

Arizona Homeless Education Program

Required End of Year Procedures for Local Homeless Education Programs April 2025

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 <u>homeless@azed.gov</u> with any LEA-specific questions.
- 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.
- Al 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 RodriguezHomeless Education
Program
Coordinator



Marisa Peña Refugee Student Support – Lead Program Specialist



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Gary Waiyaki Homeless Education Program Data & Monitoring Specialist

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

agency

HEP

Homeless Education Program

UHY

Unaccompanied Homeless Youth

CBO

Communitybased organization

NCHE

National Center for Homeless Education

LEA

Local educational

McKinney-Vento Homeless Liaison of Record

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

SHC

SchoolHouse Connection

TA

Technical Assistance

End-of-Year Process and Procedures

April 2024

Today's session is designed to be an in-depth extension of the information shared in a session we provided last year, "End-of-Year Process and Procedures – Mandatory Compliance Training, April 2024"

If you missed it, check out the recording on the <u>Arizona HEP</u> website.



McKinney-Vento Homeless Liaison Training

End of Year Process and Procedures April 2024

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

 All resources referenced in this training can be located on the ADE HEP website and in the newsletter. 25

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. True or False: School of origin applies to feeder schools when there is a "designated receiving school" for students.
- 2. Eligibility determinations for the new school year...
- 3. What is the final date HCY data can be updated for accurate reporting in AzEDS?
- 4. True or False: HCY can only attend summer school programming if they can obtain their own transportation to the school where the program will be held.
- 5. Which of the following new reports have you successfully accessed in the AzEDS Portal?



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?



End of Year:

Applying McKinney-Vento Statute



- School Stability & Best Interest Determination
 (BID)
- Duration of Homelessness
- School Enrollment & "Choice of Schools"
 - School of Origin
 - School of Residence
 - Other
- Case Study

"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

School Stability
BID &
Unaccompanied
Homeless Youth
(UHY)



"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. §11432 (g)(3)(A)(ii)

McKinney-Vento Act

Duration of Homelessness



Duration of Homelessness

Arizona Context to Consider

"Despite advancements, Arizona continues to face challenges. Stakeholders statewide have identified the escalating housing affordability crisis as a foremost concern. Rising housing costs, combined with a limited supply of affordable housing, have intensified the homelessness crisis in both urban and rural contexts."

- DES Homelessness in Arizona Annual Report 2024

- 2024 <u>National Low Income Housing Coalition Out</u> of Reach, Housing Wage Report, estimates that
 - An Arizonan (single) working 80 hours per week would need to earn at least \$14.35 per hour to afford a 1-bedroom rental at fair market rent, and a
 - Single mother or family needing 2+ bedroom would have to work 160 hours per week and earn at least \$14.35.

- Arizona Continuum of Care (CoC) stakeholders and homeless service providers continue to highlight the following needs
 - A comprehensive approach to preventing and addressing homelessness that includes rental assistance, eviction diversion, and affordable housing initiatives that can proactively mitigate the root causes of housing instability
- Arizona's fundamental structural challenges
 - Rising housing costs and a lack of sufficient affordable housing supply
 - Pandemic funding has been exhausted which expanded shelter capacity

Duration of Homelessness

Recap of Arizona Context to Consider

Wages

- · Single Individual
 - 1-bedroom rental at fair market rent
 - \$14.35 hr. x 80 hours
 per week = \$1,148
- Single mother or family
 - · 2+ bedroom
 - \$14.35 hr. x 160 hours
 per week = \$2, 296

Noticeable Needs

- Homelessness prevention
- Rental assistance program
- Eviction diversion
- Affordable housing
- Initiatives to mitigate root cause of housing instability

Fundamental Structural Challenges

- Rise housing costs
- Lack of sufficient or attainable housing
- Lack of affordable housing supply
- Funding is needed to expand shelter capacity



Share Your Knowledge

How does the McKinney-Vento Act define the

"choice of schools" when determining enrollment for

McKinney-Vento students?

Type your answer in the chat!

"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



"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**—

(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. §11432 (g)(3)(A)(ii)

McKinney-Vento Act

School of Residence (local attendance area)



Choice of Schools

The language, "choice of schools" is mentioned three times in the McKinney-Vento Act. Each time that it is mentioned, the statute is referring to school of origin and school in the local attendance area, which is sometimes referred to as "school of residency".

42 U.S.C. §§§11432 (e)(3)(C)(i)(III)(aa), (e)(3)(C)(ii), (e)(3)(E)(i)(I))

School of Origin	School of Residency	Additional Possibilities A Parent or Youth May Consider
The school the student attended when permanently housed	The local attendance area school in the area in which the child or youth is currently residing	Charter schools
The school in which the student was last enrolled; including a preschool		Open enrollment request

Case Study Faith & Grace



Consider the following situation:

- Faith and Grace have been attending school at Arizona High School since they were freshman. Next school
 year they'll be seniors.
- Four years ago, their family experienced a loss of housing following a house fire that destroyed the home. Unfortunately, they did not have homeowners' insurance.
- With no other housing options, the family stays temporarily in various hotels and they've never moved into
 permanent housing. Their parents are employed, so they self pay for the hotel nightly. And the location of the
 hotels are not always in the vicinity or boundaries of Arizona High School.
- It's been important for the students to continue enrollment at Arizona High School. Primarily because they feel this is the one consistent thing in their lives, and because they want to graduate from the only high school they've ever attended.
- The school administrator has recommended that the students attend a high school in their local attendance area next school year and does not feel the family's housing meets the definition of homeless any longer because it's been four years since they lost housing. Their opinion is that the family has elected to live in hotels.

Does this housing situation meet the definition of "homelessness"?

Case Study Faith & Grace

Does this housing situation meet the definition of "homelessness"?

If you answered **"yes"** to this question, you are correct. The facts related to the determination are as follows:

- House fire
- Lack of alternative housing options and financial hardship
- Temporarily living in various hotels
- The family has been unable to secure permanent housing
- The family continues to experience homelessness
- Housing is neither fixed or regular
- A family of four may also indicate the hotel is inadequate

Review of Details

- Faith and Grace have been attending school at Arizona High School since they were freshman. Next school year they'll be seniors.
- Four years ago, their family experienced a loss of housing following a house fire that destroyed the home. Unfortunately, they did not have homeowners' insurance.
- With no other housing options, the family stays temporarily in various hotels and they've never moved into permanent housing. Their parents are employed, so they self pay for the hotel nightly. And the location of the hotels are not always in the vicinity or boundaries of Arizona High School.
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 this is the one consistent thing in their lives, and because they want to graduate from the only high school
 they've ever attended.
- The school administrator has recommended that the students attend a high school in their local attendance area next school year and does not feel the family's housing meets the definition of homeless any longer because it's been four years since they lost housing. Their opinion is that the family has elected to live in hotels.

What factors should be taken into consideration when determining school enrollment?

Case Study: Faith & Grace Requirements for Determining School Enrollment

The school
enrollment
determination is
based on studentcentered factors
and in alignment
with the best
interest
determination
requirements.

General Factors

- Attendance at Arizona High School for three years.
- Parent has requested school of origin enrollment

Academic Factors

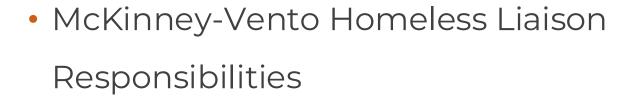
- Grace has enrolled in summer school to allow her to participate in a career and technical education (CTE) program next school year.
- Faith has enrolled in Advanced Placement courses next school year.
- Graduating on time

Housing

- The housing remains unstable
- Lack of or inadequate financial resources
- Hotel stays are most viable option
- The family may be accepted into a transitional housing program at the end of the year.
- Re-eligibility should be assed to ensure school stability for the duration of the school year and for the coming school year.

The McKinney-Vento Homeless Liaison is responsible for conducting follow up to inform the parent, guardian and youth of their Educational Rights including how and when they can requalify.

EOY Process and Procedures



- 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

Connection to services and resources

Transportation

Collaboration with organizations in the coordinated entry system

School stability

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. Begin conducting follow-up case management.

July – Summer school in session. Begin eligibility determinations for new school year (July 1st). Establish services (i.e., transportation).

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

- 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, answer questions and **gather** any **updates**.

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



Summer School Guidance

The McKinney-Vento Homeless Assistance Act requires that local education agencies (LEAs) remove barriers to the identification, enrollment, attendance, 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 to 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, HCV are to be provided services comparable to the services offered to housed students enrolled in the LEA, including transportation. [42 U.S.C. \$11432(a)(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. 611432(o)(II(Filini)).

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. 5][432(a)[1][i]]. 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. \$18432(q)(11)(1)(iii)].

General Guidanc

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

 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?

Summer School Guidance 4/2025



Homeless Summer School Procedural Checklist Education 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 maintain 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) 4/2025



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

Summer School Letter to Families 4/2024

End of Year Notification Letter



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 <u>must be reviewed and reevaluated each school year</u>. Transportation, free meals, and other services that may have been provided during the current school year <u>do not automatically carry over</u> 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 ((a)(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. 811432 ((g)(3)(A)
- You may request review of eligibility each school year after July 1st. <u>Title 42 U.S.C. §11432</u> (e)(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. <u>Title</u>
 42 U.S.C. 61(432 (a)(3)(R)(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 (q)(1)(j)(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, McKinnev-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 Arizona Student Residency Questionnaire (SRQ) and the Educational Rights of Homeless Children and Youths
- Consider placing the letter on your website for ease of access

Case Study Faith & Grace



Additional Details Learned – April & May

- The family **may move** into a transitional housing program in late May.
- Grace has enrolled in summer school to allow her to participate in a career and technical education (CTE) program next school year.
- Transportation will be necessary to ensure school enrollment and attendance for summer school.
- Faith has enrolled in Advanced Placement (AP) courses next school year.
- The parent inquires about re-eligibility for the upcoming school year to ensure their children can remain enrolled at Arizona High School (school of origin).

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

Case Study Faith & Grace

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

If you suggested any of the following items, you are on track!

- The family may move into a transitional housing program in late May.
- Grace has enrolled in summer school to allow her to participate in a career and technical education (CTE) program next school year. She'll attend both summer school sessions.
- Faith has enrolled in Advanced Placement courses next school year.
- Transportation will be necessary to ensure school enrollment and attendance for summer school.
- Essentially, the families housing still meets the definition of homeless and they may continue to meet the definition if they move into transitional housing. Priority needs to be given to ensure the parent is contacted the last week of June to ensure re-eligibility is prioritized.

"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 ProceduresJune

- 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,** and **also** take into consideration the known **mobility and communication difficulties** faced by parents and students experiencing homelessness.

"(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 ProceduresJuly & August

- 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 communitybased 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 Arizona Student Residency Questionnaire."

AZ ESSA State Plan, (Section K)

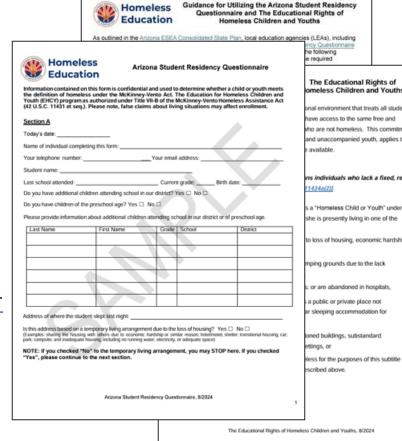
Arizona ESEA State Plan

Student Residency Questionnaire



Identification and Eligibility

- Arizona Student Residency Questionnaire
- Educational Rights of Homeless Children and Youths
- Identification & Eligibility Interview Questions & Checklist
- Best Interest
 Determination (BID) for
 School Placement
- Written Notification of McKinney-Vento Eligibility Decision



Homeless ADE Sample Identification & Eligibility Interview **Questions & Checklist** Homeless **ADE Sample** nel with determining if a student qualifies as "homeless". This interview Identification & Eligibility Education Interview Questions & Checklist Step 2 - Assessment of Need Planning Guide Each local educational agency McKinney-Vento Homeless Liais designated under paragraph (1)(J)(ii), shall ensure that homele personnel through outreach and coordination activities with ot Written Notification of McKinney-Vento Eligibility Decision Education (ADE Sample form) relevant information 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. 511432(a)(3)(EVii)) emphasis timeline Each student has a unique housing situation; as a result, de under the McKinney-Vento Act must be determined on a case McKinney-Vento Homeless Liaisons are responsible for deve process to facilitate the acquisition of pertinent information. In ☐ It has been determined that your situation does qualify the student noted in this letter as McKinney-Vento Eligible share their story to ensure you are obtaining necessary details the entire scope of the situation will enable you to make a wel 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.) information about the student's situation. Staff often build a e obtaining privy to additional details. Remember to be mindful of confid ☐ 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 errolling in their new Local Attendance Area School [Enter the school district and school name]. This determination was based upon: (Playside an explanation of the decision. It it was based on the outcome of a BID meeting provide ☐ 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 The McKinney-Vento Education for Homeless Children and □ The current primary nighttime residence is considered fixed, regular, and adequate for children and youths to be used by state educational age ☐ The current living situation reported is considered a choice or preference and not due to hardship (LEAs). It defines homelessness for children and youth to be nighttime residence (42 U.S.C. § 11434a(2)) ☐ The student is in the company of a parent or legal guardian Use the following checklists to help guide your con 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 McKinney-Vento Homeless Liaison Name LEA/Charter District Name Enclosure: Rights of Homeless Students ADE Written Notification of Eligibility School Placement Determination 8/202.

"(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 preschoolaged children and unaccompanied youth) experiencing homelessness in school, including barriers to enrollment (reenrollment) 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



Case Study Faith & Grace

Answer in the popup poll!

Additional Details Learned – Last week of June through first week of July

- The family **moved** into a transitional housing program on June 15th
- Grace is enrolled in summer school session two and transportation needs to continue
- The liaison works through re-eligibility for the upcoming school year which includes the interview and needs assessment.
- The parent confirms desire for continued enrollment at Arizona High School (school of origin).

What re-eligibility steps should the McKinney-Vento Homeless Liaison ensure are taken next?

Case Study Faith & Grace

What re-eligibility steps should the McKinney-Vento Homeless Liaison ensure are taken next?

For this situation we recommend taking the following steps:

- **Eligibility** for the upcoming school year is **confirmed** based on the move into the transitional housing program
- The liaison asks the parent if they are willing to sign a Release of Information (ROI) to help communicate with the housing program they are working with
- The liaison evaluates new information obtained during the **needs assessment**
 - confirms transportation is necessary
 - · food and hygiene items are needed
- The written notification of eligibility and educational rights are provided to the parent immediately
- The transportation agreement is provided to the parent for review and signature

End of Year Data Reporting

- Data Reporting Requirements and Ensuring
 Data Integrity
- Tools to Ensure HCY Data Integrity
- 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).

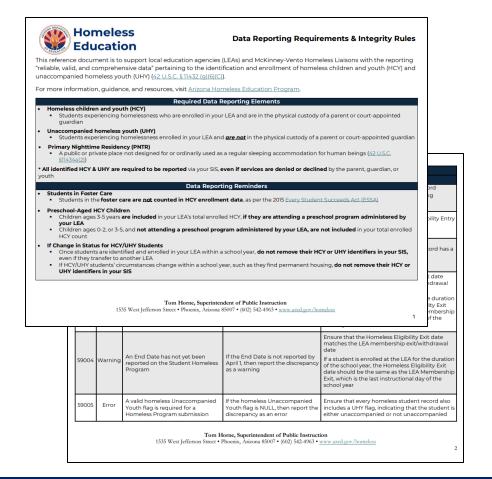
42 U.S.C. § 11432(g)(6)(c)

McKinney-Vento Homeless Assistance Act

Data



Data Reporting Guidance and Resources



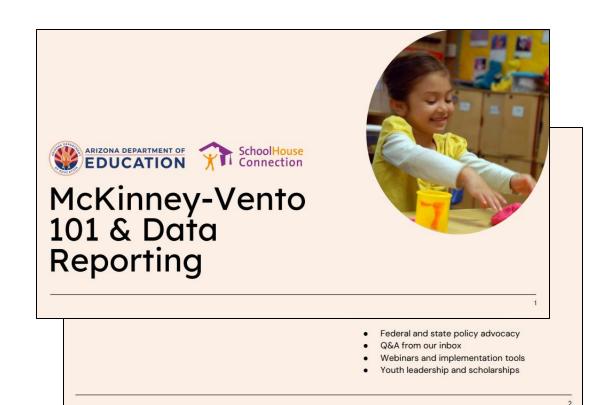
On the ADE's **Arizona Homeless Education Program Data** webpage we have the following resources:

- Descriptions of AzEDS reports related to your LEA's Homeless Education Program
- The attached <u>Data Reporting Requirements & Integrity Rules</u> reference document is designed to help local education agencies (LEAs) and McKinney-Vento Liaisons accurately report enrollment data for homeless children and youth (HCY). It also provides guidance on addressing potential data integrity errors when submitting data to the Arizona Department of Education
- Communication to the field so that McKinney-Vento Liaisons can stay up-to-date with the most recent updates related to reporting HCY enrollment data

McKinney-Vento 101 & Data Reporting 2025 Arizona HEP State Conference

To learn more about data reporting requirements, review the information covered in this year's Arizona HEP State Conference session "McKinney-Vento 101 & Data Reporting".

Check out the recording and slides on the <u>Arizona HEP website</u>.





What tools should a McKinney-Vento Homeless Liaison utilize to

ensure data integrity?



Tools to Ensure HCY Data Integrity

Internal Tracking Sheet

 Tracks both eligible & ineligible students, including when SIS entry was conducted for eligible students

★ HEP10 Report

- All Homeless data submitted to the Arizona Department of Education
- o Pre-integrity Live data
- o Reports data immediately after submission

★ HEP72 Report

- o Only Homeless data that passed all integrity rules
- Post-integrity
- o Data in report is refreshed each night

★ INTEG15 Report

- Post-integrity
- Provides descriptions of why the submitted student data did not pass integrity rules
- o Data in report is refreshed each night





New AzEDS Homeless Education Program Reports

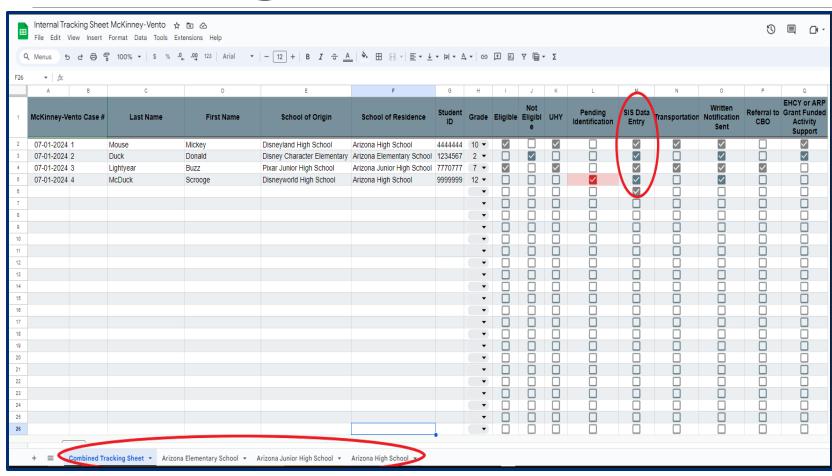
To access the ADEConnect AzEDS HEP10, HEP72, & INTEG15 reports

- Reach out to your <u>LEA Entity Administrator</u>
- Request the following Roles
 - AzEDS Data Coordinator Support Program Reports
 - AzEDS Data Coordinator Base Reports

Visit the HEP Data webpage

- Data reporting requirements
- Integrity rules
- Strategies to resolve integrity issues

McKinney-Vento Homeless Liaison Internal Tracking Sheet



- Exists <u>outside</u> of the LEA's student information system (SIS)
- Serves as a method of ensuring integrity of student data reported to ADE via the LEA's SIS
 - Compares the data in the internal tracking tool w/HEP72 report

HEP10 Report



Student Analysis

Reports

Validation Report





School(s): All					Pag	e Break betwe	en Schools: 🗸						
							7 View	Report					
PDF CSV	Print												
school CTDS: 07-05-													
chool Name: Verrad	lo High School (87	903)											
tate tudent ID Last N	lame	First Name	Middle Name	Gender	Homeless Eligibility Entry	Homeless Eligibility Exit	Primary Nighttime Residence	Unaccompanied Homeless Youth	Grade	LEA Membership Entry	LEA Membership Exit/ Withdrawal		
	0.00	Mickey		M	08/14/2024	05/22/2025	Doubled Up	Yes	9	08/14/2024	05/22/2025		
3094830 Mau	50			School - Total Unduplicated Student Count: 7					Total Student Records Submitted: 9				
3094830 Mau	50												
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HEP72 Report



System Status

Reports

Student Analysis

Brittani Ro

Total Student Records Submitted: 63

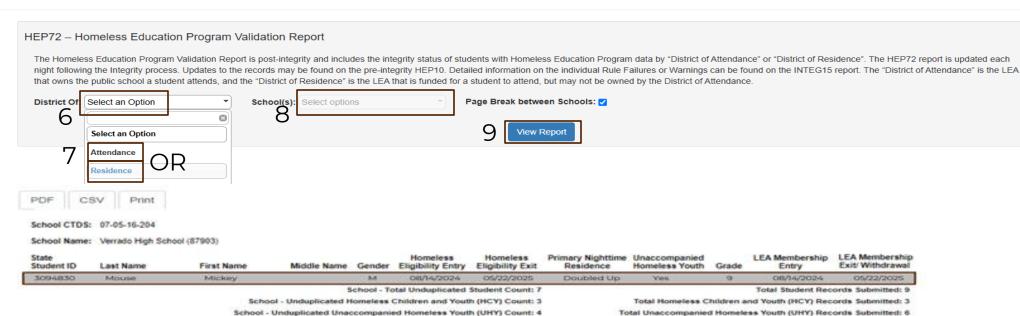
Total Homeless Children and Youth (HCY) Records Submitted: 34

Total Unaccompanied Homeless Youth (UHY) Records Submitted: 29

Gilbert Unified District (4239)

Reports





Notes:

A) PNTR 'Sheltered' includes Shelters and Transitional Housing.

8) If Grade and LEA Membership dates are NA, then there was no membership submitted for the time of the Homeless Education Program Record. Please correct the data for this student. C) Null value for Unaccompanied Homeless Youth would be considered equivalent to false (No).

District - Unduplicated Homeless Children and Youth (HCY) Count: 34

District - Unduplicated Unaccompanied Homeless Youth (UHY) Count: 27

District - Total Unduplicated Student Count: 61



INTEG15 Report

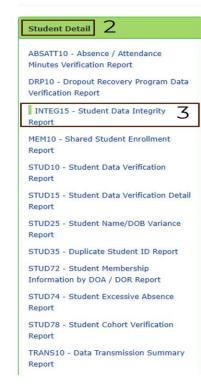


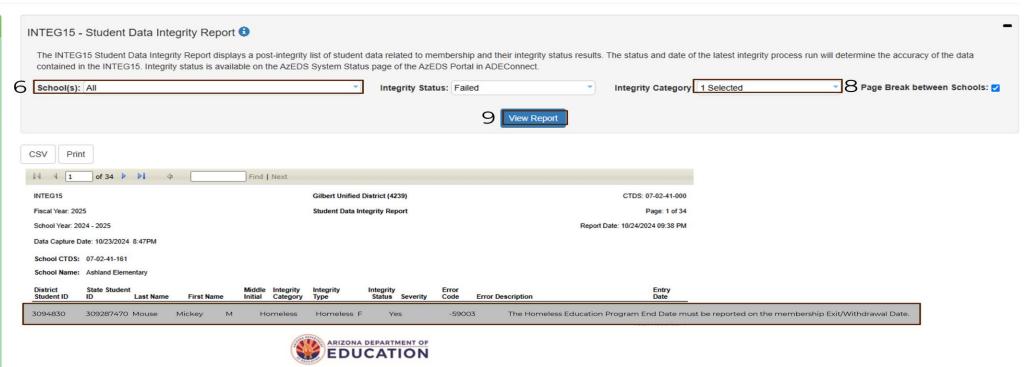
System Status

Reports

Student Analysis

Reports





Fiscal Year:

Local Education Agency:

Gilbert Unified District (4239)

Ongoing Data Entry & Integrity Process

6. Resolve any discrepancies between the HEP10, HEP72, and INTEG15 reports and the internal tracking sheet

Enter potentially eligible students into internal tracking sheet

2.Determine eligibility& indicate outcome into internal tracking sheet

5.

Compare the student information in the HEP10, HEP72, and INTEG15 reports to the internal tracking sheet

4.

Run the HEP10, HEP72, and INTEG15 reports for the homeless and unaccompanied identifiers Senter eligible student's need identifier(s) and primary nighttime residence into SIS



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 is updated for accurate reporting in AzEDS prior to 6/30/2025 to meet compliance

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
Goals &
Initiatives





HEP Local Comprehensive Needs Assessment (LCNA)



ADE HEP Sample Local Comprehensive Needs Assessment (LCNA)

This sample Local Comprehensive Needs Assessment (LCNA) consists of four surveys that can be utilized to learn about various stakeholder experiences with your LEA's Homeless Education Program (HEP). An assessment of the needs of students experiencing homelessness and effectiveness of your LEA's HEP should take place annually, and results should be utilized to review and revise pertinent policies, procedures, and practices.

This tool is designed to be customized to fit your LEA's Homeless Education Program (HEP). You may find that the number of questions may vary based on the stakeholder group being surveyed. The questions may need to be adjusted to language that pertains to your LEA's HEP and the services you are currently providing. The questions are intended to spark discussion and thought, which will allow you to create a framework for future HEP planning.

The ADE Office of the Coordinator has developed guidance documents and sample forms in alignment with both the McKinney-Vento Homeless Assistance Act and the Arizona ESEA Consolidated State Plan. Please note that these documents have been developed for McKinney-Vento Homeless Liaisons to adopt and adapt to fit the needs of their LEAs. To edit a sample document, refer to the <u>Converting Sample</u>

<u>Documents for LEA Use Guidance Document</u>.

General Guidance

- The guidance documents and sample forms have been designed to correspond
 with McKinney-Vento Homeless Assistance Act, Non-Regulatory Guidance, the
 Arizona ESEA Consolidated State Plan, and the National Center for Homeless
 Education INCHE). Thorough research was conducted prior to developing and
 sharing these resources with the field. Where applicable, legal citations have been
 included within documents. To this end, these resources are designed with statute
 and best practice in mind and should not require any significant changes.
- Prior to use, update the documents in alignment with your LEA's branding requirements
- Review the text of each document to ensure the guidance throughout is accurate and applicable to your LEA.
- 4. The Arizona Department of Education's Homeless Education Program staff may modify these documents periodically. Please visit the <u>ADE Homeless Education</u> <u>website</u> regularly to ensure utilization of the latest version of each document.

Sample Local Comprehensive eds Assessment (LCNA)

ation team within the district or ments within the district.)

and improve delivery of services to t staff through the McKinney-Vento ew minutes to complete the following ion gathered will be utilized to ing grant requirements. Your

 Not sure and Multiple Choice ning this school year.

s provided through the of the

bout a student that may be

McKinney-Vento Homeless Liaison?

Improves services

Ensures I FAs

capture the

needs of HCY

Leads to actionable HEP planning

Provides organizational structure Improves HEP programs

Sets criteria for funding allocations

Arizona Liaisons are required to administer yearly

Requirement in HEP Monitoring

e. I did not interact with the McKinney-Vento Homeless Liaison.

ADE HEP Sample Local Comprehensive Needs Assessment 4/2024

The Big Picture

- Data Trends
- Shared Responsibility





Statewide Awareness Campaign



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



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



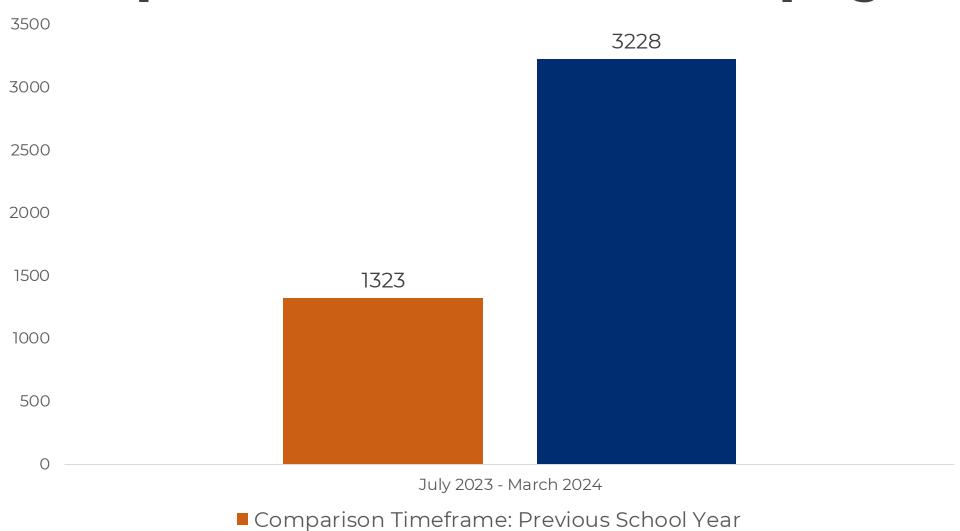
• June 2024 – Jan 2025

Arizona Homeless Education Program Website Traffic/Views

Number of Views

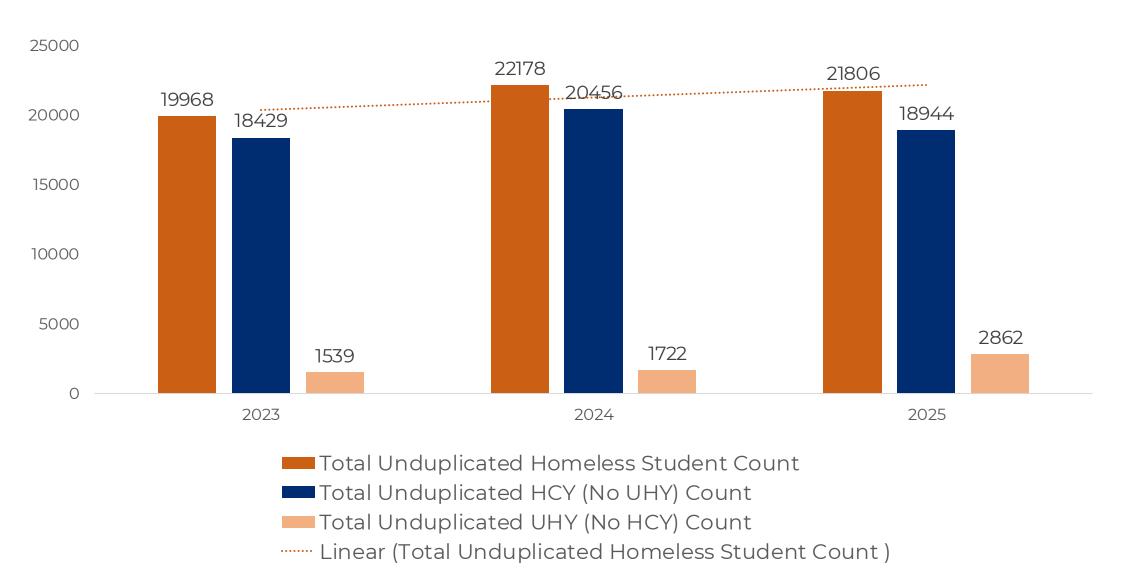


Number of Total Technical Assistance Requests Before and After Campaign



■ Campaign Timeframe: Current School Year

Identified Homeless Children & Youth in Arizona





Mindfulness Moment

Grounded in Our Shared Purpose



Check Out the Campaign!

- Raise Your Hand, Testimonials
- Raise Your Hand, Taylor's Story
- Raise Your Hand, Lift Their Future

- Educational Rights and protections under the provisions of the McKinney-Vento Act
- Equal Access
- Referral and identification
- Outreach, interview and needs assessment
- · Learning to make an eligibility determination
- Supplemental supports through internal and external partnerships
- Removal of barriers
- Immediate enrollment
- Collaboration and support between Liaison and school site
- Best place for children to be is in school!
- McKinney-Vento Homeless Liaisons are key!
- Raise Your Hand! Lift Their Future!

Post-Assessment

Let's test your knowledge.

Post-Assessment

- 1. True or False: School of origin applies to feeder schools when there is a "designated receiving school" for students.
- 2. Eligibility determinations for the new school year...
- 3. What is the final date HCY data can be updated for accurate reporting in AzEDS?
- 4. True or False: HCY can only attend summer school programming if they can obtain their own transportation to the school where the program will be held.
- 5. After today's presentation, what is your confidence level in utilizing the AzEDS Portal reports to ensure HCY data integrity for your LEA?

Post-Assessment Results

- 1. True or False: School of origin applies to feeder schools when there is a "designated receiving school" for students.
 - a) True!
- 2. Eligibility determinations for the new school year... (Select all that apply.)
 - a) Must not be made until the Liaison returns from summer break
 - b) Can be made by an appointed individual acting in the capacity of the Liaison during the summer months
 - c) Are made immediately after the last day of the current school year
 - d) Are made beginning July 1st

Post-Assessment Results

- 3. What is the final date HCY data can be updated for accurate reporting in AzEDS?
 - a) The last day of school
 - b) June 30th
 - c) July 1st
- 4. True or False: HCY can only attend summer school programming if they can obtain their own transportation to the school where the program will be held.
 - b) False
- 5. After today's presentation, what is your confidence level in utilizing the AzEDS Portal reports to ensure HCY data integrity for your LEA?



Closing & Next Steps

Feedback Survey & Certificates

Feedback survey

- Will only populate once you click "Leave Meeting"
- Must complete to receive a professional learning certificate of participation

Recording and slides

HEP website



Technical Assistance

Arizona Department of Education Homeless Education Program (602)542-4963

homeless@azed.gov