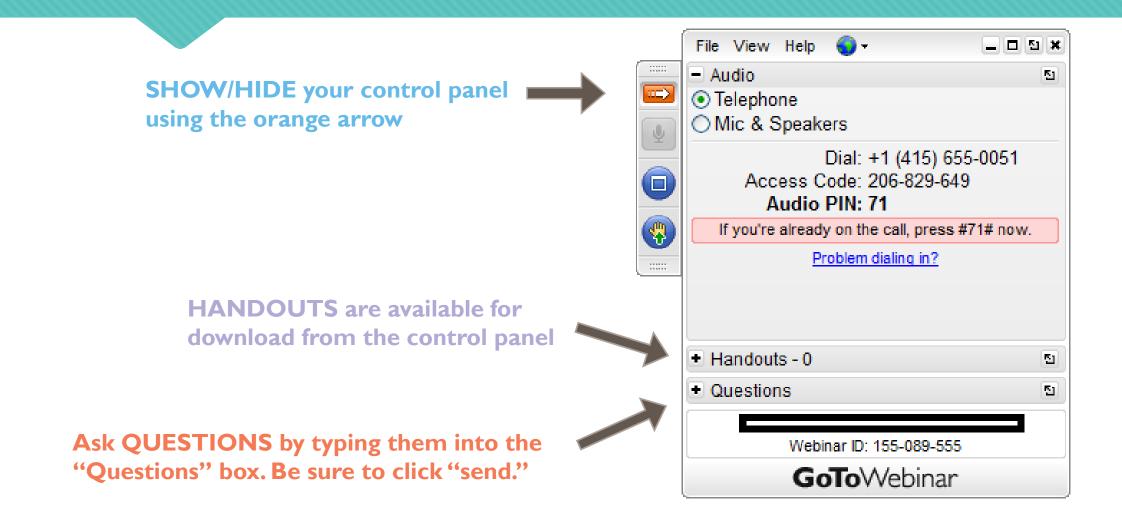


McKinney-Vento Liaison Responsibilities

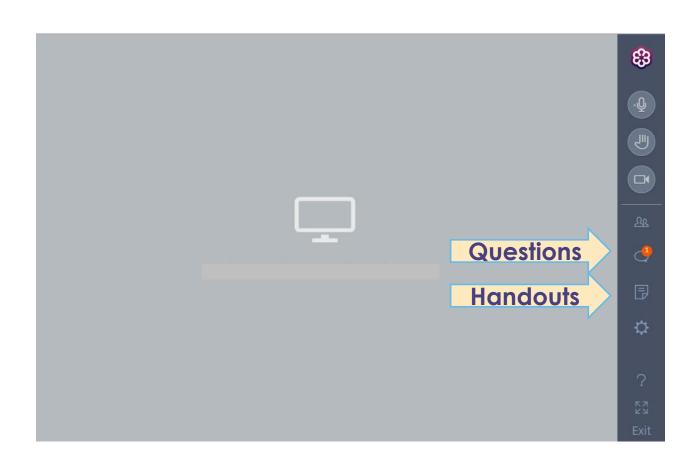


Presented by the New York State Technical and Education Assistance Center for Homeless Students (NYS-TEACHS)

Housekeeping: Using the Control Panel



Web View: Control Panel



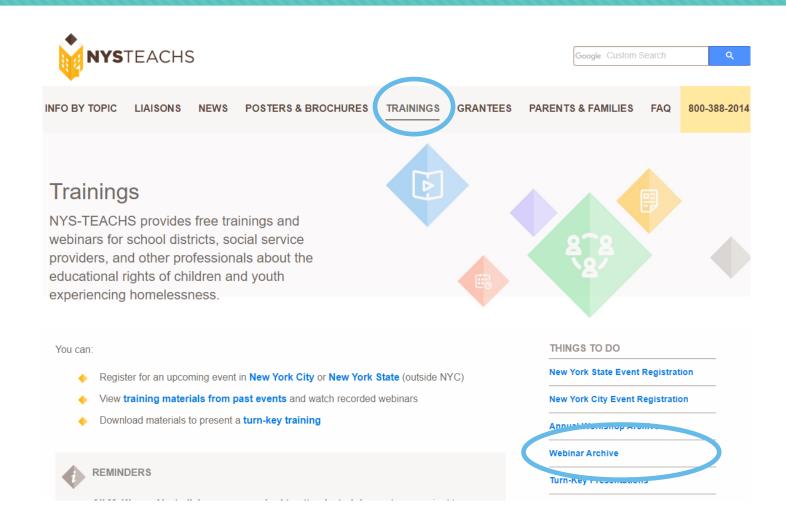
SESSION SURVEY

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







McKinney-Vento Liaison Responsibilities



Presented by the New York State Technical and Education Assistance Center for Homeless Students (NYS-TEACHS)

About Us

NYS-TEACHS: New York State Technical & Education Assistance Center for Homeless Students

- Funded by the New York State
 Education Department and housed at
 Advocates for Children of New York
- We provide technical assistance on homeless education issues. Our services include:
 - O Infoline (800-388-2014)
 - Website (www.nysteachs.org)
 - Web-Based Trainings
 - Outreach Materials

Goals for Today's Webinar

- O Understand the role and responsibilities of a McKinney-Vento Liaison as outlined in the McKinney-Vento Act.
- O Understand what resources are available to students in temporary housing and where to find additional resources.
- Determine what information must be shared with others in your district.
- O Learn how to foster connections with families in temporary housing so that you better understand their needs.

8



Every school district, charter school, and **BOCES** is required to appoint a McKinney-Vento Liaison.

McKinney-Vento Liaison: <u>Point Person for Families and District Staff</u>

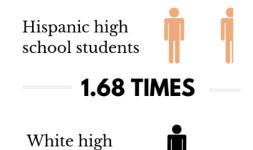




Which students are most likely to be impacted by homelessness?

LIKELIHOOD TO EXPERIENCE HOMELESSNESS

Black high school students **2.67 TIMES** White high school students school students



- Black and Latinx students are disproportionately represented when it comes to students experiencing homelessness in the United States.
- Factors include: housing discrimination, employment discrimination, disproportionate rate of incarceration.
- Learn more: National Alliance to End Homelessness

Potential Causes of Homelessness



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

Liaison Responsibilities, cont'd

42 U.S.C. § 11432(g)(6)(A); US Dep't of Ed Non-Regulatory Guidance, Section F, Questions L-3 & Q2; 8 NYCRR § 100.2(x)(7)(iii)(a)

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

Identification

Liaison Responsibility #1



Poll

A Housing Questionnaire should be given to a family only when there is evidence that the child is experiencing homelessness.

A.True

B.False

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		Middl	le	-	
Gender: □ Male □ Female	Date of Birth:	Month .			Grade:(preschool-12)	ID#: _	(optional)	_	
Address:					Phone:			_	
The answer you give below will help the district determine what services you or your child may be able to receive under the McKinney-Vento Act. Students who are protected under the McKinney-Vento Act are entitled to immediate enrollment in school even if they don't have the documents normally needed, such as proof of residency, school records, immunization records, or birth certificate. Students who are protected under the McKinney-Vento Act may also be entitled to free transportation and other services.									
Where is the	student currer	tly livin	g ? (Pla	ease che	ck <u>one</u> box.)				
(sometime In a hotel/ In a car, p	her family or ot es referred to as motel ark, bus, train, o	"doubled or campsi	il-up") te		ess of housing or as a		of economic ha	rdsh i p	

Identification Strategies & Expectations

Avoid using the word "homeless"

Provide awareness activities

Post outreach materials

Coordinate with community service agencies

Coordinate with youth-serving agencies

Use available data

Designating a Student 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.

STEP 2

Student Information Repository System (SIRS) Data

- Information about a student's housing status is entered in the district data management system
- Check out our guide on data entry in SIRS for students in temporary housing!

Enrollment

Liaison Responsibility #2



Poll

If a student lacks immunizations, the MV liaison must help the student in obtaining them.

a.True

b.False

Immediate Enrollment

Remove barriers due to fees, fines, and absences

Enroll immediately

Remove barriers to all types of programs and activities

Provide credit for full or partially completed coursework at prior school Student can maintain enrollment in school of origin for duration of homelessness plus finish out year (+1 additional, in some cases)

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.

Referrals for Early Childhood

Liaison Responsibility #3



Connecting Families with Early Childhood Education

- O Head Start and Early Head Start programs in your community
- OThe district's <u>Pre-K Coordinator</u>
- OThe county <u>Child Care Resource and Referral agency</u>
- O Home visiting programs

"I just finished enrolling your son and we'll get his cubby ready in Ms.
Jones' first grade classroom for tomorrow morning. Does your son have any younger siblings?"

Guide: <u>Early Care and Education for Children</u> Experiencing Homelessness

Referrals for Health, Housing, and Other Needed Services

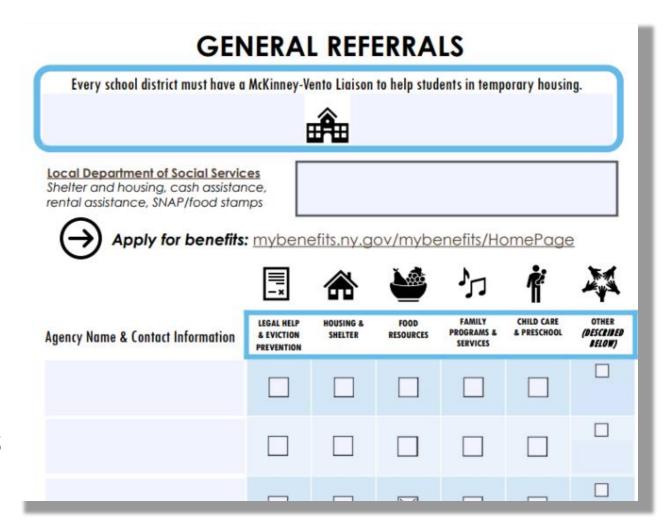


Liaison Responsibility #4

Connecting Families + Youth with Needed Services

NYS-TEACHS Referral Templates

- Four templates: General Referrals, Housing Referrals, Health Referrals, Youth Referrals
- COVID-19 Reminder: Reach out to all referrals to confirm services, availability, protocols



Poll

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 oriented to reaching out to parents of students who are homeless
- D. All of the above

Connecting Students with Title I Services

Students Experiencing Homelessness are Categorically Eligible for Title I Services

Allowable Expenditures Include (not limited to):

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

NYSED's Guidance on Allowable and Unallowable Expenditures



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 be 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. For example, 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:

Allowable Expenditures			Unallowable Expenditures			
•	Items of clothing and shoes necessary for	•	Rent or temporary lodgings			
	participation in classes	•	Class ring			
Student fees that are necessary to participate in		•	 Cost of drivers' test fees 			
the general education program		 Prom gowns or tuxedos 				
•	 Personal school supplies such as backpacks and 		Note: Two principles govern the use of Title I,			
notebooks			Part A funds to provide services to homeless			
•	The acquisition of birth certificates		students.			
•	Immunizations					
	Food		First, the services must be reasonable and			

COVID-19 Resources Spotlight





NYS-TEACHS COVID-19 News Feed:

Updated frequently with information about COVID-19 and student homelessness. Includes:

- <u>Tips for McKinney-Vento Liaisons on COVID-19</u>
- COVID-19 & Student Homelessness Resource List
- Check-In Checklist: Connecting with Families During COVID-19 School Closures

Parent Involvement

Liaison Responsibility #5



Open Question

How do you engage parents, guardians, and families in school activities?

Use the questions pod to share ideas for promoting school engagement.

Posting Public Notice



Liaison Responsibility #6

Outreach **Materials**



- · In a motel or hotel because you have nowhere else to go
- THEN YOU MAY BE PROTECTED UNDER THE MCKINNEY-VENTO ACT Children and youth in temporary housing have the right to:
- stay in the same school, including pre-k, and get free transportation even if it is
- vaccination records, proof of residency). get special education services immediately if the studer
- current Individualized Education Plan (IEP); participate fully in any school activities, including before-
- get support services and help with things like school supp through Title I; get free school meals without filling out an application
- get help enrolling in pre-k, Head Start, other preschool
- help applying for financial aid for college if the student is





For more information, call NYS-TEACHS 800-388-2014 www.nysteachs.org

NYSTEACHS

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

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

- Haitian-Creole
- Korean
- Russian
- Spanish
- Urdu

Dispute Resolution

Liaison Responsibility #7



Poll

Even though the McKinney-Vento Liaison works for the school district, the liaison must assist the student/family in a McKinney-Vento dispute. A.True

B. False

Overview of the 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 with a **WRITTEN NOTICE** of district's determination.

Family has 30 days to appeal district's determination.

Continue
enrollment and
transportation
until all available
appeals are final.

Help the parent or youth complete all of the appeal papers.

42 USC § 11432(g)(3)(E)(i); Education Law §3209(5); 8 NYCRR § 100.2(x)(7)(ii); Non-Regulatory Guidance, Question J-4 & Section K

Liaison's Responsibilities Before and During Disputes: A Checklist

- Ensuring that enrollment disputes are mediated in accordance with the McKinney-Vento Act;
- Explaining the appeal process to the parent/guardian/youth;
- Providing the appeal form ("Petition");
- Helping 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 the 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
- Making copies of the appeal forms and any supporting documents at no cost to the parent/guardian/youth;
- Accepting service of the appeal form ("Affidavit of Service");
- Making sure the appeal is properly filed with the State within 5 days; and
- ☐ Giving copies to the parent/guardian/youth with verification that s/he has properly filed and served the appeal ("Verification of Receipt").

Spotlight on NYS-TEACHS
Resources: Tips for
Navigating Challenging
Conversations

The Tips for Navigating Challenging Conversations tip sheet provides trauma-sensitive strategies and conversation starters for some common conversations you will encounter.

McKinney-Vento Quick Tip Series

TIPS FOR NAVIGATING CHALLENGING CONVERSATIONS

The McKinney-Vento Homeless Education Act is a federal law that protects the educational rights of students in temporary housing.

It defines "homeless children and youths" as any student who lacks a fixed, regular, and adequate nighttime residence.



Conversations about a family's housing situation can be tense, uncomfortable, or invasive. This tip sheet provides trauma-sensitive strategies and conversation starters for some of the most common conversations you will encounter with students, families, and district administration.

THE CHALLENGE	WHY IT'S CHALLENGING	TRAUMA-SENSITIVE STRATEGIES AND CONVERSATION STARTERS	
When asked about a current address or living situation, the family gives only vague or generalized answers.	This is challenging because liaisons and/or district staff need specific housing information in order to make an informed decision about McKinney-Vento eligibility. Vague answers may be misinterpreted as a "false story," leading someone to make an incorrect determination. Additionally, a family may feel under attack or become upset as a result of numerous clarifying questions.	If you need more information from a family about their housing situation, first explain WHY you need housing details before you ask any additional questions. You may also want to: • Invite the family to speak with you in a private setting. Avoid talking at the front desk or registration counter. • Explain your position/role and intentions. For example, "I am the McKinney-Vento liaison and my job is to connect students in temporary housing with educational supports and services." • Be clear about the goal of the conversation. Make clear that you are not trying to get them in trouble, but rather, want to make sure they receive all services for which they are eligible. • Avoid the word "homeless." Instead, talk about a temporary housing arrangement.	
A family's housing situation seems to be fixed and regular, but you need to know if it is also adequate.	This is challenging because questions about housing adequacy can feel particularly uncomfortable and intrusive. Adequacy conversations are also challenging because families may be nervous that information shared about	It is important to take a very sensitive approach to this type of conversation. Before asking any questions about the adequacy of the housing arrangement, begin the conversation by reminding the family that students living in temporary housing situations have special education rights, which may be beneficial to the student and his/her family. Reassure them that your questions are intended to connect the student with appropriate supports and services.	





Liaison Responsibility #8

Transportation for Students in Temporary Housing

- Students experiencing homelessness, including preschoolers, are entitled to transportation to school of origin.
- 2. Students who move into permanent housing are entitled to transportation through 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.



Revised Transportation Guide

Our <u>short guide to</u>
 <u>transportation</u>
 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 origin ¹ , 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)(I); 42 U.S.C. § 11432 (g)(4)(A); N.Y. Education Law § 3209(4)(d); N.Y. Education Law § 3209(6)(b); N.Y. Education Law § 3622-a(I); 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)(J)(iii); N.Y. Education Law § 3622-a(1); N.Y. Education Law § 3622-a(1); 8 N.Y.C.R.R. § 100.2(x)(6)(iv).
Temporarily Housed <u>Outside</u> of the School District in a <u>Department of</u> Social Services (DSS) Emergency Housing Placement	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 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 responsible for transportation.	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).
Temporarily	Student is entitled to transportation to and from the		5	

Training for Colleagues



Liaison Responsibility #9

Best Practices for Providing Professional Development

McKinney-Vento Quick Tip Series

TIPS FOR SCHOOL AND DISTRICT LEADERSHIP

The McKinney-Vento Homeless Education Act is a federal law that protects the educational rights of students in temporary housing.

It defines "homeless children and youths" as any student who lacks a fixed, regular, and adequate nightlime residence.



School and district leaders set the tone for how students and families in temporary housing will experience school. Keeping in mind that students may be experiencing chronic stress or trauma due to unstable housing, administrators have an important role to play in creating a positive school climate that is safe, supportive, and trauma-sensitive.

- 1. SIGNS:
- Be familiar with common characteristics of children in temporary housing including enrollment of multiple schools, poor hygiene, gaps in learning, attendance problems, lock of preparedness for class, etc.
- Be aware of ongoing behavior challenges. They may be a result of chronic stress or stress related to housing instability
- 2. INFORM FAMILIES OF THEIR RIGHTS
- Inform parents about their child's rights, including immediate enrollment, tree meats, and transportation.
- Make sure that all school-based staff, including enrollment secretaries and bus drivers, know about the educational rights of students in temporary housing.
- Post information about school events and services in local shelters and local community service organizations.
- 3. FOUR SCHOOL COMMUNITY:
- Encourage all staff to use phrases like "temporarily housed" or "temporary living situation" rather than "homeless" or "shelter."
- Help all staff understand the impact of unstable housing such as chronic stress and frauma - on a child by providing professional development on traumasensitivity.
- Make appropriate staff aware of any student living in a temporary housing situation so they can assist with any health/social/academic needs.
- 4. SUPPORT AND EMPATHY:
- Se discreet and make the student/family feel safe. Speak privately and with sensitivity about the tamily's living situation.
- Connect the student to the school community (e.g., refer the student to a tutorico/mentation program halfs coordinate transportation to before or office.

- Training 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;
- Setting up regular meetings with district collaborators— e.g. registration head, transportation director, and data coordinator;
- O Distributing <u>Tip Sheets for School Roles</u> (NYS-TEACHS series), role-specific NYSED Field Memos, NCHE Issue Briefs, and other relevant guidance;
- Sharing information about district's or local consortium's McKinney-Vento Grant program, if applicable.

Meeting Needs of Unaccompanied Youth

Liaison Responsibility #10



Ensuring Unaccompanied Youth Have Opportunities in School & Access to Higher Education

- O 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 assistance from counselors to advise youth and improve their readiness for college.
- O Unaccompanied youth must be informed of their status as independent students for college financial aid for the FAFSA.
 - O Resource: <u>FAFSA How-To Guide for High School Students</u>

Poll

Which of the following is FALSE regarding college readiness and financial aid under McKinney-Vento as reauthorized by ESSA?

- A. Youth experiencing homelessness must be provided with assistance and advice from counselors to improve their college readiness.
- B. Liaisons must ensure that homeless unaccompanied youth are informed of their independent status for the FAFSA and that they receive verification of this from the liaison.
- C. Students who are homeless and not on track to graduate in time forfeit their right to financial aid.

FAFSA and Students Who Are Homeless

- O Youth who meet the definition of "independent student" can complete the FAFSA without parental income information or signature.
- Unaccompanied youth are automatically considered independent students.
 - O Must be determined to be unaccompanied and homeless after July 1 of the year prior to FAFSA application.
- O Youth who are unaccompanied, at risk of homelessness, and self-supporting are also automatically considered independent students.
 - More info on FAFSA and sample verification letters are available at: https://www.schoolhouseconnection.org/learn/higher-education/

Key Takeaways

- 1. As liaisons are the primary contacts between families experiencing homelessness, other school/district personnel, and service providers, they must fulfill the specific responsibilities that are outlined in the McKinney-Vento Act.
- 2. Liaisons must ensure that students experiencing homelessness are identified, enrolled, and provided transportation services.
- 3. When disagreements arise, schools must enroll and provide services to students before disputing McKinney-Vento eligibility, and liaisons must assist the family/youth with the dispute resolution process.
- 4. Liaisons must ensure that students and families are given appropriate referrals.

Contact Us

800-388-2014

Email: info@nysteachs.org

Website: nysteachs.org

