

APPENDIX 17

Appendix 17

Local Educational Agency Homeless Plan

General Information

This is provided in order to serve as a guide for LEAs to formulate a Homeless Education Plan as required by Title I, Part A. All of the requirements of the McKinney-Vento Homeless Education Assistance Act of 2001 (Title X, Part C of the No Child Left Behind Act) and of Title I pertaining to homeless have been included. LEAs may expand the services outlined or may develop their own plan to use.

For assistance with any of the provisions of the McKinney-Vento Act, please contact the Texas Homeless Education Office (THEO) at:

Texas Homeless Education Office (THEO)
The University of Texas at Austin
Charles A. Dana Center
2901 N. IH 35, Room 2.200
Austin, TX 78722

In Texas: 800-446-3142
Phone: 512-475-9702
Fax: 512-471-6193
Web: www.utdanacenter.org/theo

The THEO website has helpful resources that may be of assistance in program planning.

- A complete listing of the Fact Sheets referred to in the following items may be found listed under the Fact Sheets heading on the Resources page at <http://www.utdanacenter.org/theo/resources/factsheets.php>
- Basic information on homelessness and children and youth experiencing homelessness may be found on the About Us page at <http://www.utdanacenter.org/theo/he101/index.php>
- Resources on the McKinney-Vento Act and Texas state law provisions related to homeless education may be found on the Laws page at <http://www.utdanacenter.org/theo/resources/index.php>

Children and youth in many different living situations are considered homeless under Federal law. Homelessness is a lack of permanent housing resulting from extreme poverty or from the lack of a safe and stable living arrangement. Children and youth in homeless situations often do not fit society's stereotypical images of homelessness. Therefore, educators may not realize the breadth of students who are considered homeless under the McKinney-Vento Act and, as such, qualify for its protections and services. The McKinney-Vento Act contains a specific definition of homelessness that includes a broad array of inadequate living situations.

Definition of Homelessness (McKinney-Vento Act Sec. 725(2); 42 U.S.C. 11435(2))

The term "homeless children and youths"

(A) means individuals who lack a fixed, regular, and adequate nighttime residence...; 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 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.

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- (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 who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Title I, Part A, Set-Asides

The amount of funds to be set aside by an LEA, and the procedure used to calculate this amount, may be determined by the LEA. It is important for each LEA to set aside some funds for services to homeless students, even if none have been currently identified, in order to be able to provide these services to eligible students when they do enroll in the LEA and to avoid the delays of having to submit an amendment to the LEA's Title I application. Guidelines to help LEAs determine the amount of funds to reserve for services to homeless children and youths under Title I, Part A, may be found under Item #24.

A complete review of the Homeless Education Plan, students' needs, and the estimated number of homeless students in the district will provide guidance for the LEA's final determination of the Title I, Part A, set-aside amount.

NCLB Requirements for Children and Youth Experiencing Homelessness

Items 1-22 are requirements with which all districts must comply under No Child Left Behind. Districts should review the list to determine whether or not the LEA is in compliance with each item. The district must take steps to ensure that it will comply with all requirements.

The Texas Homeless Education Office offers free technical assistance service to any district that needs help in developing and/or implementing its Homeless Education Plan. Call 512-475-9702 or 1-800-446-3142 to speak with a consultant.

**Title I of the Elementary and Secondary Education Act, Section 1115(b)(2)(E);
20 U.S.C. 6315(b)(2)(E):**

Eligibility of Homeless Students for Title I Services

- Yes No 1. A child or youth who is homeless and is attending any school in the LEA is automatically eligible for Title I services, regardless of their current academic performance.

McKinney-Vento Homeless Education Assistance Act, Sec. 722(g); 42 U.S.C. 11432(g):

◆ POLICIES AND PROCEDURES

- Yes No 2. LEAs must develop, review, and revise their policies to remove barriers to the enrollment and retention of children and youth in homeless situations. Students must enroll in, and have full and equal opportunity to succeed in, the schools of the LEA.

Policies and Practices against Segregation and Stigmatization

- Yes No 3. LEAs must adopt policies and practices to ensure that homeless children and youth are not segregated or stigmatized on the basis of their status as homeless. Schools must not provide services in settings within a school that segregate homeless children and youth from other children and youth, except as is necessary for short periods of time for health and safety emergencies or to provide temporary, special, and supplementary services.

◆ NOTIFICATION OF STUDENTS' EDUCATIONAL RIGHTS

Dissemination of Educational Rights

- Yes No 4. The LEA liaison shall ensure that public notice of the educational rights of students in homeless situations is disseminated where children and youth receive services under the Act.

◆ LEA HOMELESS LIAISON

Designation of the Homeless Liaison

- Yes No 5. LEAs must designate an appropriate staff person as a local educational agency liaison for students in homeless situations. This person may also be a coordinator for other federal programs.

Identification of the Liaison

- Yes No a. LEA staff position that has been designated as the liaison for students in homeless situations (only one position may be identified): Indicate by marking an "x" in the "Yes" or "No" box whether or not the LEA has fulfilled this requirement.

Registration of the Liaison

- Yes No b. LEA is strongly encouraged to supply the contact information for the homeless liaison on the Texas liaison database. To register the district's homeless liaison, go to <http://www.utdanacenter.org/theo> and scroll all the way down to the bottom of the home page. Under the section labeled "IMPORTANT" click on [Liaison Information Form](#) and follow the instructions.

Notification of Homeless Liaison

- Yes No 6. LEAs must inform school personnel, service providers, and advocates who work with families in homeless situations of the duties of the LEA homeless liaison.

Identifying Homeless Students

- Yes No 7. The LEA liaison shall ensure that children and youth in homeless situations are identified by school personnel and through coordination activities with other entities and agencies.

◆ ENROLLMENT RELATED ISSUES

Immediate Enrollment of Students

- Yes No 8. LEAs must immediately enroll students in homeless situations, even if they do not have required documents, such as school records, medical records, proof of residency, or other documents. The term “enroll” is defined as attending classes and participating fully in school activities.

School Selection

- Yes No 9. LEAs must enroll a homeless child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend, or in their school of origin.

School of Origin

- Yes No 10. LEAs must keep homeless students in their schools of origin, to the extent feasible, unless it is against the parent or guardian’s wishes. Students are permitted to remain in their schools of origin for the duration of their homelessness or until the end of any academic year in which they move into permanent housing. “School of Origin” is defined as the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

Transportation

- Yes No 11. LEAs must provide transportation to the school of origin, at the request of the parent or guardian, or, in the case of an unaccompanied youth, at the request of the district’s homeless liaison. *(Title I funds may **NOT** be used for this purpose.) The LEA liaison shall ensure that parents and guardians and unaccompanied youth are fully informed of all transportation services, including to the school of origin, and are assisted in accessing transportation services.*

Enrollment of Unaccompanied Youth and Notice of Appeal

- Yes No 12. Liaisons must help unaccompanied youth choose and enroll in a school, after considering the youths' wishes, and provide youth with notice of their right to appeal an enrollment decision that is not their choice. Liaisons must ensure that unaccompanied youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment or placement.

Enrollment of Students Pending Resolution of Disputes

- Yes No 13. If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The child, youth, parent, or guardian shall be referred to the LEA liaison, who shall carry out the dispute resolution process as expeditiously as possible in accordance with the Enrollment Disputes section of the McKinney-Vento Act after receiving notice of the dispute.

Written Explanation of the Denial of School Selection

- Yes No 14. A school must provide a written explanation of its decision and the right to appeal if a student is sent to a school other than that requested by a parent or guardian, or, in the case of an unaccompanied youth, at the request of the district's homeless liaison. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

Obtaining School Records

- Yes No 15. Enrolling schools must obtain school records from the previous school. Students must be enrolled in school while records are obtained.

Maintenance of Records

- Yes No 16. Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained so that the records are available, in a timely fashion, when a child or youth enters a new school or school district; and in a manner consistent with section 444 of the General Education Provisions Act (20 U.S.C. 1232g).

Immunizations and Immunization Records

- Yes No 17. If the child or youth needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the parent or guardian of the child or youth to the LEA liaison, who shall assist in obtaining immunizations or immunization or medical records. Students must be enrolled in school in the interim.

◆ **COORDINATION REQUIREMENTS**

Coordination of Services

- Yes No 18. The LEA shall coordinate the provision of services with local social services agencies and other agencies or programs providing services to homeless children and youths and their families, including services and programs funded under the Runaway and Homeless Youth Act (42 U.S.C. 12705) to minimize educational disruption for children and youths who become homeless. This coordination shall be designed to ensure that homeless children and youths have access and reasonable proximity to available education and related support services (such as referrals to health, mental health, dental, and other appropriate services), and to raise awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness.

Coordination with Housing Agencies

- Yes No 19. If applicable, each LEA shall coordinate with State and local housing agencies responsible for developing the comprehensive housing affordability strategy described in section 105 of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12705) to minimize educational disruption for children and youths who become homeless.

Collaboration with THEO and School Personnel

- Yes No 20. Liaisons must collaborate and coordinate with State Coordinators for the Education of Homeless Children and Youth and community and school personnel responsible for the provision of education and related services to children and youth in homeless situations.

◆ **COMPARABLE SERVICES**

Comparable Services

- Yes No 21. Each homeless child or youth to be assisted shall be provided services comparable to services offered to other students in the school selected, including transportation services, educational services for which the child or youth meet the eligibility criteria (Title I, Head Start, Even Start, pre-school, educational programs for children with disabilities or for students with limited English proficiency), programs in vocational and technical education, programs for gifted and talented students, and school nutrition programs.

◆ **PARENTAL/GUARDIAN INVOLVEMENT**

Educational and Related Opportunities

- Yes No 22. The LEA liaison must inform parents or guardians of educational and related opportunities available to their children and provide them with meaningful opportunities to participate in the education of their children.

◆ TITLE I, PART A, SET-ASIDES

LEA Homeless Education Plan Elements Paid for with Reserved Funds

Once the LEA Homeless Education Plan has been completed, those items that will be paid for through the use of Title I, Part A, Set-Aside funds must be identified. Item #11 (Transportation) is blocked out on this list—even though it is a required part of the Homeless Education Plan in order to comply with the McKinney-Vento Act, Title I, Part A **funds may not be used to support the transportation of homeless students to and from their school of origin. However, it is allowable for LEAs to use Title I, Part A funds to cover the costs of supplemental transportation**, such as to tutoring or after-school programs.

23. The following items described in the Homeless Education Plan above will be paid for with funds reserved under Title I, Part A:

- | | | | |
|----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Item #1 | <input type="checkbox"/> Item #7 | <input type="checkbox"/> Item #12 | <input type="checkbox"/> Item #18 |
| <input type="checkbox"/> Item #2 | <input type="checkbox"/> Item #8 | <input type="checkbox"/> Item #13 | <input type="checkbox"/> Item #19 |
| <input type="checkbox"/> Item #3 | <input type="checkbox"/> Item #9 | <input type="checkbox"/> Item #14 | <input type="checkbox"/> Item #20 |
| <input type="checkbox"/> Item #4 | <input type="checkbox"/> Item #10 | <input type="checkbox"/> Item #15 | <input type="checkbox"/> Item #21 |
| <input type="checkbox"/> Item #5 | Item #11
<i>Not applicable</i> | <input type="checkbox"/> Item #16 | <input type="checkbox"/> Item #22 |
| <input type="checkbox"/> Item #6 | | <input type="checkbox"/> Item #17 | |

Indicate by marking an “x” in the box next to each of the items if that portion of the LEA Homeless Education Plan will be paid for through the use of Title I, Part A, Set-Aside funds. Items paid for through other funding sources should be left blank.

LEA Funds to be Set Aside for Homeless Children and Youth

24. Amount of funds reserved by the LEA under Title I, Part A for services to children and youth in homeless situations: \$ _____.

Please describe briefly the rationale or calculation method used to arrive at this set-aside amount:
