



September 2023

# HOMELESS ED NEWS

## DATES TO CONSIDER



**Professional Learning opportunities hosted by the ADE HEP Team:**

**Awareness and District Professional Development**  
September 26<sup>th</sup> or 28<sup>th</sup>

**Transportation for Students Experiencing Homelessness**  
October 17<sup>th</sup> or 19<sup>th</sup>

**Frequently Asked Questions: Office Hours for Discussion and Collaboration**  
November 16<sup>th</sup> or 17<sup>th</sup>

**Eligibility Determinations, Best Interest Determinations (BIDs), Managing Disputes, & Providing Written Notification**  
December 12<sup>th</sup> or 14<sup>th</sup>

**The National Center for Homeless Education (NCHE), SchoolHouse Connection, and National Association for the Education of Homeless Children and Youth (NAEHCY) are offering webinars in the coming months. See the Professional Learning section of the newsletter for additional information.**

## ***ABOUT OUR PROGRAM***

The [Arizona Homeless Education Program](#) (HEP) is a federally funded program, under Subtitle VII-B of The McKinney-Vento Homeless Assistance Act. The act authorizes the federal Education for Homeless Children and Youth (EHCY) Program and is the primary piece of federal legislation related to the education of children and youth experiencing homelessness. It was reauthorized in December 2015 by Title IX, Part A, of the Every Student Succeeds Act (ESSA).

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.

Our office provides support to the Local Education Agency (LEA) to improve the provision of comprehensive education and related services to homeless children and youths and their families. Our office strategically gathers and makes available dependable, valid, and comprehensive materials and professional development. The goal of this coordination is to provide higher quality learning experiences and improve education and other outcomes for children and families experiencing homelessness.

For oversight of HEP program, please contact [Dr. Brittani \(Didi\) Roy](#), Director of Educational Policy and Program Integrity, or [Rita Rodriguez](#), State Homeless Education Program Coordinator.

For questions or technical assistance, email us at [Homeless@azed.gov](mailto:Homeless@azed.gov).

*Please note that you are receiving this newsletter because you have either signed up for our mailing list, or you are currently listed as the McKinney-Vento Homeless Liaison for your district.*

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# Professional Learning

The McKinney-Vento Act requires State Coordinators to provide professional development opportunities for LEA personnel and the LEA liaison to assist them in identifying and meeting the needs of homeless children and youths, and to provide training on the definitions of terms related to homelessness ([42 U.S.C. § 11432\(f\)\(6\)](#)).

To better understand the role of the McKinney-Vento Homeless Liaison, it is helpful to know the requirements of LEAs. LEAs are instrumental in ensuring that rights and services are protected, and McKinney-Vento Homeless Liaisons are the key individuals responsible for making this happen at their LEAs. The McKinney-Vento Act includes a “job description” for the McKinney-Vento Homeless Liaison in the form of a list of duties ([42 U.S.C. § 11432\(g\)\(6\)\(A\)](#)). You can read the document here [Local Educational Agency Liaison Duties](#).

Please note that the McKinney-Vento Homeless Assistance Act requires States to adopt policies and practices to ensure participation of McKinney-Vento Homeless Liaisons and other district personnel in professional learning and technical assistance activities. Based on this requirement, as determined appropriate by our Office, **all McKinney-Vento Homeless Liaisons are required to engage in a minimum of eight professional learning hours** each school year to ensure that the McKinney-Vento requirements and best practices are continuously developed ([42 U.S.C. § 11432\(f\)\(6\); \(g\)\(1\)\(J\)\(iv\)](#)).



***The Arizona Department of Education's Office of Homeless Education is excited to announce the following upcoming professional learning opportunities designed specifically for McKinney-Vento Homeless Liaisons!***

## Which session should I attend?

To better support the variety of LEAs in Arizona, we are offering separate sessions for public charter districts and public non-charter districts. While the content and requirements discussed will be the same for each context, by offering separate sessions we hope to provide a space for common examples, situations, and questions that are relevant to each context. McKinney-Vento Homeless Liaisons are welcome to join **either** session, however we encourage you to join the session that best matches your LEA.

## How do I attend?

We are excited to host each session on the new ***ADE Professional Learning & Development (APLD)*** platform!

For information regarding how to create and access your account, please [visit the APLD information webpage](#). You may also reference the [“Guidance on Attending ADE HEP Professional Learning”](#) for

details on how to register for training and the requirements to have professional learning participation verified. If you are familiar with the APLD platform, login and search for our course on the [APLD website](#) by using the information below.

	Course Title	Session Dates	Course Description
September	Awareness and District Professional Development – Mandatory Compliance Training	<p><b>Session 1 – Charter District Context</b></p> <ul style="list-style-type: none"> <li>Tuesday, September 26<sup>th</sup> from 10-11am</li> <li>Optional Office Hours: 11am-12pm</li> <li>APLD Course ID# 9459</li> <li><a href="#">APLD Registration Link</a></li> </ul> <p><b>Session 2 – General Audience</b></p> <ul style="list-style-type: none"> <li>Thursday, September 28<sup>th</sup> from 10-11am</li> <li>Optional Office Hour: 11am – 12pm</li> <li>APLD Course ID# 9460</li> <li><a href="#">APLD Registration Link</a></li> </ul>	<p>This hour-long professional learning session and following Q&amp;A Office Hour will inform McKinney-Vento Homeless Liaisons of their requirements to ensure student, parent/guardian, and community awareness of the McKinney-Vento Act as well as provide professional development for all district and school personnel.</p>

October	<p><b>Transportation for Students Experiencing Homelessness – Mandatory Compliance Training</b></p>	<p><b>Session 1 – Charter District Context</b></p> <ul style="list-style-type: none"> <li>• Tuesday, October 17<sup>th</sup> from 10-11am</li> <li>• Optional Office Hours: 11am-12pm</li> <li>• APLD Course ID#9461</li> <li>• <a href="#">APLD Registration Link</a></li> </ul> <p><b>Session 2 – General Audience</b></p> <ul style="list-style-type: none"> <li>• Thursday, October 19<sup>th</sup> from 10-11am</li> <li>• Optional Office Hour: 11am – 12pm</li> <li>• APLD Course ID#9462</li> <li>• <a href="#">APLD Registration Link</a></li> </ul>	<p>This hour-long professional learning session and following Q&amp;A Office Hour will inform McKinney-Vento Homeless Liaisons of requirements and best-practices to provide students experiencing homelessness with transportation to their school of origin. <b><i>Special guest to be announced soon!</i></b></p>
November	<p><b>Frequently Asked Questions: Office Hours for Discussion and Collaboration</b></p>	<p><b>Session 1 – Charter District Context</b></p> <ul style="list-style-type: none"> <li>• Thursday, November 16<sup>th</sup> from 12-2pm</li> <li>• APLD Course ID#9463</li> <li>• <a href="#">APLD Registration Link</a></li> </ul> <p><b>Session 2 – General Audience</b></p> <ul style="list-style-type: none"> <li>• Friday, November 17<sup>th</sup> from 10am-12pm</li> <li>• APLD Course ID#9464</li> <li>• <a href="#">APLD Registration Link</a></li> </ul>	<p>This two-hour long session will provide McKinney-Vento Homeless Liaisons and support personnel with a brief description of requirements followed by an opportunity to ask questions and discuss solutions related to the following frequently requested topics:</p> <ul style="list-style-type: none"> <li>• Transportation</li> <li>• Forms and Guidance Documents</li> <li>• Internal Data Tracking Procedures</li> <li>• Eligibility Determination Scenarios</li> </ul>

December	<p><b>Eligibility Determinations, Best Interest Determinations (BIDs), Managing Disputes, &amp; Providing Written Notification – Mandatory Compliance Training</b></p>	<p><b>Session 1 – Charter District Context</b></p> <ul style="list-style-type: none"> <li>• Tuesday, December 12<sup>th</sup> from 10-11am</li> <li>• Optional Office Hours: 11am-12pm</li> <li>• APLD Course ID#9465</li> <li>• <a href="#">APLD Registration Link</a></li> </ul> <p><b>Session 2 – General Audience</b></p> <ul style="list-style-type: none"> <li>• Thursday, December 14<sup>th</sup> from 10-11am</li> <li>• Optional Office Hour: 11am – 12pm</li> <li>• APLD Course ID#9466</li> <li>• <a href="#">APLD Registration Link</a></li> </ul>	<p>This hour-long professional learning session and following Q&amp;A Office Hour will inform McKinney-Vento Homeless Liaisons of requirements related to making eligibility determinations, conducting Best Interest Determinations (BIDs), managing disputes, and ensuring that written notification is provided.</p>
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***Brush up on other topics related to McKinney-Vento. For additional professional learning opportunities, check out the following resources listed below.***

[National Center for Homeless Education \(NCHE\)](#) operates the U.S. Department of Education's technical assistance and information center for the federal Education for Homeless Children and youth (EHCY) Program. NCHE SERVE offers resource publications for organizations, parents, and students to help educate them regarding their rights and the tools available to them. [Register for training](#) today!

[SchoolHouse Connection-Q & A](#) is a national non-profit organization working to overcome homelessness through education. They provide strategic advocacy and practical assistance in partnership with early childhood programs, schools, institutions of higher education, service providers, families, and youth. [Click here](#) to view the webinar schedule.

[National Association for the Education of Homeless Children and Youth \(NAEHCY\)](#) is a national membership association dedicated to educational equity and excellence for children and youth experiencing homelessness. NAEHCY connects educators, parents, advocates, researchers, and service providers to ensure school enrollment and attendance and overall success for children and youth whose lives have been disrupted by the lack of safe, permanent, and adequate housing. NAEHCY achieves these goals through advocacy, partnerships, and education. You can watch prior webinars provide by NAEHCY by visiting [their Professional Development page](#).

## Additional Learning Materials for Consideration



- [Title 42 of the U.S. Code \(McKinney-Vento Statute\)](#)
- [U.S. Department of Education, EHCY Program Non-Regulatory Guidance](#)
- [AZ State ESSA Plan](#)
- [NCHE Homeless Liaison Toolkit 2020 Edition](#)

# ADE Sample Forms

Local educational agencies (LEAs) or school districts are instrumental in ensuring that the rights and services guaranteed in the McKinney-Vento Act are implemented throughout the school district. All LEAs must follow the requirements of the McKinney-Vento Act, regardless of if they are McKinney-Vento Education for Homeless Children and Youth (EHCY) subgrantees.

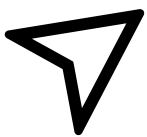
The local McKinney-Vento Homeless Liaison is the key to ensuring homeless children and youths receive the services they need. The liaison is the primary contact between homeless families, school LEA staff, shelter workers, and other service providers.

**LEAs must develop, review, and revise policies to remove barriers to the identification, enrollment, and retention of children and youth experiencing homelessness in school, including barriers to enrollment and retention due to outstanding fees or fines, or absences.**

**(42 U.S.C. § 11432(g)(1)(I))**

To support the LEAs in their development of procedures and guidance documents, our office has created examples for use by liaisons. **The documents and forms provided are to serve as examples and may be adapted for LEA use to ensure best practice pertaining to statutory requirements.** Your LEA may be required to upload evidence of guidance documents and forms for upcoming monitoring. Please check the Guidance and Procedures page on the ADE Homeless Education Program [website](#) for additions and revisions. Below you will find additional sample documents.

## [Instructions for Converting Sample Documents for LEA Use](#)



Our office has drafted the following instructional template to provide support in downloading the sample forms and documents for use at your LEA. These sample documents are designed to serve as a model for implementing requirements and best-practices of the McKinney-Vento Homeless Assistance Act. Prior to implementing the guidance documents and sample forms, each resource should be reviewed and modified to specific context and needs. Since these documents are provided in PDF format only, you will need to undergo the steps outlined in this document to modify the documents for use.

## Dispute Resolution Procedure - LEA / Charter District Sample

The McKinney-Vento Homeless Assistance Act acknowledges that **disputes** may arise **between** the school **district, student** experiencing homelessness, and the student's **parents/guardians**. As detailed in the federal statute, the McKinney-Vento Homeless **Liaison** is **responsible** for **implementing** the requirements of the **best interest determination** process to select the school in which the student experiencing homelessness is to attend, as well as **requirements** pertaining to the **dispute resolution process**.



### The formal dispute resolution

- ensures that each party's views are represented,
- enables the facts of the case to be considered objectively, and
- allows students to attend school while bringing the disagreement to closure

Each LEA is allowed to design its own appeal process if **basic requirements** are **included**. And, it is important for LEA dispute policies to **align with** the [Arizona Department of Education HEP](#) dispute resolution policy. This allows parents, guardians, unaccompanied homeless youth, and district personnel to clearly understand the terms, expectations, and process whether the dispute is settled at the local or state level. LEAs in our State are **required** to **have a written dispute resolution policy** for homeless education at the LEA level that reinforces the state dispute resolution policy to facilitate efficient and expedient resolutions to disputes.

## LEA Homeless Education Program Guidance Documents and Forms List (for compliance)

We are excited to announce the creation of this highly requested guidance document! You will find the list provided to be comprehensive. The information is compiled to help support you as you endeavor to adopt policies, practices and establish procedures to ensure the removal of barriers for HCY within your LEA. In addition to this document, please consult the [Homeless Education Program Monitoring](#) webpage and direct your attention to the [Homeless Education Program Required Monitoring Documentation Guidance](#) for further information and support in anticipation and preparation for upcoming monitoring activities.

Under the McKinney-Vento Act, every **local educational agency** is **required** to designate a liaison for homeless children and youth. The local educational agency **liaison coordinates** services to **ensure** that homeless children and youths **enroll** in school and have the opportunity to **succeed academically**. Under the law, the **liaison** must be able to carry out the **duties** included in the law. Therefore, the LEA must provide the liaison with sufficient time and **capacity** to **carry out** the required set of **duties** to **ensure** that the LEA is in **compliance** with the law. [The Local Educational Agency Liaison Duties](#) document describes those duties and serves as a tool for liaisons to assess their capacity to carry out these duties [\[42 U.S.C. §11432 \(g\)\(7\)\(A\)\]](#).

The LEA McKinney-Vento Homeless **Liaison** is **required** to develop, review, revise policies and procedures to **remove barriers** to the identification, enrollment, and retention of students experiencing homelessness [\(42 U.S.C. §11432 \(g\)\(1\)\(I\)\)](#), [ESSA Arizona State Plan \(K\)\(1\); \(K\)\(6\)\)](#).

To assist with this **requirement**, the **Office of Homeless Education** works **collaboratively** with LEAs



**help develop** locally driven **policies and procedures** to support children and youth experiencing homelessness and ensure they face no barriers. Please do not hesitate to reach out to our office for support, guidance, and feedback as you continue to enhance your LEA's HEP.

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## ***Technical Assistance***

Through strong leadership, collaboration, and communication with local McKinney-Vento Homeless Liaisons, the State Coordinator can help ensure that districts carry out the requirements of the McKinney-Vento Act. State Coordinators should establish clear-cut policies and procedures at the State level and communicate this information to districts to facilitate the smooth and consistent implementation of the McKinney-Vento Act (U.S. Department of Education (ED), 2016, p.11).

Examples of questions that are frequently addressed through technical assistance include:

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Access to community resources</li><li>• Attendance</li><li>• Best Interest Determination (BID)</li><li>• Data Reporting</li><li>• Dispute Resolution procedures</li><li>• Enrollment and identification</li><li>• Eligibility dates</li><li>• ESS and McKinney-Vento guidance</li><li>• Grant related questions</li><li>• Immunizations</li><li>• Mentoring</li><li>• Preschool and Head Start enrollment</li></ul> | <ul style="list-style-type: none"><li>• Procedures &amp; Sample forms</li><li>• Roles &amp; Responsibilities of LEA</li><li>• School supplies/clothing</li><li>• School of origin</li><li>• Training opportunities</li><li>• Transportation</li><li>• Unaccompanied youth enrollment</li><li>• Written notification</li><li>• *General inquiries</li></ul> |
|---|--|



If you encounter a situation that you are unsure of and would like support, our office is available to provide technical assistance, please contact us at (602) 542-4963 or via email at [Homeless@azed.gov](mailto:Homeless@azed.gov).

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## ***Grants & Monitoring Updates***

**Current FY23 EHCY Subgrantees:** Please make sure that your LEA has obligated all FY23 EHCY funds by the project end date of September 30, 2023, and that you are endeavoring to submit monthly reimbursement requests for expenditures incurred at the LEA-level. Submitting routine reimbursement requests helps to ensure that all funds are drawn down by the conclusion of the project end date, and that the corresponding completion report is submitted within 60 days of the project end date to allow time for both approval and to fully close-out within the 90-day liquidation period.



Additionally, please note that the **reimbursement requests and Director Approvals cannot be submitted after the project end date of September 30, 2023, and that there is no carryover allowed for the FY23 EHCY Grant since this is the last of the three-year grant cycle.**

We appreciate all the effort that you put into improving educational outcomes for students experiencing homelessness, and want to support you in utilizing these funds to address the unique educational needs and academic success of students experiencing homelessness enrolled in your LEA.

If you have any questions, do not hesitate to reach out to [Homeless@azed.gov](mailto:Homeless@azed.gov).

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## Did you know?

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### Carrying Out the Liaison Responsibilities

It is important to consider the following guidance within statute. ***“The local educational agencies will designate an appropriate staff person, able to carry out the duties described in paragraph (6)(A) [Local education agency liaison duties], who may also be a coordinator for other Federal programs, as a local educational agency liaison for homeless children and youths.”*** Essentially, Liaisons must be “able to carry out the duties described” in the McKinney-Vento Act ([42 U.S.C. § 11432\(g\)\(1\)\(J\)\(ii\)](#)).

Important consideration and attention should be drawn to the ten specific Liaison duties, which **require** a certain level of **training, authority, and time** to carry out. You can access the List of Liaison Responsibilities here, [Local Educational Agency Liaison Duties](#).

You can read more in the [NCHE Liaison Toolkit](#), see Chapter Two: Local Educational Agency and Local Liaison Responsibilities.



### Reporting Student Data

All LEAs/Charter Districts are required to report “reliable, valid, and comprehensive data” regarding their HCY and UHY enrollment numbers to the State Education Agency (SEA) ([42 U.S.C. § 11432 \(g\)\(6\)\(C\)](#)). These enrollment numbers are then reported to the U.S. Department of Education, and are used to determine the State’s Education for Homeless Children and Youth (EHCY) allocation ([42 U.S.C. § 11432 \(f\)\(3\)](#)), and ongoing programmatic decision-making for the State Homeless Education Program.

To support with this requirement, our Office has devised guidance and is has been reaching out to the field regarding the current number of homeless children and youth (HCY) and unaccompanied homeless youth (UHY) reported for the SY23-24.

To **ensure** your HCY and UHY enrollment **data** is **accurate** and in accordance with the McKinney-Vento statute, please review the following:

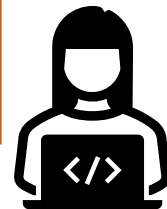
- **Students in Foster Care**
  - Students in the **foster care system are no longer counted in HCY enrollment data**, as per the reauthorization of the Every Student Succeeds Act (ESSA) in December 2015.
- **Preschool-Aged HCY Children**
  - Identified HCY between the ages of 3-5 years **are included** in your LEA's/Charter District's total enrolled HCY, **only if they are enrolled in a preschool program provided by your LEA/Charter District**.
  - Children ages 0-2, or 3-5, and **not enrolled in a preschool program at your LEA/Charter District, are not included** in your total enrolled HCY count.
- **HCY & UHY Students**
  - Identified **HCY students are required to have their needs identifiers and corresponding primary nighttime residence** entered in the student information system (SIS).
  - Identified **UHY must be coded with both the HCY and UHY needs identifiers and must have the same corresponding primary nighttime residence** in your SIS.
    - For example, a student who is experiencing homelessness **and** is unaccompanied would be **entered into the SIS with both the HCY and the UHY needs identifiers**, along with the **same primary nighttime residence code for each need** (i.e., HCY and UHY).
- **If There's a Change in Status for HCY/UHY Students**
  - Once students are identified and enrolled at your LEA, **do not remove their HCY or UHY needs identifiers in your SIS**, even if the students transfer to another LEA/Charter District.
  - If HCY/UHY students' circumstances change, such as they find permanent housing, **do not remove their HCY or UHY needs identifiers in your SIS**.
- **AzEDS HCY and UHY Student Need Data Elements**

<b>Please reference the AzEDS HCY and UHY student need data element and code listed here:</b>	<b>Code</b>	<b>Descriptor</b>
	6	Homeless
	21	Unaccompanied Youth
<b>Please also reference the primary nighttime residence codes here, which are required for both HCY and UHY:</b>	<b>Code</b>	<b>Descriptor</b>
	1	Sheltered
	2	Doubled Up
	3	Unsheltered
	4	Hotel/motels

- Your LEA's/Charter District's HCY and UHY needs data can be validated using the **AzEDS SUPP11** report.

- To access this report, please **contact** your **LEA's Entity Administrator**. If your LEA/Charter District requires assistance on how to get these elements submitted through your student information system (SIS), please contact your vendor and refer to the [Use Case document for FY 2022](#).
- Please note that **HCY and UHY enrollment data must be entered into the SIS throughout the school year**, not at its conclusion.
  - This helps your LEA/Charter District ensure that the enrollment numbers are accurate at any given time throughout the school year and provides consistent opportunities for your McKinney-Vento Homeless Liaison and data team to run enrollment data integrity reports to check against their internal tracking systems. **This process should be done at least every two weeks.**

If your LEA or Charter District needs support concerning your data integrity, please contact our office. You may also review the recent professional learning session entitled, [McKinney-Vento End of Year Process and Procedures](#) to obtain additional information.



## Resources

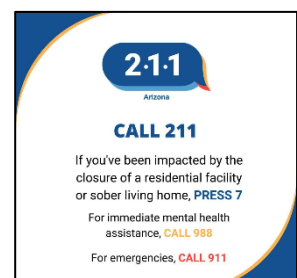


**Attention!** If your LEA becomes aware of an individual or family that has **lost housing due to the investigation and closure of sober living homes or residential treatment facilities**, you should follow up to assess the possibility they may qualify for McKinney-Vento eligibility. The intention is to ensure all students impacted are properly identified, enrolled, and receive support.

LEA McKinney-Vento Homeless Liaisons should immediately

- Provide awareness to school site staff responsible for registration and enrollment or any staff member responsible for making McKinney-Vento eligibility determinations.
- Develop a procedure for proper identification of these students
- Coordinate a referral process for follow up by the McKinney-Vento Homeless Liaison

[Operation Rainbow Bridge](#) in collaboration with [Arizona 2-1-1](#) is offering support to individuals and families who have been impacted by the closure of a sober living home or residential facilities. A dedicated hotline at 2-1-1, (option 7) has been established to help with connecting individuals with coordination of immediate housing, transportation, and needed health services related the closure of these facilities. The goal is to offer support with getting them out of the potentially unsafe situation. To view a list of the providers suspended or terminated, [click here](#).





**YOUTH ON THEIR OWN™**

[Youth On Their Own \(YOTO\)](#) supports the high school graduation and continued success of youth experiencing homelessness in Pima County. Their work toward eliminating barriers to education goes hand in hand with the efforts of the McKinney-Vento Act.

YOTO works with housing insecure youth in their community by providing support to ensure these youth stay in school. Ann Young founded YOTO in 1986 while she was a guidance counselor in the Amphitheater School District. She recognized a need to support students that had immense potential that were dropping out of school due to their homelessness.

The organization is known for providing financial assistance, basic human needs, guidance, and more. They have served over 20,000 local youth in their journeys toward high school graduation! To learn more, watch this [short video](#) and visit their website.



**DOING THE MOST GOOD®**  
**METRO PHOENIX**

## Pathway of Hope

The Salvation Army's [Pathway of Hope](#) provides individualized services to families who find themselves in cycles of crisis, including unemployment, unstable housing, lack of education, and

### The Pathway of Hope approach Includes:



Offering shared services through community collaboration.



Moving families from crises and vulnerability to stability and eventually self-sufficiency, tracking family progress along the way.



Bringing all The Salvation Army's internal resources to bear, aligned to the goals of clients.



Focus on hope as a measured outcome, which represents the distinctly relational, spiritual outcome that The Salvation Army seeks in the work it does.



Strengths-based case management services.

more. The Salvation Army is here to break the cycle of crisis, and Pathway of Hope can help families gain stability by pairing them with a case manager who will coach and support them.

For more information about The Salvation Army's Pathway of Hope program in Phoenix, please contact LyOna Wallick, Pathway of Hope Coordinator, at 602-267-4121 or [Lyona.Wallick@usw.salvationarmy.org](mailto:Lyona.Wallick@usw.salvationarmy.org).



The McKinney-Vento Homeless Assistance Act requires SEAs to ensure that children or youth experiencing homelessness have equal access to the same free, appropriate public education as provided to other children

and youths. To fulfill this commitment, the Office of the Coordinator is required to collaborate with community service and housing providers for those experiencing homelessness. To this end, Dr. Brittani (Didi) Roy, the Director of Educational and Policy and Program Integrity, and Ms. Rita Rodriguez, the State Homeless Education Program Coordinator, had the honor of being invited to visit the Homeless Youth Connection (HYC)'s newest facility in Glendale, Arizona.

HYC works with educators, government agencies, and community partners to achieve their mission of helping youths experiencing homelessness find their strengths and hope for a successful future. They collaborate with 13 different LEAs and Charter Districts and serve over 650 homeless youths in grades 9-12th at 130 school sites. In addition to providing individualized case plans for each youth experiencing homelessness through Youth Coaches, HYC also utilizes a life skills curriculum to teach short and long-term goals for self-sufficiency and provides several housing resources, including their Host Family Program and the new facility that Dr. Roy and Ms. Rodriguez visited.

The expected, measurable outcomes for youth experiencing homelessness enrolled in HYC are that 90% remain enrolled and complete the school year and 75% self-report on increased independent living skills. In addition, 100% of unaccompanied homeless youth will have housing stability throughout the school year, 90% will exit to a safe and stable housing destination, and 75% will be employed or actively looking for work. Through opportunities to partner with ADE and high schools, HYC can continue to ensure that youth experiencing homelessness have the resources to graduate and create lasting solutions for a sustainable future.

If your LEA or Charter District is interested in information regarding HYC and the services they offer, please visit their [website](#) (Article cited from ADE, The Last Bell, April 28, 2023).



*Co-Chief Executive Officer of HYC, **Dawn Bogart** (left), State Homeless Education Program Coordinator, **Rita Rodriguez** (center), and Director of Educational Policy and Program Integrity, **Dr. Brittani (Didi) Roy** (right), visiting the newest HYC facility open house in Glendale.*

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## ***Critical Topic***

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### **Guidance Regarding Re-Evaluations & Initial Evaluations**

The purpose of this notification is to provide you with **urgent technical assistance** support pertaining to the **re-evaluation** and initial **evaluations** for **McKinney-Vento eligibility** as we begin the new school year.

Over the past couple of weeks, our Office has received numerous questions regarding re-evaluation and initial evaluation policies and procedures for determining McKinney-Vento eligibility. To this end, we acknowledge the importance of equipping you with information regarding legal requirements, considerations, and resources as you handle the responsibility of properly identifying, enrolling, and servicing students experiencing homelessness.

### **Legal Requirements**

- There is **no time limit on McKinney-Vento eligibility**, as it depends on the student's living situation.
  - According to the child's or youth's best interest, the LEA/Charter District shall continue the child's or youth's education in the school of origin **for the duration of homelessness, becomes homeless between or during an academic year, and for the remainder of the academic year**, if the child or youth becomes permanently housed during the academic year ([42 U.S.C. § 11432\(g\)\(3\)\(A\)](#)).
  - When the child or youth completes the final grade level served by the school of origin, the **"school of origin" shall include the designated receiving school** at the next grade level **for all feeder schools** ([42 U.S.C. § 11432\(g\)\(3\)\(l\)\(iii\)](#)).
- LEAs/Charter Districts are required to **develop, review, revise policies and procedures to remove barriers to the identification, enrollment, and retention** of students experiencing homelessness ([42 U.S.C. § 11432\(g\)\(1\)\(l\)](#), [ESSA Arizona State Plan \(K\)\(1\); \(K\)\(6\)](#)).
- The **Office of the Coordinator is required to monitor LEAs/Charter Districts to ensure compliance** with the requirements of the McKinney-Vento Act, including the policies and procedures to **remove all barriers** to the identification, enrollment, and retention of **students experiencing homelessness** ([42 U.S.C. § 11432\(f\)\(5\)](#), [ESSA Arizona State Plan \(K\)\(6\)](#)).

### **Re-Evaluation and Initial Evaluation Considerations**

- The **following policies and procedures are in violation of the** identification and rights of students experiencing homelessness under the **McKinney-Vento Act**:
  - **Students no longer being eligible for McKinney-Vento rights due to living in the same location as last year.**
  - **Students no longer qualifying as McKinney-Vento due to not having a change in housing, additional move, or loss of housing since the last school year.**
- Many **families remain in doubled-up** situations for months or even years, as **they struggle** to find **employment, housing, and support for other challenges** contributing to their homelessness.
- Some **shelter and transitional housing programs** may support families for **up to seven years**.



- These **families** may **continue to qualify each school year**, so **re-evaluation** of their housing plans is critical.
- **Unaccompanied Homeless Youth** may continue to remain in a temporary living situation.
  - **Asking a caregiver to seek guardianship or requiring guardianship** is a **violation** of the students' rights.

### Resources to Employ for Re-Evaluations and Initial Evaluations

- [ADE Sample Student Residency Questionnaire](#)
  - This **questionnaire** will **help** to **screen** for McKinney-Vento eligibility and **ensure** that parents and students are **informed** of the **law**.
- [ADE Sample Identification and Eligibility Interview Questions and Checklist](#)
  - This **checklist** will **help guide** your conversations with the parent, guardian, caregiver, or student to **determine** if the student's **living situation** is considered, **fixed, regular, and adequate**.
- [ADE Sample Best Interest Determination \(BID\) Form](#)
  - This **form** will **help** ensure that the **school placement decision** is **student-centered** and **individualized**.
- [ADE Sample Written Notice of Eligibility and School Placement Determination](#)
  - Once the LEA/Charter District **determines** that a child or youth is **eligible** under the McKinney-Vento Act, **written notification**, including all rights and services required by law must be **provided immediately**.
  - If, after investigating, the LEA/Charter District concludes that a student **is not eligible** under the McKinney-Vento Act, the LEA must **immediately provide** the parent, guardian, or youth the **opportunity to appeal the LEA's/Charter District's decision** through the district's McKinney-Vento **dispute resolution process**.
- [ADE McKinney-Vento Homeless Liaison Trainings](#)
  - Recordings and other presentation materials are available for your reference and use.

We're hopeful that you will find this information resourceful. Please contact our Office at [Homeless@azed.gov](mailto:Homeless@azed.gov), if you need additional support.



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# Celebrating the Work, You Do!

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The first [Arizona Public Service \(APS\)](#) – Yavapai County Homeless Liaison luncheon was held on Thursday, April 20, 2023 at the Hassayampa Inn in Prescott. There were 11 Homeless Liaisons from School Districts and Charters in Yavapai County in attendance. “It was so beneficial for us to get together as a Homeless Liaison collective to share positive case outcomes and processes to make our programs stronger for our students and families experiencing homelessness,” said Kelly Mattox, Prescott Unified School District’s Homeless Liaison.

The event was the idea of Darla DeVille, the Public Affairs Manager, Northwest Division with APS. The fact that APS and Ms. DeVille have such amazing intentions to support and provide encouragement to those that work countless hours to assist families experiencing homelessness in Yavapai County is a blessing. Humboldt Unified Homeless

Liaison Lisa Krietenstein said, “The Homeless Liaison Luncheon was awesome. We are looking forward to making this a yearly event for Yavapai County liaisons! Thank you, Darla DeVille, and APS, for honoring the important work we do for students in need!”



All the Homeless Liaisons agreed that the time we spent together provided a needed spark for us to keep doing this work and allowed us the opportunity to connect and share resources. Often the Homeless Liaison’s work is behind the scenes and goes unrecognized within our educational systems. Rita Rodriguez, State Homeless Education Program Coordinator also attended the event and shared her personal journey with homelessness and her career path in this work and expressed how the work is an opportunity for her to serve others experiencing homelessness. Ms. Rodriguez is hoping to bring the Homeless Liaison Luncheon concept to other Districts and Charters in Arizona. *(Story Credit: Kelly Mattox, Prescott Unified School District 1)*



Amazing work is going into the support of homeless children and youth across Arizona, and we would love to celebrate it. Please continue to share events you will be hosting throughout the year so that we can highlight your work. Send your pictures and event information to [Rita Rodriguez](#), State Homeless Education Program Coordinator.

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# Final Notes

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## McKinney-Vento Homeless Liaison Contact Information *New Process and Forms!*

The McKinney-Vento Act requires that contact information for the local liaisons for homeless children and youth at all public and public charter local education agencies (LEA) is published and accurate ([42 U.S.C. §11432 \(e\)\(3\)\(C\)\(i\)\(IV\)](#)). To manage this requirement in a more efficient and accurate manner, we are excited to announce the following **NEW procedure** to provide and update contact information!

The ADE Homeless Education Program has designed **three NEW forms** for McKinney-Vento Homeless Liaisons to provide their contact information. Please read carefully next to each form to understand the intent and process involved with completing each form.

Form	Description
<a href="#">McKinney-Vento Homeless Liaison of Record Form</a>	This form is designed to collect the most accurate and up-to-date contact information for the <b>McKinney-Vento Homeless Liaison of Record</b> . This is the individual at your LEA that is designated to provide support for all students experiencing homelessness. A complete list of McKinney-Vento Homeless Liaisons of Record will be compiled and regularly updated by the Office of the Coordinator and will be published on the ADE Homeless Education Program website.
<a href="#">Site-Based McKinney-Vento Homeless Liaison Form</a>	This form is designed to collect the most accurate and up-to-date contact information for all <b>Site-Based McKinney-Vento Homeless Liaisons at an LEA</b> . Site-Based McKinney-Vento Homeless Liaisons may assist the McKinney-Vento Homeless Liaison of Record in meeting requirements to identify and provide support for students experiencing homelessness. A new form must be submitted for each Site-Based McKinney-Vento Homeless Liaison that the LEA utilizes. While <b>submission of contact information for Site-Based McKinney-Vento Homeless Liaisons is required</b> , their contact information will not be published on the ADE website.

As we switch to this new process, it is **required** that all McKinney-Vento Homeless Liaisons upload their information as if it is for the first time. If you have already completed one of these forms, your entry should be included on the most up-to-date [McKinney-Vento Homeless Liaison of Record Contact List](#).



***Is your LEA's contact information missing?***

If you do not see the Liaison's contact information, then we have not received the **McKinney-Vento Homeless Liaison of Record Form** from your LEA. Please fill it out and we will update the live document as soon as possible!

For future reference, these forms, accompanying descriptions, and the current McKinney-Vento Homeless Liaison Contact List will be available on the ADE HEP website in the near future.

If any questions or concerns arise while completing any of the forms, please reach the Office of the State Coordinator for support at [homeless@azed.gov](mailto:homeless@azed.gov).