

DETERMINING ELIGIBILITY FOR MCKINNEY-VENTO EDUCATION PROGRAM.

STEP I- UNDERSTAND THE DUTIES OF THE SCHOOL DISTRICT:

- Guarantee the rights to a free and appropriate public education
- Appoint a Homeless Education Liaison in every school district to ensure:
 - immediate enrollment (even if families lack the necessary documentation)
 - access to needed comparable services (Free Lunch, Transportation, School Supplies, Etc...,)
 - school stability- Remain in *School of Origin* if after becoming permanently housed that school year!
 - support for academic achievement (Uniforms, School Supplies, Referrals to outside agencies)

REMINDER: Students are eligible for services for the entire school year!

For more on the McKinney-Vento Act, visit the NCHE website at <http://www.serve.org/nche>

STEP II- UNDERSTAND THE DEFINITION OF MCKINNEY-VENTO

The McKinney-Vento Homeless Assistance Act defines “homeless children and youths” as “individuals who lack a fixed, regular, and adequate nighttime residence.” However, because the circumstances of homelessness vary with each family’s or unaccompanied youth’s situation, determining the extent to which the family or youth fits the definition must occur on a case-by-case basis.

STEP III-CONSIDER DETERMINATIONS

Does the family live in any of the following situations?

1. a shelter/transitional housing (Interface, St. Francis, Peaceful Paths, etc..)
2. with family or friends due to loss of housing, economic hardship or similar reason (doubled-up)
Some pertinent questions to help determine if this is the case would include:
 - *Does the student/family have any legal right to be in that home?*
 - *Can the student/family be asked to leave at any time with no legal recourse?*
 - *Is the living situation intended to be temporary or long-term?*
 - *Did the student/family move into the home as an urgent measure to avoid being on the street?*
 - *Did the family indicate not being able to provide proof of residency due to living with someone else?*
3. cars, parks, campgrounds, public spaces, abandoned buildings, substandard housing, or similar setting
4. a hotel or motel

STEP IV- DON'T BE AFRAID TO GET THE FACTS

- **Respectively ask questions!**
- **Consider Indicators!**
- **Contact the Homeless Education Coordinator!**

Indications of homelessness include, but are not limited to:

- ✓ Inability or hesitation to provide proof of address
- ✓ Statement from local shelter director or hotel manager
- ✓ Statement about living conditions/arrangements
- ✓ Attendance, behavior and grade concerns
- ✓ Abruptly withdrawing students

ALACHUA COUNTY PUBLIC SCHOOLS

McKinney-Vento Transition Education Program

620 East University Avenue, Gainesville, FL 32641

Phone: (352) 955-7605 / Fax: (352) 955-7619 / Cell: (352) 275-8178

PROTOCOL FOR IDENTIFYING & SERVING STUDENTS EXPERIENCING HOMELESSNESS

The Registrar/DBM or person designated by the principal is the McKinney-Vento Point of Contact (POC) at each school. The POC is responsible for all communications with the Homeless Education Liaison concerning the identification & enrollment of students eligible for McKinney-Vento Services. **The McKinney-Vento Questionnaire should be a part of every enrollment packet.** If indications of homelessness are given by the Parent/Guardian or Unaccompanied Youth, issue the McKinney-Vento Residency Questionnaire during enrollment. (See Step III on Pg 1.)

If a question is marked **YES** indicating Homelessness:

- **Register immediately-Do not send to zoning!** (Note: students should be enrolled in zone of temporary residence unless parent is requesting School of Origin)
- Refer to the "Supplement to Homeless Eligibility Protocol" to ensure proper procedures are followed.

If **NO** questions are marked indicating homelessness, follow the normal registering procedures!

The (POC) distributes copies of the residency questionnaire to the following:

- Other schools (if siblings are listed)
- Student's File
- School Counselor
- Free/Reduced Lunch Contact
- School Nurse
- Zoning

School Counselor/School Nurse assess the student and family for additional needs or services.

Within 24 hrs the (POC) is to send the completed McKinney-Vento Questionnaire to:
Homeless Liaison
Fax #: 955-7619
Truck Mail: Project Development, Homeless Ed.

Office of Homeless Education Responsibilities:

- Follow-up with POC/parent
- Flag student(s) in Skyward under Federal/State Indicator
- Arrange for transportation services if needed (Svcs. provided within 3-5 school days)
- Notify Nutrition Services to implement free meals
- Follow-up as necessary with parent, school personnel, community agencies to implement additional services

Note:

Even if the student becomes permanently housed within the current school year, they are eligible for McKinney-Vento services for the entire school year!