



Homeless
Education

McKinney-Vento Homeless Liaison Training

January 2023

Arizona Department of Education
(602)542-4963
homeless@azed.gov

Housekeeping Items

- A link to this recorded presentation and slides will be provided to attendees following the training. These materials will also be posted to the ADE HEP website.
- If you have questions, enter them into the chat and we'll answer as we have time. You can also email homeless@azed.gov with any questions.
- All resources referenced in this training can be located on the website or in the newsletter.



Objective

- Participants will review McKinney-Vento Liaison roles and responsibilities.
- Participants will learn how to access pertinent resources to build and maintain a robust program.



Pre-Assessment

Let's test your knowledge.



Pre-Assessment

1. What are the key roles and responsibilities of the McKinney-Vento Liaison?
2. How can McKinney-Vento Liaisons update their contact information and receive regular updates from the ADE Homeless Education Program?
3. I know how to access any documents I may need or don't currently have regarding federal, state, and local data or guidelines.



What is the McKinney Vento Act?

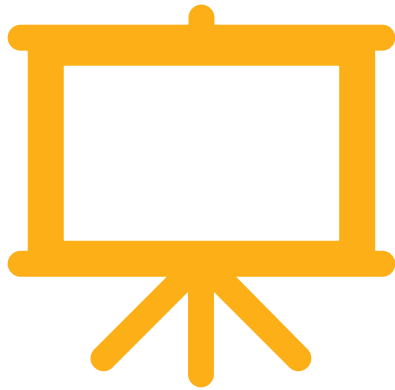
- **Federal education law, originally passed in 1987**
 - Reauthorized in 2015 by Every Student Succeeds Act (ESSA)
 - Amendments took effect October 1, 2016.
- **Works hand-in-hand with Title I Part A**
 - A child or youth who is homeless and is attending any school in the district is automatically eligible for Title I services. [1115(b)(2)(E)]
 - This includes support services and supplemental educational programs such as tutoring, summer school, preschool, etc. and other federal education programs such as Free & Reduced Breakfast/Lunch program.

Key Provisions of the McKinney-Vento Act

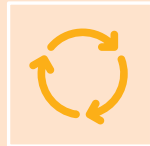
- Immediate enrollment, even without documents
 - Unaccompanied youth = immediate enrollment
- School stability
 - Transportation to school of origin
- Eliminate barriers = ensure school policies and procedures are fair
- Dispute Resolution Process
- District Liaison assigned to every school district



Legal Definition of Homelessness



Fixed: Stationary, permanent, not subject to change



Regular: Used on a predictable, routine, consistent basis



Adequate: Lawfully and reasonably sufficient. Is it sufficient for meeting the physical and psychological needs typically met in a home environment

Common Qualifying Living Situations

Sheltered

- Shelters
- Transitional housing programs

Unsheltered

- Abandoned buildings
- Campgrounds, parks, vehicles
- Inadequate housing structures or trailer parks

Hotel / Motel

- Temporary housing in hotel or motel

Doubled-Up

- Sharing housing with friends or family due to loss of housing, economic hardship, or similar reason.
- Typically not of mutual interest.

Unaccompanied

- A homeless child or youth not in the physical custody of a parent or guardian.
- This includes when a student is with a family member, but that person is not their legal guardian.



Common Obstacles Faced by Homeless Youth

- Unable to meet standard school enrollment requirements;
- Move around and change schools often;
- Experience hunger, tiredness, and stress;
- Lack school supplies or completed homework (lack of space or resources);
- Lack access to reliable transportation; and/or
- Do not have a parent or guardian to help them (unaccompanied youth).



Responsibilities of the LEA

In general, each LEA must:

- Ensure *access* to education,
- Connect families with *services*,
- Form *collaborations* with CBOs, and
- *Inform* and provide learning for all stakeholders.

Ensure a student's education may continue at their school of origin,

Enroll students in the same school a non-homeless student would be enrolled in,

Comply with school stability protocol,

Assist families in attaining enrollment forms and records if needed,

Manage any disputes,

Uphold student and family privacy,

Provide comparable services and education to homeless students,

Coordinate with local social service agencies, and

Align with the Arizona State Plan.



Responsibilities of the McKinney-Vento Liaison

1. Homeless youth are **identified** through outreach with other agencies;
2. Homeless youth are **enrolled** in and have full and equal opportunity to succeed in school;
3. Access to federally required resources: HeadStart and other **preschool** programs, interventions under IDEA, etc.;
4. **Referral to well-being services:** health care, dental, mental health, substance abuse, housing, etc.;
5. **Inform** families and youth of **educational opportunities** with meaningful opportunities to participate;
6. Provide understandable **public notice of educational rights** in locations frequented by homeless youth, guardians, and unaccompanied youth: schools, shelters, public libraries, soup kitchens;
7. Mediate enrollment **disputes** according to federal guidance;
8. Inform family and youth of all **transportation** services;
9. Provide **professional development** and support for all stakeholders who serve homeless students; and
10. Assist **unaccompanied youth** with: enrollment, academic access and success, and notification of "Independent" status and assistance for FAFSA.



Early Childhood Referrals and Homeless Identifications

LEA Liaisons ensure that:

homeless families and homeless children and youths have ***access to*** and ***receive educational services*** for which such families, children, and youths are eligible, including services through

- **HeadStart** programs (including **Early HeadStart** programs),
- **early intervention services** under part C of IDEA, and
 - **LEA administered preschool programs.**



Identifying Unaccompanied Homeless Youth

The term **unaccompanied youth** includes a homeless child or youth **not in the physical custody of a parent or guardian**.

An unaccompanied homeless youth is a young person who is both **homeless** (meeting McKinney-Vento definition) **and** **unaccompanied** (not in the physical custody of a parent or guardian).

DCS is **not involved** in any way with the child/youth.



Scenario - Question

Michael is currently living with his aunt and uncle. His parents are attending graduate school in Europe. Michael wanted to finish his Senior year at his current high school so, he asked to stay with his aunt and uncle. His aunt and uncle don't have legal guardianship.

Lisa is currently living with her aunt because her parents were recently incarcerated and are facing deportation. Her aunt does not have legal guardianship.

Which student would be considered homeless and an unaccompanied youth?

**Type your
answer in
the chat!**



Scenario - Answer

Which student would be considered homeless and an unaccompanied youth?

Michael is **NOT** considered homeless, due to the fact he did not experience a loss of housing. Michael had fixed, regular and adequate housing. However, there was planned living arrangement established.

Lisa **IS** considered homeless, since her parents were suddenly incarcerated, causing her to experience a loss of housing.



Requirements of Arizona McKinney-Vento Liaisons

According to [Arizona's ESSA State Plan](#),
McKinney-Vento Liaisons must:

- Complete the **McKinney-Vento Liaison Contact Form** found on the ADE Homeless Education Program website;
- Collaborate with school personnel to ensure use of the **Student Residency Questionnaire** and **Unaccompanied Youth Caregiver's Authorization Form** to identify homeless students;
- **Utilize the Best Interest Determination (BID)** Form to make school enrollment decisions when necessary,
- Assess the needs presented by the students through **locally developed informal needs assessment** tools;
- Ensure required **student data** elements for homeless students and youth are accurately submitted to ADE;
- Provide at minimum an **annual training** to all LEA school staff including administrative staff; and
- Annually **develop, review, and revise policies** to increase access to educational opportunities and academic success.



ADE Homeless Education Program Website



[SY 2022-2023](#) [Students & Families](#) [Educators](#) [Administrators](#) [Programs & Supports](#) [About ADE](#) [ADEConnect](#)



[Home](#) / [Homeless Education](#) / Welcome to Homeless Education Program

Welcome to Homeless Education Program

THE MCKINNEY-VENTO ACT: HOMELESS CHILDREN AND YOUTH PROGRAM

The mission of the Homeless Education Program is to ensure positive comparable academic outcomes for children and youth experiencing homelessness through implementation of the McKinney-Vento statute.

Homeless students are those who lack a fixed, regular, adequate nighttime residence. This includes students who are sharing the housing of other persons due to a loss of housing, economic hardship or similar reason; are living in motels, hotels, trailer parks or campgrounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals. The definition includes migratory students who live in the aforementioned situations. Beginning December 10th, 2016, "those awaiting foster care placement" are not included in the definition.

[Data](#)

[Federal Guidance](#)

[Funding](#) ▼

[Guidance and Procedures](#)

[McKinney-Vento Liaisons Contacts](#)

[Resources for Parents and Youth](#)

[Training for McKinney-Vento Liaisons](#)

[McKinney-Vento FAQs](#)

<https://www.azed.gov/homeless>



Form #1



Homeless Education

Homeless Liaison Contact Info

If you are NOT the Homeless Liaison on record for your LEA, please DO NOT complete this form. Please read the questions carefully before providing an answer.

First Name *

Please enter your first name.

Last Name *

Please enter your last name.

Email *

Please enter the email address for the Homeless Liaison.

Alternate Email

If applicable, enter your LEAs designated McKinney-Vento email address.

Phone Number *

Please enter your phone number.

Alternate Contact *

Please enter the name of your supervisor or alternate contact.

County *

Please enter your county.

LEA Name *

Please enter the full name of your LEA.

Scan
me!



ADE Homeless Education Program Newsletter & Updates

Every school district and charter school must appoint a McKinney-Vento Liaison and submit their contact information to the state department.

- Access the sign-up sheet on the Homeless Education Program (HEP) website.
- Stay up-to-date on requirements and important information from the state department.
- McKinney-Vento Liaison contact information will be updated on the McKinney-Vento Liaison Contact Sheet on the HEP website, a useful tool in connecting parents, school staff, and McKinney-Vento Liaisons.

Form #2



Homeless Education

Student Residency Questionnaire



STUDENT RESIDENCY QUESTIONNAIRE

Information contained on this form is confidential and used to determine whether a child or youth meets the definition of homeless under the McKinney-Vento Act. The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq). Please note, false claims about living situations may affect enrollment.

Section A

Today's date: _____
Name of individual completing this form: _____
Your telephone number: _____ Your email address: _____
Student name: _____
Last school attended: _____ Current grade: _____ Birth date: _____
Do you have additional children attending school in our district? Yes ☐ No ☐
Do you have children of the preschool age? Yes ☐ No ☐

Please provide information about additional children attending school in our district or of preschool age.

Last Name	First Name	Grade	School	District

Address of where the student slept last night: _____

Is this address based on a lie
(Examples: hotel, shelter, transitional
car, park, complete)?

NOTE: If you checked "No"
"Yes", please continue to B



STUDENT RESIDENCY QUESTIONNAIRE



Section B

Name of the parent/guardian/adult caring for the student: _____
Relationship to the student: _____

If the address you provided in section A is based on a temporary living arrangement, is it due to loss of housing or economic hardship? Yes ☐ No ☐

Please place an "X" in each box that best describes where the student sleeps at night.

☐ In a place that does not have windows, doors, running water, heat, electricity, or overcrowded
☐ Staying with a friend or relative because of loss of housing, economic hardship, or similar reason
(Examples: eviction, foreclosure, fire, flood, lost job, divorce, domestic violence, kicked out by parents, ran away from home)

What date did you begin staying here? _____

☐ In a shelter/transitional housing program (name of agency): _____

What date did you begin staying here? _____

☐ In an unsheltered location (e.g., tent, vehicle, abandoned building, street, campground, park, bus/train station, or similar place)

Provide the main cross streets of this unsheltered location: _____

☐ In a hotel/motel (name of hotel/motel & address) _____

What date did you begin staying here? _____

☐ With an adult that is not a parent or court appointed legal guardian

☐ Alone, not in the care of a parent or court appointed legal guardian

☐ None of the above (Please explain): _____

The following signature certifies that the information provided above is accurate. False claims about living situations may affect enrollment.

Signature of Person Providing Information
Parent/Legal guardian/Caregiver/Student

Date

For School Use Only

Please note, the student's cumulative file should not include a copy of this form. Do not make copies of this form. If Section B is filled out, please notify the LEA Homeless Education Liaison, and provide the original form to them.

Name of school site personnel who enrolled the student: _____

Please check the housing types that apply:

Sheltered ☐ Doubled-up ☐ Unsheltered/FEMA/Substandard ☐ Hotel/Motel ☐

Unaccompanied youth: Yes ☐ No ☐ Transportation to school of origin needed: Yes ☐ No ☐

Date received
by Homeless
Liaison

- To ensure identification and enrollment of homeless students, LEAs must have a procedure in place to identify students who may be experiencing homelessness.
- ADE provides this Student Housing Questionnaire template to aide in identifying students at the time of enrollment.

Form #3




Homeless Education


Unaccompanied Youth Caregiver's Authorization Affidavit

The McKinney-Vento Act includes the following provisions specific to unaccompanied youth:

- The right to immediate enrollment without proof of guardianship;
- Assistance from the local homeless education liaison (hereafter local liaison) to select a school of attendance, whether the local attendance area school or the school of origin;
- Receive transportation to and from the school of origin, if requested; and
- Ensure the prompt and fair resolution of any disputes in accordance with the Act (see the Disputes under the McKinney-Vento Act sidebar for more information)



CAREGIVER'S AUTHORIZATION AFFIDAVIT
(This form is not a legal document and is solely for school contact only.)



The information on this form is required to meet the Education for Homeless Children and Youth (EHCY) program, authorized under Title VI-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.). There are situations when a child or youth who is homeless may not be able to reside with their parent or guardian; however, this fact does not nullify the child's or youth's right to receive a free, appropriate public education. In this situation, the child may be considered an unaccompanied youth. The term unaccompanied youth includes a youth not in the physical custody of a parent or guardian. (42 U.S.C. 11434(a)(6))

The adult "caregiver" requesting enrollment for a minor student shall complete this form. The caregiver is defined as the adult presenting him/herself for enrollment and educational services while not in the physical custody of a parent or legal guardian.

By signing below, I acknowledge the following:

- I am 18 years of age or older and have agreed to fulfill the role of caregiver for the minor student named below, who is unaccompanied by a parent or legal guardian.
- I agree to make a good faith effort to encourage the minor student named below to attend school.
- I will attempt to contact the school office if I become aware that the minor student named below will not be attending school on that day(s) and share whether the absence is with or without my approval.
- I have provided the school district with proof of my residence and personal identification.
- I understand that signing this document does not make me the legal guardian of the minor student listed below or make me financially responsible for the minor student, even if I am providing financial support to the student.
- I understand that I may choose to make educational decisions on behalf of the minor and in all other ways stand in for the authorizing party with respect to federal, state and district educational policy, including, but not limited to, accessing the minor's educational records, representing the minor in enrollment, disciplinary, curricular, special education or other matters, signing permission slips for school activities, and any other decision that facilitates the minor's educational experience.

Student Information

Name of the minor student: _____ Date of birth: _____

Last school or district the student attended: _____

Caregiver Information

Name: _____ Date of birth: _____

Home address: _____

Telephone number(s): _____ Email address: _____

☐ I am relative of the minor (grandparent, aunt, uncle, sibling) ☐ I am not related to the minor student

General Information

Please check one and provide additional information if it is available:

☐ The student is staying at my home address, as listed above.

☐ The student is staying at the following location: _____

Please check any that apply:

☐ While I am currently helping with the care of the minor student, I do not wish to assist school officials with making education-related decisions.

☐ I have notified the parent(s) or other person(s) having legal guardianship of the minor of my intent to assist school officials with making education-related decisions in the best interest of the student and have received no objection.

Please provide the name and phone number for the parent: _____

☐ I am unable to contact the parent(s) or legal guardian(s).

Caregiver Signature: _____ Date: _____

For 3020001008 Only

This form should accompany the Student Residency Questionnaire. Send the original form to the LEA Homeless Liaison. The student's cumulative file should not include a copy of this form and you should not make copies under any circumstances.

Name of school site personnel who enrolled the student: _____

Date received by Homeless Liaison

ADE Caregiver's Authorization Affidavit Sample.docx 1/2023

Form #4



Homeless Education



McKinney-Vento Act Best Interest Determination for School Placement



The McKinney-Vento Act requires school districts to consider the school of origin as the first option in school enrollment. Parents may choose the school of origin or the school in the residency area where the child(ren) currently live (school of residency may also be referred to as local area attendance school). Individuals who may be consulted when determining what placement is in the child(ren)'s best interest include the following:

- child(ren) or youth experiencing homelessness;
- parent, guardian, or caregiver of the child(ren) or youth;
- district/charter homeless liaison;
- school site personnel (e.g. counselor, social worker, SPED teacher, etc); and
- homeless shelter personnel.

It is the school district's responsibility to determine the school of origin and residency, and to resolve any conflict concerning the school placement by focusing on the best interest of the child(ren). Whenever possible, the school district should comply with the wishes of the parent, guardian, caregiver, or unaccompanied homeless youth. If the school district and parent, guardian, caregiver, or unaccompanied homeless youth do not agree on the appropriate placement, the school district's Dispute Resolution Procedure must be followed. In such cases, the child(ren) should be enrolled in the school that the parent, guardian, caregiver, or unaccompanied homeless youth has chosen until the conclusion of the resolution process. If the school of origin is determined to be the best placement, the local homeless education liaisons both school of origin and local attendance area school must work together to arrange transportation.

Best Interest Determination Form

The McKinney-Vento Act requires school districts to consider the school of origin as the first option in school enrollment. Parents may choose the school of origin or the school in the residency the area where the child(ren) currently live (school of residency may also be referred to as local area attendance school).

Individuals who may be consulted when determining what placement is in the child(ren)'s best interest include the following:

- child(ren) or youth experiencing homelessness;
- parent, guardian, or caregiver of the child(ren) or youth;
- district/charter homeless liaison;
- school site personnel (e.g. counselor, social worker, SPED teacher, etc); and/or
- homeless shelter personnel.

Essential Resources and Documents

General Resources

- NCHE Data Briefs, Toolkit, and Technical Support
- SchoolHouse Connection Q&A

Federal and State Guidance

- Law, Policies, and Procedures of the McKinney-Vento Act
- Education for Homeless Children and Youths Program Non-Regulatory Guidance, 2018
- Arizona's ESSA State Plan
- Monthly newsletters

LEA Resources

- LEA policies related to homeless students
- Title I set-aside amount and uses
- McKinney-Vento subgrant proposal and related documents
- Tracking logs:
 - All in-person, over the phone, and e-mail assistance,
 - Barriers encountered,
 - Dispute resolutions
- Information on community-based organizations that support homeless children and youth



INFORMATION FOR PARENTS



IF YOUR FAMILY LIVES IN ANY OF
THE FOLLOWING SITUATIONS:

In a shelter



In a motel or campground due to the lack of an alternative adequate accommodation



In a car, park, abandoned building, or bus or train station



Doubled up with other people due to loss of housing or economic hardship

*Your school-age children may qualify for certain rights and protections under the
federal McKinney-Vento Act.*

Your 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 their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference.
 - * If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

If you believe your children may be eligible, contact the local liaison to find out what services and supports may be available. There also may be supports available for your preschool-age children.



LEA Information

Arizona Department of Education
Homeless Education Program
Coordinator
(602) 542-4963
Homeless@azed.gov
www.azed.gov/homeless



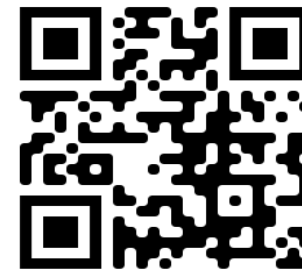
If you need further assistance with your children's educational needs,
contact the National Center for Homeless Education:

Public Notice Poster

(Available in English and
Spanish!)

Find this poster at
azed.gov/homeless
or

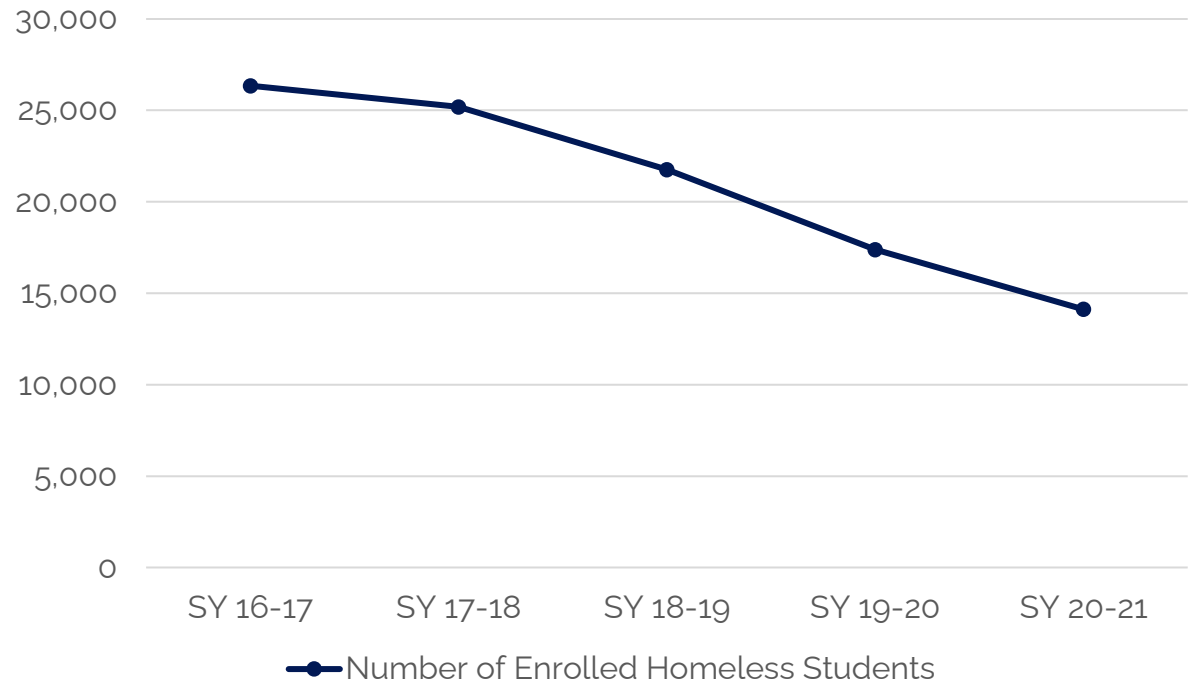
download for use at:



Arizona's Homeless Student Enrollment Data

Identification of students is key to the success of the program.

Number of Enrolled Homeless Students



[2022 | National Center for Homeless Education](#)

Discussion Question

What have you experienced to be significant barriers to identifying homeless students in your community?

Type your
answer in
the chat!



Data Collection

A local educational agency may receive a subgrant under this part for any fiscal year only if such agency has on file with the State educational agency a plan, approved by the State educational agency, that... is coordinated with... the McKinney-Vento Homeless Assistance Act [20 U.S.C. § 6312(a)(1)(B)].

- We recommend administering a yearly assessment to gather data from school personnel, parents, youth served, and community-based agencies.
- Data should always be utilized to drive future decision making for the purpose of requesting subgrant funding. This allows LEAs to make decisions on how to provide comparable services to homeless youth.



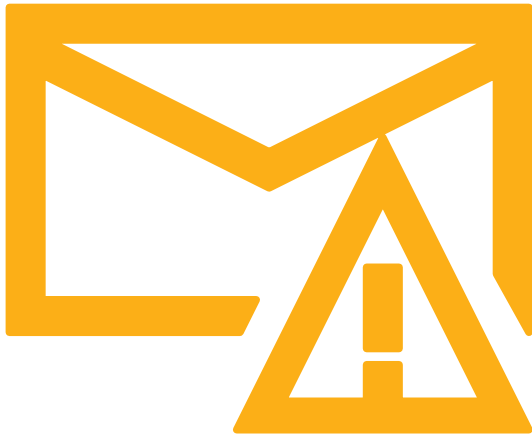
Grants

Through the EHCY program, the U.S. Department of Education (USDE) provides an annual grant award to State Education Agencies (SEAs) to then subgrant to Local Education Agencies (LEAs). The purpose of the EHCY subgrant funds is to **supplement** the services provided to all students to **eliminate the specific barriers** to the identification, enrollment, attendance, and academic success of children and youth experiencing homelessness (42 U.S.C. § 11432(g)(4)).

Current Grants:

- EHCY Competitive (three-year cycle)
- ARP I and II Grants (one-time, already disbursed)
- Consortium Grants (EHCY and ARP Grants)





Technical Assistance

Arizona Department of Education
Homeless Education Program

(602)542-4963

homeless@azed.gov

Post-Assessment

1. What are the key roles and responsibilities of the McKinney-Vento Liaison?
2. How can McKinney-Vento Liaisons update their contact information and receive regular updates from the ADE Homeless Education Program?
3. I know how to access any documents I may need or don't currently have regarding federal, state, and local data or guidelines.

