators, such as principals or directors of special education and Title IA.

### Strategies to Increase Identification

#### Awareness Posters -

Notices regarding the rights of youths experiencing homelessness should be posted in places where parents and youth may see them and must be written in a user-friendly format.

*NOTE: See Idaho IX-A Homeless Education Website for digital copies and how to order posters, flyers, and postcards in English and Spanish – PROG 3 Notification of Educational Rights*



## You or Your Children May Qualify for:

Free school  
meals

Transportation to  
school programs

Free school  
supplies

Free community  
resource referrals

**The McKinney-Vento Education Assistance Act Provides Certain Protections:**

### If You or Your Family Live in Any of These Situations:

with relatives  
or friends  
because you lost  
your housing or  
can't afford  
housing on  
your own

in a car  
or couch  
surfing

in a shelter,  
motel, or  
campground

in an RV/trailer,  
substandard  
housing, or a  
building - without  
basic services  
(heat, water, sewer)



#### Eligible Students Have the Right to:

- Go to school, no matter where you live or how long you have lived there.
- Enroll in school without giving a permanent address – enrollment may not be delayed even if lacking the documents normally required for enrollment.
- Enroll and attend classes even if you don't have immunization records or a birth certificate while the school arranges for needed records.
- Continue to go to the school you were attending before becoming homeless, or the school last attended, if that is your preference and it is feasible.
- Receive transportation to school of origin, if preferred and it is in the best interest of the student.
- Participate in special programs and services for which any student qualifies, including athletics and other extra-curricular activities.
- File a dispute if you disagree with the enrollment, eligibility, or services for you/your child related to the McKinney-Vento Act.

#### For help with school enrollment or other support services, do the following:

- Contact the district's McKinney-Vento liaison for help enrolling or continuing at the school you are now attending:

Name \_\_\_\_\_ Phone \_\_\_\_\_

- Contact state McKinney-Vento/Homeless Coordinator:

Suzanne Peck, (208) 332-6904 or [speck@sde.idaho.gov](mailto:speck@sde.idaho.gov)

#### For immediate help with food, housing, or mental health services:

- Call 211 - The Idaho Careline
- Visit [idalink.idaho.gov](http://idalink.idaho.gov)

Your information is kept confidential – following FERPA guidelines!



## Home Survey -

Including a housing questionnaire/survey with a simple statement of rights in the general enrollment and registration packet received by all students as they sign up for school is a good way to ensure the entire student population is informed. Avoid using the word "homeless," as it may be off-putting. By providing the information in all the enrollment packets, no one feels singled out or stigmatized, but even those who are not homeless become more aware of things happening in the community.

Please Add District Logo

## "Sample" Housing Survey

### PLEASE READ CAREFULLY AND COMPLETE FULLY

No student or family will be discriminated against based upon any of the information provided in this form. The information you provide is confidential. The answers you give will help us determine the services your student may be eligible to receive at under the McKinney-Vento Act.

#### Student Information

Full Name:	_____	Grade:	_____	School:	_____
Address:	_____				
	Street Address				Apartment/Unit #
	City	State			ZIP Code
Birth Date:	_____	Gender:	_____	Ethnicity:	_____
Phone:	_____				
Email:	_____				
Name of Parent/Legal Guardian:	_____			Is the student living with their Parent or Legal Guardian?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If not living with Parent or Legal Guardian, who is residing in the same location as the student?					
_____					
Student's current address, if different					

#### Housing

Date this student moved to this address:	_____	How long do you expect to be at this address?	_____
Do you own or rent your current home/apartment?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, are you seeking permanent housing?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Number of adults over 21 living in the home and relationship to the student:			
_____			
Number of children under 21 living in this home (including the student)?			
_____			
Name of children (under 21) at this address, ages, relationship to student, and schools they attend (please include all children not yet in school):			
_____			
Siblings at other addresses?			
_____			
# of bedrooms in the home?			
_____			
Check all that apply:			
<input type="checkbox"/> Doubled up: living with family or friends due to natural disaster, financial hardship or loss of housing.			
<input type="checkbox"/> Eviction notice or mortgage foreclosure in the past year.			
<input type="checkbox"/> Living without adequate heat, electricity, plumbing or water.			
<input type="checkbox"/> Living in a shelter/transitional housing. Name of agency: _____			
<input type="checkbox"/> Living in hotel/motel due to lack of other suitable housing. Name of hotel/motel: _____			
<input type="checkbox"/> Living on the street, in an abandoned building, in car, campground, or other public place not intended for regular habitation. Please explain: _____			
In the past three (3) years, has any one in your household had to move to be a paid laborer in any of the following areas: farming, livestock, or processing agricultural products?			
YES <input type="checkbox"/> NO <input type="checkbox"/>			

#### Signature

I verify that the information provided above is true and correct.

_____	_____
Printed Name and Relationship of Person Completing the Form	Date
_____	
Signature of Person Completing the Form	

NOTE: See Idaho IX-A Homeless Education Website -SID 8 Homeless Educations Services & Identification for customizable forms in English and Spanish



### Enrollment & Awareness Events –

As required by statute, **LEAs must enroll students seeking MV eligibility immediately**, even if they are unable to provide paperwork normally required for enrollments. Effort to confirm eligibility should take place once full enrollment has occurred.

Events like New Student Enrollment, Kindergarten Round-up or Head Start enrollment fairs can lead to more identified students. Many communities also host events which focus on connecting persons in need with agencies and organizations that can help them, including schools. Participating in community awareness events can help develop relationships with partners who can help assist the liaison with identification and in meeting the needs of families and students.

### District Website or Newsletters -

The LEA website should contain the student handbook and other important information targeted to students and their families. It can be a great tool for increasing awareness and disseminating information about the rights of homeless students as well as listing contact information for the liaison.

### Mid-Year Outreach -

Families may move from place to place and youth may become estranged from their families after enrolling in school; mid-year identification processes for families to update contact information, for staff to refer students or for youth to self-identify can help connect students to services who were not otherwise identified through beginning of the year enrollment/registration or home questionnaire/survey efforts.

## STEP 2: Verification & Eligibility

To determine a student's McKinney-Vento eligibility, school districts must determine whether a student's living arrangement meets the McKinney-Vento definition of homeless. In this process, school districts will encounter instances where they will need to confirm information provided about a child's or youth's living arrangement.

### Verification/Confirming Eligibility -

Completed Housing Survey forms that indicate students are living in potentially “Homeless” qualifying situations will be reviewed in conjunction with the “Eligibility Determination Form” by the district McKinney-Vento liaison or school designee for verification of eligibility.

Efforts to confirm information about a child's or youth's living arrangement should be respectful, effective, discreet, and maintain LEA privacy guidelines. Conducting eligibility conversations should be conducted in a private space, in a respectful manner and with care and sensitivity as these conversations are very personal for the family or youth. The local liaison maintains the final authority for making determinations of eligibility. Avoid using the word “homeless” on school forms and in conversation with families or youth. Many families or youth would not want to be called “homeless” due to the stigma that may be associated with the term.

Further, families or youth may not consider themselves homeless even though their living arrangement meets the definition.

Once a liaison sensitively and discreetly has explained the rights available under the McKinney-Vento Act, families or youth may choose not to take advantage of McKinney-Vento services, at their discretion. The LEA should still count all children and youth who have been identified as homeless in their data collection, even if additional services are not provided.

#### MV Evaluation/Eligibility Determination Form

Student Name (Please Print) \_\_\_\_\_

School \_\_\_\_\_

*This form will be completed by District Liaison to evaluate a student's eligibility under the McKinney-Vento Act.*

**A fixed residence is one that is stationary, permanent, and not subject to change**

1. Is this a temporary living arrangement? ☐ Yes ☐ No

2. Did you and your friends/relatives decide to move in together and share a home and expenses for the long term?

☐ Yes ☐ No

3. Where would you go if something happened between you as adults?

4. How long do you expect to be at this address?

**A regular residence is one that is used on a regular (i.e. nightly) basis**

1. Do you stay in the same place every night? ☐ Yes ☐ No

2. Do you move around a lot? ☐ Yes ☐ No

**An adequate residence is one that is sufficient for meeting both the physical and psychological needs typically met in home environments.**

1. Are you safe where you are staying?

2. Do you have adequate space for your belongings?

3. Do you share a room/bed with your children?

4. Are your children safe if you are not home?

5. Do you and your children have access to a phone?

6. Is there adequate food in the home?

**Other considerations: Temporary housing due to loss of housing, economic hardship or similar reason.**

1. Where did you live previously?

2. What happened to cause you to move?

Did the student/family lose their previous housing due to:

- An eviction or an inability to pay rent or other bills? ☐ Yes ☐ No
- Destruction of or damage to the previous home? ☐ Yes ☐ No
- Conflict, abuse or neglect? ☐ Yes ☐ No
- Unhealthy conditions such as an inadequate physical environment or infestations? ☐ Yes ☐ No
- Drug or alcohol abuse in the home or domestic violence? ☐ Yes ☐ No
  - Absence of a parent or guardian due to abandonment, incarceration or another reason? ☐ Yes ☐ No

\_\_\_\_ **Approved:**

Complete a *Needs Assessment for Services* form \_\_\_\_\_

Schedule/participate in "Best Interest" placement for student \_\_\_\_\_

Complete a MV Eligibility Notification letter \_\_\_\_\_

\_\_\_\_ **Denied:**

Requested additional information: \_\_\_\_\_

Complete a MV Eligibility Notification letter \_\_\_\_\_

\_\_\_\_ District MV Liaison Signature

\_\_\_\_ Date

*NOTE: See Idaho IX-A Homeless Education Website -SID 8 Homeless Educations Services & Identification for "MV Evaluation/Eligibility Determination Form"*

#### Eligibility Notification -

After students have been determined eligible, the liaison will contact the parents and/or students to provide them written confirmation of their eligibility or non-eligibility along with a copy of their educational rights under the McKinney-Vento Act.

All students who have been confirmed to be living in a McKinney-Vento situation are eligible for services/supports through the LEA MV/Homeless Education for the remainder of the year.

If, after investigating, a district concludes that a student is not MV eligible, the district must provide the parent/guardian or UHY the opportunity to appeal the district's decision through the district MV dispute resolution process.



## McKinney-Vento Eligibility Notification

THIS FORM IS ONLY VALID FOR THE CURRENT SCHOOL YEAR: \_\_\_\_\_

This form is to be used when a student identified under McKinney-Vento (MV) moves from one district to another within the same school year. The purpose of this form is to notify the district/school liaison in the new district of the student's eligibility under MV so that there is no break in service during the school year.

\_\_\_\_\_ was identified and determined eligible for  
(name of student)

McKinney-Vento Services by the district identified below on \_\_\_\_\_

with a primary nighttime residence of:

- ☐ Shelter or transitional housing
- ☐ Doubled-up
- ☐ Unsheltered (car, camp trailer w/ no utilities, public space, substandard/inadequate housing)
- ☐ Hotel or motel

This student:

- ☐ lives with parent/guardian
- ☐ is an Unaccompanied Homeless Youth

This student will remain eligible for services for the remainder of the 20\_ - 20\_ school year. Eligibility will need to be re-assessed at the beginning of the next school year.

School district \_\_\_\_\_

District Liaison \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**(After this form is completed and signed, put a copy in the student's file AND email the form to the district/school liaison in the new district.)**

NOTE: See Idaho IX-A Homeless Education Website -SID 8 Homeless Educations Services & Identification for "Written Notification of Eligibility Simple Form"



## **Parent Communication -**

The McKinney-Vento Act accords parents and guardians experiencing homelessness the right to have their voices heard on what they believe is in the best interest of their children. The law requires local liaisons to provide parents and guardians information on the McKinney-Vento Act and on the process for disputing decisions of the local educational agency (LEA) when they disagree on enrollment and best interest determinations for their children.

Communication is critical for developing trust with parents. Good rapport enables local liaisons to establish a working relationship with parents that results in good educational decisions for children. The following tips will help you develop positive, productive relationships with parents.

- Keep impersonal communication, such as letters and emails, to a minimum; conduct face-to-face conversations whenever possible.
- Provide a welcoming environment.
- Conduct sensitive conversations in a private and comfortable place.
- Avoid using the word “homeless;” avoid charged and judgmental language.
- Talk to them about their living situation; be sensitive and discrete.
- Ask them about their needs. A good question to ask is, “How may we be of assistance to you and your family? What would be helpful for you now?”
- Assure them that their children are welcome in your school and that you have their best interest in mind.
- Empower and encourage parents; discuss solutions to challenges with them.
- Discuss things about which they feel positive.
- Listen! Listen! Listen!

## **The McKinney-Vento Act: Parent-Student Rights**

Idaho public schools shall provide an educational environment that treats all students with dignity and respect. Every student experiencing homelessness or transition shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applied to all services, programs, and activities provided or made available.

A student may be considered eligible for services under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

- In temporary shared housing, a shelter, or transitional living program
- In a hotel/motel, campground, or similar situation due to lack of alternatives
- At a bus station, park, car, or abandoned building
- According to the McKinney-Vento Act, eligible students have rights to:

**\*Immediate enrollment:** *Documentation and immunization records cannot serve as a barrier to the enrollment in school.*

**\*School Selection:** Eligible students have a right to select from the following schools:

- The school he/she attended when permanently housed (School of Origin)
- The school in which he/she was last enrolled (School of Origin)
- The school in the attendance area in which the student currently resides (School of Residency)

**\*Remain enrolled** *in his/her selected school for the duration of homelessness, or until the academic year upon which they are permanently housed.*

**\*Participate in programs** *for which they are eligible, including Title I tutoring programs, Free Lunch in schools with the, National School Lunch Program, Head Start & Even Start Preschool Programs.*

**\*Transportation Services:** *A McKinney-Vento eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.*

**\*Dispute Resolution:** *If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The McKinney Vento Liaison will assist you in making decision, providing notice of any appeal process, and filling out dispute forms.*

*NOTE: See Idaho IX-A Homeless Education Website -PROG 33 Notice of Educational Rights for downloadable copies in English and Spanish*

## **STEP 3: Planning & Delivery of Services**

The absence of a stable living arrangement has a devastating impact on educational outcomes for youth. For many students who are homeless, not having the proper school records often leads to incorrect classroom placement. Medical records, immunization records, previous school transcripts, proof of residency, and for unaccompanied youth, parental permission slips, are some of the “paper” barriers to students being placed efficiently and appropriately within school districts.

When students change schools frequently, it is difficult for educators to correctly identify their needs and ensure proper placement. Parents may also have difficulty identifying the difference between academic or social difficulties that result from the stress of homelessness and mobility. Also, transportation is an obstacle that further prevents many homeless children and youth from obtaining education. Stigmas about homelessness combined with lack of support from the school district can often prevent homeless students from receiving the best education possible. All of these reasons prevent homeless youth from receiving education effectively and efficiently.

The services provided under McKinney-Vento provide families the opportunity to maintain education stability for their student, which is key to their educational trajectory and success.

One of the priorities of the act is the provision of transportation services to allow students experiencing homelessness to remain in their school of origin, which is defined as the school that the student attended when they first experienced homelessness.

Students who are identified by the MV liaison as meeting the homeless definition are categorically eligible to receive free meals through the Child Nutrition program. To expedite the delivery of nutritional benefits, school child nutrition staff may accept documentation that the children are homeless from the local McKinney-Vento liaison. Documentation to substantiate free meal eligibility must consist of the child’s name or a list of names, effective date(s), and the signature of the district McKinney-Vento liaison. This documentation is acceptable in lieu of a free and reduced-price meal application.

### **Needs Assessment**

The McKinney-Vento liaison will meet with the parent and/or student to determine what services will be provided based on what is available within the district homeless education program. The district organizes supports based on the following types of services needed to remove barriers and to all students to fully participate in their education:

- Basic Needs & Supportive Services
  - Nutritional supports
  - Transportation
  - Social/Emotional counseling
  - Clothing & cold weather needs
  - Etc.
- Academic/Instructional Supports & Services
  - Enrollment assistance
  - School supplies

- Referral and expedited evaluation for educational support programs
- Extra-curricular activities
- Credit recovery and/or Academic Intervention support
- Graduation supports
- College/Career counseling & FAFSA support
- Referral Services
  - Community partner resources
  - Medical, Dental & Vision services
  - Department of Health & Welfare navigation program
  - Housing referrals to regional coordinated entry service provider

### McKinney Vento Supports for \_\_\_\_\_

Please assess your need in each area using the following:

**H = High Need** (I can't provide this to my child or myself without help)

**P = Partial Need** (Help would be appreciated for this, but we'll can take care of some of it)

**N = Not a need** (We'll can provide or do this on our/my own)

Basic Supports	ACTION PLAN	One time or Ongoing
Free breakfast & lunch (in school)		
Food needs (outside of school)		
Clothing needs		
Hygiene Products		
Laundry Facilities		
Medical, Dental, or Vision Services referrals		
School Transportation		
After-school Care/Enrichment		
Other:		

Education/Academic Support	ACTION PLAN	One time or Ongoing
Enrollment assistance (documents & fees)		
Preschool or Headstart programs		
School supplies		
Expedited evaluations for educational support programs (Spec. Ed, EL, Gifted, etc)		
Summer programing		
Parental Engagement support		
Credit Recovery Assistance		
Graduation support or related expenses		
Alternative educational programs		
Other:		

Social/Emotional Support	ACTION PLAN	One time or Ongoing
Access to & understanding of available community resources (Self-Rescue Manual)		
Referral to Department of Health & Welfare Navigator Program		
Parenting Trainings		
Other:		

My signature below affirms the following: (1) the information I have provided on this form is true and accurate to the best of my knowledge or belief; (2) non-identifying information may be shared with community and governmental agencies in an effort to more effectively provide services to you and/or your student, and (3) the same information, as well as other information that may identify my child(ren) may be shared with other KSD staff members for a legitimate educational purpose.

Parent/Student signature \_\_\_\_\_ Date \_\_\_\_\_

MV Liaison signature \_\_\_\_\_ Date \_\_\_\_\_

NOTE: See Idaho IX-A Homeless Education Website -SID 8 Homeless Education Services & Identification customizable form and templates to reflect community resources & partners.

## STEP 4: Records & Reporting Processes

Data collection begins at the school and LEA level. The district MV liaison is responsible for working with the district/charter data staff and the State Coordinator to ensure accurate data is provided that meets the required elements.

In order to meet the data collection and dissemination requirements in federal law districts are required to collect and provide the identified data to the SDE on an annual basis; the SDE then submits the information to ED and uses the data for required elements of public reports like state report cards. Data is reported to the SDE through the Idaho System for Education Excellence (ISEE)

The essential pieces of data that must be submitted by districts annually include:

- the number of homeless students enrolled in each grade, including preschool;
- the primary nighttime residence of homeless students enrolled in school;
- the number of homeless students enrolled in school that are a part of particular subgroups, including English learners, unaccompanied homeless youth, students with disabilities, and migratory students;
- the number of homeless children and youth served by McKinney-Vento subgrants;
- the number of homeless students served by McKinney-Vento subgrants that were also part of the four subgroups;
- the participation and performance of homeless students on reading, math, and science assessments;
- the number of homeless students that dropout or graduate;
- the number of homeless students who are chronically absent;
- the number of homeless students who are served by Title I, Part A;
- the number of homeless students who meet other measures of academic achievement identified by the state – Idaho Standards Achievement Test (ISAT) and Idaho Reading Indicator (IRI)

## DATA COLLECTION & REPORTING TOOLS

### Coding in Student Management System

Identified students should be coded in the district Student Management system as soon as they are identified to be included in district and state reporting.

Three pieces of information should be addressed in relation to coding students:

- MV status eligibility
- Primary Nighttime Residence/Living situation - Doubled up (D), Hotel/Motel (HM), Emergency Shelter (STH), Unsheltered/Substandard Housing (U)
- Unaccompanied Youth (UY) - experiencing homelessness without a parent/guardian

### Student MV File & Permanent Records File

A student file should be created and maintained for students deemed eligible for MV supports and services. This record should be kept in a secure location. FERPA protects the privacy of educational records related to homelessness.

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained –

- (i.) so that the records are available, in a timely fashion, when a child or youth enters a new school or school district; and
- (ii.) in a manner consistent with section 444 of the General Education Provisions Act (20 U.S.C. 1232g).

The LEA treats information about a homeless child or youth's living situation as a student education record, and shall not be deemed to be directory information. ESSA Section 722 (g)(D). Personally Identifiable Information (PPI) regarding a student's living situation should only be shared and/or transferred via a secure means.

Contents of the Student MV file should include:

- Enrollment and living situation/eligibility documents
- Copies of communication/notification with parents or UHY
- Evidence of processes for data collection and monitoring student well-being, including: attendance, services/referrals provided, academic and/or behavioral supports and credit accrual/progress toward graduation.
- Dispute documentation

***IMPORTANT! A copy of the written "McKinney-Vento should be filed in the student's permanent record file for the current year of eligibility. This must be included in information sent to a school in which the student transfers mid-year.***

## IDCI/Program Contact File

The Idaho District Contact Information system is a district program contact directory used by the SDE look up district/charter school program personnel for communication. Program contact directory information displayed in the IDCI application is primarily updated from information/data reported through the ISEE Program Contact File submission. The Program Contacts File can be updated at any time with changes taking effect 1-2 business days after the upload.

It is the district responsibility to keep the Homeless Education Program related contacts up to date. To ensure that the correct information is published on the Homeless Education website, please contact the SDE Technology Support desk @ 208-332-6987 or [support@sde.idaho.gov](mailto:support@sde.idaho.gov) for assistance in updating roles.

### Role Codes

**McKinney-Vento Liaison (MVL)** – Districts may only assign one individual the role of Title IX-A Homeless/McKinney-Vento Liaison. This individual is the one identified by the district to ensure that the requirements related to the McKinney-Vento Act and the 10 duties of the MV liaison are met. This



individual's contact information will be published as the district contact on the Homeless Education webpage.

**Homeless Education Contact (HED)** Districts may have a number of individuals who are working in the Homeless Ed. program assigned the role of Title IX-A Homeless Contact (HED). These individuals will be provided Homeless Ed. Program updates BUT WILL NOT have their contact info listed on the website.

## ISEE Uploads

The Idaho SDE has created the Idaho System for Educational Excellence, a K-12 Longitudinal Data System, which support the budgeting processes, data submission, and delivers information to educational stakeholders to create data-driven decisions. Data reporting is required from the LEA to the SDE through six (6) yearly data submissions. LEAs report data to the SDE for all programs and students.

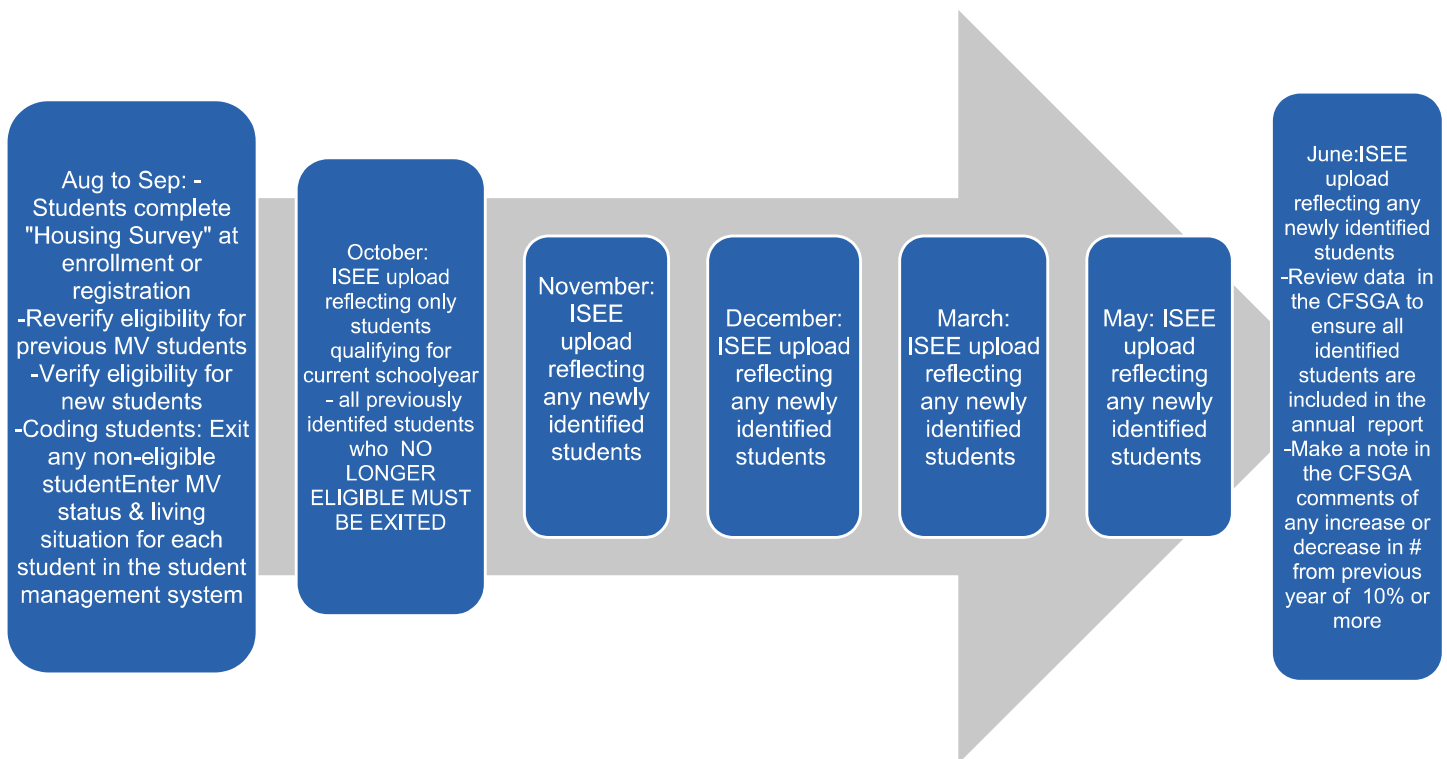
For more information about dates for ISEE submissions or how to get access to the ISEE portal, please refer to the [ISEE Technology Resource Webpage \(http://www.sde.idaho.gov/tech-services/isee/\)](http://www.sde.idaho.gov/tech-services/isee/)

Homelessness data reported at the district/charter level include:

- the number of students experiencing homelessness in each grade
- the type of primary nighttime residence the students had at the time they were identified as homeless
- the racial/ethnic background of homeless enrolled students
- the number of students in each subgroup of homeless students
- the type of primary nighttime residence unaccompanied homeless youth (UHY) had at the time they were identified as homeless
- the number of students served by McKinney-Vento subgrants
- the number of students served by Title I targeted assistance or schoolwide programs
- the number of homeless students who were chronically absent
- the Adjusted Cohort Graduation Rate of homeless students
- the number of homeless students who complete high school
- the number of homeless students who drop out of school

## Data Submission Timeline & Verification Process

**IMPORTANT: Local liaisons need to verify data with the district ISEE coordinator BEFORE data is uploaded via ISEE!**



## FUNDING & FISCAL RESPONSIBILITIES

Funding Options may include:

- Title IA Homeless Set-Aside
- MV/Homeless Enhancement Subgrant
- Other State Programs
- District Funds
- "Angel Fund"
- Community Partners & Donations

(The following two sections should be personalized by each district/charter)

### Funding Options

- Provide description of what funds are used to support students experiencing homelessness AND how the amount is determined

### Accounting processes

- Provide description of how are funds accessed and accounted for

*NOTE: See Idaho IX-A Homeless Education Website, FA 3-Allowable Use of Funds and FA12 - Homeless Education Program Funding for "Homeless Set-Aside & Program Development Needs Assessment"*



## MCKINNEY-VENTO LIAISON

The local liaison is the key to ensuring homeless children and youths receive the services they need. Required in all LEAs regardless of subgrant status, the liaison is the primary contact between homeless families, school and LEA staff, shelter workers, and other service providers. The district McKinney-Vento liaison's contact information is annually published on the SDE Homeless Education website.

The local liaison can fulfill many roles. In carrying out the responsibilities of the position, this person will act as an administrator, a professional development coordinator, a school social worker, and an outreach specialist. The LEA will shape the position based on its current needs in serving homeless children and youths. Therefore, the LEA will provide the liaison with sufficient time and capacity to carry out the required set of duties as described in 42 USC §11432(g)(6)(A).

McKinney-Vento liaisons must ensure that:

- (i) homeless children and youth are identified by school personnel through outreach and coordination with other entities and agencies;
- (ii) homeless children and youth are enrolled, and have a full and equal opportunity to succeed, in school;
- (iii) homeless families, children and youth receive educational services for which they are eligible, including Head Start, early intervention services under Part C (Idaho Infant Toddler Program) of the Individuals with Disabilities Education Act (IDEA), and other preschool programs administered by the LEA;
- (iv) homeless families, children and youth receive referrals to health, dental, mental health, housing, substance abuse, and other appropriate services;
- (v) parents or guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- (vi) public notice of homeless students' rights is disseminated in locations frequented by parents, guardians and unaccompanied youth, including schools, shelters, libraries and soup kitchens, in an understandable manner and form;
- (vii) enrollment disputes are mediated according to 42 U.S.C. § 11432(g)(3)(E);
- (viii) parents, guardians and unaccompanied youth are informed of and assisted in accessing transportation services, including transportation to the school of origin;
- (ix) school personnel providing McKinney-Vento services receive professional development and other support; and
- (x) unaccompanied youth are enrolled in school, have opportunities to meet the same challenging state academic standards as other children and youth, including through receiving partial credits, and are informed of their status as independent students for the Free Application for Federal Student Aid (FAFSA) and receive verification of that status.

*NOTE: See Idaho IX-A Homeless Education Website – PROG 28 for a customizable annual MV Liaison Calendar*

## DISTRICT MV POLICY

The district/charter ensures that policies and procedures do not create barriers for the education of homeless children and youths. The board policy regarding the education of homeless students is regularly reviewed to ensure that the policy meets all of the necessary components.

District policy review process & timeline: \_\_\_\_\_

*NOTE: See Idaho IX-A Homeless Education Website – PROG 31 for a District MV/Homeless Policy Checklist*

## PROGRAM EVALUATION & MONITORING

Evaluation is a valuable and necessary addition to the provision of services. Built into regular programming, well-conducted evaluations assist providers in knowing if their services have a real impact on families' lives. Standards provide a common basis for establishing measurable goals and implementing a program.

The Idaho Federal Program Monitoring & Self-Monitoring Tool incorporates the MV related statute from the Every Student Succeeds Act (ESSA) and McKinney-Vento Homeless Assistance Act within the indicators to provide districts/charters a guide to developing the required elements to implement a quality McKinney-Vento - Homeless Education program. The indicators and State monitoring processes are designed to help improve local homeless education program performance and educational outcomes for students experiencing homelessness through a variety of means, including monitoring, technical assistance, and making LEA-level homeless student enrollment and school-level homeless student achievement data publicly available.

### Annual Self-Assessment for Program Improvement

The district/charter reviews program requirements and needs annually in the Spring using the Needs Assessment tool.

### Monitoring by the Idaho State Department of Education

The district/charter participates in the scheduled Idaho Department of Education – Federal Programs monitoring program. This process includes:

- Uploading evidence via a secure digital application using the Monitoring Upload Tool (MUT) or Idaho Monitoring Application Tool (IMAT)
- Participating in onsite or virtual interviews
- Creating an *Action Plan* based on the *Federal Programs Final Report* to address any findings
- Working with the State MV Coordinator to get approval of program modifications related to the findings in the final report

*NOTE: See Idaho IX-A Homeless Education Website – Program Development & Monitoring for the current MV/Homeless related indicators*