



ARIZONA DEPARTMENT OF
EDUCATION

McKinney-Vento Homeless Liaison Training

End of Year Process and Procedures
April 2024

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 or in depth questions.
- All resources referenced in this training can be located on our website and in the HEP newsletter.



Meet the Team

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



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Today's Session

Common Acronyms

SEA - State educational agency

LEA - Local educational agency

HEP - Homeless Education
Program

HCY - Homeless Children and
Youth

UHY - Unaccompanied Homeless
Youth

BID - Best interest determination

SIS - Student information system

CBO - Community-based
organization

EOY – End of Year

LCNA – Local Comprehensive
Needs Assessment

Objective

Participants will develop knowledge to ensure their LEA implements **school stability** protocols for HCY by honoring **school of origin rights** for the **duration of homelessness**.

Participants will develop a clear understanding of **end-of-year data reporting requirements** for the current school year, summer programming, and upcoming school year.

Agenda

- End of Year: Applying McKinney-Vento Statute
- EOY Process and Procedures
- End of Year Data Reporting
- The Big Picture

Pre-Assessment

Let's test your knowledge.

Pre-Assessment

1. An LEA can ensure school stability for HCY by including which of the following practices in their policies and procedures? (Select all that apply.)
2. School of origin applies to feeder schools when there is a "designated receiving school" for students.
3. HCY are not eligible for McKinney-Vento services after the first year if they are still living in the same housing situation.
4. Eligibility determinations for the new school year are made: ...
5. 5. By what date are LEAs required ensure reliable and accurate data is uploaded to AzEDS?



SchoolHouse
Connection

Mindfulness Moment



SchoolHouse
Connection



Share Your Knowledge

What **steps** can Liaisons take at the **end of the year** to ensure that parents, guardians, and youth are **aware** of their right to **school stability** if they are still experiencing homelessness into the new school year?

Type your
answer in
the chat!

End of Year:

**Applying
McKinney-
Vento Statute**



- School Stability & Best Interest Determination (BID)
- Duration of Homelessness
 - Case Study
- School of Origin

“In determining the **best interest** of the child or youth under subparagraph (A), the local educational agency shall—

(i) presume that keeping the child or youth in the **school of origin** is in the child's or youth's **best interest**, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth;

(ii) consider **student-centered factors** related to the child's or youth's best interest...”

[42 U.S.C. §11432 \(g\)\(3\)\(B\)](#)

McKinney-Vento Act

School Stability & Best Interest Determination (BID)



“(iv) 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**”

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

McKinney-Vento Act

Best Interest
Determination
(UHY)





The Importance of School Stability

“Changing schools multiple times **significantly impedes** a student’s **academic and social growth**. The research on highly mobile students, including homeless students, indicates that a student can **lose academic progress** with each **school change**. Highly mobile students have also been found to have lower test scores and **worse overall academic performance** than peers who do not change schools frequently. Therefore, the McKinney-Vento Act calls for LEAs to maintain students in their **school of origin** to **promote school stability** and **greater educational outcomes overall**, unless it is not in the student’s best interest.” ([EHCY Program Non-Regulatory Guidance, p.1](#))

"The local educational agency serving each child or youth to be assisted under this part shall, according to the child's or youth's **best interest**—

(i) **continue** the child's or youth's education in the **school of origin** for the **duration of homelessness**—

(I) in any case in which a family becomes homeless **between academic years** or during an academic year; and

(II) for the **remainder** of the **academic year**, if the child or youth becomes permanently housed during an academic year..."

[42 U.S.C. §11432 \(g\)\(3\)\(A\)\(i\)](#)

McKinney-Vento Act

Duration of Homelessness



“(ii) **enroll** the child or youth in any public school that **nonhomeless students** who live in the **attendance area** in which the child or youth is actually living are eligible to attend.”

[42 U.S.C. §1432 \(g\)\(3\)\(A\)\(ii\)](#)

McKinney-Vento Act

Duration of Homelessness





Duration of Homelessness

Context to Consider

“Metro Phoenix eviction filings hit 83,172 in 2023, the second-highest level in history.”

– [Catherine Reagor, Arizona Republic \(2024\)](#)

- People living doubled-up often move between houses frequently and could be asked to leave at any moment.
- Communities across the country are unprepared as more individuals become unhoused.
- Many families have to case manage themselves due to limited access to supports and social services when not in a shelter or transitional housing setting.
- Long housing program and shelter wait lists.
- Limited low-income housing available
- Limited attainable housing.
- Eviction prevention programs are available but with so many individuals in need, resources are limited. Plus, these funds are almost gone.
- Deposits and downpayments for move in costs are not practical.
- Credit checks, background checks prevent and limit housing opportunities.
- Property owners may report delinquent payments to credit bureaus. This can compromise a family’s financial stability and negatively affect their credit score for a long time: up to **seven** years in some cases. Credit score is a major factor a new rental or apartment will consider, as well as lending, insurance, and car companies.

“The term "**school of origin**" means 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.”

[42 U.S.C. §11432 \(g\)\(3\)\(I\)\(i\)](#)

McKinney-Vento Act

School of Origin



“When the child or youth **completes** the **final grade level served** by the school of origin, as described in clause (i), 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 \(g\)\(3\)\(I\)\(ii\)](#)

McKinney-Vento Act

School of Origin:
Receiving School





Prioritizing School of Origin

- **Length of stay** in temporary housing
 - Duration of shelter or transitional housing placement
- **Academic** focus
 - Success, progress, and challenges
- **Social and emotional** connections to staff and peers
- **Extra-curricular** participation and interests
- **Special Education** assessments or evaluations (including AzEIP and other early childhood education evaluations).
- Honoring **feeder school patterns**:
 - Preschool to Elementary
 - Junior High to High School
- High School Students may experience:
 - Differences in **credit requirements** between LEAs
 - Impact of **credit accrual** based on academic instruction time missed
- **Online school** enrollment applies to school of origin if a student moves across state lines.
- **Open enrollment** schools become the student's school of origin. If the student continues to experience homelessness the open enrollment school must be honored.



Case Study

Answer in
the pop-
up poll!

Consider the following situation:

- Family lost housing due to a domestic violence situation in April and have temporarily moved to a domestic violence shelter in nearby city approximately 20 miles away. The housing plan for the family is that they will be here for at least 120 days. Then, they will either move into transitional housing or be given a housing voucher through long-term supportive housing program.
- The child is in 1st grade and has close connections with his teacher and peers.
- The parent requested to continue enrollment at the school the child has been attending. The parent also requests transportation since they don't own a vehicle and are moving quite a distance. If transportation isn't provided, they're unsure how they will get the child to school.
- The school has recommended a special education evaluation and have begun gathering data.
- The last day of classes for the current school year is on May 22nd.

Does their housing situation meet the definition of “homelessness”?



Case Study

Type your
answer in
the chat!

Consider the following situation:

- Family lost housing due to a domestic violence situation in April and have temporarily moved to a domestic violence shelter in nearby city approximately 20 miles away. The housing plan for the family is that they will be here for at least 120 days. Then, they will either move into transitional housing or be given a housing voucher through long-term supportive housing program.
- The child is in 1st grade and has close connections with his teacher and peers.
- The parent requested to continue enrollment at the school the child has been attending. The parent also requests transportation since they don't own a vehicle and are moving quite a distance. If transportation isn't provided, they're unsure how they will get the child to school.
- The school has recommended a special education evaluation and have begun gathering data.
- The last day of classes for the current school year is on May 22nd.

What needs to be considered to ensure school stability for the duration of this school year and for the coming school year?

EOY Process and Procedures



- McKinney-Vento Homeless Liaison Responsibilities
- EOY Procedures At-a-Glance
 - June - August



Responsibilities of the McKinney-Vento Homeless 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.

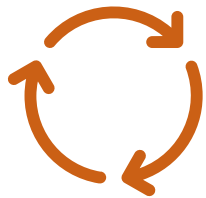


Highlighting the Purpose of EOY Procedures

The effort and work you do through the **end of the school year** will ultimately **lighten** the immense amount of **time** that will be necessary to complete the duties of the Liaison as the **new school year** begins.

EOY procedures ensure students have **access** to the following through the summer months and into the next school year:

- Summer learning opportunities
- Transportation
- Connection to services and resources
- Collaboration with organizations in the coordinated entry system
- Continued connection to the Liaison to ensure re-eligibility



EOY Procedures At-a-Glance

April – Plan for summer school and continued services.

May – Send EOY letter and finalize summer school and services.

June – Summer school in session. Conduct follow-up case management.

July – Summer school in session. Begin eligibility determinations and establish services.

August – School in session. Continue eligibility determinations and establish services.

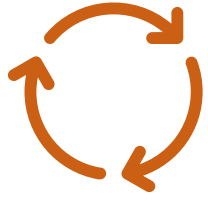
“(iii) **homeless children and youths** who meet the relevant eligibility criteria **do not face barriers** to accessing academic and extracurricular activities, including magnet school, **summer school**, career and technical education, advanced placement, online learning, and charter school programs, if such programs are available at the State and local levels.”

[42 U.S.C. §11432 \(g\)\(1\)\(F\)\(iii\)](#)

McKinney-Vento Act

Removal of Barriers to Enrollment





EOY Procedures

April & May

April

- Meet with summer school planning team.
- Meet with internal transportation department to prepare.
- Meet with other Liaisons about shared transportation needs for your district.
- Notify HCY and families of summer opportunities.
- Follow up with HCY and families to ensure they received the information, verify participation, or answer questions.

May

- Begin submitting transportation routing requests.
- Submit HCY participant list to the summer school planning team.
- Ensure summer school transportation requests are confirmed.
- Gather and share transportation routing details with all school staff, HCY, and families.
- Document route details in the HCY's case management file.
- Ensure HCY summer school participants are included in SIS.



Summer School Guidance



Homeless Education

Summer School Guidance

The McKinney-Vento Homeless Assistance Act requires that local education agencies (LEAs) remove barriers to the identification, enrollment, and academic success for children and youth experiencing homelessness (HCY) [42 U.S.C. §11431]. As summer learning opportunities may help compensate for critical instruction that may have been missed by HCY due to experiencing homelessness, removing barriers to the enrollment, attendance, and academic success in such opportunities for HCY is essential. To this end, LEAs are required to remove all barriers for HCY fully accessing and benefiting from summer curricula by providing them transportation.

Comparability Requirement

LEAs that provide transportation for housed students to attend summer school must ensure that the McKinney-Vento Act comparability requirement is satisfied. Thus, HCY are to be provided services comparable to the services offered to housed students enrolled in the LEA, including transportation. [42 U.S.C. §11432(g)(4)(A)].

Removal of Barriers Requirement

LEAs must ensure that HCY do not face barriers to accessing academic and extracurricular activities, including magnet school, summer school, career and technical education, advanced placement, online learning, and charter school programs, if such programs are available at the State and local levels [42 U.S.C. §11432(g)(1)(F)(iii)].

If an LEA maintains a procedure that presents a barrier to a student experiencing homelessness attending a summer school program, the LEA is required to review and revise policies to remove that barrier [42 U.S.C. §11432(g)(1)(f)]. Therefore, LEAs are required to provide transportation for HCY to attend summer school if lack of transportation poses a barrier to their participation, even if transportation is not provided to any student at the LEA.

Shared Transportation Requirement

If shared transportation is required for HCY to attend summer school, LEAs must share the cost of transportation equally. If a request to share transportation is received by another LEA, please coordinate with that LEA's McKinney-Vento Homeless Liaison to determine how transportation will be provided [42 U.S.C. §11432(g)(1)(j)(iii)].

General Guidance

To ensure compliance, LEAs must review their existing policies and procedures for the following context regarding summer school:

1. What policies and procedures has your LEA established to ensure that eligible homeless children and youth can enroll and fully participate in summer school programs without barriers?



Homeless Education

Summer School Procedural Checklist ADE Sample

April Tasks

☐ Meet with your LEA's summer school planning team.

- Discuss options for homeless children and youth (HCY).
- Develop a summer school transportation plan to support HCY.
- Ensure your LEA establishes a protocol to report data regarding HCY who attend summer school program(s).

☐ Meet with internal transportation department to prepare.

- Provide a list of potentially needed transportation routes (within district and outside of district).
- Inquire if shared transportation will be requested from other LEAs.

☐ Meet with other LEA McKinney-Vento Homeless Liaisons about shared transportation needs for your district.

- Share information about each LEA's summer school transportation plans.
- Determine the date summer school transportation requests will be submitted.
- Discuss what modes of transportation will be utilized.
 - Remember, the mode of transportation must meet the needs of the family and HCY.

☐ Send a letter to parents, guardians, caregivers, and youth to advise them of summer school opportunities.

☐ Make phone calls to follow up with parents, guardians, caregivers, and youth to ensure they received the information, verify participation, or answer questions.

May Tasks

☐ Begin submitting transportation routing request.

☐ Submit HCY participant information to the summer school planning committee or other staff responsible for the summer school program.

☐ Ensure all summer school transportation requests are confirmed and submitted for routing.

Summer School Procedural Checklist (ADE Sample) 4/2024



Homeless Education

Summer School Letter to Families ADE Sample

April __, 20__

Dear Parent, Guardian, Caregiver or Youth,

Our district is providing summer school opportunities and we are inviting your child to participate. Below is a schedule of the program dates and times:

Summer School Session 1	Summer School Session 2
June __, 20__, thru June __, 20__	July __, 20__, thru July __, 20__
Monday thru Thursday	Monday thru Thursday
8:00 a.m. to 3:00 p.m.	8:00 a.m. to 3:00 p.m.

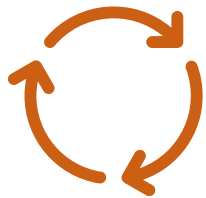
Based on your child's McKinney-Vento eligibility status, we are here to support you through enrollment for summer school, and may be able to provide transportation for your child to and from summer school.

Please contact our office to confirm summer school participation and discuss transportation requirements. If our office does not hear from you, we will not be able to ensure summer school enrollment or transportation.


We look forward to hearing from you soon.

In Service,

LEA/Charter Name
McKinney-Vento Homeless Liaison
(000) 000-0000
email@schooldistrict.com



EOY Letter

 **Homeless Education** **End of Year Notification Letter ADE Sample**

May 20__

Dear Parent, Guardian, Caregiver or Youth,

Our records indicate that at some point this school year your child, or you (unaccompanied youth) qualified for services under the McKinney-Vento Homeless Education Act. It has been our pleasure to provide educational support services during this time and we hope it has been a positive experience for you as well.

This notice is being sent to remind you that McKinney-Vento eligibility *must be reviewed and reevaluated each school year.* Transportation, free meals, and other services that may have been provided during the current school year **do not automatically carry over** to the new school year.

Important items to consider:

- Children and youth experiencing homelessness may continue their education in the school of origin for the duration of homelessness according to the child's or youth's best interest. [Title 42 U.S.C. §11432 \(g\)\(3\)\(A\)](#)
- Children and youth experiencing homelessness may enroll in any public school that nonhomeless students who live in the attendance area in which the child or youth is actually living are eligible to attend. [Title 42 U.S.C. §11432 \(g\)\(3\)\(A\)](#)
- You may request review of eligibility each school year after July 1st. [Title 42 U.S.C. §11432 \(g\)\(3\)\(E\)](#) To initiate this process, you may:
 - Complete and return the Student Residency Questionnaire (SRQ) included with this letter, or
 - Contact the McKinney-Vento Homeless Liaison to request review of eligibility.
- You will receive the eligibility decision in writing immediately following the decision. [Title 42 U.S.C. §11432 \(g\)\(3\)\(B\)\(iii\)](#)
- If you choose to enroll at a school that is neither the school of origin or school in the attendance area in which the child or youth is living and eligible to attend, please note that homelessness **may not** be a factor in the right to enroll or obtain transportation. However, your child or you (unaccompanied youth) may still be eligible for McKinney-Vento and other services. [Title 42 U.S.C. §11432 \(g\)\(1\)\(D\)\(iii\)](#)

If you require additional assistance or have questions, please contact the McKinney-Vento Homeless Liaison (000) 000-0000. Thank you for allowing us the opportunity to assist you. We are wishing you an enjoyable summer break!

Respectfully,
McKinney-Vento Homeless Liaison

Enclosure:
Student Residency Questionnaire
Rights of Homeless Students

End of Year Notification Letter ADE Sample 4/2024

- Send the first week of May
- The EOY letter must include:
 - Clear description of the re-evaluation process
 - Contact information for the McKinney-Vento Homeless Liaison
 - Time frame to contact the McKinney-Vento Homeless Liaison for reevaluation
 - The process to contact the McKinney-Vento Homeless Liaison (by email, phone, or online request)
 - Shall be accompanied by the Student Residency Questionnaire and the Rights of Homeless Students.
- Consider placing the letter on your website for ease of access.

“The local educational agency described in subparagraph (B)(ii) shall—

(i) implement a **coordinated system** for ensuring that homeless children and youths—

(I) are advised of the **choice of schools** provided in subsection (g)(3)(A)”

[42 U.S.C. §11432 \(e\)\(3\)\(E\)](#)

McKinney-Vento Act

Identification & Referral





EOY Procedures

June

June

- Summer school in session. Ensure access to services, such as transportation.
- Case management conducted with parent, guardians, caregivers, and youth.
- Conduct outreach with shelter and transitional housing partners to ensure they're aware of the re-eligibility process.
- Provide training for community-based organizations.
- Updates regarding their housing is documented to utilize during the re-eligibility process.
- Prioritize re-eligibility procedures for students interested in July summer learning opportunities.

In general, these end-of-year efforts should strive to **ensure** the integrity of **McKinney-Vento eligibility between academic years**, but also take into consideration the known **mobility and communication difficulties** faced by parents and students experiencing homelessness.



Share Your Knowledge

At what **stage** in the McKinney-Vento **procedural process** should LEAs and liaisons utilize the **terminology best interest determination**?

Type your answer in the chat!



Student-Centered Factors

Questions to Consider

- How permanent does the family's current living arrangement appear to be?
- How deep are the child's or youth's ties to his or her current school?
- How anxious is the child or youth about an upcoming or recent move?
- How has the student been set up for success in their academic learning? Are they facing any academic challenges?
- How do the programs and activities at the local school compare to those at the school of origin?
- Does one school have programs and activities that address the unique needs or interests of the student that the other school does not have?
- Would the timing of the school transfer coincide with a logical juncture, such as after testing, after an event significant to the child or youth, or at the end of the school year?
- What are the parents' or guardians' preferences for schools?
- How would the length of the commute to and from the school of origin impact the child's or youth's education?
- Are there any safety issues to consider?

“(ii) consider **student-centered factors** related to the child's or youth's best interest, including factors related to the **impact of mobility** on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth;”

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

McKinney-Vento Act

Student-Centered Factors



The LEA shall ensure HCY:

“(II) are **immediately enrolled**, in accordance with subsection (g)(3)(C), in the school selected under subsection (g)(3)(A); and

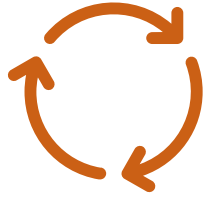
(III) are **promptly provided necessary services** described in subsection (g)(4), including **transportation**, to allow homeless children and youths to exercise their choices of schools under subsection (g)(3)(A)”

[42 U.S.C. §11432 \(e\)\(3\)\(E\)](#)

McKinney-Vento Act

Immediate Enrollment





EOY Procedures

July & August

July

- Finalize eligibility determinations for HCY attending summer learning opportunities.
- Summer school in session. Ensure access to services, such as transportation.
- Begin conducting eligibility determinations for prioritized HCY students and begin establishing services.
- Continue conducting case management.
- Confirm eligibility and provide written notification for all identified eligible students.
- Begin establishing and notifying HCY and families of services, such as transportation.

August

- Regular school year begins.
- Ensure transportation services are effective. Consider varying LEA start dates.
- Continue conducting re-eligibility determinations.
- Begin conducting eligibility determinations upon enrollment.
- Continue conducting case management.

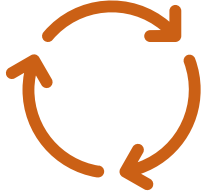
“Each LEA is required to designate a Homeless Education Liaison to collaborate with school personnel and community-based organizations to identify and immediately enroll homeless students. To identify homeless students, LEAs are **required** to use either an electronic or hard copy of **THE Student Residency Questionnaire**.”

AZ ESSA State Plan, (Section K)

Arizona ESSA State Plan

Student Residency Questionnaire





Identification Tools

Homeless Education
ADE Sample McKinney-Vento Identification Procedures for Homeless Children and Youth

First step for any enrollment is to determine if the student might be homeless. School sites will include the Student Residency Questionnaire (SRQ) and Rights of Homeless Students in all enrollment methods. When requested by the parent, guardian, caregiver, or student, please provide the paper version of McKinney-Vento identification forms.

If a paper version of the SRQ is completed upon enrollment, the school office staff will evaluate the screen questions on the completed SRQ.

If the SRQ is completed through the online enrollment process, the Homeless Liaison will establish a process with their Student Information System team to receive that information.

If question #1 answered "yes," and the address listed on the SRQ is within the school boundaries enroll the student immediately and send SRQ form to McKinney-Vento office.

- Email: (email address)
- The McKinney-Vento staff will follow up with the parent, guardian, caregiver, or student to conduct an interview. The school site will receive a notification to confirm the eligibility decision.

Pay special attention the section on the SRQ that asks about youth that may not reside with a parent or legal guardian due to any of the following reasons:

- Loss of housing or economic hardship.
- Incarceration or deportation of parent/guardian
- Abandonment
- Other reason

If the form indicates this is the currently living situation for the child, utilize the Student Caregiver Affidavit, and enroll the child immediately. Then, provide this form to the Homeless Liaison along with the SRQ.

Email: (email address)

- The McKinney-Vento staff will follow up with the caregiver to conduct an interview. The school site will receive a notification to confirm the eligibility decision.

Reminder: A student who is eligible for McKinney-Vento does not need to provide:

- Affidavit of Shared Residency
- Birth certificate
- Immunization records
- Open enrollment application
- Power of Attorney (POA) or guardianship documents (for situations involving an unaccompanied youth)
- Proof of residence in Arizona or attendance area (Affidavit of Arizona Residency)
- School records from previous district, including documents related to special education services

McKinney-Vento identification overrides all other requirements.

For guidance documents related to the procedures outlined in this document, please click on the following link, [Federal Education for Homeless Children and Youths \(EHCY\) Program Profile](#).

ADE Sample McKinney-Vento Identification Procedures for Homeless Children and Youth Revised 8/2023

Homeless Education
ADE Student Residency Questionnaire (Sample Form)

... youth meets the definition of homeless under the definition of homeless under Title VI-B of the McKinney-Vento Act...

... who lack a fixed, regular, permanent, and adequate dwelling...

... Child or Youth* under the McKinney-Vento Act...

... due to the lack of...

... arrangement, is it due to loss of housing...

... sleeps at night...

... electricity, or overcrowded...

... hardship, or similar reason...

... (if by parents, ran away from home)...

... (ground, park, bus/train station, or similar place)...

Student Residency Questionnaire Sample Form 6/2023

Homeless Education
RIGHTS OF HOMELESS STUDENTS

... ensures all students with dignity and... free and appropriate educational... to the educational rights of... services, programs, and...

... who lack a fixed, regular, permanent, and adequate dwelling...

... Child or Youth* under the McKinney-Vento Act...

... due to the lack of...

... arrangement, is it due to loss of housing...

... sleeps at night...

... electricity, or overcrowded...

... hardship, or similar reason...

... (if by parents, ran away from home)...

... (ground, park, bus/train station, or similar place)...

Homeless Education
ADE Caregiver's Authorization Affidavit (Sample Form)

... en and Youth (EHCY) program, (1431 et seq.), also known as the... be able to reside with their parent... appropriate public education. This...

... enrollment and educational... form.

... the minor student named below,...

... to attend school... named below will not be... my approval.

... the minor student listed below or... ncial support to the student.

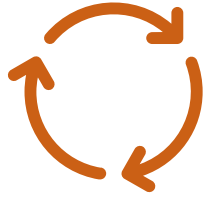
... minor and in all other ways stand... policy, including, but not limited to, disciplinary, curricular, special... other decision that facilitates the...

... te of birth: _____

... school officials with making... of my intent to assist school... ave received no objection.

... LEA Homeless Liaison. The... per any circumstances.

- Identification Procedure (ADE Sample)
- Required Student Residency Questionnaire (SRQ)
- Rights of Homeless Students
- Caregiver's Authorization Affidavit



Eligibility Tools

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(a)(9)(A)(ii)).

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 [NCHIE Homeless Liaison Toolkit](#) and [NCHIE 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. § 11434(a)(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 9/2023

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 (i.e., 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 disagree, the school district should attempt to resolve the dispute through mediation or Dispute Resolution. If the school district and parent, guardian, caregiver, or unaccompanied homeless youth are unable to resolve the dispute, the school district should comply with the wishes of the parent, guardian, caregiver, or unaccompanied homeless youth.

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

ADE Sample Identification & Eligibility Interview Questions & Checklist

Step 2 – Assessment of Need Planning Guide	
Sections:	Basic Supports, Educational/Academic Supports, & Additional Supports
Instructions:	<ol style="list-style-type: none"> 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.

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

or youth attended when enrolled, including a level served by the school of origin or the school of origin at the next grade level

as "any public school that the child or youth is actually living

enrollment in the best interest of the child or youth to develop a written

ADE Sample Identification & Eligibility Interview Questions & Checklist

Date of Interview: _____


Relationship to Student(s): _____

School(s) of Enrollment: _____

- Identification & Eligibility Interview Questions & Checklist
- Best Interest Determination (BID) for School Placement



Eligibility Determination & Written Notification Letter

 **Homeless Education**

Written Notification of McKinney-Vento Eligibility Decision (ADE Sample form)

(Date) _____

This letter shall serve as written notification of the decision made regarding McKinney-Vento eligibility, school selection and enrollment determination, in compliance with the McKinney-Vento Act (42 U.S.C. §11432(g)(3)(E)(ii)).

Name of Parent(s)/Guardian(s): _____

Name of Student(s): _____

It has been determined that your situation does qualify the student noted in this letter as McKinney-Vento Eligible based on the following:

- The student(s) qualify for McKinney-Vento services, and it is in the best interest of the student(s) to remain in the School of Origin: (Enter the school district and school name in this section.)
- The district will provide transportation. The McKinney-Vento Homeless Liaison will arrange this.
- The district will not provide transportation based on the following: (Provide details surrounding the decision.)
- The student(s) qualify for McKinney-Vento services, and they are not in the physical care of a parent or legal guardian due to hardship. Furthermore, the student meets the definition of an Unaccompanied Youth.
- The student(s) qualify for McKinney-Vento services, but it may not be in the best interest of the student(s) to remain at their School of Origin (Enter the school district and school name) and will be supported in enrolling in their new Local Attendance Area School (Enter the school district and school name). This determination was based upon: (Provide an explanation of the decision. If it was based on the outcome of a BIR meeting provide those details in this section, including the date.)

It has been determined that your situation does NOT qualify the student(s) noted in this letter as McKinney-Vento eligible. If your living situation changes, you may re-apply. You also have the right to appeal this decision. Contact the McKinney-Vento Homeless Liaison for assistance. The student(s) listed above has/have the right to enroll or remain enrolled in the requested school pending the resolution of the dispute. The decision was based on the following:

- The current primary nighttime residence is considered fixed, regular, and adequate.
- The current living situation reported is considered a choice or preference and not due to hardship.
- The student is in the company of a parent or legal guardian.
- Other: (Provide an explanation of the decision.)

Please see the accompanying document, **Rights of Homeless Students**, for additional information regarding our commitment to the educational rights of homeless children, youth, and unaccompanied youth.

Thank you.

McKinney-Vento Homeless Liaison Name _____
LEA/Charter District Name _____
Email address _____
Phone _____

Enclosure: Rights of Homeless Students

ADE Written Notification of Eligibility School Placement Determination 8/2023

Find this sample document and download for use at www.azed.gov/homeless

LEAs are **required** to:

- **Provide** to parent, guardians or unaccompanied homeless youth **written notice** of decisions related to school selection or enrollment,
- Include a **detailed explanation** regarding the determination,
- Provide the written notice in a format that is **understandable** to the receiver and,
- Ensure information regarding the **right to appeal** is included.
- The letter is **accompanied** by the **Rights of Homeless Students**

“(iii) **if**, after conducting the **best interest determination**...the local educational agency determines that it is **not** in the child's or youth's best interest to attend the **school of origin** or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, provide the child's or youth's parent or guardian or the unaccompanied youth with a **written explanation** of the reasons for its determination, in a **manner and form understandable** to such parent, guardian, or unaccompanied youth, including information regarding the **right to appeal**.”

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

McKinney-Vento Act

Written
Explanation
&
Dispute



“LEAs must **develop, review, and revise policies** to remove **barriers** to the **identification, enrollment, and retention** of children and youth (including preschool-aged children and unaccompanied youth) experiencing homelessness in school, including barriers to enrollment (re-enrollment) and retention due to outstanding fees or fines, or absences.”

[42 U.S.C. §11432 \(g\)\(1\)\(I\)](#)

McKinney-Vento Act

Remove Barriers to Identification



End of Year Data Reporting

- Required Tools
- Required SIS Data Elements
- Data FAQs
- Data Collection & the LCNA



Local educational agency liaisons for homeless children and youths **shall, as part of their duties, ... 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 Homeless Assistance Act

Data





Data Collection and Utilization Process

Once students have been identified, how should an LEA utilize data to support students experiencing homelessness?

Identification Process Completed

Ongoing Data Tracking

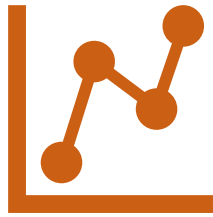
Adjust **Services** to Meet Needs of HCY

Adjust **Program** to Meet Needs of HCY

Conduct Local Comprehensive Needs Assessment (LCNA)

Analyze LCNA Data – Review and Revise HEP Programmatic Features





Required Data Tools for MV Homeless Liaisons

1.

Internal Tracking System

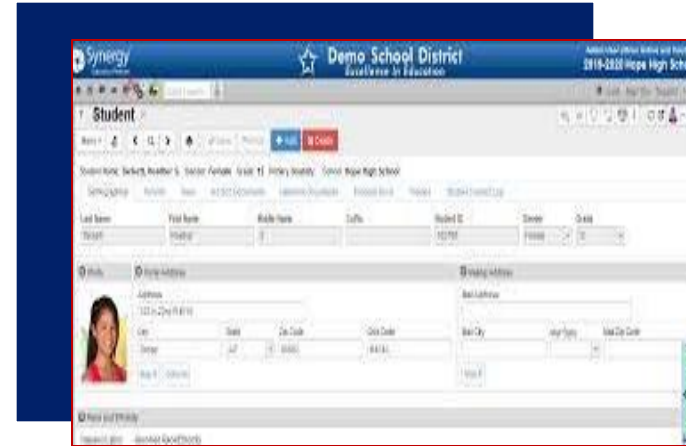
- Separate from the SIS

McKinney-Hero Case #	Last Name	First Name	School of Origin	School of Residence	Student ID	Grade	Enroll	Expul	WAF	Pending Identification	SIS Case Entry	Transportation	Verification Sent	Referral to Grant Provider	Activity Support	ECI or APR
07-01-2024-1	Moose	Mickey	Doreward High School	Altessa High School	000000	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"/>	<input type="checkbox"/>
07-04-2024-2	Duck	Donald	Dorey Charles Elementary	Altessa Elementary School	004567	2	<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"/>	<input type="checkbox"/>
07-01-2024-3	Lighthouse	Eric	Pine Junior High School	Altessa Junior High School	007077	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"/>	<input type="checkbox"/>
07-04-2024-4	McCluck	Storage	Doreward High School	Altessa High School	000000	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"/>	<input type="checkbox"/>

2.

Student Information System (SIS) Permissions

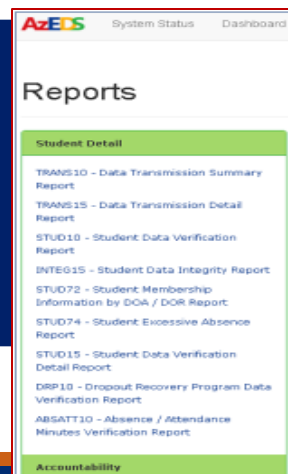
- Data Entry and/or Viewing

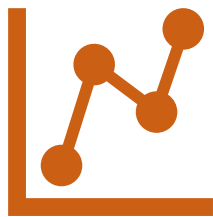


3.

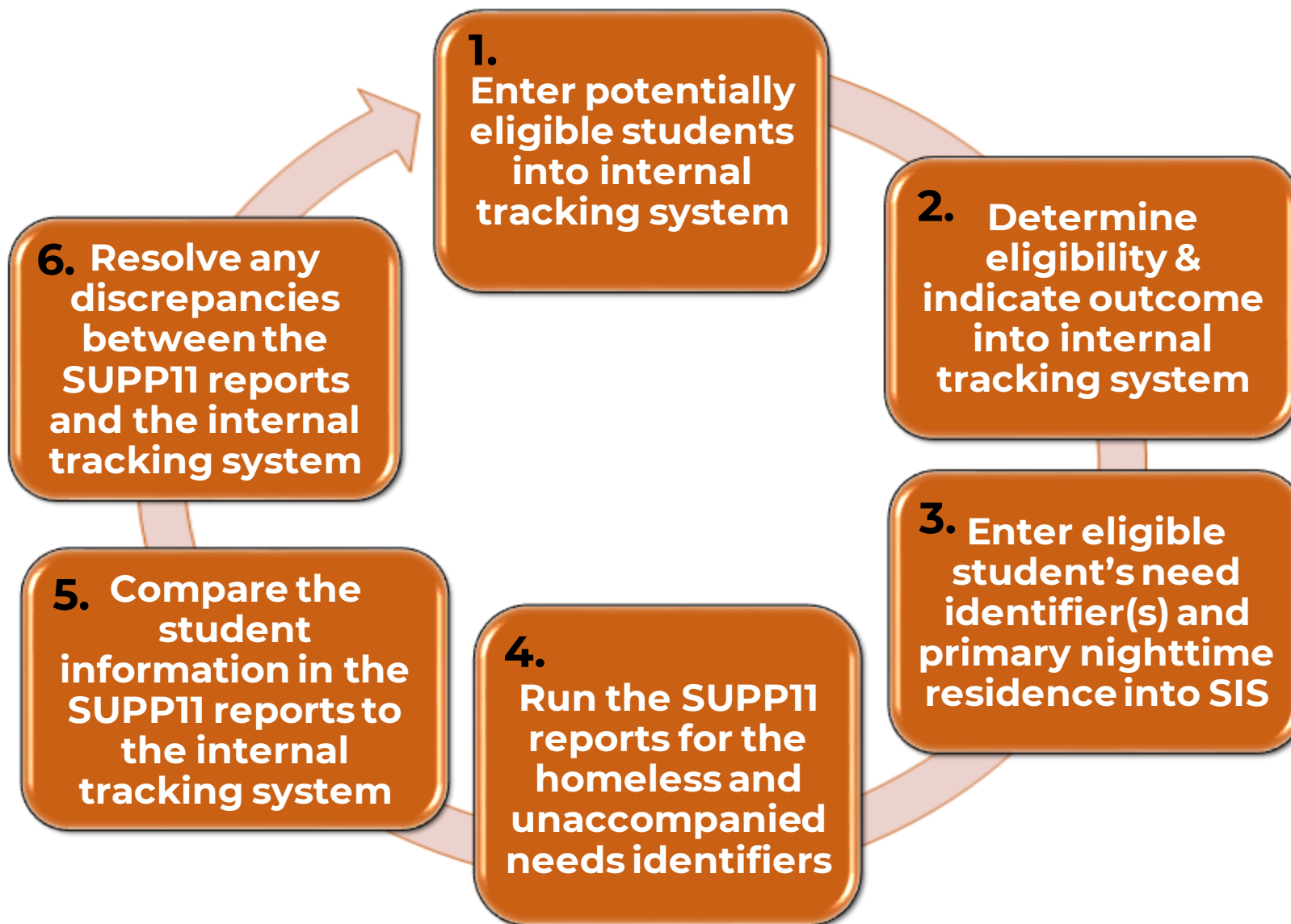
AzEDS SUPP11 Report Permission

- Data Viewing





Ongoing Data Entry & Integrity Process





Required SIS 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



Data Requirements – FAQs

- Do LEAs report students in **foster care** in their homeless children and youth (HCY) data?
 - **No.**
- Are **preschool-aged children** experiencing homelessness counted in HCY data?
 - **Yes, IF** they are **enrolled** in the **LEA-provided preschool program.**
 - **No, IF** they are **not enrolled** in **LEA-provided preschool program.**
- Are LEAs required to report a **primary nighttime residence** for **each** homeless needs identifier in their SISs?
 - **Yes.**
- Are LEAs required to report a **homeless needs identifier** and **accompanying primary nighttime residence** for each identified **unaccompanied homeless youth (UHY)**?
 - **Yes.**



Data Requirements – FAQs

- If the parent, guardian, or youth **denies services**, but are eligible under the McKinney-Vento Act, should the LEA **still identify them** with the homeless/unaccompanied homeless youth needs identifier in their SIS?
 - **Yes.**
- If an HCY/UHY student **transfers** to another LEA, should the LEA of the school of origin **remove** the homeless/unaccompanied homeless youth need identifier in their SIS?
 - **No.**
- If an HCY/UHY student finds **permanent housing** during the school year, should the LEA **remove** the HCY and UHY needs identifiers in their SIS?
 - **No.**



Ensuring Data Integrity

McKinney-Vento Case #	Last Name	First Name	School of Origin	School of Residence	Student ID	Grade	Eligible	Not Eligible	UHY
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"/>
07-01-2024 2	Duck	Donald	Disney Character Elementary	Arizona Elementary School	1234567	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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"/>
07-01-2024 4	McDuck	Scrooge	Disneyworld High School	Arizona High School	9999999	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



SUPP11		Fictional Unified School District (3847)			CTDS: 04-38-49-1980			
Fiscal Year: 2024		Support Program Need Data Verification Report			Page: 1 of 6			
School Year: 2023-2024								
School CTDS: 04-38-49-2938								
School Name: Arizona High School (3749)								
Need: Homeless								
					Primary Night Time			
District	State	Last Name	First Name	Middle Name	Gender	Need Entry	Need Exit	Residence
47583	4444444	Mouse	Mickey	Disney	M	07/01/24	05/25/25	Doubled Up
56788	9999999	McDuck	Scrooge	Humbug	M	07/01/24	05/25/25	Hotels/Motels

Step 1: Run bi-weekly **SUPP11** reports for HCY & UHY Needs and compare with **internal tracking system**

Step 2: Work to **resolve any discrepancies** between the SUPP11 reports and the internal tracking system

• **Examples:**

- Missing, additional, and different student information

• **Potential Steps to Take:**

- Check SIS entries,
- Work with LEA data team and/or SIS vendor for syncing issues



Important Reminders

Cover Specific Data details: EC, FC, UHY, etc

- 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.
 - **Review** your current **data** and **rectify** any reported data **immediately**.
- 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 the 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 the total enrolled HCY count.
- Identified **UHY must be coded with both the HCY and UHY needs identifiers and corresponding primary nighttime residence** in the SIS.
- If a **HCY/UHY Student Leaves the LEA/Charter District** they should remain in the total enrolled HCY count for that school year in the SIS
 - Even if they move transfer to another LEA.



When does data need to be updated & verified?

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.



Share Your Knowledge

I have **received, reviewed,** and implemented the **summer school guidance** sent from the ADE HEP.

Answer in
the pop-
up poll!



Summer School Enrollment in the SIS

- LEAs are required to set an exit date for each HCY at the **final day of instruction for the regular school year**.
 - This may fall on a date prior to the close out date set for all Arizona schools, which is June 30th.
- If a **summer school program** is to take place, then a **new enrollment** line would need to be established with a **start date after the final day of the regular school year** and exit date prior to June 30th.
- If the LEA offers an additional summer school **session after June 30th** then a **new enrollment line** would need to be established with a **start date after July 1st**.
 - The eligibility process must be prioritized to ensure the student is identified promptly to avoid disruption in services.

Technical Assistance Received from, U.S. Department of Education, 2023



HEP Local Comprehensive Needs Assessment (LCNA)

- Why is the LCNA administered at the LEA level?
- How can LEAs utilize the LCNA data to support HCY?

Ensures LEAs capture the needs of HCY

Leads to actionable HEP planning

Improves HEP programs

Improves services

Provides organizational structure

Sets criteria for funding allocations

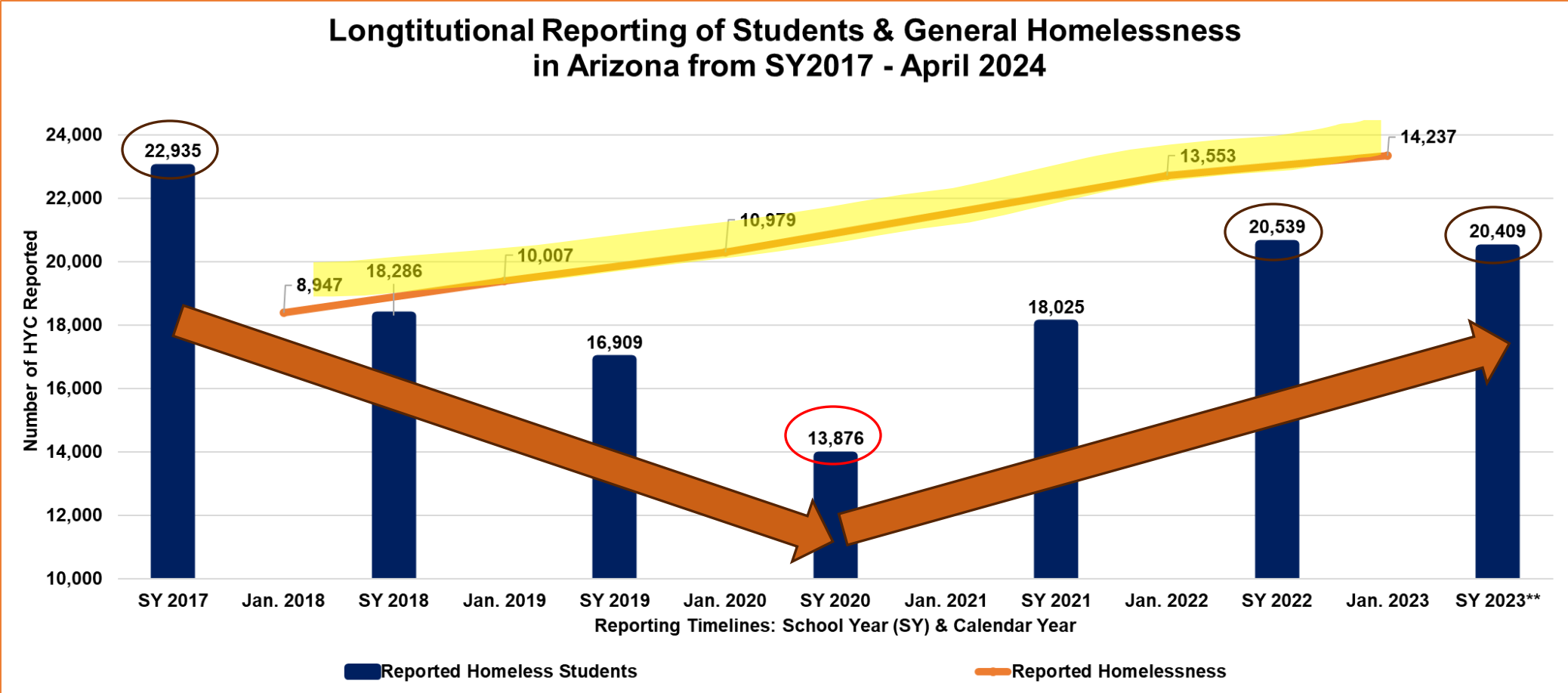
Arizona Liaisons are required to administer yearly

The Big Picture



- Data Trends
- Shared Responsibility

Identification Rates





Statewide Public Awareness Campaign

- **Arizona HCY Data**
 - There are less students identified post-pandemic than before the pandemic, even though there are more people experiencing homelessness throughout Arizona now than ever before
 - This disproportionality indicates that there are many students experiencing homelessness who are either not being identified (i.e., currently enrolled in school but not identified under the McKinney-Vento Act) or not enrolled in school at all
- **Arizona ARP-HCY State Plan**
 - Collaborating with a CBO to launch a marketing campaign aimed at identifying homeless students and reconnecting them to schools and early childhood programs (pg. 9)
- **Arizona Homeless Education Program Statewide CNA**
 - Statewide informational messaging campaign of the McKinney-Vento Act and student and family rights intended for the general public (pg. 12)



State Education Agency (SEA) Awareness Campaign

Campaign Parameters



CAMPAIGN OBJECTIVE

- Run an active statewide multimedia public awareness campaign to increase awareness of the educational rights and identification of children and youths experiencing homelessness



TARGET AUDIENCES

- Parent/legal guardians/families experiencing homelessness
- Unaccompanied youth experiencing homelessness
- CBOs, Educators, Social Workers
- Arizona Public



TIMING


- June 2024 – Jan 2025




Housing Climate – in the State of Arizona


REAL ESTATE


2023 saw the most evictions in metro Phoenix in nearly 2 decades. Why?

 **Catherine Reagor**
Arizona Republic

Published 6:03 a.m. MT March 29, 2024 | Updated 1:45 p.m. MT April 3, 2024





 28 Photos [VIEW FULL GALLERY](#)

Evictions on the rise in metro Phoenix. Here's why
Landlords moved to evict Valley renters more than 67,000 times in 2022, including Jesse Burk, Judy Peck and Roderick King.

[Metro Phoenix evictions hit highest number in nearly 2 decades. Why? \(azcentral.com\), March 2024](https://www.azcentral.com/story/news/politics/economy/2024/03/29/metro-phoenix-evictions-hit-highest-number-in-nearly-2-decades-why/7048127001/)

INCREASED EVICTION RATES

- 2023 saw the most evictions in metro Phoenix in nearly 2 decades
- Landlords moved to evict Valley renters more than 67,000 times in 2022
- Justice Anna Huberman, presiding justice of the peace for Maricopa Justice Courts said she used to spend Wednesday mornings hearing eviction cases, but now she spends the entire day on cases.
- The Arizona Rental Assistance Program, administered by the Department of Economic Security, can help tenants pay past-due and future rent, as well as late fees and payments. To apply, go to des.az.gov/ARAP.



Carl Gershenson, Ph.D.
Director, Eviction Lab
Princeton University



Shared Responsibility: Local and National Data Points

Reliable data about the characteristics of people being identified as experiencing homelessness allows state, local governments, and federal government agencies to **target resources** to meet the diverse **needs** of people experiencing homelessness and **evaluate** if these efforts are **effective**.

Your work as a McKinney-Vento Homeless Liaison has a **huge impact** on data points at all these levels.

Thank you!



Post-Assessment

Let's test your knowledge.

Post-Assessment

1. An LEA can ensure school stability for HCY by including which of the following practices in their policies and procedures? (Select all that apply.)
2. School of origin applies to feeder schools when there is a "designated receiving school" for students.
3. HCY are not eligible for McKinney-Vento services after the first year if they are still living in the same housing situation.
4. Eligibility determinations for the new school year are made: ...
5. By what date are LEAs required ensure reliable and accurate data is uploaded to AzEDS?

Post-Assessment Results

1. An LEA can ensure school stability for HCY by including the following practices in their policies and procedures. (choose all that apply)
 - ✓ **a) Considering student centered factors**
 - b) Allowing the school principal to make the determination and then advising the liaison of the decision
 - ✓ **c) Consistently utilizing the practice of best interest terminology to help guide decisions regarding school enrollment.**
 - ✓ **d) Giving the parent, guardian, or youth the opportunity to share their wishes.**

2. School of origin applies to feeder schools when there is a "designated receiving school" for students.
 - ✓ **True**
 - False

Post-Assessment Results

3. HCY are not eligible for McKinney-Vento after the first year if they are still living in the same housing situation.
 - True
 - ✓ **False**

4. Eligibility determinations for the new school year are made
 - a) Immediately after the last day of the current school year
 - ✓ **b) After July 1st**
 - c) Once the liaison returns following summer break

5. By what date are LEAs required ensure reliable and accurate data is uploaded to AzEDS?
 - a) The last day of school
 - ✓ **b) June 30th**
 - c) July 1st



Closing & Next Steps

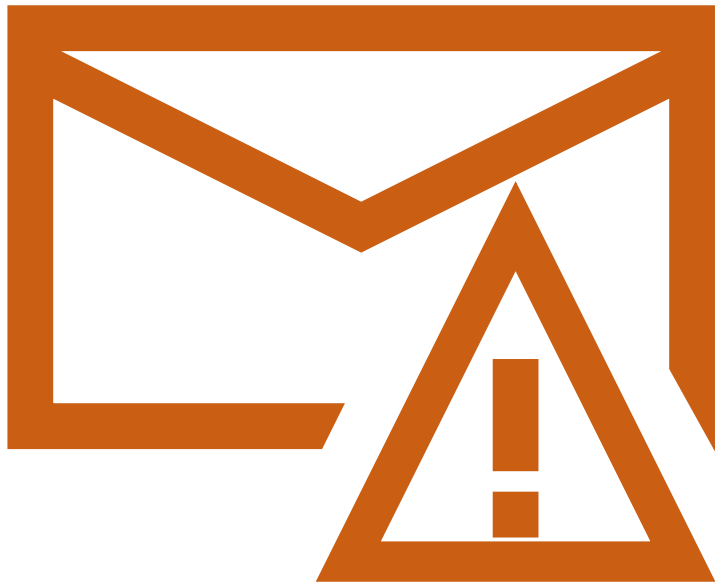
Feedback Survey & Certificates

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



Optional Office Hours
