



ARIZONA DEPARTMENT OF
EDUCATION

McKinney-Vento Homeless Liaison Training

Frequently Asked Questions: Office Hours for Discussion
and Collaboration

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.
- If you have questions, please share them in the following ways:
 - Enter simple questions into the Q&A feature or type them into the chat.
 - Save in-depth questions for after session office hours.
 - Email homeless@azed.gov with any LEA-specific questions.
- All resources referenced in this training can be located on APLD (Blackboard), the website, and in the newsletter.



Meet the Team

The Office of Homeless, Foster Care, and Refugee Education Programs



Dr. Brittani (Didi) Roy
*Director of
Educational Policy &
Program Integrity*

Homeless Education Program



Rita Rodriguez
*Homeless Education
Program
Coordinator*



Jan Brite
*Homeless Education
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*Foster Care
Education Program
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Marisa Peña
Program Specialist

Homeless, Foster Care, and Refugee Student Support

Common Acronyms

SEA - State educational agency

LEA - Local educational agency

HEP - Homeless Education
Program

BID - Best interest determination

HCY - Homeless Children and
Youth

UHY - Unaccompanied Homeless
Youth

SIS - Student information system

CBO - Community-based
organization



ADE HEP Technical Assistance

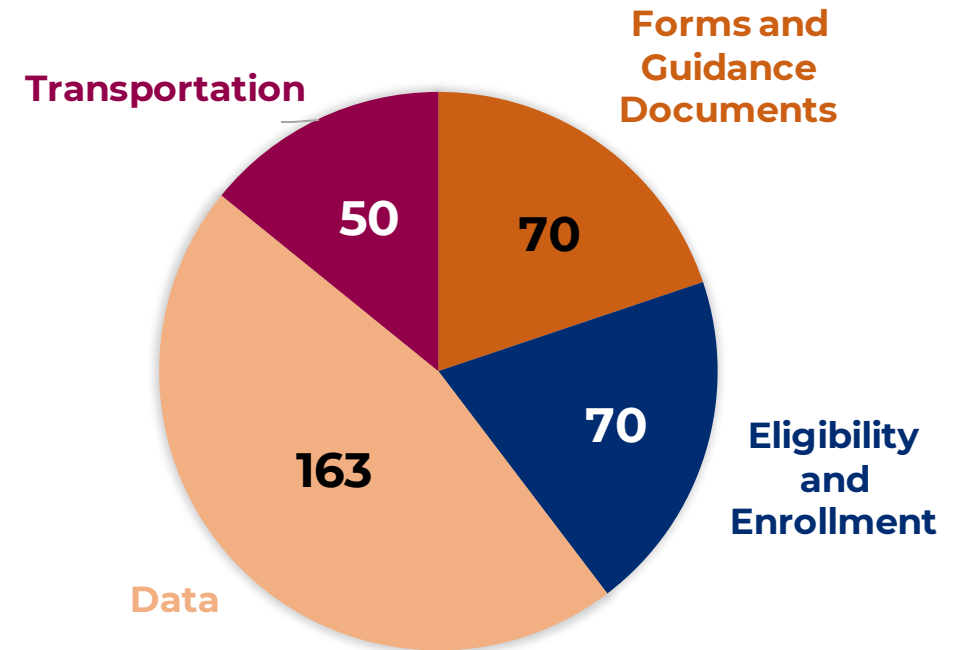
Our office receives request for technical assistance via:

- phone
- email
- in-person and virtual meetings
- professional learning sessions
- connections from within ADE

Questions come from:

- Local Education Agencies (LEAs)
- internal partners
- parents
- students
- community partners

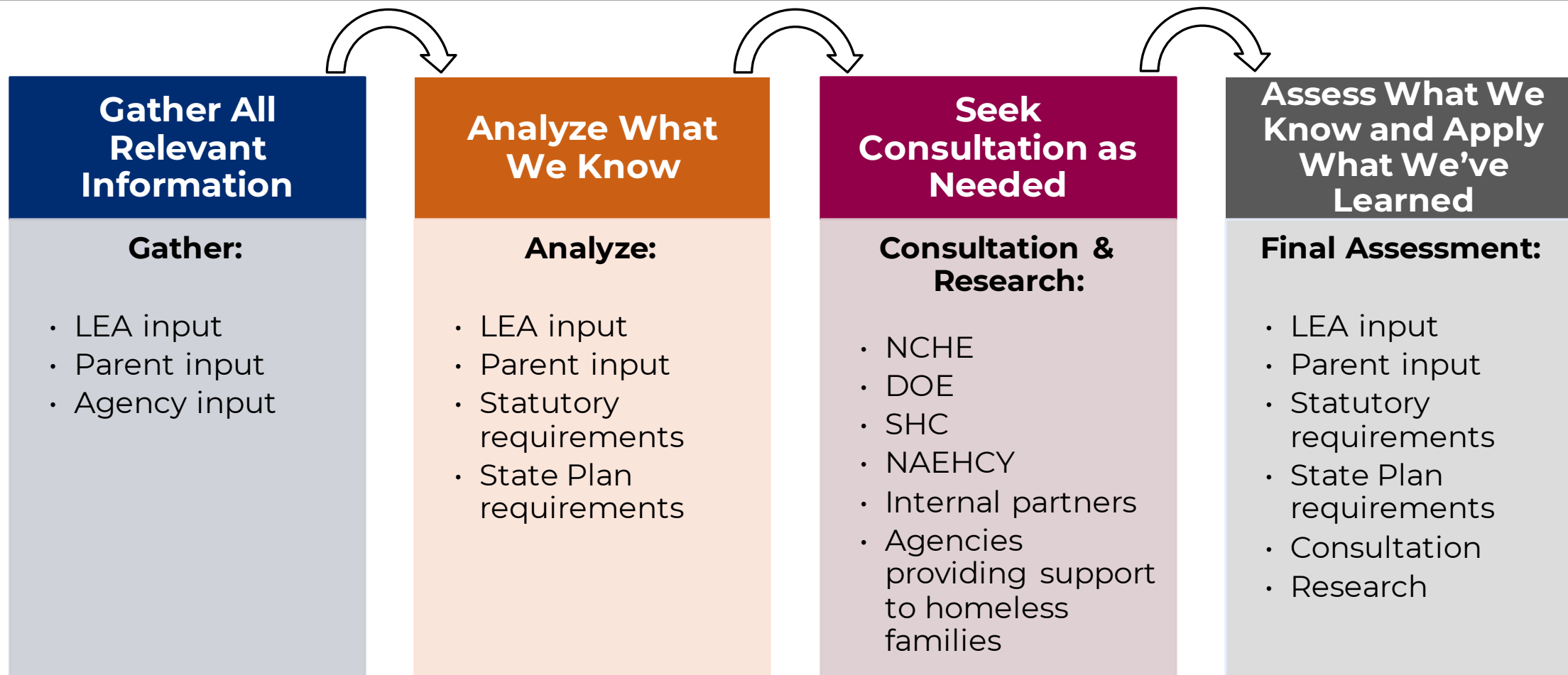
TA EMAILS SY23-24



To responsibly manage all of these requests, our office follows the following process:



ADE HEP Technical Assistance





Today's Session

Objective

The objective of this session is to provide support for your LEA's Homeless Education Program by allowing the space to ask questions to **gain** additional **knowledge, access tools** and **enhance skills**.



Today's Session Flow

Today's session will cover the following topics:

- Forms and Guidance Documents
- Eligibility Determination Scenarios
- Internal Data Tracking Procedures
- Transportation

The flow of each section will be:

1. FAQ with “temperature check” poll
2. Supporting Statute and State Plan Requirements
3. FAQ answer and additional context
4. Repeat steps 1-3 for additional FAQs
5. Answer and discuss additional audience questions

Forms and Guidance Documents



- Student Residency Questionnaire and the Rights of Homeless Students
- ADE Identification & Eligibility Interview Questions & Checklist
- Q&A



**Do we have to use the ADE provided
Student Residency Questionnaire?**

“LEAs are required to **review** and **revise** policies and procedures to **remove barriers** to the identification of homeless children and youths, and the enrollment and retention of homeless children and youths in schools in the State, including **barriers** to **enrollment** and **retention** due to outstanding fees or fines, or absences.”

[42 U.S.C. § 11432\(g\)\(1\)\(I\)](#)

McKinney-Vento Act



“To properly **identify** homeless students in the State of Arizona, LEAs are **required** to use either an electronic or hard copy of the **Student Residency Housing Questionnaire.**”

AZ ESSA State Plan, (Section K)


Arizona ESSA State Plan





Do we have to use the ADE provided Student Residency Questionnaire?

- Arizona's ESSA State Plan requires the use of the official Student Residency Questionnaire.

**Homeless Education****ADE Sample Student Residency Questionnaire (SRQ)**

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 as 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 temporary living arrangement? Yes ☐ No ☐
(Examples: hotel; shelter; transitional housing; sharing the housing of others due to loss of housing, economic hardship, or similar reason; car; park; campsite.)

NOTE: If you checked "No" to the temporary living arrangement, you may STOP here. If you checked "Yes", please continue to the next section.

ADE Sample Student Residency Questionnaire 8/2023



**What questions are appropriate
to ask parents or students?**

“**Local educational agency** liaisons for homeless children and youths shall, as a part of their duties, **coordinate** and **collaborate** with State Coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths. Such coordination shall include **collecting** and **providing** to the State Coordinator the **reliable, valid, and comprehensive data** needed to meet the requirements of paragraphs (1) and (3) of subsection (f).”

[42 U.S.C. § 11432\(g\)\(6\)\(C\)](#)

McKinney-Vento Act



“Upon the identification and enrollment of homeless students, LEAs are **required** to **assess the needs** presented by the students through locally developed informal **needs assessment tools**.”

AZ ESSA State Plan, (Section K)

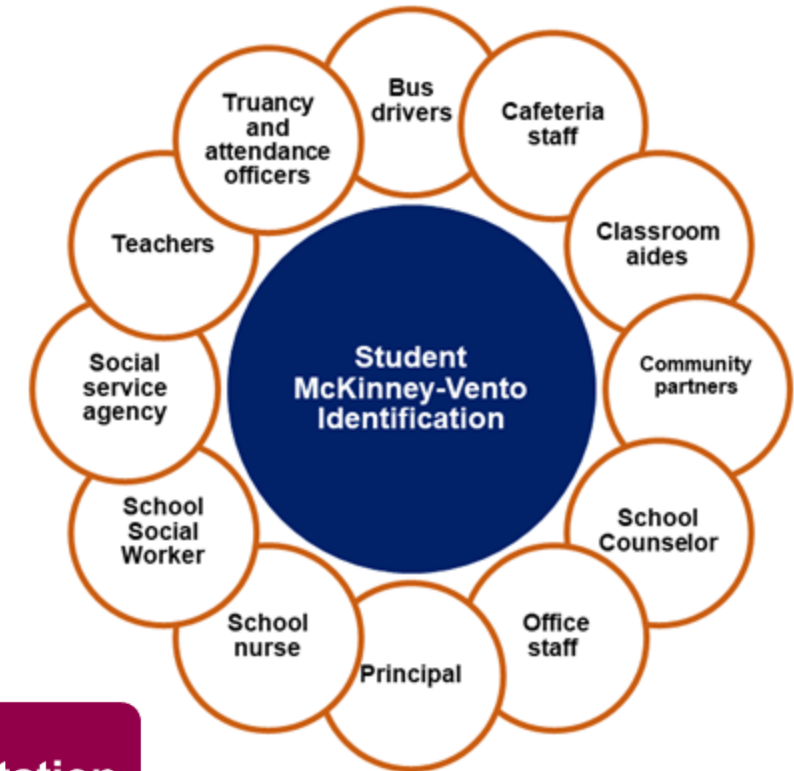
Arizona ESSA State Plan





What questions are appropriate to ask parents or students?

- Develop rapport and trust.
- Allow parents, guardians and youth to share their story.
- Consider consulting with school staff and community partners to gather information about the student's situation
- Consult with school staff, community partners and others providing support to the family to gather additional details.
- Be mindful of confidentiality and the sensitivity of the situation.



Gather all the relevant information.



Analyze what you know.



Seek consultation as needed.



Additional Questions

FORMS AND GUIDANCE DOCUMENTS

Eligibility Determination Scenarios



- Eligibility Scenario 1 – Shared Housing
- Eligibility Scenario 2 – Reevaluation
- Eligibility Scenario 3 – Unaccompanied Homeless Youth (UHY)



We have several families who choose to live together with multiple family members, is this qualifiable?

“The term “homeless children and youths”—

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 11302(a)(1) of this title); and includes

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;

[42 U.S.C. § 11434\(2\)\(A, \(B\)\(i-iv\)](#)

McKinney-Vento Act



“The Arizona Department of Education (ADE) Office of Homeless Education provides guidance and technical assistance to Local Educational Agencies (LEAs) on the identification of homeless children and youth, as defined in the McKinney-Vento Homeless Assistance Act. Accordingly, homeless children and youth are those who lack a fixed, regular, and adequate nighttime residence. This definition also includes the following criteria:

- children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason”

AZ ESSA State Plan, (Section K)


Arizona ESSA State Plan





We have several families who choose to live together with multiple family members, is this qualifiable?

- What have you learned about the family's situation?
- Are you making an assumption?
- Consider: *Is this a circumstance supported by cultural norm?*
- Well-informed determinations are founded on facts gathered during the interview process.



Homeless Education

ADE Sample Identification & Eligibility Interview Questions & Checklist

Each local educational agency McKinney-Vento Homeless Liaisons for homeless children and youths, designated under paragraph (1)(J)(ii), shall ensure that homeless children and youth are identified by school personnel through outreach and coordination activities with other entities and agencies (42 U.S.C. §11432 (q)(6)(A)(i)).

The process of identification and eligibility determination involves three basic steps:

Gather all the relevant information.

Analyze what you know.

Seek consultation as needed.

Each student has a unique housing situation; as a result, determinations regarding eligibility and services under the McKinney-Vento Act must be determined on a case-by-case basis for each student. Remember, McKinney-Vento Homeless Liaisons are responsible for developing rapport and trust during the interview process to facilitate the acquisition of pertinent information. In other words, it is important to allow families to share their story to ensure you are obtaining necessary details to make a proper determination. Understanding the entire scope of the situation will enable you to make a well-informed decision.

As you conduct your interview process, consider consulting with school staff and community partners to gather information about the student's situation. Staff often build a relationship with the student, or parent, and can be privy to additional details. Remember to be mindful of confidentiality requirements when collaborating, as outlined within [The Family Educational Rights and Privacy Act \(FERPA\)](#).

Truancy and attendance officers

Bus drivers

Cafeteria staff

Classroom aides

Community partners

School Counselor

Office staff

Principal

School nurse

School social worker

Social service agency

Teachers

Student McKinney-Vento Identification

McKinney-Vento awareness is established by way of the McKinney-Vento Homeless Liaison offering yearly trainings to school personnel, service providers, community partners, social service agencies, and advocates.

By providing this training, the McKinney-Vento Homeless Liaison can rely on these stakeholders in the future with the referral, identification, and information gathering to support children and youth experiencing homelessness.

For additional support regarding awareness, interview process, and identification best practices, reference the [NCHE Homeless Liaison Toolkit](#) and [NCHE Brief: Identifying Children and Youth in Homeless Situations](#).

The McKinney-Vento Education for Homeless Children and Youth Act provides a definition of homelessness for children and youths to be used by state educational agencies (SEAs) and local educational agencies (LEAs). It defines homelessness for children and youth to be those who lack a fixed, regular, and adequate nighttime residence (42 U.S.C. § 11434a(2)).

Use the following checklists to help guide your conversation with the parent, guardian, caregiver, or student to determine if the student's living situation is considered fixed, regular, and adequate.

ADE Sample Identification & Eligibility Interview Questions & Checklist Revised 8/2023

ADE Sample Identification & Eligibility Interview Questions & Checklist

personnel with determining if a student qualifies as "homeless". This interview

on	Step 2 – Assessment of Need Planning Guide
erations	<div>Sections: Basic Supports, Educational/Academic Supports, & Additional Supports</div>
ent's situation ess, complete continue to e.	<div>Instructions</div> <div>1. Conduct the interview. Take detailed notes. 2. Determine what next steps will be taken, with emphasis on addressing the high needs (H) by setting a timeline and designee responsible for addressing each need. 3. Finalize documentation.</div>

possible for developing rapport and trust during the interview process, consider space. It is important to allow families to share their story to ensure you are obtaining **re they are aware of their rights and the procedure of making a homeless**

Date of Interview: _____

Relationship to Student(s): _____

School(s) of Enrollment: _____



If a family continues to live in shared housing moving into the new school year, can they still qualify for McKinney-Vento?

“According to the child's or youth's best interest, the LEA 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\(g\)\(3\)\(A\)](#)

McKinney-Vento Act



“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\(g\)\(3\)\(I\)\(iii\)](#)

McKinney-Vento Act



“Each LEA is required to designate a Homeless Education Liaison to collaborate with school personnel and community-based organizations to identify and immediately enroll homeless students. To identify homeless students, LEAs are required to use either an electronic or hard copy of the Housing Questionnaire. Once identified, all eligible students are to be immediately enrolled, even when lacking enrollment records or documentation, such as previous academic records, immunization and other health records, proof of residency, and proof of legal guardianship.”

AZ ESSA State Plan, (Section K)

Arizona ESSA State Plan





If a family continues to live in shared housing moving into the new school year, can they still qualify for McKinney-Vento?

- There is no time limit on McKinney-Vento eligibility, as it depends on the student's living situation.
- 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.
- If your LEA has implemented limitations by implementing a standard practice, this is a violation to the identification and rights of HCY.



Homeless Education

Guidance Regarding Re-Evaluations & Initial Evaluations

Dear Colleagues,

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.



I have a student who has chosen to live with his aunt, and she does not have custody. Mom is stating he does not want to follow her rules and she did not kick him out and has a home to go to. Is he considered an unaccompanied homeless youth?

“In determining the best interest of the child or youth under subparagraph (A), the local educational agency shall in the case of an unaccompanied youth, ensure that the local educational agency liaison designated under paragraph (1)(J)(ii) assists in placement or enrollment decisions under this subparagraph, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal under subparagraph (E).”

[42 U.S.C. § 11432\(g\)\(3\)\(B\)\(iv\)](#)

McKinney-Vento Act



“The Arizona Department of Education (ADE) Office of Homeless Education provides guidance and technical assistance to Local Educational Agencies (LEAs) on the identification of homeless children and youth, as defined in the McKinney-Vento Homeless Assistance Act. Accordingly, homeless children and youth are those who lack a fixed, regular, and adequate nighttime residence. This definition also includes unaccompanied youth.

AZ ESSA State Plan, (Section K)


Arizona ESSA State Plan





Is he considered an unaccompanied homeless youth?

- During the interview process consider interviewing the student, caregiver, parent, others supporting the student.
- What did you learn?
- The safest place for a child or youth to be is in school.
- Utilizing the Caregiver's Authorization Affidavit is a tool for LEA's to document the living situation involving the HCY.
- Did you know that State Laws in Arizona include a Minor Consent for medical services exists? Arizona Rev. Stat. §44-132

**Homeless Education**

ADE Caregiver's Authorization Affidavit
(Sample Form)

The information on this form is required to meet The Education for Homeless Children and Youth (EHCY) program, authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.), also known as the McKinney-Vento Act. 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/youth's right to receive a free, appropriate public education. This form is not a legal document and solely for school contact only.

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

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: _____

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 School Use Only
This form should accompany the Student Residency Questionnaire. Send the original forms 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: _____

Revised 8/2023



Additional Questions

ELIGIBILITY DETERMINATION SCENARIOS

Internal Data Tracking Procedures



- Resources to ensure your LEA's data is reliable, valid, and comprehensive.
- Date reporting time frames.



I work with 6 school sites. Is there any easier way to input all school's student data? I am the only Liaison for our school district.

“Local educational agency liaisons for homeless children and youths shall, as a part of their duties, coordinate and collaborate with State Coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths. Such coordination shall include collecting and providing to the State Coordinator the reliable, valid, and comprehensive data needed to meet the requirements of paragraphs (1) and (3) of subsection (f).”

[42 U.S.C. §11432\(g\)\(6\)\(C\)](#)

McKinney-Vento Act



“The McKinney-Vento Act requires data to be collected and provided to the federal government and for the Secretary of Education to disseminate that information to stakeholders.”

[42 U.S.C. §11432\(f\), §11433\(b\)\(6\)](#)

McKinney-Vento Act



“Each LEA will submit the required student data elements for homeless students and youth to AzEDs.”

AZ ESSA State Plan, (Section K)

Arizona ESSA State Plan





I work with 6 school sites. Is there any easier way to input all school's student data? I am the only Liaison for our school district.

Determine:

How will the information be collected that will be entered into the SIS?

Who will be responsible for the data entry?

When will the needs identifiers be entered?

How can a checks and balances be established?



Internal Tracking Sheet McKinney-Vento

File Edit View Insert Format Data Tools Extensions Help

Menus

F26

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	McKinney-Vento Case #		Last Name	First Name	School of Origin	School of Residence	Student ID	Grade	Eligible	Not Eligible	UHY	Pending Identification	SIS Data Entry	Transportation	Written Notification Sent	Referral to CBO	EHCY or ARP Grant Funded Activity Support
2	07-01-2024 1		Mouse	Mickey	Disneyland High School	Arizona High School	4444444	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	07-01-2024 2		Duck	Donald	Disney Character Elementary	Arizona Elementary School	1234567	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	07-01-2024 3		Lightyear	Buzz	Pixar Junior High School	Arizona Junior High School	7770777	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	07-01-2024 4		McDuck	Scrooge	Disneyworld High School	Arizona High School	9999999	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

+

Combined Tracking Sheet

Arizona Elementary School

Arizona Junior High School

Arizona High School



Data Elements

Please reference the AzEDS HCY and UHY student need data elements and codes listed below:

Code	Descriptor
6	Homeless
21	Unaccompanied Homeless Youth

Please also reference the primary nighttime residence (PNTR) codes below required for both HCY and UHY:

Code	Descriptor
1	Sheltered
2	Doubled Up
3	Unsheltered
4	Hotels/motels



SUPP11 - Support Program Need Data Verification Report

AzEDS System Status Dashboard Reports Student Analysis

Reports

Student Detail

- TRANS10 - Data Transmission Summary Report
- TRANS15 - Data Transmission Detail Report
- STUD10 - Student Data Verification Report
- INTEG15 - Student Data Integrity Report
- STUD72 - Student Membership Information by DOA / DOR Report
- STUD74 - Student Excessive Absence Report
- STUD15 - Student Data Verification Detail Report
- DRP10 - Dropout Recovery Program Data Verification Report
- ABSATT10 - Absence / Attendance Minutes Verification Report

Accountability

Reports

Please select a report from the menu.



SUPP11 - Support Program Need Data Verification Report

SUPP11

CTDS:

Fiscal Year: 2024

Support Program Need Data Verification Report

Page: 1 of 38

School Year: 2023 - 2024

Report Date: 11/16/2023 10:43 AM

School CTDS:

School Name:

Need: Homeless

District Student ID	State Student ID	Last Name	First Name	Middle Name	Gender	Need Entry	Need Exit	Primary Night Time Residence
						08/03/23	05/23/24	Unsheltered
						08/03/23	05/23/24	Sheltered
						08/03/23	05/23/24	Unsheltered
						09/12/23	05/23/24	Doubled Up
						09/12/23	05/23/24	Doubled Up

Need - Total Unduplicated Students: 5

Total Records: 5

School - Total Unduplicated Students: 5

Total Records: 5





When does data need to be uploaded? We usually wait until the end of the school year.



**When does data need to be uploaded?
We usually wait until the end of the
school year.**

**LEAs should establish
a process to conduct
internal data integrity
uploads at least once
every two weeks.**



**LEAs are required to
ensure all data has
been uploaded
accurately prior
to 6/30/2024 to
meet compliance.**



Need Help?

If you require assistance on how to get these elements submitted through your LEA's SIS, please contact your vendor and refer to the Use Case document for FY24.

If you have questions or would like to thought-partner, please connect with our office today!



Additional Questions

INTERNAL DATA TRACKING PROCEDURES

Transportation



- Transportation Requirements
- Dispute Resolution
- Q & A



If our district does not provide transportation for any student, are we required to provide it for McKinney-Vento students?

“The local educational agency described in subparagraph (B)(ii) shall—(i) implement a **coordinated system** for ensuring that homeless children and youths—(III) are **promptly** provided necessary services described in subsection (g)(4), including **transportation**, to allow homeless children and youths to exercise their choices of schools. (g)(3)(A);”

42 U.S.C. §11432(e)(3)(E)(i)

McKinney-Vento Act



"Each homeless child or youth to be assisted under this part shall be provided **services comparable** to services offered to other students in the school selected under paragraph (3), including the following: (A) **Transportation services...**"

42 U.S.C. § 11432(g)(4)(A)

McKinney-Vento Act



“However, some situations exist in which an LEA must provide transportation assistance for a student experiencing homelessness that may exceed what is provided to other students because LEAs and schools are required to remove barriers to the school enrollment and attendance of children and youth experiencing homelessness, including transportation barriers.”

“Transporting Children and Youth Experiencing Homelessness”, NCHE

McKinney-Vento Act






If our district does not provide transportation for any student, are we required to provide it for McKinney-Vento students?

Yes!

Consider the following:

- Best Interest Determination (BID)
- Student centered decisions.
- Gather details about your student's housing situation that may include extenuating circumstances.



McKinney-Vento Best Interest Determination (BID) (Sample Form)

The McKinney-Vento Homeless Assistance Act requires school districts to consider the school of origin as the first option for 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 or other social service agency providing support to the family or student.

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 youth. If the school district and parent, guardian, caregiver, or 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 youth has chosen until the conclusion of the resolution process ([42 U.S.C. §11432 \(g\)\(3\)\(B\)](#)). If the school of origin is determined to be the best placement, the local McKinney-Vento Homeless Liaisons of both the school of origin and local attendance area school must work together to arrange transportation ([42 U.S.C. §11432 \(g\)\(1\)\(J\)\(ii\)\(I\)](#)).

The McKinney-Vento Homeless Assistance Act requires that a child or youth experiencing homelessness attends:

- **School of origin:** School of origin is defined as "the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool". Further, "when the child or youth completes the final grade level served by the school of origin, the term school of origin shall include the designated receiving school at the next grade level for all feeder schools ([42 U.S.C. §11432\(g\)\(3\)\(i\)\(I\)](#)) or
- **Local attendance area school:** Local attendance area school is defined as "any public school that non homeless students who live in the attendance area in which the child or youth is actually living ([42 U.S.C. §11432\(g\)\(3\)\(A\)\(i\)\(ii\)](#)).


Whether the child or youth will attend the school of origin or the local attendance area school, enrollment should take place immediately ([42 U.S.C. §11432\(g\)\(3\)\(C\)](#)).

The information collected during this process supports the agreement in determining the school enrollment in the best interest of the child or youth experiencing homelessness and will provide the input required to develop a written notification should the parent, guardian, caregiver, or youth disagree with the decision.

For additional information regarding the Best Interest Determination (BID) click here: [McKinney-Vento statute](#)

According to [Arizona's ESSA State Plan](#), McKinney-Vento Homeless Liaisons must utilize the [Best Interest Determination \(BID\) Form](#) to make school enrollment decisions when necessary. This sample form has been developed by the ADE Office of Homeless Education to assist LEAs in the procedural development and implementation of the BID to ensure school enrollment decisions are driven by the best interest of the student.

McKinney-Vento Best Interest Determination (BID) (Sample Form) Rev. 8/2023



ADE Sample Identification & Eligibility Interview Questions & Checklist

Each local educational agency McKinney-Vento Homeless Liaisons for homeless children and youths, designated under paragraph (1)(J)(i), shall ensure that homeless children and youth are identified by school personnel through outreach and coordination activities with other entities and agencies ([42 U.S.C. §11432 \(g\)\(6\)\(A\)\(i\)](#)).

The process of identification and eligibility determination involves three basic steps:


Gather all the relevant information.

Analyze what you know.

Seek consultation as needed.

Each student has a unique housing situation; as a result, determinations regarding eligibility and services under the McKinney-Vento Act must be determined on a case-by-case basis for each student. Remember, McKinney-Vento Homeless Liaisons are responsible for developing rapport and trust during the interview process to facilitate the acquisition of pertinent information. In other words, it is important to allow families to share their story to ensure you are obtaining necessary details to make a proper determination. Understanding the entire scope of the situation will enable you to make a well-informed decision.

As you conduct your interview process, consider consulting with school staff and community partners to gather information about the student's situation. Staff often build a relationship with the student, or parent, and can be privy to additional details. Remember to be mindful of confidentiality requirements when collaborating, as outlined within [The Family Educational Rights and Privacy Act \(FERPA\)](#).



McKinney-Vento awareness is established by way of the McKinney-Vento Homeless Liaison offering yearly trainings to school personnel, service providers, community partners, social service agencies, and advocates.

By providing this training, the McKinney-Vento Homeless Liaison can rely on these stakeholders in the future with the referral, identification, and information gathering to support children and youth experiencing homelessness.

For additional support regarding awareness, interview process, and identification best practices, reference the [NCHE Homeless Liaison Toolkit](#) and [NCHE Brief: Identifying Children and Youth in Homeless Situations](#).

The McKinney-Vento Education for Homeless Children and Youth Act provides a definition of homelessness for children and youths to be used by state educational agencies (SEAs) and local educational agencies (LEAs). It defines homelessness for children and youth to be those who lack a fixed, regular, and adequate nighttime residence ([42 U.S.C. § 11434a\(2\)](#)).

Use the following checklists to help guide your conversation with the parent, guardian, caregiver, or student to determine if the student's living situation is considered fixed, regular, and adequate.

ADE Sample Identification & Eligibility Interview Questions & Checklist Revised 8/2023



My district has not been sharing a route for 3 months due to the lack of cooperation with the other district. What should I do to resolve this?

“The McKinney-Vento Act’s **transportation requirements** apply **while disputes** are **being resolved**. Therefore, at the request of the parent, guardian, or unaccompanied youth, the LEA must **provide** or **arrange** for adequate and appropriate **transportation to and from the school** selected by the parent, guardian, or unaccompanied youth.

Inter-district transportation **disputes** should be **resolved** at the **SEA** level.”

42 U.S.C. § 11432(g)(3)(E)(i)], § 11432(g)(1)(C)

McKinney-Vento Act



“The Arizona Department of Education Office of Homeless Education has established a dispute resolution procedure to ensure an opportunity for the parent/guardian/unaccompanied youth to dispute a local educational agency decision on eligibility, school selection, enrollment and transportation.”

AZ ESSA State Plan, (Section K)

Arizona ESSA State Plan





Dispute Resolution Process

LEA Level

LEA vs. LEA at
the State Level

SEA Level

TRANSPORTATION PROVIDED THROUGHOUT



My district has not been sharing a route for 3 months due to the lack of cooperation with the other district. What should I do to resolve this?

Undergo the following steps:

- Reach out to the Office of the State Coordinator's office for support and though-partnering.
- Keep documentation regarding all efforts to resolve the transportation request.
- Establish your LEA's dispute resolution procedures and know where the forms are located at.
- Learn where the State level forms for LEA vs LEA disputes.
- Determine an alternative plan to support the student's transportation in the interim of awaiting response from the shared LEA.

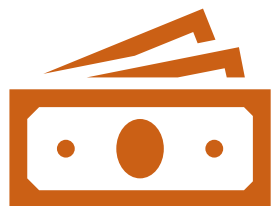


Additional Questions

TRANSPORTATION



Closing & Next Steps



Current Competitive EHCY Grant Opportunities

FY24 EHCY MINI-GRANT

- **Application Threshold**
 - None
- **Number of Program Narrative Questions**
 - 5
- **Funding Formula**
 - LEA Size + % of HCY for SY 22-23
- **Project Period**
 - December 15, 2023 – September 30, 2024
- **Application Open & Close Dates**
 - November 13, 2023 – December 13, 2023

FY24 EHCY COHORT II GRANT

- **Application Threshold**
 - 20 HCY for SY 22-23
 - No consortium requirement
- **Number of Program Narrative Questions**
 - 12
- **Funding Formula**
 - LEA Size + % of F/R + % of HCY for SY 22-23
- **Project Period**
 - December 15, 2023 – September 30, 2024
 - Will join the EHCY three-year grant cycle concluding in 2026
- **Application Open & Close Dates**
 - November 13, 2023 – December 13, 2023



Data Attention

- Your LEA may have received an email communication out with a request to ensure that your LEA's reported HCY and UHY enrollment counts are complete and accurate in AzEDS by Friday, December 8th.
- LEA McKinney-Vento Liaisons, data team, SIS vendor, and other stakeholders, can work together to ensure this requirement is met.
- Please note, we will reach out to LEAs with lower-than-expected enrollment numbers to provide support to ensure compliance statutory reporting requirements.
- If you have any questions or would like to thought-partner though identification and data procedures, please connect with us at homeless@azed.gov.

- **Students in Foster Care**
 - Students in the **foster care** are not counted in HCY enrollment data, as per the 2015 [Every Student Succeeds Act \(ESSA\)](#).
- **Preschool-Aged HCY Children**
 - Children ages 3-5 years **are included** in your LEA's total enrolled HCY, **if they are enrolled in a preschool program provided by your LEA.**
 - Children ages 0-2, or 3-5, and **not enrolled in a preschool program at your LEA, are not included** in your total enrolled HCY count.
- **HCY & UHY Students**
 - Identified **HCY** are required to have their needs identifier and **corresponding primary nighttime residence** entered in the student information system (SIS).
 - Identified **UHY must be coded with both the HCY and UHY need 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 need 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 in your LEA, **do not remove their HCY or UHY need identifiers in your SIS**, even if they transfer to another LEA.
 - If HCY/UHY students' circumstances change, such as they find permanent housing, **do not remove their HCY or UHY need identifiers in your SIS.**



LEAs must ensure that your LEA's reported HCY and UHY enrollment counts are complete and accurate in AzEDS by Friday, December 8th.

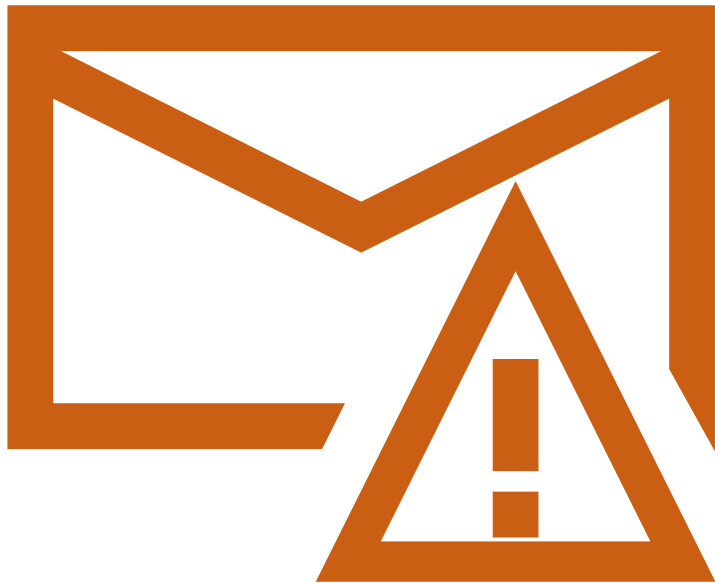
Feedback Survey & Certificates

Feedback survey

- Will only populate once you click **“Leave Meeting”**
- Must complete to receive PL certificate in APLD Blackboard

Recording and slides

- APLD session Blackboard
- HEP website



Technical Assistance

Arizona Department of Education
Homeless Education Program

(602)542-4963

homeless@azed.gov