

PEIMS HOMELESS STATUS AND UNACCOMPANIED YOUTH STATUS INDICATORS

Frequently Asked Questions

School Year 2012-13

Districts have many questions regarding the new PEIMS indicators on homeless and unaccompanied youth. This document compiles some of the most frequently asked questions on the new indicators and provides straightforward answers. If you do not find the answer to your question(s), please contact the Texas Homeless Education Office at 1-800-446-3142. To access the PEIMS Data Standards go to <http://www.tea.state.tx.us/peims/>

To access this *FAQ* document go to http://www.utdanacenter.org/theo/downloads/factsheets/PEIMS_Hmlss_Unaccompanied_Indicators_FAQ.pdf

1. What is the new PEIMS homeless indicator?

The new PEIMS homeless indicator will enable schools to report data on homeless students to TEA. PEIMS requires that a student's homeless status be recorded on record *100 Student Data -- Identification* in column 79 in the data element *E1082 Homeless-Status-Code*. *E1082* is populated by the code table *C189 Homeless-Status-Code*. The code table *C189 Homeless-Status-Code* has five (5) codes. All students in the state must fall within one of the five code categories:

0 = Student is **not homeless** at any time during the current school year.

1 = Student lives in a **shelter**, transitional housing, or is awaiting foster care at any time during the current school year.

Shelters are defined as supervised publicly or privately operated facilities designed to provide temporary living accommodations. The "shelters" category for homeless students **includes** emergency shelters, family shelters, domestic violence shelters, youth shelters, transitional housing programs, and temporary placements while awaiting foster care.

The "shelters" category for homeless students **does not include** residential treatment facilities, Title I Neglected or Delinquent facilities, or Texas Juvenile Justice Department facilities.

2 = Student lives temporarily **doubled-up** (sharing residence with a family or individual) at any time during the current school year.

Doubled-Up (e.g., living with another individual or family) is defined as sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason. This classification requires a case-by-case determination. Many students in doubled-up situations are homeless, but that is not always the case. See Question 6 below for more information.

3 = Student is **unsheltered** (i.e., lives on the street, lives in cars, parks, campgrounds, temporary trailers [including FEMA trailers], or abandoned buildings) at any time during the current school year.

Unsheltered is defined as a nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. It includes such places as cars, parks, campgrounds (if they live there because they lack an alternative accommodation), abandoned buildings, and substandard housing. Substandard housing may be determined by local building codes, community norms, and/or a case-by-case determination as to whether the accommodation is a "fixed, regular, and adequate nighttime residence." For more information regarding determining whether an accommodation is "fixed, regular, and adequate" see the Texas Homeless Education Office website for the NCHE document entitled *Determining Eligibility for Rights and Services Under the McKinney-Vento Act* at http://www.utdanacenter.org/theo/downloads/factsheets/RP16_Det_eligibility.pdf

PEIMS HOMELESS AND UNACCOMPANIED YOUTH INDICATORS

Frequently Asked Questions (*continued*)

4 = Student lives in a **motel or hotel** at any time during the current school year.

Students who stay at a **motel or hotel** are considered homeless if they reside there because they have lost their housing, lack an alternative accommodation, and do not have a “fixed, regular, and adequate nighttime residence.” In rare instances, some students living in hotels or motels might not be considered homeless.

See code table C189 on page 4.163, 2012-2013 PEIMS Data Standards.

For guidance, questions about any of these categories, or assistance with determining the correct code for any given situation, contact the Texas Homeless Education Office (THEO) at 1-800-446-3142.

2. What is the new PEIMS unaccompanied youth indicator?

The new PEIMS unaccompanied youth indicator will enable schools to report data on homeless students to TEA. For students identified as homeless, PEIMS requires that a homeless student’s unaccompanied youth status be recorded on record *100 Student Data -- Identification* in column 80 in the data element *E1084 Unaccompanied-Youth-Status-Code*. *E1084* is populated by the code table *C192 Unaccompanied-Youth-Status-Code*. The code table *C192 Unaccompanied-Youth-Status-Code* has three (3) codes. All homeless students in the state must fall within one of the three code categories:

0 = Homeless Student is not unaccompanied at any time during the current school year.

1 = Homeless Student is unaccompanied (i.e., is not in the physical custody of a parent or legal guardian) **and received services** under the McKinney-Vento program at any time during the current school year.

2 = Homeless Student is unaccompanied (i.e., is not in the physical custody of a parent or legal guardian) **and did NOT receive services** under the McKinney-Vento program at any time during the current school year.

See code table C192 on page 4.165, 2012-2013 PEIMS Data Standards.

NOTE: In the code table definition above, the phrase, *received services under the McKinney-Vento program*, means direct and indirect services paid through a McKinney-Vento subgrant (TEXSHEP). It **does not** refer to services **mandated** by the McKinney-Vento Act but paid through other sources, such as local, state, or other federal funds.

For example, many school districts provide school-of-origin transportation mandated by the McKinney-Vento Act. However, most districts do not have a McKinney-Vento (TEXSHEP) subgrant. Those that do not have a McKinney-Vento subgrant would be able to code their unaccompanied youth only as 2 (C192 = 2) because it would be impossible for them to provide any services paid by a McKinney-Vento subgrant.

A district that **does not** participate in a TEXSHEP or other McKinney-Vento subgrant should code **all** unaccompanied youth as C192=2.

A list of districts participating in a McKinney-Vento subgrant is posted on THEO’s website at <http://www.utdanacenter.org/theo/directory/index.php>

PEIMS HOMELESS AND UNACCOMPANIED YOUTH INDICATORS

Frequently Asked Questions (*continued*)

3. Why are districts required to collect this information on homeless students and unaccompanied youth?

As directed by the Secretary Education, all states must collect and report this information to the US Department of Education.

4. What is the definition of “homeless” for PEIMS purposes?

A homeless student is one who “lacks a fixed, regular, and adequate nighttime residence.” For more information regarding determining whether an accommodation is “fixed, regular, and adequate” see the Texas Homeless Education Office website for the NCHE document entitled *Determining Eligibility for Rights and Services Under the McKinney-Vento Act* at

http://www.utdanacenter.org/theo/downloads/factsheets/RP16_Det_eligibility.pdf

The statutory definition from the McKinney-Vento Act, Section (NCLB, Title X, Part C, 725) (42 U.S.C. §11434a) states:

(2) The term "homeless children and youths"--

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

B) includes--

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(ii) children and youths who 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 (within the meaning of section 11302(a)(2)(C)* of this title);

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 6399 of Title 20) who qualify as homeless for the purposes of this part because the children are living in circumstances described in clauses (i) through (iii).

*Due to the amendment of section 11302, currently the correct cross-reference is section 11302(a)(2).

For more information on the definition of homelessness for the purposes of public education, see the *Identification of Homeless Students and School Enrollment* section on the Fact Sheets page of the THEO website, <http://www.utdanacenter.org/theo/resources/factsheets.php>. Start with the *Who is Homeless?* fact sheet.

Frequently Asked Questions (*continued*)

5. Are migrant students considered to be homeless?

Migrant students are not categorically considered to be homeless. In other words, migrant students are not considered homeless only because they are migrant students. Migrant students must be living in one of the situations described in the McKinney-Vento definition in order to be considered homeless. For example, a migrant student who is living in a homeless shelter is considered homeless.

6. Are all students in doubled-up situations considered to be homeless?

No, not every student who is living in a doubled-up situation meets the definition of homeless under the McKinney-Vento (MV) Act.

However, many students living in doubled-up situations do meet the definition of homeless in the MV Act. Each doubled-up situation is unique and must be evaluated on its own terms in order to determine whether or not the student is considered homeless.

In doubled-up situations, the student is homeless if the shared housing arrangement is due to loss of housing, economic hardship, or similar reasons.

For example:

In a situation where the parent has lost her job and subsequently, can no longer afford to pay the mortgage—the house goes through foreclosure and the family is evicted. The children are placed with different relatives until the mom can find suitable housing. These children would be considered homeless (and unaccompanied if the mom is not staying in the house with them).

A teenage student lives with his mom, who has a new boyfriend. The mom invites the new boyfriend to move in with her. However, the new boyfriend has told the mom that he will not move in until the student is out of the house. The mom informs her son that he has to leave so the boyfriend can move in. With no other place to go, the student leaves to stay with his aunt and cousins, but doesn't know how long he can stay there. The student would be considered homeless and unaccompanied.

Two parents decide to move in with a grandmother because she is showing signs of dementia and can no longer take care of herself. They move into the grandmother's house to provide long-term, at-home care. Grandmother has a large home that can easily accommodate the parents and their children. Students in such a situation would not be considered homeless and certainly not unaccompanied.

7. What is the definition of *unaccompanied youth* for PEIMS purposes?

An unaccompanied youth is defined by McKinney-Vento (NCLB, Title X, Part C, Section 725(6)) to mean a youth not in the physical custody of a parent or guardian.

A student in the physical custody of a parent or legal guardian every day of the school year is not considered unaccompanied. A student not in the physical custody of a parent or legal guardian is considered unaccompanied. **Legal guardianship is granted by a court of law**; a parent does not have the right to transfer legal guardianship to another individual without going through court.

PEIMS HOMELESS AND UNACCOMPANIED YOUTH INDICATORS

Frequently Asked Questions (*continued*)

8. Why are there two categories—homeless AND unaccompanied youth? Aren't all homeless students unaccompanied? Aren't all unaccompanied youth homeless?

Not all homeless students are unaccompanied. For example, if a whole family becomes homeless and moves into an emergency family shelter, the students in that family will be homeless but not unaccompanied—they would be living with their parents in the shelter.

Not all unaccompanied youth are homeless. For example, take a situation where both of a student's parents die together in a car accident. The student inherits the house, and his retired aunt from North Dakota moves to Texas to live with the student until he graduates from high school in three years. The student is not living with parents or a legal guardian so he is unaccompanied, but the student is not homeless because the student is living in a house that is fixed, regular, and adequate.

9. If a student becomes housed during the school year, do we change the coding to not homeless?

No. PEIMS must be able to report **all** the students who were ever homeless in a given school year to the federal government. It is cumulative information. If a student experiences homelessness at any point in the school year, his indicator shows that he was homeless for that school year. When the new school year starts, the homeless status of all students must be re-evaluated.

10. Once a student is coded homeless, do we have to update his primary nighttime residence information each time his residence changes? For example, if he starts out doubled-up, but then moves to a shelter, do we have to update the PEIMS coding to reflect his new primary nighttime residence at the shelter?

No. A homeless student's primary nighttime residence information is only reported once in a given school year—at the time of the initial identification as homeless for that school year. The primary nighttime residence information is not changed after the initial identification for the given school year, regardless of any changes to where the student sleeps at night. A student's primary nighttime living situation will be re-evaluated for the next school year or if he transfers to a new school district.

11. How long can students be considered homeless?

There is no limit on how long a student may be considered homeless. Homelessness is defined by primary nighttime residence, not time limitations. Every student's homeless status must be re-evaluated at the start of each school year or if the student transfers to a new school district in the middle of a school year.

For PEIMS purposes, a student is considered homeless through the end of the school year, even if the student moves into what appears to be permanent housing during the PEIMS reporting period. If the student is homeless at the end of the school year and remains in the same situation or in another situation that is considered homeless at the beginning of the next school year, the student must be considered homeless in the new school year. In some cases and for a variety of reasons, students remain homeless for a number of years.

12. Can a married student who is younger than 21 be considered unaccompanied?

Yes. If a married student meets the age criteria for unaccompanied youth, that student would be considered unaccompanied if he or she is not with a parent.

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Frequently Asked Questions (*continued*)

For example, a 19-year-old, married student is enrolled in her senior year of high school. She and her husband live with her parents. The student is NOT unaccompanied.

Suppose that things do not work out and the student's parents kick her and her husband out of the home. The couple goes to live with the husband's aunt. The student is now homeless AND unaccompanied.

13. Can a student who is younger than 18 and has had the "disabilities of minority removed" (is emancipated) be considered an unaccompanied youth?

Yes. If the student is not in the physical custody of a parent, the student would be considered to be unaccompanied. Once a youth's disabilities of minority are removed through a court of law, the youth would not have a legal guardian since the purpose of removal of disabilities of minority is to relieve the youth of a requirement for a legal guardian.

For example, a 17-year-old whose disabilities of minority have been removed is living with a friend's parents because her own parents have passed away. She is homeless AND unaccompanied.

14. Who decides which students are homeless?

The McKinney-Vento Act states that one of the duties of the district's homeless liaison is to identify homeless students. In larger districts, several individuals, such as counselors and registrars, may be trained to assist the liaison with this responsibility, but *it is up to the homeless liaison to make final determinations about homelessness*, especially in those cases where there may be some complications.

The district must have a process in place where the liaison identifies homeless students and ties the appropriate PEIMS code to each homeless student. The liaison should then provide the PEIMS clerk the names and codes of each homeless student, along with any other information the PEIMS clerk needs to ensure proper reporting to TEA. It is NOT the responsibility of the PEIMS clerk to identify or code homeless students; the PEIMS clerk's responsibility is to enter accurate information about students into PEIMS.

15. Who decides which students are unaccompanied?

There is nothing in statute that assigns this responsibility to a particular position. The district determines the position that will be responsible for identifying unaccompanied youth. However, it is logical for the homeless liaison to perform this task.

16. Is it permissible for a district to identify ALL unaccompanied youth—even those that are not homeless?

Yes, a district MAY choose to identify all unaccompanied youth. However, in PEIMS, a district can only report unaccompanied youth who are homeless. The unaccompanied youth indicator in PEIMS cannot record unaccompanied youth who are NOT homeless. Unaccompanied youth status information for students that are not homeless would be local data; it would not be reported to TEA. A district that wishes to collect this information may have to modify its student data software to do so.

In the process to identify all unaccompanied youth, districts may inadvertently find some homeless students who might have "slipped through the cracks."

PEIMS HOMELESS AND UNACCOMPANIED YOUTH INDICATORS

Frequently Asked Questions (*continued*)

17. What is the age range for students to be considered homeless?

Any student who is enrolled in a public school may be considered homeless as long as s/he meets the definition of homeless as described in question 4 above. There is no lower age limit for homeless children.

18. What is the age range for students to be considered unaccompanied youth?

Any student who is under age 21 on September 1 of the applicable school year or, if the student is eligible for special education services, under age 22 of the applicable school year, may be considered unaccompanied if s/he meets the definition of “unaccompanied” as described in question 7 above.

So, students up to 21 (up to 22 if eligible for special education services) can be identified as unaccompanied youth if they are not living in the physical custody of a parent or legal guardian.

There may be some confusion with the use of the word “youth,” which is often used to describe teens, but for McKinney-Vento purposes, there is no lower age limit for unaccompanied youth.

19. Are there any forms we can use at registration to help identify homeless students?

There are no state-mandated forms for this purpose. However, the Texas Homeless Education Office has posted sample templates on its website that districts may use as guides for this purpose.

<http://www.utdanacenter.org/theo/resources/factsheets.php - PEIMSIndicators>

http://www.utdanacenter.org/theo/downloads/factsheets/PEIMS_HomelessStatus_Template.pdf

20. Are there any forms we can use at registration to help identify unaccompanied students?

There are no state-mandated forms for this purpose. However, the Texas Homeless Education Office has posted sample forms on its website that districts may use as guides for this purpose.

<http://www.utdanacenter.org/theo/resources/factsheets.php - PEIMSIndicators>

http://www.utdanacenter.org/theo/downloads/factsheets/PEIMS_UnaccompaniedYouthStatus_Template.pdf

21. Where do we go if we want more help regarding homeless and/or unaccompanied youth?

There are a number of resources available to help you with questions about homeless and/or unaccompanied students.

Visit the Texas Homeless Education Office (THEO) website at

www.utdanacenter.org/theo

or call the office at 1-800-446-3142 or 512-475-9702. Staff phone numbers and email are available on the website. THEO conducts trainings at most Education Service Centers throughout the school year. Check with the ESC near you for more information.

Visit the Region 10 ESC website at

<http://www.region10.org/MVH/index.html>

or call Region 10's homeless office at 972-348-1786. Region 10 conducts webinars and other training on homeless education and related issues throughout the school year. Check with Region 10 for more information.

PEIMS HOMELESS AND UNACCOMPANIED YOUTH INDICATORS

Frequently Asked Questions (*continued*)

Visit the Texas Education Agency website at
<http://www.tea.state.tx.us/index4.aspx?id=2147503685>

Visit the National Center for Homeless Education (NCHE) website at
<http://center.serve.org/nche/>
NCHE conducts webinars and other training on homeless education and related issues throughout the school year. Check with NCHE for more information.

Visit the National Association for the Education of Homeless Children and Youth (NAEHCY) website at
www.naehcy.org
NAEHCY conducts webinars and other training on homeless education and related issues throughout the school year. Check with NAEHCY for more information.

Visit the National Law Center on Homelessness and Poverty (NLCHP) website at
www.nlchp.org
NLCHP conducts webinars and other training on homeless education and related issues throughout the school year. Check with NLCHP for more information.

For general questions on homelessness, visit the Texas Homeless Network (THN) website at
www.thn.org

For information on resources for homeless youth, visit the Texas Network of Youth Services (TNOYS) website at
www.tnoys.org.

PEIMS Homeless Status Indicator Instructions

This document, developed by the Texas Homeless Education Office (THEO), is intended to assist districts in collecting and reporting information necessary for both PEIMS reporting and compliance with the McKinney-Vento Act regarding homeless students. This document itself is not a form or instrument that can be used to collect this information. However, it does contain sample language to collect the required information that can be incorporated into district enrollment forms or databases. There is a sample template included at the end of the document that can be taken and modified by districts if they want to use a stand-alone form to collect this information.

This is not intended as a resource explaining the McKinney-Vento Act or the education of homeless students. THEO has a website with extensive resources regarding the McKinney-Vento Act, the identification and education of children and youth experiencing homelessness, and federal and state requirements pertaining to the education of children and youth experiencing homelessness:

<http://www.utdanacenter.org/theo/>

There is also a toll-free number for anyone with a question about either a specific situation regarding a homeless student or a more general aspect of the education of children and youth experiencing homelessness:

1-800-446-3142

To access the PEIMS Data Standards, go to <http://www.tea.state.tx.us/peims/>

To access the *PEIMS Homeless and Unaccompanied Youth Indicators Frequently Asked Questions* document, go to http://www.utdanacenter.org/theo/downloads/factsheets/PEIMS_Hmlss_SRQ

PEIMS Homeless Status

PEIMS records a student's homeless status on record *100 Student Data — Identification* in column 79 in the data element *E1082 Homeless-Status-Code*. *E1082* is populated by the code table *C189 Homeless-Status-Code*. The code table *C189 Homeless-Status-Code* has five (5) codes. All students in the state must fall within one of the five code categories:

0 = Student is **not homeless** at any time during the current school year.

1 = Student lives in a **shelter**, transitional housing, or is awaiting foster care at any time during the current school year.

Shelters are defined as supervised publicly or privately operated facilities designed to provide temporary living accommodations. The “shelters” category for homeless students **includes** emergency shelters, family shelters, domestic violence shelters, youth shelters, transitional housing programs, and temporary placements while awaiting foster care.

The “shelters” category for homeless students **does not include** residential treatment facilities, Title I Neglected or Delinquent facilities, or Texas Juvenile Justice Department facilities.

2 = Student lives temporarily **doubled-up** (sharing residence with a family or individual) at any time during the current school year.

Doubled-Up (e.g., living with another individual or family) is defined as sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason. This classification requires a case-by-case determination. Many students in doubled-up situations are homeless, but that is not always the case. See Question 6 on the *PEIMS Homeless and Unaccompanied Youth Indicators Frequently Asked Questions* document (URL) for more information.

3 = Student is **unsheltered** (i.e., lives on the street, lives in cars, parks, campgrounds, temporary trailers [including FEMA trailers], or abandoned buildings) at any time during the current school year.

Unsheltered is defined as a nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. It includes such places as cars, parks, campgrounds (if they live there because they lack an alternative accommodation), abandoned buildings, and substandard housing. Substandard housing may be determined by local building codes, community norms, and/or a case-by-case determination as to whether the accommodation is a “fixed, regular, and adequate nighttime residence.” For more information regarding determining whether an accommodation is “fixed, regular, and adequate” see the National Center for Homeless Education document *Determining Eligibility for Rights and Services Under the McKinney-Vento Act* at http://www.utdanacenter.org/theo/downloads/factsheets/RP16_Det_eligibility.pdf

4 = Student lives in a **motel or hotel** at any time during the current school year.

Students who stay at a **motel or hotel** are considered homeless if they reside there because they have lost their housing, lack an alternative accommodation, and do not have a “fixed, regular, and adequate nighttime residence.” In rare instances, some students living in hotels or motels might not be considered homeless.

See code table C189 on page 4.163, 2012-2013 PEIMS Data Standards.

For guidance, questions about any of these categories, or assistance with determining the correct code for any given situation, contact the Texas Homeless Education Office (THEO) at 1-800-446-3142.

Federal law and state reporting requirements require Texas public school districts to determine the homeless status of **every student** who enrolls. The following table or just the language can be incorporated into a district’s enrollment forms or databases to collect the necessary information in order to comply with the PEIMS reporting requirements regarding a student’s homeless status. The relevant coding from *Homeless-Status-Code Table C189* is provided in parentheses next to each item. In the sample table, the person completing it would “X” all boxes that best describe where the student sleeps at night. The information regarding a natural disaster is not required for PEIMS reporting (and does not have a respective code), but is often necessary for federally administered disaster aid programs.

It is important for districts to ensure that determinations of homeless status are made by the homeless liaison, who has statutory authority to make such determination. If the homeless liaison will not be the individual entering homeless status data, then the person who is entering that data must obtain it from the homeless liaison. Districts must develop an efficient, effective system for ensuring accurate entry of homeless students.

There are a few important considerations regarding homeless status to keep in mind. The word *homeless*, as used for PEIMS reporting and public education has a specific, technical meaning that is defined by federal statute, the McKinney-Vento Act. However, the word *homeless* as used in everyday language has many other definitions and connotations. Because most people are familiar with the word, but not the specific, technical meaning in the McKinney-Vento Act, it is best to avoid use of the word (homeless) when attempting to determine homeless status. Do not ask the direct question of a parent or student, “Are you homeless?” Instead, ask about the type of place where a student sleeps at night—if a student lacks a “fixed, regular, and adequate nighttime residence” then they are homeless. The language in the following table is based on the statutory language of the definition itself. The table attempts to identify homeless students by inquiring where they sleep at night.

Another reason to avoid the word “homeless” when attempting to determine a student’s homeless status is because of the negative connotations of the word. Most people assume that they will get into some sort of trouble or might even be reported to CPS if they are known to be homeless, so they go to great lengths to hide or obscure their situation. Usually people do not self-identify as homeless, even if they suspect that they could be considered homeless. Therefore, it is a good idea to use such phrases as “housing status” or “McKinney-Vento eligibility” wherever possible in order to avoid the word *homeless*.

The sample table for homeless status identification is on the next page.

EXAMPLE:

“X” all boxes below that best describe where the student sleeps at night, leave those blank that do not apply:

	In a home that the student’s parent or legal guardian owns or rents (C189=0)
	In a place that does not have windows, doors, running water, heat, electricity, or is overcrowded (C189=3)
	Staying with a friend or relative because of loss of housing, economic hardship, or a similar reason (C189=2) <i>(Examples: eviction, foreclosure, fire, flood, lost job, divorce, domestic violence, kicked out by parents, ran away from home)</i>
	In a shelter (C189=1) <i>(Examples: living in a family shelter, domestic violence shelter, children/youth shelter, FEMA housing)</i>
	In an unsheltered location, such as: <ul style="list-style-type: none">• a tent• a car or truck• a van• an abandoned building• on the streets• at a campground• in the park• in a bus or train station• other similar place (C189=3)
	In a hotel or motel because of loss of housing or economic hardship (C189=4) <i>(Examples: eviction, foreclosure, cannot get deposits for permanent home, flood, fire, hurricane)</i>
	In a transitional housing program (C189=1) <i>(Housing that is available as part of a program for a specific length of time only and is partly or completely paid for by a church, a nonprofit organization, governmental agency, or another organization)</i>
	The student lives here because of a natural disaster. “X” the type of disaster below and provide the requested information: ___ Hurricane--Name of hurricane: _____ ___ Flood ___ Tornado ___ Wildfire ___ Other—Please describe: _____ Date the natural disaster took place: _____ Where the natural disaster took place, including county: _____
	The student does not sleep in any of the places described above. Tell below where the student does sleep: <i>(FOR DISTRICT INFORMATION ONLY: this option is uncoded for PEIMS. If a student selects this option, the school must determine which category above is appropriate for describing where the student sleeps at night. There is no code for OTHER—all students must fall into one of the five categories listed on Homeless-Status-Code Table C189)</i>

PEIMS Homeless Status Template

This document, developed by the Texas Homeless Education Office (THEO), is intended to assist districts in collecting and reporting information necessary for both PEIMS reporting and compliance with the McKinney-Vento Act regarding homeless students. This document itself is not a form or instrument that can be used to collect this information. However, it does contain a sample template that can be taken and modified by districts if they want to use stand-alone forms to collect this information.

This is not intended as a resource explaining the McKinney-Vento Act or the education of homeless students. THEO has a website with extensive resources regarding the McKinney-Vento Act, the identification and education of children and youth experiencing homelessness, and federal and state requirements pertaining to the education of children and youth experiencing homelessness:

<http://www.utdanacenter.org/theo/>

There is also a toll-free number for anyone with a question about either a specific situation regarding a homeless student or a more general aspect of the education of children and youth experiencing homelessness:

1-800-446-3142

To access the PEIMS Data Standards, go to <http://www.tea.state.tx.us/peims/>

To access the *PEIMS Homeless and Unaccompanied Youth Indicators Frequently Asked Questions* document, go to http://www.utdanacenter.org/theo/downloads/factsheets/PEIMS_Hmlss_SRQ

Sample Template

In order to help districts collect the required homeless status information, THEO has prepared a sample template. This sample is meant only to be an example of how a district might combine various components into a form that could collect the required information. This is not a mandated form—it is an example prepared for a hypothetical school district to serve as a starting point for districts. Likewise, there is no requirement that the respective information must be collected on a separate form—a form could be created that would combine the necessary components to make determinations about both homeless and unaccompanied youth status.

There is no mandate to create separate, stand alone forms to collect any of this information. It might be possible to incorporate various components into the forms that a district already uses. Regardless of how it's done, this homeless and unaccompanied youth information **must be collected** and **reported**, and districts **must be able to show** that they collect this information.

Because districts collect a massive amount of information during the enrollment process, it is important to avoid asking for duplicate or redundant information. There is no way for THEO to know what information might be redundant for which district or the best way to create one form that will work for every single campus and district across the state.

The purpose of any stand-alone form for collecting this information is two-fold—such forms are used for collecting information and then, once completed, are used to facilitate data entry. The design of such forms must balance the needs of parents and students who are providing the information with those of data-entry staff who must take the completed forms and enter the data into a computer. When determining how to collect the required information, it is important to keep both purposes in mind—collecting the information and entering that information into a computer.

There are too many variables specific to each district and campus and too many subjective factors for one form to serve the needs of everyone. Some design components will depend on the district's student data software, local policies, or other forms that are already being used. Other design components will depend entirely on subjective, personal preferences—underscores or boxes, thin or thick lines, last name first or vice versa. This template is intended to help districts get started in designing their own forms, not to be the "last word" in the SRQ process. For example, the fonts might be reduced and the placement of items altered so that the information fits on fewer pages.

The example appears on the following pages.

The information on this form is required to meet the law known as the McKinney-Vento Act 42 U.S.C. 11434a(2), which is also known as Title X, Part C, of the No Child Left Behind Act.

Presenting a false record or falsifying records is an offense under Section 37.10, Penal code, and enrollment of the child under false documents subjects the person to liability for tuition or other costs. Texas Education Code Sec. 25.002(3)(d).

All of the questions below refer to the student that is enrolling.

Today's Date (MM/DD/YYYY):		
School:		
Last Name:		
First Name:		
Middle Name:		
Student Identification (ID) Number (NOT the Social Security #):		
Birth Date (MM/DD/YYYY):		
Grade:		
Last School Attended:		
Last District Attended:		
Address where the student sleeps at night (Street Address, Apartment #, City, Zip):		
How long has the student been at this address?		
Main Phone Number:		
Other Phone Number:		
Other Phone Number for Emergencies:		

“X” all boxes below that best describe where the student sleeps at night, leave those blank that do not apply:

	<p>In a home that the student’s parent or legal guardian owns or rents (C189=0)</p>
	<p>In a place that does not have windows, doors, running water, heat, electricity, or is overcrowded (C189=3)</p>
	<p>Staying with a friend or relative because of loss of housing, economic hardship, or a similar reason (C189=2) <i>(Examples: eviction, foreclosure, fire, flood, lost job, divorce, domestic violence, kicked out by parents, ran away from home)</i></p>
	<p>In a shelter (C189=1) <i>(Examples: living in a family shelter, domestic violence shelter, children/youth shelter, FEMA housing)</i></p>
	<p>In an unsheltered location, such as:</p> <ul style="list-style-type: none"> • a tent • a car or truck • a van • an abandoned building • on the streets • at a campground • in the park • in a bus or train station • other similar place <p>(C189=3)</p>
	<p>In a hotel or motel because of loss of housing or economic hardship (C189=4) <i>(Examples: eviction, foreclosure, cannot get deposits for permanent home, flood, fire, hurricane)</i></p>
	<p>In a transitional housing program (C189=1) <i>(Housing that is available as part of a program for a specific length of time only and is partly or completely paid for by a church, a nonprofit organization, governmental agency, or another organization)</i></p>
	<p>The student lives here because of a natural disaster. “X” the type of disaster below and provide the requested information:</p> <p>___ Hurricane--Name of hurricane: _____</p> <p>___ Flood</p> <p>___ Tornado</p> <p>___ Wildfire</p> <p>___ Other—Please describe: _____</p> <p>Date the natural disaster took place: _____</p> <p>Where the natural disaster took place, including county: _____</p>
	<p>The student does not sleep in any of the places described above. Tell below where the student does sleep:</p>

Provide the following information for school-age siblings (brothers and/or sisters) of the student:

Last Name	First Name	Brother or Sister	Stay at the same place (X)	Grade	School	District

List all other school-aged children that stay in the same place

Last Name	First Name	Grade	School	District

Signature of Person Providing Information
Parent/Legal Guardian/Caregiver/Unaccompanied Student

Date

For School Use Only

I certify the above named student qualifies for the Child Nutrition Program under the provisions of the McKinney-Vento Act.

McKinney-Vento Liaison Signature

PEIMS Unaccompanied Youth Status Indicator Instructions

This document, developed by the Texas Homeless Education Office (THEO), is intended to assist districts in collecting and reporting information necessary for both PEIMS reporting and compliance with the McKinney-Vento Act regarding homeless, unaccompanied youth. This document itself is not a form or instrument that can be used to collect this information. However, it does contain sample language to collect the required information that can be incorporated into district enrollment forms or databases. There is a sample template included at the end of the document that can be taken and modified by districts if they want to use stand-alone forms to collect this information.

This is not intended as a resource explaining the McKinney-Vento Act or the education of homeless, unaccompanied students. THEO has a website with extensive resources regarding the McKinney-Vento Act, the identification and education of children and youth experiencing homelessness, and federal and state requirements pertaining to the education of unaccompanied children and youth experiencing homelessness:

<http://www.utdanacenter.org/theo/>

There is also a toll-free number for anyone with a question about either a specific situation regarding a homeless student or a more general aspect of the education of unaccompanied children and youth experiencing homelessness:

1-800-446-3142

To access the PEIMS Data Standards, go to <http://www.tea.state.tx.us/peims/>

To access the *PEIMS Homeless and Unaccompanied Youth Indicators Frequently Asked Questions* document, go to http://www.utdanacenter.org/theo/downloads/factsheets/PEIMS_Hmlss_Unaccompanied_SRQ

PEIMS Unaccompanied Youth Status

PEIMS records a homeless student's unaccompanied youth status on record *100 Student Data — Identification* in column 80 in the data element *E1084 Unaccompanied-Youth-Status-Code*. *E1084* is populated by the code table *C192 Unaccompanied-Youth-Status-Code*. The code table *C192 Unaccompanied-Youth-Status-Code* has three (3) codes. All homeless students in the state must fall within one of the three code categories:

- 0 =** Homeless Student is not unaccompanied at any time during the current school year.
- 1 =** Homeless Student is unaccompanied (i.e., is not in the physical custody of a parent or legal guardian) **and received services** under the McKinney-Vento program at any time during the current school year.
- 2 =** Homeless Student is unaccompanied (i.e., is not in the physical custody of a parent or legal guardian) **and did NOT receive services** under the McKinney-Vento program at any time during the current school year.

See code table C192 on page 4.165, 2012-2013 PEIMS Data Standards.

Federal law and state reporting requirements require Texas public school districts to determine the unaccompanied youth status of **every homeless student**. The unaccompanied youth status must be determined and reported for every homeless student that the district has identified. "Unaccompanied youth" status is only reported for students that are homeless—this status should not be reported for students who are not homeless. "Unaccompanied youth" is defined by McKinney-Vento (NCLB, Title X, Part C, Section 725(6)) to mean a youth "not in the physical custody of a parent or guardian." A student in the physical custody of a parent or legal guardian every day of the school year is not considered unaccompanied.

Districts are responsible for determining unaccompanied youth status. Federal statute does not stipulate the position responsible for identifying unaccompanied youth. Regardless of the individual assigned to collect this information, it should be transmitted accurately to the individual entering the data.

“Guardianship” is a word that has a variety of meanings in common usage. However, in this case, the word “guardian” refers to **legal** guardianship. **Only a court can grant legal guardianship.** In order to obtain legal guardianship, all relatives, including grandparents, must go through a court. An affidavit issued by a school district, signed by a parent and a non-custodial relative (such as a grandparent or aunt), and notarized does not, by itself, constitute legal guardianship. A power of attorney, by itself, does not grant legal guardianship. Students living on their own or with friends or relatives who do not have legal guardianship are allowed to enroll in and attend school. The school cannot require proof of guardianship for enrollment or continued attendance.

For the purposes of this PEIMS indicator, “youth” means any homeless student who is under age 21 on September 1 of the applicable school year or, for homeless students eligible for special education services, under age 22 on September 1 of the applicable school year.

For homeless students that are identified as unaccompanied, a district must indicate whether or not that homeless student has received services *under the McKinney-Vento program at any time during the school year*. *Received services under the McKinney-Vento program* means the student received services paid through a McKinney-Vento subgrant (TEXSHEP). It **does not** refer to services **mandated** by the McKinney-Vento Act but paid for out of other sources, such as local, state, or other federal funds.

A homeless, unaccompanied youth in a district that participates in a TEXSHEP or other McKinney-Vento subgrant may or may not receive TEXSHEP or other McKinney-Vento subgrant services. Not every homeless, unaccompanied youth in such a district necessarily receives such services. Each district with such a subgrant must have a process in place to update the homeless, unaccompanied youth indicator of those who receive McKinney-Vento subgrant services after their initial identification. The homeless liaison and/or McKinney-Vento subgrant director will have this information.

If a homeless, unaccompanied youth **has** received services under the McKinney-Vento program, then C192=1. If a homeless, unaccompanied youth **has not** received services under the McKinney-Vento program, then C192=2.

For example, many school districts provide school-of-origin transportation mandated by the McKinney-Vento Act. However, most districts do not have a McKinney-Vento (TEXSHEP) subgrant. Those that do not have a McKinney-Vento subgrant would only be able to code their homeless, unaccompanied youth as 2 (C192 = 2) because it would be impossible for them to provide any services paid by a McKinney-Vento subgrant.

A district that **does not** participate in a TEXSHEP or other McKinney-Vento subgrant should code all homeless, unaccompanied youth as C192=2.

To determine whether or not a district participates in a TEXSHEP or other McKinney-Vento subgrant, check with either the district’s homeless liaison or the Texas Homeless Education Office, 1-800-446-3142, <http://www.utdanacenter.org>.

The table (or just the language) below can be incorporated into a district’s enrollment forms to collect the necessary information in order to comply with the PEIMS reporting requirements regarding a homeless student’s unaccompanied youth status. The person completing the form would “X” all boxes below that are true.

It is important to note that a district may already have some other data source that would indicate unaccompanied youth status—it is not necessary to add these questions or create a new form if the district already has a mechanism in place to obtain this information. For example, collecting emergency contact information might provide a way to determine unaccompanied youth status that can be entered into PEIMS.

In order to comply with PEIMS reporting requirements, every district must have some mechanism in place to collect unaccompanied youth status information for every homeless student. The district may use the example below or use a district-developed tool.

EXAMPLE:

“X” all boxes below that best describe the student’s situation, leave those blank that do not. If **none** of the statements in 1 – 4 are marked, then either item 5 or 6 or must be “Xed”. If item 5 or 6 is “Xed”, then none of the items in 1 – 4 describe the student’s situation.

	1. Student lives with one parent or both parents every day of the school year (C192=0)
	2. Student lives with a legal guardian every day of the school year (C192=0) <i>Note: A <u>legal guardian</u> is appointed by a court.</i>
	3. Student <u>is not</u> eligible for special education services and is 21 or older on September 1 of the applicable school year (C192=0)
	4. Student <u>is</u> eligible for special education services and is 22 or older on September 1 of the applicable school year (C192=0)

OR

Do not “X” this box if any item above is “Xed”

	5. Student is under 21 on September 1 of the applicable school year and does not live with a parent or legal guardian (C192=1 or 2)
	6. Student <u>is eligible</u> for special education services and is under 22 on September 1 of the applicable school year and does not live with a parent or legal guardian (C192=1 or 2)

PEIMS Unaccompanied Youth Status Template

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Today's Date:			
School:			
Last Name:			
First Name:			
Middle Name:			
Student Identification (ID) Number (NOT the Social Security #):			
Birth Date (MM/DD/YYYY):			
Grade:			

"X" all boxes below that best describe the student's situation, leave those blank that do not. If **none** of the statements in 1 – 4 are marked, then either item 5 or 6 or must be "Xed". If item 5 or 6 is "Xed", then none of the items in 1 – 4 describe the student's situation.

<input type="checkbox"/>	1. Student lives with one parent or both parents every day of the school year (C192=0)
<input type="checkbox"/>	2. Student lives with a legal guardian every day of the school year (C192=0) <i>Note: A <u>legal guardian</u> is appointed by a court</i>
<input type="checkbox"/>	3. Student <u>is not</u> eligible for special education services and is 21 or older on September 1 of the applicable school year (C192=0)
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OR

Do not "X" this box if any item above is "Xed"

<input type="checkbox"/>	5. Student is under 21 on September 1 of the applicable school year and does not live with a parent or legal guardian (C192=1 or 2)
<input type="checkbox"/>	6. Student <u>is</u> eligible for special education services and is under 22 on September 1 of the applicable school year and does not live with a parent or legal guardian (C192=1 or 2)

Optional Items for PEIMS Homeless Status and Unaccompanied Youth Status Indicators

In addition to the information that is required for PEIMS reporting, there is other information that districts have found helpful in determining homeless status, unaccompanied youth status, or eligibility for other services or programs. These components are **not required**, but may be useful. These components could be incorporated into existing forms or may even already be collected by some other mechanism in the district. They are presented here because others have found them helpful.

1. Free school meal eligibility. All students identified as homeless are categorically eligible for free school meals. The statement and signature line below can be incorporated into a district form to indicate that the student is homeless and qualifies for free school meals. If a student has been identified as homeless, all the homeless liaison needs to do to qualify the student for free school meals is to sign a statement identifying a specific student as homeless, such as in the example below, and send it to the district’s child nutrition program. No additional paperwork is necessary from the family or student for free-school meal eligibility if the student is identified as homeless.

EXAMPLE:

For School Use Only: I certify the above named student qualifies for the Child Nutrition Program under the provisions of the McKinney-Vento Act.

McKinney-Vento Liaison Signature

Date

2. Where a student sleeps at night versus address. In terms of determining homeless status, some districts have found it useful to ask for the *Address where the student sleeps at night?* rather than just the student’s address. By focusing on where the student actually sleeps at night, a district often obtains information that is more helpful in determining homeless status. These districts often find it useful to ask the follow-up question, *How long has student been at this address?* Such a follow-up question helps to determine the extent to which a student has a “fixed, regular, and adequate” nighttime residence.

3. Last school and district attended. When determining homeless status, some have found it helpful to ask for the name of the *last school attended* and the *last district attended*. Although parents or students might be unsure of the name of either, even sketchy information can be an important starting point for a liaison in tracking down school records and information.

4. List siblings. Because it is often easier to determine the homeless status of younger students, some districts have found that asking those younger students to list their siblings can be helpful in identifying older homeless students. Such a table as provided below could be incorporated into an identification form.

EXAMPLE:

List all school-aged brothers and sisters, regardless of where they live

Last Name	First Name	Brother or Sister	Stay at the same place (X)	Grade	School	District

5. List other school-aged children who live in the same place. Districts that are able to provide supplemental services to economically disadvantaged students have found it useful to ask about all the school-aged children who live in one place. When attempting to determine homeless status, they have found it helpful to ask for a list of all the other school-aged children who live at the same residence—regardless of whether or not all those listed are siblings or otherwise related. In doubled-up situations, not every school-aged child who lives in one location will necessarily be considered homeless, but they may all be in similar situations and may all need supplemental assistance, such as school supplies, emergency clothing, coats, etc. This question can also identify possible overcrowded situations.

EXAMPLE:

List all other school-aged children that stay in the same place

Last Name	First Name	Grade	School	District