



Arizona Homeless Education Program

Eligibility Determinations, Best Interest Determinations (BIDs), Managing Disputes, & Providing Written Notification

December 2024

Housekeeping Items

- If you have questions throughout today's session, 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.
- Today's session will be interactive. Please utilize the chat if you are unable to access polls.
- Today's session is being recorded. The recording and presentation slides will be made available to attendees after the training.
- All resources referenced in this training as well as the recording and presentation slides will be shared following the session on the Arizona Homeless Education Program website.
- AI note-taking and other tools are not permitted in ADE sessions.

Arizona Department of Education

The Arizona Department of Education is a service organization committed to raising academic outcomes and empowering parents.

Arizona Homeless Education Program

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

Mission Statements





Meet the Team



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

**Homeless Education
Program**

**Homeless, Foster Care,
and Refugee Student
Support**



Rita Rodriguez
*Homeless Education
Program
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Arizona Homeless Education Program





Today's Session

Common Acronyms and Terms

DOE

Department of
Education

ADE

Arizona
Department of
Education

HCY

Homeless
Children and
Youth

SIS

Student
information
system

BID

Best interest
determination

SEA

State Education
Agency

HEP

Homeless Education
Program

UHY

Unaccompanied
Homeless Youth

CBO

Community-
based
organization

NCHE

National Center
for Homeless
Education

LEA

Local educational
agency

**McKinney-Vento Homeless
Liaison of Record**

**Site-Based McKinney-Vento
Homeless Liaison**

SHC

SchoolHouse
Connection

TA

Technical
Assistance

Objective

McKinney-Vento Homeless Liaisons will...

- understand requirements and necessary processes to conduct **eligibility determinations, best interest determinations** (BIDs), and **disputes** while **ensuring awareness and notification** throughout each process.

Today's Session Flow

Today's session will cover the following topics:

- Eligibility Determinations
- Managing Disputes
- Best Interest Determinations (BIDs)
- Providing Written Notification of Eligibility

Throughout today's session, we will analyze each of these topics as they present themselves in a common scenario.

Each step of the way, we will ask you to consider how you would proceed by sharing your knowledge in the chat and answering pop-up questions.

Pre-Assessment

Let's test your knowledge.

Pre-Assessment

1. **True or False:** Any LEA administrative staff may mediate an enrollment dispute for students experiencing homelessness.
2. **True or False:** Shelter Case Managers may determine a child or youth's eligibility for services provided under the McKinney-Vento Homeless Assistance Act.
3. **True or False:** Liaisons are **not allowed** to request or share information with shelter organizations that support their students and families.
4. What documents must be accompanied by the Educational Rights of Homeless Children and Youths? (Select all that apply.)
 - a) Arizona Student Residency Questionnaire
 - b) Written Notice of Eligibility Determination
 - c) Written Notice of Dispute Resolution Decision(s)
 - d) Written Notice following a Best Interest Determination (BID)



“If the first thought is *‘Are you my kid, are you somebody else’s kid, do I have to serve you?’* – that doesn’t lend itself to **building trust** with families, making families feel **safe** and making them feel like they have resources to **help them help their children get an education**”

Barbara Duffield, Executive Director, SchoolHouse Connection
during an [interview with St. Louis Public Radio](#)

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.

Eligibility Determinations

Family Awareness

Type your
answer in
the chat!

Last week a family moved into a shelter in your local area.

As the McKinney-Vento Homeless Liaison, what could you do to make sure the family is made **aware** of the children's **educational rights** upon **arrival** at the shelter?



Eligibility Determinations

Family Awareness

Last week a family moved into a shelter in your local area.

Raise awareness!

- Public Notice Poster
- Partnerships with shelters
- Training for shelter staff

"Each local educational agency liaison for homeless children and youths, designated under paragraph (1)(J)(ii), shall ensure that homeless children and youth (including preschool-aged children and unaccompanied homeless youth) are **identified** by school personnel through **outreach** and **coordination** activities with other **entities** and **agencies**."

[42 U.S.C. § 11432 \(g\)\(6\)\(A\)\(i\)](#)

McKinney-Vento Act

Liaison
Responsibility:
Outreach and
Coordination



“If applicable, each State educational agency and local educational agency...shall **coordinate** with **State** and **local housing agencies** responsible for developing the comprehensive housing affordability strategy described in section 12705 of this title to **minimize educational disruption** for children and youths who become homeless.”

[42 U.S.C. § 11432 \(g\)\(5\)\(A\)](#)

McKinney-Vento Act

LEA Responsibility:
Housing Assistance



“The coordination...shall be designed to—

(i) ensure that all homeless children and youths are **promptly identified**;

(ii) ensure that all homeless children and youths have **access to**, and are in reasonable proximity to, available **education and related support services**; and

(iii) **raise the awareness** of **school personnel** and **service providers** of the effects of short-term stays in a shelter and other challenges associated with homelessness.”

[42 U.S.C. § 11432 \(g\)\(5\)\(C\)](#)


McKinney-Vento Act

LEA Responsibility:
Coordination
Purpose



Awareness Public Notice Poster Templates

INFORMATION FOR PARENTS



IF YOUR FAMILY LIVES IN ANY OF THE FOLLOWING SITUATIONS:



- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or economic hardship

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

Your eligible children have the right to:


- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference.
 - If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

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

 <p>LEA Information</p>	 <p>Arizona Department of Education Homeless Education Program Coordinator (602) 542-4963 Homeless@azed.gov www.azed.gov/homeless</p>
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If you need further assistance with your children's educational needs, contact the National Center for Homeless Education.

INFORMACIÓN PARA LOS PADRES



SI SU FAMILIA VIVE EN CUALQUIERA DE LAS SITUACIONES SIGUIENTES:



- En un albergue
- En un motel o un sitio para acampar debido a la falta de una alternativa adecuada
- En un auto, un parque, un edificio abandonado, o una estación de trenes o de autobuses
- Compartiendo la vivienda de otras personas debido a la pérdida de su casa o a una dificultad económica

Sus hijos de edad escolar podrían calificar para recibir ciertos derechos y protecciones bajo la ley federal McKinney-Vento.

Sus hijos elegibles tienen derecho a:


- Recibir una educación pública gratuita y apropiada.
- Inscribirse en la escuela inmediatamente, aunque falten documentos normalmente requeridos para la inscripción.
- Inscribirse y asistir a clases mientras que la escuela obtiene los documentos necesarios.
- Inscribirse en la escuela local; o continuar asistiendo a la escuela de origen (la escuela a la cual su hijo asistió cuando tenía una residencia permanente, o la última escuela en la cual estaba inscrito), si esto es su preferencia.
 - Si el distrito escolar cree que la escuela escogida por usted no es la mejor para sus hijos, el distrito tiene que darle a usted una explicación escrita de su posición e informarle de su derecho de apelar su decisión.
- Recibir transporte a/de la escuela de origen, si usted lo pide.
- Recibir servicios educacionales comparables a los que están provistos para otros estudiantes, según las necesidades de sus hijos.

Si usted cree que sus hijos podrían ser elegibles, contacte al oficial para la educación de los niños y jóvenes sin hogar de su distrito escolar para averiguar los servicios y ayudas que podrían estar disponibles. También puede haber apoyo disponible para sus hijos de edad preescolar.

 <p>LEA Information</p>	 <p>Departamento de Educación de Arizona Coordinador del Programa de Educación para Personas sin Hogar (602) 542-4963 Homeless@azed.gov www.azed.gov/homeless</p>
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Si usted necesita ayuda adicional con las necesidades educacionales de sus hijos, contacte al Centro Nacional de Educación para los Niños y Jóvenes sin Hogar:
1-800-308-2145 • homeless@serve.org • http://nche.ed.gov

INFORMATION FOR SCHOOL-AGE YOUTH



IF YOU LIVE IN ANY OF THE FOLLOWING SITUATIONS:



- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or economic hardship

You may qualify for certain rights and protections under the federal McKinney-Vento Act.

Eligible students have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is their preference.
 - If the school district believes that the school selected is not in his/her best interest, then the district must provide the student with a written explanation of its position and inform the student of his/her right to appeal its decision.
- Receive transportation to and from the school of origin, if requested.
- Receive educational services comparable to those provided to other students, according to the students' needs.

If you believe you may be eligible, contact the local liaison to find out what services and supports may be available.

 <p>LEA Information</p>	 <p>Arizona Department of Education Homeless Education Program Coordinator (602) 542-4963 Homeless@azed.gov www.azed.gov/homeless</p>
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If you need further assistance with your educational needs, contact the National Center for Homeless Education:
1-800-308-2145 • homeless@serve.org • http://nche.ed.gov

INFORMACIÓN PARA LOS JÓVENES DE EDAD ESCOLAR



SI VIVES EN CUALQUIERA DE LAS SITUACIONES SIGUIENTES:

- En un albergue
- En un motel o un sitio para acampar debido a la falta de una alternativa adecuada
- En un auto, un parque, un edificio abandonado, o una estación de trenes o de autobuses
- Compartiendo la vivienda de otras personas debido a la pérdida de tu casa o a una dificultad económica

Podrías calificar para recibir ciertos derechos y protecciones bajo la ley federal McKinney-Vento.

Estudiantes elegibles tienen derecho a:

- Recibir una educación pública gratuita y apropiada.
- Inscribirse en la escuela inmediatamente, aunque falten documentos normalmente requeridos para la inscripción.
- Inscribirse y asistir a clases mientras que la escuela obtiene los documentos necesarios.
- Inscribirse en la escuela local; o continuar asistiendo a la escuela de origen (la escuela a la cual asistió el estudiante cuando tenía una residencia permanente, o la última escuela en la cual estaba inscrito), si esto es su preferencia.
 - Si el distrito escolar cree que la escuela escogida no es la mejor para el estudiante, el distrito tiene que darle al estudiante una explicación escrita de su posición e informarle de su derecho de apelar su decisión.
- Recibir transporte a/de la escuela de origen, si se lo pide.
- Recibir servicios educacionales comparables a los que están provistos para otros estudiantes, según la necesidad del estudiante.

Si crees que podrías ser elegible, contacta al oficial para la educación de los niños y jóvenes sin hogar del distrito escolar para averiguar los servicios y ayudas que podrían estar disponibles.

 <p>LEA Information</p>	 <p>Departamento de Educación de Arizona Coordinador del Programa de Educación para Personas sin Hogar (602) 542-4963 Homeless@azed.gov www.azed.gov/homeless</p>
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Si necesitas ayuda adicional con tus necesidades educacionales, contacta al Centro Nacional de Educación para los Niños y Jóvenes sin Hogar:
1-800-308-2145 • homeless@serve.org • http://nche.ed.gov

Professional Development Community Partners

Community partners may need information about how to best work with school systems to meet both academic and other basic needs.

“To meet the needs of homeless students, local liaisons must have a diverse network of collaborative partners, as students experiencing homelessness have many needs beyond what schools have the ability to address on their own. Assisting families through referrals for additional services, such as housing, medical, dental, and social services, can increase stability and ensure students are ready to learn when they reach the classroom.”

[\(NCHE Local Liaison Toolkit: Collaboration\)](#)

Some community partners to consider:

- Local city governments
- Local Coalition to End Homelessness (LCEH)
- Shelters
- Community-Based Organizations (CBO's)
- Non-profit organizations
- Faith based organizations
- Post-secondary institutions
- Early Childhood facilities
- Continuum of Care (CoC)
- Social services (DES, WIC)
- Community Action Network (CAN)

Eligibility Determinations

Meet the Family

Type your
answer in
the pop-
up!

The shelter case manager, having received training and being aware of McKinney-Vento and school of origin rights, reviews the information with the parents.

The parent, with the support of the case manager, contacts the McKinney-Vento Homeless Liaison at the **school of origin**.

As the McKinney-Vento Homeless Liaison, what questions would you ask?
What information is important to gather?



Eligibility Determinations

Meet the Family

Select
your
answer in
the pop-
up!

The shelter case manager, having received training and being aware of McKinney-Vento and school of origin rights, reviews the information with the parents.

The parent, with the support of the case manager, contacts the McKinney-Vento Homeless Liaison at the **school of origin**.

What tools can you utilize to efficiently gather this information in an organized manner?

- a) Arizona Student Residency Questionnaire
- b) Educational Rights of Homeless Children and Youths
- c) Identification & Eligibility Interview Questions & Checklist (Needs Assessment)
- d) Ask the parent if they have a Release of Information (ROI) signed with the shelter

Eligibility Determinations

Meet the Family


The shelter case manager, having received training and being aware of McKinney-Vento and school of origin rights, reviews the information with the parents.

The parent, with the support of the case manager, contacts the McKinney-Vento Homeless Liaison at the **school of origin**.

Each of these are tools that should be utilized to ensure the parents are aware of rights and necessary information is gathered to make an eligibility determination:

- a) **Arizona Student Residency Questionnaire**
- b) **Educational Rights of Homeless Children and Youths**
- c) **Identification & Eligibility Interview Questions & Checklist (Needs Assessment)**
- d) **Ask the parent if they have a Release of Information (ROI) signed with the shelter**

Guidance and Required Forms



Homeless Education

Guidance for Utilizing the Arizona Student Residency Questionnaire and The Educational Rights of Homeless Children and Youths

As outlined in the [Arizona ESEA Consolidated State Plan](#), local education agencies (LEAs), including charters, in the State of Arizona are **required** to utilize the [Arizona Student Residency Questionnaire](#) and [The Educational Rights of Homeless Children and Youths](#). Please reference the following guidance to ensure compliance with statutory requirements when developing these required documents.

Requirements to Ensure Statutory Compliance when Developing Required Documents


- LEAs must convert the Arizona Student Residency Questionnaire and The Educational Rights of Homeless Children and Youths documents into an editable format to make required modifications. Please reference the [Instructions for Converting Sample Documents for LEA Use](#) resource for assistance with this process.
- LEA modifications to the Arizona Student Residency Questionnaire must follow the following guidelines:**
 - Replace the Arizona Department of Education Homeless Education logo with the LEA's logo.
 - Add any additional questions that may enhance the LEA's ability to identify students experiencing homelessness.
 - Add any additional information that may be pertinent for individuals completing this form to be aware of.
 - Do **NOT** modify or remove any existing questions, information, or elements.
- LEA modifications to The Educational Rights of Homeless Children and Youths must follow the following guidelines:**
 - LEAs may **NOT** omit or withhold access to information about **all** of the rights as outlined in the McKinney-Vento Homeless Assistance Act. The Educational Rights of Homeless Children and Youths resource was developed to include information about all of the rights within the law, therefore LEAs may **NOT** omit any of the information included.
 - Fill in all information requested for the LEA Homeless Liaison in the designated space. Do **NOT** remove the State Homeless Education Program Coordinator information.

Statutory Requirements

- Provision of both the Student Residency Questionnaire and The Educational Rights of Homeless Children and Youths is required at any time enrollment is requested and twice annually ([42 U.S.C. § 11432 \(g\)\(3\)](#)).
- LEAs may not require completion of the Student Residency Questionnaire for enrollment or eligibility determinations, as doing so may impose a barrier to the identification, immediate enrollment, and retention of students experiencing homelessness ([42 U.S.C. § 11432 \(g\)\(1\)\(i\)](#)).
- Parents, guardians, caregivers, and youth must be provided the opportunity to complete the Student Residency Questionnaire and access the accompanying Educational Rights of Homeless Children and Youths at any point in the year ([42 U.S.C. § 11432 \(g\)\(1\)\(i\)](#)).

Guidance for Utilizing the Arizona Student Residency Questionnaire and The Educational Rights of Homeless Children and Youths, 8/2024

1



Homeless Education

Arizona Student Residency Questionnaire

Information contained on this form is confidential and used to determine whether a child or youth meets the definition of homeless under the McKinney-Vento Act. The Education for Homeless Children and Youth (EHCY) program 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 due to the loss of housing? Yes No
(Examples: sharing the housing with others due to economic hardship or similar reason, hotel/motel, shelter, transitional housing, car, park, campsite; and inadequate housing, including no running water, electricity, or adequate space)

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

Arizona Student Residency Questionnaire, 8/2024

1



Homeless Education

The Educational Rights of Homeless Children and Youths

The LEA/Charter District shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applies to all services, programs, and activities provided or made available.

McKinney-Vento Definition of Homeless:
The term "homeless children and youth"— means individuals who lack a fixed, regular, and adequate nighttime residence [42 U.S.C. § 11434a(2)].


A student may be considered eligible for services as a "Homeless Child or Youth" under the McKinney-Vento Homeless Assistance Act if he or she is presently living in one of the following situations:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason,
- living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations,
- living in emergency or transitional shelters; or are abandoned in hospitals,
- have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings,
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, or
- is a migratory child who qualifies as homeless for the purposes of this subtitle because the children are living in circumstances described above.

The Educational Rights of Homeless Children and Youths, 8/2024

1

Identification & Eligibility Interview Questions & Checklist


 Homeless Education		ADE Sample Identification & Eligibility Interview Questions & Checklist	
<p>This form serves as a tool to assist McKinney-Vento personnel with determining if a student qualifies as "homeless". This interview form is organized into the following sections:</p>			
Step 1 – Homeless Determination		Step 2 – Assessment of Need Planning Guide	
Sections: Fixed, Regular, Adequate, & Other Considerations		Sections: Basic Supports, Educational/Academic Supports, & Additional Supports	
Instructions		Instructions	
<ol style="list-style-type: none"> 1. Conduct the interview. Take detailed notes. 2. Make a determination by analyzing the student's situation as a whole. 3. If the student is not determined to be homeless, complete necessary notification and documentation. 4. If the student is determined to be homeless, continue to Step 2: Assessment of Need Planning Guide. 		<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. 	
<p>Remember, McKinney-Vento Homeless Liaisons are responsible for developing rapport and trust during the interview process, consider meeting or talking with the parent or guardian in a private space. It is important to allow families to share their story to ensure you are obtaining necessary details to make a proper determination. Ensure they are aware of their rights and the procedure of making a homeless determination prior to beginning the interview.</p>			
Interview Conducted By: _____		Date of Interview: _____	
Persons Interviewed: _____		Relationship to Student(s): _____	
Student(s) Eligible: _____			
School(s) of Enrollment: _____			

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

Utilize the Identification & Eligibility Interview Questions & Checklist

- **Step 1: Homeless Determination**
 - Conduct the **interview**, take detailed **notes**, and make a **determination**.
- **Step 2: Assessment of Need Planning Guide**
 - **Assess** the student and family needs to begin **providing** and **arranging services**.

Tools for Collaboration

 **Homeless Education** **ADE Consent to Release of Information (ROI)**
(Sample form for use by LEA in shelter and agency collaboration)

School Year _____
Dear Parent/Guardian/Caregiver,

Our records indicate that you currently reside at (Address where family is residing). Your child qualifies for services provided by (School District/Charter Name) under the McKinney-Vento Homeless Assistance Act. Services may include education related services, food and nutrition support, or transportation.

The purpose of this form is to give (Agency or Shelter Name) permission to share information with (School District/Charter Name, McKinney-Vento Homeless Liaison) regarding your housing status or program participation in efforts to coordinate services.

Please complete this form and return it to our office. You may email it to (McKinney-Vento Homeless Liaison email address). The McKinney-Vento Homeless Liaison will use this information to help aid in McKinney-Vento eligibility determination and coordination of services as described in USC §11432(a)(5)(A).

CONSENT TO RELEASE CONFIDENTIAL INFORMATION


I, _____, hereby authorize and request:
(Parent, guardian, caregiver, student)

Shelter or Agency Name: _____
Street Address: _____
City, State, ZIP: _____
Telephone Number: _____
to share confidential information the above to:

School District _____
School District _____
School District _____

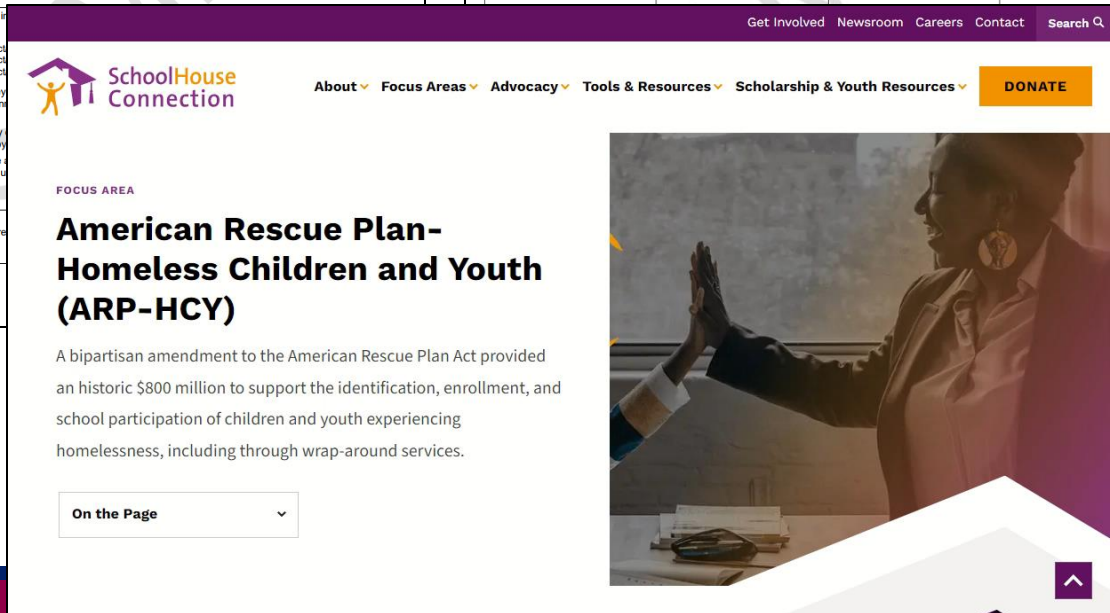
The District McKinney-Vento Homeless Liaison above to aid in McKinney-Vento Homeless Assistance Act §11432(a)(5)(A).

I understand that any information that I further release is my responsibility. I understand that any information, with the u _____
Student Name(s): _____
Parent/Guardian/Caregiver _____
Signature: _____

 **Homeless Education** **LEA Collaborations with Community-Based Organizations (ADE Sample)**

Directions: Use this template to keep a list of community-based organizations (CBOs) and community partners that your local education agency (LEA) Homeless Education Program (HEP) has established a partnership with.

LEA Name:	CTDS Number:		
Collaborating CBO or Partner	Activities in Place	Activities Planned	Services or Resources Provided



The screenshot shows the SchoolHouse Connection website. The header includes navigation links: "Get Involved", "Newsroom", "Careers", "Contact", and "Search". The main navigation menu includes "About", "Focus Areas", "Advocacy", "Tools & Resources", "Scholarship & Youth Resources", and a "DONATE" button. The page features a banner for the "American Rescue Plan- Homeless Children and Youth (ARP-HCY)" under the "FOCUS AREA" section. The text describes a bipartisan amendment to the American Rescue Plan Act providing \$800 million for homeless children and youth services. A photo of a woman with her hand raised is visible on the right side of the banner. A "On the Page" dropdown menu is at the bottom left.

- Establish a **Memorandum of Understanding (MOU)**
 - [SchoolHouse Connection Samples Available](#)
- Establish a **[Consent to Release of Information \(ROI\)](#)**
- Utilize the **[LEA Collaborations with Community-Based Organizations](#)** document to track all collaborations you have in place

Eligibility Determinations

Gather Information

During the conversation, the liaison learns the following about the two children in the family who are enrolled in schools in the district. The parents express a desire to keep their children at their schools of origin. Transportation will be needed for both children.

Child 1:

- High school
- In marching band
- Special Education/IEP
- The school of origin is located in in the neighboring LEA
- Has been attending the school for three years

Child 2:

- Elementary school
- Special Education/IEP
- The school of origin is in a neighboring LEA
- Has been attending the school for one year

Additionally, the liaison also learns that the housing plan for this family includes a 90-day emergency shelter stay with a transitional housing option or voucher.

Eligibility Determinations

Gather Information

Throughout the conversation, the liaison is analyzing all the details that were provided, such as:

- the housing plan
- duration of time left in the school year
- distance of travel and the impact it may have on the child
- safety of the child
- academic factors
- extra-curricular factors
- length of enrollment at the school of origin

Eligibility Determinations

Gather Information

Select
your
answer in
the pop-
up!

In alignment with requirements, the liaison makes an eligibility determination and reviews the following with the parents **on the phone**:

- Both students qualify for McKinney-Vento services.
- The high school child will continue enrollment at the school of origin and transportation will be coordinated.
- The liaison informs the parents that the elementary school child will need to be enrolled at the school in the attendance area. The liaison expresses that this appears to be in the best interest of the child.

Is the McKinney-Vento Homeless Liaison in compliance by only providing **verbal** notification of the eligibility determination?

- a) Yes
- b) No



Eligibility Determinations

Gather Information

In alignment with requirements, the liaison makes an eligibility determination and reviews the following with the parents **on the phone**:

- Both students qualify for McKinney-Vento services.
- The high school child will continue enrollment at the school of origin and transportation will be coordinated.
- The liaison informs the parents that the elementary school child will need to be enrolled at the school in the attendance area. The liaison expresses that this appears to be in the best interest of the child.
- The liaison emails a copy of the written notification of eligibility determination and school placement to the parents following the phone call.

If you answered **no**, you're correct!

LEAs are required to provide a **written** notification of eligibility determination and school placement.

The written notice should include information about the ability to **dispute** the determination and should be accompanied by a copy of the **Educational Rights of Homeless Children and Youth**.

“The **parent** or **guardian** of the child or **youth** or (in the case of an unaccompanied youth) the youth shall be **provided** with a **written explanation** of any **decisions** related to school selection or enrollment made by the school, the local educational agency, or the State educational agency involved, including the **rights** of the parent, guardian, or unaccompanied youth to **appeal** such decisions.

[42 U.S.C. § 11432 \(e\)\(3\)\(E\)](#)

McKinney-Vento Act

Written Notification



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 BID 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**

Managing Disputes

Awareness and Initiation

Select
your
answer in
the pop-
up!

The parents receive the written notification and learn that they can dispute the enrollment determination regarding the elementary aged student. Since they believe it is in the child's best interest to stay at the school of origin, they want to initiate the dispute or appeal process.

Who should the parents contact to file an appeal?

- a) Arizona HEP office
- b) McKinney-Vento Homeless Liaison
- c) School principal
- d) Supervisor of the McKinney-Vento Homeless Liaison



Managing Disputes

Awareness and Initiation

The parents receive the written notification and learn that they can dispute the enrollment determination regarding the elementary aged student. Since they believe it is in the child's best interest to stay at the school of origin, they want to initiate the dispute or appeal process.

Parents, guardians, and unaccompanied youth should be referred to the designated **McKinney-Vento Homeless Liaison** to initiate eligibility and enrollment disputes.

Managing Disputes

Awareness and Initiation

Select
your
answer in
the pop-
up!

The parents receive the written notification and learn that they can dispute the enrollment determination regarding the elementary aged student. Since they believe it is in the child's best interest to stay at the school of origin, they want to initiate the dispute or appeal process.

Who is responsible for ensuring the dispute is carried out?

- a) Arizona HEP office
- b) McKinney-Vento Homeless Liaison
- c) School principal
- d) Supervisor of the McKinney-Vento Homeless Liaison

Managing Disputes

Awareness and Initiation

The parents receive the written notification and learn that they can dispute the enrollment determination regarding the elementary aged student. Since they believe it is in the child's best interest to stay at the school of origin, they want to initiate the dispute or appeal process.

The designated **McKinney-Vento Homeless Liaison** is responsible for mediating enrollment disputes.

“If a **dispute** arises over eligibility, or school selection or enrollment in a school—
(iii) the parent, guardian, or unaccompanied youth shall be referred to the local educational agency **liaison** designated under paragraph (1)(J)(ii), who shall carry out the **dispute resolution process** as described in paragraph (1)(C) as **expeditiously** as possible after receiving notice of the dispute...”

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

McKinney-Vento Act

Dispute Resolution



Managing Disputes

Awareness and Initiation

Type your
answer in
the chat!

The parents receive the written notification and learn that they can dispute the enrollment determination regarding the elementary aged student. Since they believe it is in the child's best interest to stay at the school of origin, they want to initiate the dispute or appeal process.

What elements might you use as the McKinney-Vento Homeless Liaison to successfully conduct an eligibility or enrollment dispute procedure?

Are there any elements you currently use that have proven to be successful?

“All LEAs are required to **adopt a policy** and have **procedures** in place for resolving **disputes** regarding the eligibility, educational placement, and provision for services of children and youth identified as homeless.”


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

McKinney-Vento Act

Dispute Resolution



LEA-Level Dispute Resolution Resource



Homeless Education

LEA-Level Dispute Resolution Procedure & Form (ADE Sample)

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


This **packet** is to inform you of your right and the process to file an appeal to dispute the selection of the school and services that have been arranged. Below is a list of the items included in this packet:

- Contact information for the school district's McKinney-Vento Homeless Liaison and State Coordinator.
- Timelines for resolving the LEA/Charter District and State-level appeals, along with a written step-by-step description of how to dispute the school district's decision.
- The Dispute Resolution form to be completed and returned to the McKinney-Vento Homeless Liaison (see contact information below). **Submission of this form will initiate the dispute process.**
- A copy of the Written Notification of McKinney-Vento Eligibility Decision regarding school placement, enrollment, and services.
- A copy of the Rights of Homeless Students.

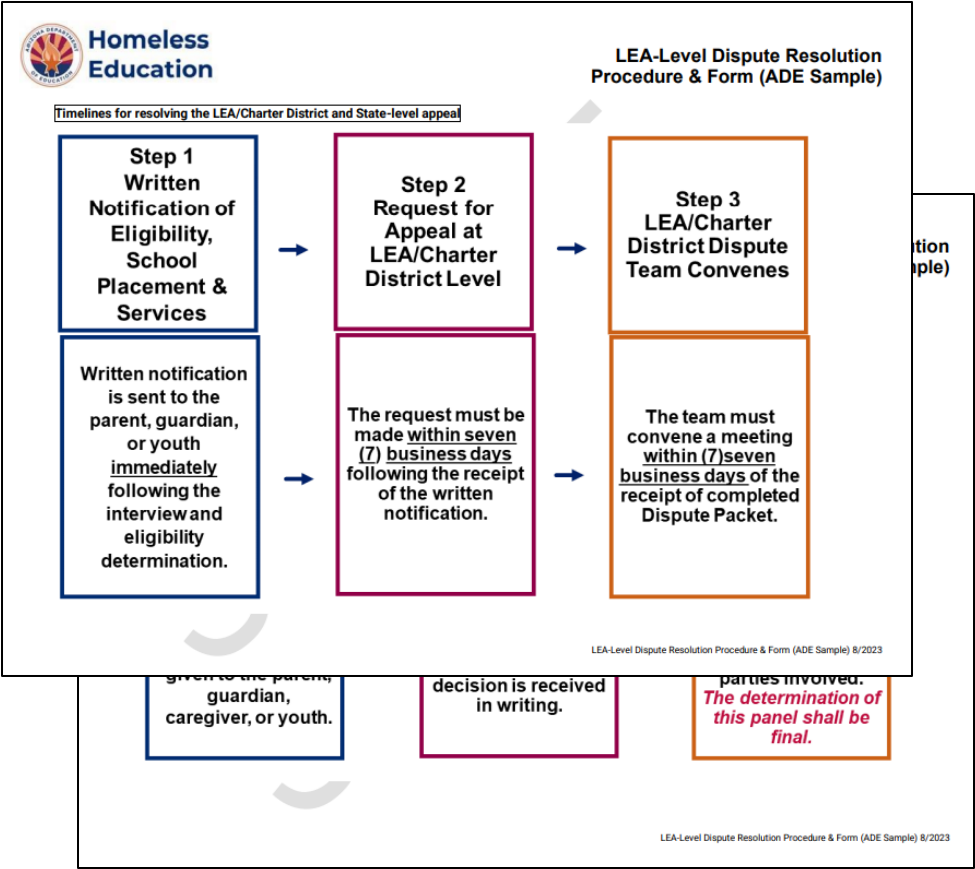
Please note that the **student has the right to enroll or remain enrolled** in the requested school pending the resolution of the dispute. Upon receipt of the dispute resolution packet, the McKinney-Vento Homeless Liaison will begin the process for review. If applicable, **transportation** must be **arranged** expeditiously.


If, at any time, you have questions regarding the dispute resolution process, you can contact the district McKinney-Vento Homeless Liaison or the State Homeless Education Coordinator to assist you with the process.

Contact information for the LEA's/Charter District's McKinney-Vento Homeless Liaison and the State Homeless Education Program Coordinator

School District Name Physical Address	Arizona Department of Education State Homeless Education Program 1535 W. Jefferson Street Phoenix, AZ 85007
School District McKinney-Vento Homeless Liaison McKinney-Vento Homeless Liaison Name Phone Number Email Address	State Homeless Education Program Coordinator Rita Rodriguez (602) 542-4963 Homeless@azed.gov 

LEA-Level Dispute Resolution Procedure & Form (ADE Sample) 8/2023





Homeless Education

LEA-Level Dispute Resolution Procedure & Form (ADE Sample)

Dispute Resolution Form

Today's Date: _____

Information About the Petitioner	
Please provide the first and last name of the individual requesting the appeal:	
What is the relationship to the student:	
Please provide a mailing address: <i>If you do not have a mailing address, please state that.</i>	
Please provide your email address: <i>If you do not have an email address, please state that.</i>	
Please provide your phone number: <i>If you do not have a phone number, please state that.</i>	

Information About the Student or Students	
Please provide the student/s information (include detailed information):	
<ul style="list-style-type: none"> Full name Date of birth Grade level Student ID 	
Student 1	
Student 2	
Student 3	
Student 4	
Student 5	

LEA-Level Dispute Resolution Procedure & Form (ADE Sample) 8/2023

Managing Disputes

Filing an Appeal

Select
your
answer in
the pop-
up!

With help from the McKinney-Vento Homeless Liaison, the parents file an appeal.

During the process, they complete a form that allows space to express their concerns and explain why they want their child in elementary school to remain enrolled at their school of origin.

True or False?

Transportation should be arranged for the student to remain at the school of origin at this point.



Managing Disputes

Filing an Appeal

With help from the McKinney-Vento Homeless Liaison, the parents file an appeal.

During the process, they complete a form that allows space to express their concerns and explain why they want their child in elementary school to remain enrolled at their school of origin.

True!

The child or youth shall be **immediately enrolled** in the school in which enrollment is sought, pending final resolution of the dispute. Additionally, transportation shall be arranged expeditiously to **ensure full participation**.

“If a **dispute** arises over eligibility, school selection, or enrollment, the LEA must **immediately enroll** the homeless student in the school in which enrollment is sought, **pending final resolution of the dispute**, including all available appeals.”

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

McKinney-Vento Act

Dispute Resolution



“Each local educational agency **liaison** for homeless children and youths, designated under paragraph (1)(J)(ii), shall **ensure** that-

homeless children and youths are **enrolled** in, and have a **full and equal opportunity to succeed** in, schools of that local educational agency;.”

[42 U.S.C. § 11432 \(g\)\(6\)\(A\)\(ii\)](#)

Enrollment



Managing Disputes

Filing an Appeal

Give your answer in the pop-up!

With help from the McKinney-Vento Homeless Liaison, the parents file an appeal.

During the process, they complete a form that allows space to express their concerns and explain why they want their child in elementary school to remain enrolled at their school of origin.

In what **order** should the McKinney-Vento Homeless Liaison act on the following:

- a.** Advise the school of origin the student will maintain enrollment.
- b.** Ensure the provision of services continues.
- c.** Support the family with completing the appeal form.
- d.** Conduct an official Best Interest Determination (BID).
- e.** Coordinate transportation to the school of origin.

Managing Disputes

Filing an Appeal

With help from the McKinney-Vento Homeless Liaison, the parents file an appeal.

During the process, they complete a form that allows space to express their concerns and explain why they want their child in elementary school to remain enrolled at their school of origin.

The McKinney-Vento Homeless Liaison should act in the following order of importance:

- c.** Support the family with completing the appeal form.
- a.** Advise the school of origin the student will maintain enrollment.
- e.** Coordinate transportation to the school of origin.
- b.** Ensure the provision of services continues.
- d.** Conduct an official Best Interest Determination (BID).

Best Interest Determinations (BIDs)

Conducting a BID

Select
your
answer in
the pop-
up!

Now that an official dispute procedure has begun, the McKinney-Vento Homeless Liaison recalls a professional learning session they attended that advised LEAs to ensure a Best Interest Determination (BID) is conducted upon notice of an appeal being filed.

Which of the following individuals may the Liaison include as participants in the McKinney-Vento BID process?

- a) Parent or guardian
- b) Student
- c) McKinney-Vento Homeless Liaison
- d) Shelter case manager
- e) School principal
- f) Teachers
- g) Anyone the parents invite to participate



Best Interest Determinations (BIDs)

Conducting a BID

Now that an official dispute procedure has begun, the McKinney-Vento Homeless Liaison recalls a professional learning session they attended that advised LEAs to ensure a Best Interest Determination (BID) is conducted upon notice of an appeal being filed.

Each of the following individuals may contribute valuable information that can be considered by the McKinney-Vento Homeless Liaison when conducting a BID:

- a) Parent or guardian
- b) Student
- c) McKinney-Vento Homeless Liaison
- d) Shelter case manager
- e) School principal
- f) Teachers
- g) Anyone the parents invite to participate

“The McKinney-Vento Act strongly emphasizes the **importance** of **school stability** for homeless children and youths. 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**. LEAs must make **school placement determinations** on the basis of the “**best interest**” of the homeless child or youth based on **student-centered factors**.”

42 U.S.C. § 11432(g)(3)(B)]

McKinney-Vento Act

Best Interest Determination (BID)



Best Interest Determination (BID)

Who

- Student
- Parent, guardian or caregiver
- McKinney-Vento Homeless Liaison
- District personnel supporting the student
- Community agencies supporting the family or student

Where

- Conduct individual meetings
- Arrange a virtual meeting or phone call
- Schedule an in-person meeting

What

- 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.

When

- The BID meeting should be held within a reasonable amount of time

ADE McKinney-Vento Act Best Interest Determination (BID) for School Placement



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

- The school placement decision should be a **student-centered, individualized determination**, and LEAs must **presume** that keeping the student in the **school of origin** is in the student's best interest.
- A **sample BID form** has been created for use by LEAs.
- **Written explanation** of any **decisions** related to school selection or enrollment is **required** including the **right to appeal** such decisions.

Best Interest Determinations (BIDs)

Analyzing Information

The McKinney-Vento Homeless conducts the BID by talking to each individual that on the list provided. Here is the information they gathered:

- When the McKinney-Vento Homeless Liaison speaks with the **principal**, they **don't agree the student should remain enrolled** because they've only been there a year, and the principal feels strongly that they should enroll in their neighborhood school.
- The McKinney-Vento Homeless Liaison learns more from the **special education teacher and classroom teacher** about the student's **need for specialized instruction**, and how **successful** they are doing **academically and socially**.
- The McKinney-Vento Homeless Liaison considers that the family's **housing plan includes an additional move** within the next 90 days which is non-negotiable. There is no solid plan for where they'll move next.
- The **transportation department** advises the McKinney-Vento Homeless Liaison that they **don't feel that transporting the student to their school of origin is cost-effective**. Furthermore, the sharing district has informed the transportation department that they **don't have any drivers** available and **cannot guarantee a routing completion date**.

Best Interest Determinations (BIDs)

Analyzing Information

Select
your
answer in
the pop-
up!

The McKinney-Vento Homeless Liaison has gathered information from the following individuals and now must complete the BID.

- Parents
- Shelter case manager
- School principal
- Special Education and Classroom Teachers
- Transportation Department staff

What information that the Liaison has gathered **cannot** be taken into consideration when making the best interest determination (BID)?

- a) The principal's opinion regarding the benefits of attending a neighborhood school
- b) Academic success
- c) Need for specialized instruction
- d) Meaningful relationships
- e) Housing plan and anticipated moves
- f) Transportation department comments on cost
- g) Sharing district transportation difficulties



Best Interest Determinations (BIDs)

Analyzing Information

The McKinney-Vento Homeless Liaison has gathered information from the following individuals and now must complete the BID.

- Parents
- Shelter case manager
- School principal
- Special Education and Classroom Teachers
- Transportation Department staff

The Liaison **should not** take into consideration the following factors since they do not contribute to the best interest determination (BID) for the student:

- a) The principal's opinion regarding the benefits of attending a neighborhood school**
- b) Academic success
- c) Need for specialized instruction
- d) Meaningful relationships
- e) Housing plan and anticipated moves
- f) Transportation department comments on cost**
- g) Sharing district transportation difficulties**

Best Interest Determinations (BIDs)

Finalizing Determination

Type your
answer in
the chat!

The McKinney-Vento Homeless Liaison reviews all the information and determines that it is in the best interest of the student to **remain enrolled** at the school of origin.

How does the McKinney-Vento Homeless Liaison advise the parent of this decision?



Best Interest Determinations (BIDs)

Finalizing Determination

The McKinney-Vento Homeless Liaison reviews all the information and determines that it is in the best interest of the student to **remain enrolled** at the school of origin.

The McKinney-Vento Homeless Liaison must provide a new **written notification of eligibility and enrollment** as well as **written explanation of the dispute-related decision**.

“The **parent** or **guardian** of the child or **youth** or (in the case of an unaccompanied youth) the youth shall be **provided** with a **written explanation** of any **decisions** related to school selection or enrollment made by the school, the local educational agency, or the State educational agency involved, including the **rights** of the parent, guardian, or unaccompanied youth to **appeal** such decisions.

[42 U.S.C. § 11432 \(e\)\(3\)\(E\)](#)

McKinney-Vento Act

Written Notification



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 BID 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

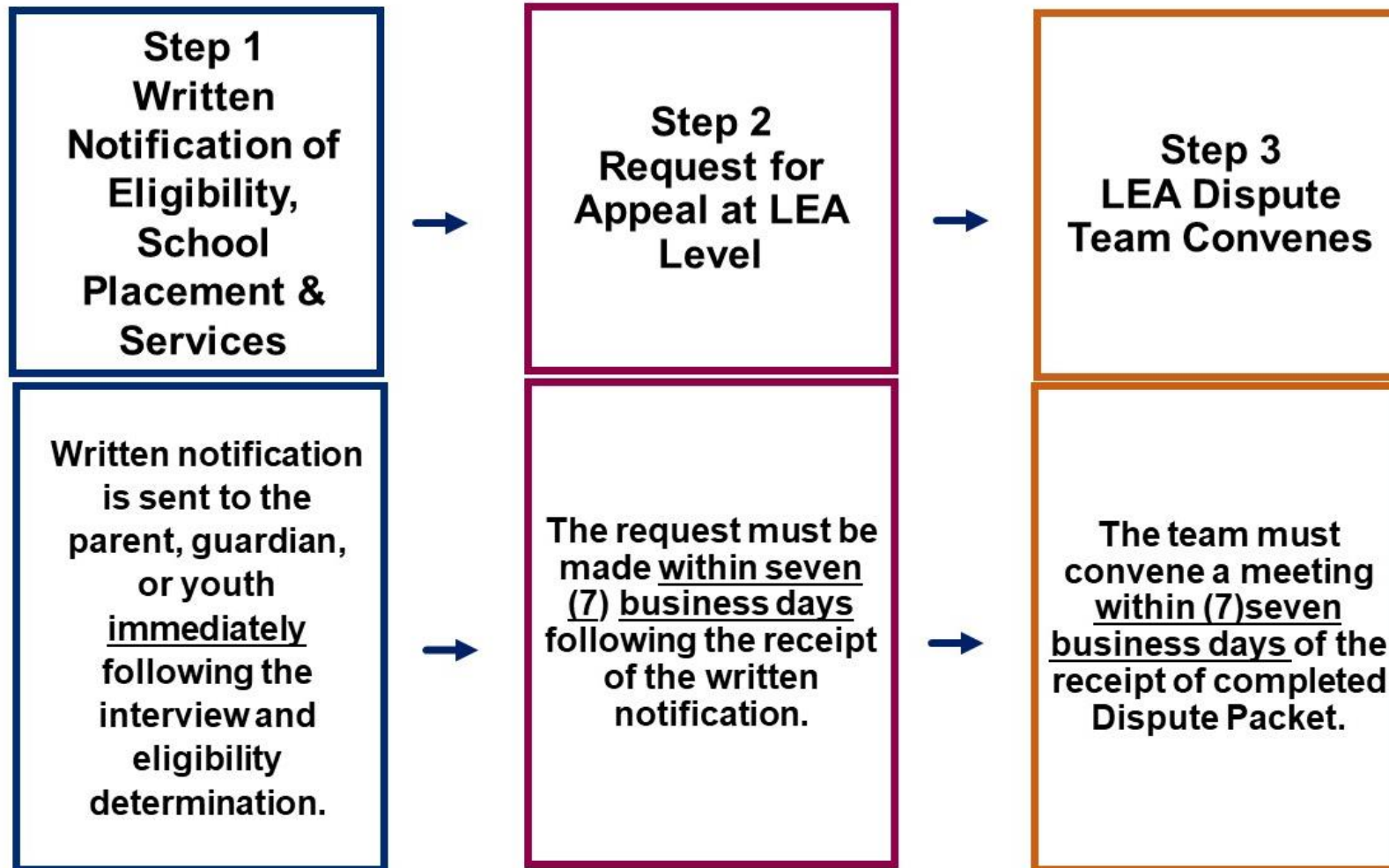
ADE Written Notification of Eligibility School Placement Determination 8/2023

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

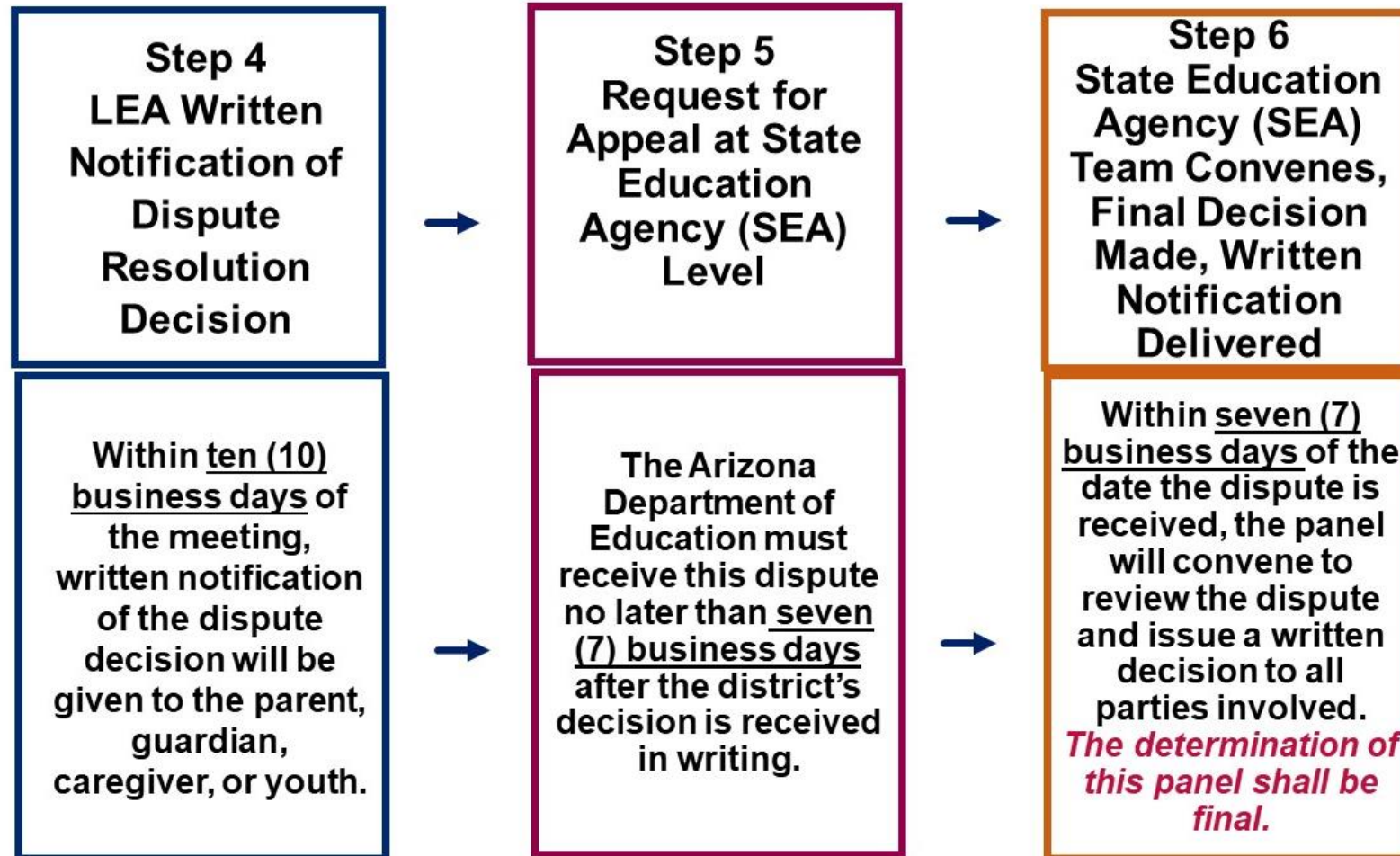
LEAs are **required** to:

- **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**

Student/Family vs. LEA Dispute Resolution Flow Chart



Student/Family vs. LEA Dispute Resolution Flow Chart



Dispute Resolution Processes

LEA Level

LEA vs. LEA at
the State Level

SEA Level

TRANSPORTATION PROVIDED THROUGHOUT

Student/Family vs. LEA Dispute Resolution Form Samples

Student/Family vs LEA Sample Dispute Resolution Procedure and Form

Homeless Education

LEA-Level Dispute Resolution Procedure & Form (ADE Sample)

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

This packet is to inform you of your right and the process to file an appeal to dispute the selection of the school and services that have been arranged. Below is a list of the items included in this packet:

- Contact information for the school district's McKinney-Vento Homeless Liaison and State Coordinator.
- Timelines for resolving the LEA/Charter District and State-level appeals, along with a written step-by-step description of how to dispute the school district's decision.
- The Dispute Resolution form to be completed and returned to the McKinney-Vento Homeless Liaison (see contact information below). **Submission of this form will initiate the dispute process.**
- A copy of the Written Notification of McKinney-Vento Eligibility Decision regarding school placement, enrollment, and services.
- A copy of the Rights of Homeless Students.

Please note that the student has the right to enroll or remain enrolled in the requested school pending the resolution of the dispute. Upon receipt of the dispute resolution packet, the McKinney-Vento Homeless Liaison will begin the process for review. If applicable, transportation must be arranged expeditiously.

If, at any time, you have questions regarding the dispute resolution process, you can contact the district McKinney-Vento Homeless Liaison or the State Homeless Education Coordinator to assist you with the process.

Contact information for the LEA's/Charter District's McKinney-Vento Homeless Liaison and the State Homeless Education Program Coordinator

School District Name Physical Address	Arizona Department of Education State Homeless Education Program 1535 W. Jefferson Street Phoenix, AZ 85007
School District McKinney-Vento Homeless Liaison McKinney-Vento Homeless Liaison Name Phone Number Email Address	State Homeless Education Program Coordinator Rita Rodriguez (602) 542-4963 Homeless@azed.gov

Find these
resources at
[www.azed.gov/
homeless](http://www.azed.gov/homeless)

Student/Family vs LEA SEA Level Dispute Resolution Procedure and Form

Homeless Education

Dispute Resolution Procedure (Student/Family vs. LEA)

Revised: 1/13/23 | Supersedes all previous versions

Attention! This form shall used AFTER the appeal process has been completed and a determination has been made at the LEA (school district) level. If you have not filed an appeal with the LEA (school district), you must request that first. Please contact your Homeless Liaison to obtain assistance.

If an agreement cannot be reached at the LEA (school district) level, then the student representative, or the LEA (school district) may request a review by the State Homeless Education Program Coordinator. If this situation arises, complete the following form to the Arizona Department of Education, Homeless Education Program Coordinator for consideration.

Below you will find a few options for requesting a State level Dispute Resolution. If you need assistance completing this form, you may contact your Homeless Liaison or the State Homeless Education Program Coordinator at 602-542-4963 or via email at homeless@azed.gov.

Option 1

- Complete the form online.
- Draft an email to homeless@azed.gov.
- In the subject line of the email include the following text, "Dispute Resolution-School District Name (example, Dispute Resolution-ABC School District).
- Attach a copy of the districts written decision to the email.
- Attach any additional supporting documentation necessary (optional).

“The McKinney-Vento Homeless Education Assistance Improvements Act of 2001 requires the **State Educational Agencies (SEAs)** have a procedure for the prompt **resolution** of **disputes** regarding the educational placement of homeless children and youth.”

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

McKinney-Vento Statute

LEA vs. LEA Dispute Resolution



LEA vs LEA State Level Dispute Resolution Procedure

1. To initiate the state level dispute resolution process, the following must occur within seven (7) workdays after receipt of the written notification of the decision made at the district level or inter-district decision. The LEA must submit the LEA vs LEA Dispute Resolution form found on the ADE HEP website. Then, forward the following to the Arizona Department of Education, Office of Homeless Education.
 1. A copy of the LEAs written decision
 2. Additional supporting documentation necessary (optional)
2. Upon receipt of a notice of appeal, the Homeless Education Director shall, within seven (7) workdays, convene a panel of at least two (2) Arizona Department of Education employees, including the State Coordinator for Homeless Education, Director, and an additional department employee.
3. This panel shall review the entire record of the dispute and decide what is in the best interest of the child or youth. Within seven (7) workdays of the date the panel convenes, the Arizona Department of Education will issue this decision in writing.
4. The **determination** of the panel shall be **final**.

LEA vs LEA State Level Dispute Resolution Procedure and Form



Dispute Resolution Procedure (LEA vs. LEA)

Revised: 1/13/23 | Supersedes all previous versions

This form is for LEA McKinney-Vento Liaisons. If you are not a Liaison, but are a parent, guardian, caregiver, or student wanting to file an appeal, please contact your homeless liaison for assistance with the district level appeal process.

Attention LEAs, the following form outlines the process to file a request for dispute resolution, as a dispute may occur between two LEAs regarding eligibility, school selection, enrollment, or transportation of a child or youth experiencing homelessness. Please note, if you are not the LEA homeless liaison, please consult with that appointed individual prior to submitting this form.

16. Instructions

To initiate the state level dispute resolution process, the following must occur within seven (7) workdays after receipt of the written notification of the decision made by the LEA.

The LEA must email the following items to the Arizona Department of Education, Office of Homeless Education.

Please follow these steps:

1. Draft an email to homeless@azed.gov.
2. In the subject line of the email include the following text, "Dispute Resolution-Name of your LEA".
3. Attach a copy of the LEAs written decision to the email.
4. Attach additional supporting documentation necessary (optional).

For assistance with this form, you may contact the State Homeless Education Program Coordinator at 602-542-4963.

Please initial to acknowledge you have reviewed this page. *

You can print a copy of your answer after you submit

Submit

LEA vs LEA State Level Dispute Recommendations

Convene a **meeting** with your LEA, partnering districts and CBO's.

- Include directors of pupil transportation, federal grants, all impacted district liaisons

Discuss and plan for issues involving:

- cost, responsibility, and logistics

Establish a shared transportation plan or memorandum of understanding, **before** the need occurs will prevent delays in a McKinney-Vento student's school ability to fully participate.

Review and revise your LEA's McKinney-Vento transportation **procedures** yearly to address the needs of your LEA.

Request to file an **appeal** through the SEA Dispute Resolution process.

Eligibility

Ongoing Support

Type your answer in the chat!

Now that the family has been identified and enrollment has been maintained in their schools of origin, the McKinney-Vento Liaison will provide ongoing support.

How can the McKinney-Vento Homeless Liaison continue to support this family?

What might they anticipate being needed as the school year continues and into the next school year?



Eligibility

Ongoing Support

Now that the family has been identified and enrollment has been maintained in their schools of origin, the McKinney-Vento Liaison will provide ongoing support.

The McKinney-Vento Homeless Liaison will continue to support the family via:

- Continued communication with the shelter case manager
- Provision of services, as needed
- Ensure transportation is maintained successfully
- Prepare for additional move in spring
- Ongoing support as needed

Post-Assessment

Let's test your knowledge.

Post-Assessment

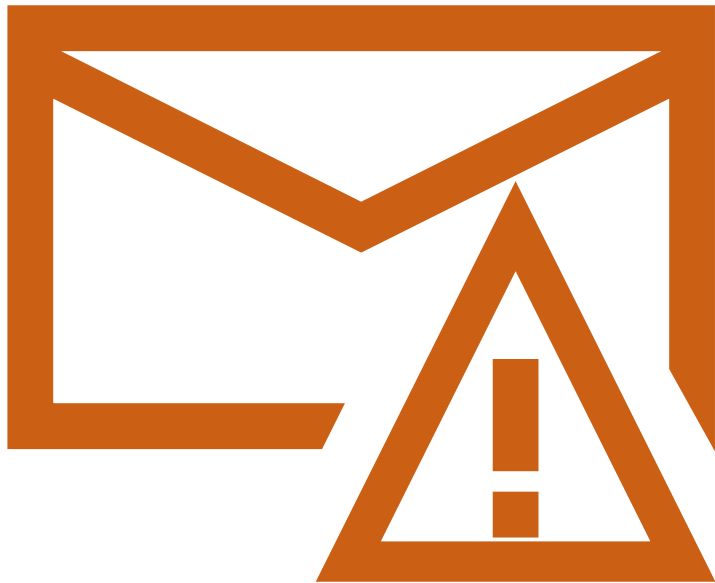
1. **True or False:** Any LEA administrative staff may mediate an enrollment dispute for students experiencing homelessness.
2. **True or False:** Shelter Case Managers may determine a child or youth's eligibility for services provided under the McKinney-Vento Homeless Assistance Act.
3. **True or False:** Liaisons are **not allowed** to request or share information with shelter organizations that support their students and families.
4. What documents must be accompanied by the Educational Rights of Homeless Children and Youths? (Select all that apply.)
 - a) Arizona Student Residency Questionnaire
 - b) Written Notice of Eligibility Determination
 - c) Written Notice of Dispute Resolution Decision(s)
 - d) Written Notice following a Best Interest Determination (BID)

Post-Assessment Results

1. Any LEA administrative staff may mediate an enrollment dispute for students experiencing homelessness.
✓ **False**
2. Shelter Case Managers may determine a child or youth's eligibility for services provided under the McKinney-Vento Homeless Assistance Act.
✓ **False**
3. Liaisons are **not allowed** to request or share information with shelter organizations that support their students and families.
✓ **False**
4. What documents must be accompanied by the Educational Rights of Homeless Children and Youths? (Select all that apply.)
 - a) **Arizona Student Residency Questionnaire**
 - b) **Written Notice of Eligibility Determination**
 - c) **Written Notice of Dispute Resolution Decision(s)**
 - d) **Written Notice following a Best Interest Determination (BID)**



Closing & Next Steps



Technical Assistance

Arizona Department of Education
Homeless Education Program

(602)542-4963

homeless@azed.gov