



# Homeless Education

## **McKinney-Vento In Practice** Mandatory Compliance Training

August 2023

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Arizona Department of Education  
(602)542-4963  
[homeless@azed.gov](mailto:homeless@azed.gov)

# Housekeeping Items

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- A link to this recorded presentation and slides will be provided to attendees following the training.
- If you have questions, please share them in the following ways:
  - Enter simple questions into the Q&A feature or type them into the chat.
  - Save in-depth questions for after session office hours.
  - Email [homeless@azed.gov](mailto:homeless@azed.gov) with any LEA-specific questions.
- All resources referenced in this training can be located on APLD, the website, or in the newsletter.

# Objectives

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- **Participants will...**
  - become familiarized with the statutory roles, responsibilities, and requirements for McKinney-Vento Homeless Liaisons.
  - learn how to access pertinent tools and resources to build and maintain a robust Homeless Education Program at your LEA/Charter District.



# Meet the Team

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



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

## Homeless Education Program



**Rita Rodriguez**  
*Homeless Education Program Coordinator*



**Jan Brite**  
*Homeless Education Program Grants Specialist*

## Foster Care Education Program



**Joey Taylor**  
*Foster Care Education Program Coordinator*

## Homeless, Foster Care, and Refugee Student Support



**Marisa Peña**  
*Program Specialist*

# Dr. Brittani (Didi) Roy

Director of Educational Policy &  
Program Integrity

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## Purpose

- Ensure that each student receives a quality and comprehensive education that empowers them academically, professionally, and personally

## Role & Responsibilities

- Oversee the Office
- Ensure compliance with governing federal and state statutes
- Develop data-driven systems to better serve LEAs/Charter Districts and students

## Hobbies

- Hiking with my three dogs
- Plant-keeping
- Trying new restaurants

# Rita Rodriguez

## Homeless Education Program Coordinator

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### Purpose

- Bring awareness, hope, understanding, and support to all individuals impacted by homelessness in our State

### Role & Responsibilities

- Support all stakeholders in the State to ensure the identification, and immediate enrollment of HCY
- Support the field by providing reliable, valid and comprehensive information through guidance, professional learning, and technical assistance
- Ensure federal statute and the State Plan is carried out

### Hobbies

- Familia! (children & grandchildren time)
- Dancing!

# Jan Brite

## Homeless Education Program Grants Specialist

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### Purpose

- Provide services to ensure that all students fulfill their greatest potential and live their best lives

### Role & Responsibilities

- Provide support for EHCY and FY22 ARP-HCY I & II grants
- Support LEAs in the preparation and submission of grant applications and revisions
- Review and provide Program Specialist level approval for grant submissions

### Hobbies

- Antiquing
- Traveling
- Spending time with family, especially grandchildren



# Marisa Peña

Program Specialist

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## Purpose

- Support the field in developing informed, high-quality, and comprehensive programs to ensure that all students are provided an opportunity to learn

## Role & Responsibilities

- Support the HEP and FCEP
- Provide support for LEAs with refugee and other newcomer students

## Hobbies

- Being outdoors! Hiking and gardening
- Family time



# **Interagency Collaborations**

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# Mary Quaranta

Arizona State Board for Charter Schools  
Education Program Manager | Training Lead

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602-621-6687

Mary.Quaranta@  
ASBCS.az.gov

## Background

- B.A.Ed. in Elementary Education
  - 20+ years of elementary education classroom teaching in public district schools
- M.B.A with an emphasis in Human Resources

## What is an Education Program Manager?

- An EPM is the assigned personal point of contact between a Charter Holder and the Charter Board

## Training Lead

- Plan, organize, and manage training offered by the Board to Charter Holders

# National Center for Homeless Education (NCHE)

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**NCHE** is the U.S. Department of Education's technical assistance center for the federal Education for Homeless Children and Youth (EHCY) Program.

- Website: <http://nche.ed.gov>
- Helpline: 800-308-2145 or [homeless@serve.org](mailto:homeless@serve.org)
- Products: <https://nche.ed.gov/resources/>
- Webinars: <https://nche.ed.gov/self-paced-online-training/>
- Listserv: <https://nche.ed.gov/resources/> (click *Listserv* tab)
- Topics: <https://nche.ed.gov/topics/>
- Twitter: [@NCHEducation](https://twitter.com/NCHEducation)
- Facebook: [facebook.com/NCHEducation](https://facebook.com/NCHEducation)





# Today's Session

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# Pre-Assessment

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Let's test your knowledge.

# Pre-Assessment

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- 1.** What are the key roles and responsibilities, and requirements of the McKinney-Vento Liaison?
- 2.** How can McKinney-Vento Liaisons update their contact information and receive regular updates from the ADE Homeless Education Program?
- 3.** Where can I access any documents I may need or don't currently have regarding federal, state, and local data or guidelines?

# Overview of Governing Statute



- History & Purpose
- Definition of Homelessness
- Responsibilities of MV Homeless Liaisons
- ESSA State Plan



# McKinney-Vento Act History

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**1987**

Signed into law

**1990**

Amended

**1994**

Reauthorized by Improving America's Schools Act

**2001**

Reauthorized by Title X, Part C of NCLB

**2015**

Reauthorized by Title IX, Part A of ESSA

“awaiting foster care placement” is **removed** from the definition of “homeless children and youth”

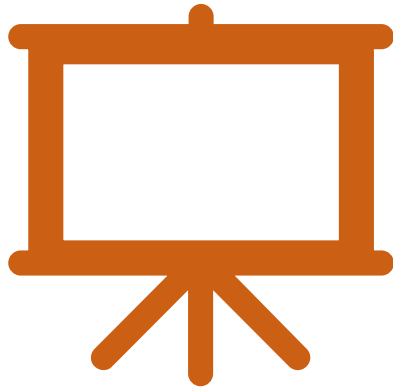
# Key Provisions of the McKinney-Vento Act

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- Immediate enrollment, even without documents
  - Unaccompanied youth = immediate enrollment
- School stability
  - Transportation to school of origin
- Eliminate barriers = ensure school policies and procedures are fair
- Dispute Resolution Process
- District Liaison assigned to every school district

# Legal Definition of Homeless

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**Fixed:** Stationary, permanent, not subject to change



**Regular:** Used on a predictable, routine, consistent basis



**Adequate:** Lawfully and reasonably sufficient. Is it sufficient for meeting the physical and psychological needs typically met in a home environment

# Common Qualifying Living Situations

## Sheltered

- Shelters
- Transitional housing programs

## Unsheltered

- Abandoned buildings
- Campgrounds, parks, vehicles
- Inadequate housing structures or trailer parks

## Hotel / Motel

- Temporary housing in hotel or motel

## Doubled-Up

- Sharing housing with friends or family due to loss of housing, economic hardship, or similar reason.
- Typically not of mutual interest.

## Unaccompanied

- A homeless child or youth not in the physical custody of a parent or guardian.
- This includes when a student is with a family member, but that person is not their legal guardian.

**Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described.**

# Common Obstacles Faced by Homeless Youth

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- Unable to meet standard school enrollment requirements;
- Move around and change schools often;
- Experience hunger, tiredness, and stress;
- Lack school supplies or completed homework (lack of space or resources);
- Lack access to reliable transportation; and/or
- Do not have a parent or guardian to help them (unaccompanied youth).

# Roles & Responsibilities



"The McKinney-Vento Act provides a number of **LEA requirements** for serving homeless children and youths" [42 U.S.C. § 11432(g)(3)]."

"An LEA must provide services to each **homeless child** and **youth** that are **comparable** to **services** offered to other students in the LEA. (Section 722(g)(4))."

Education for Homeless Children and Youths  
Program Non-Regulatory Guidance, 2016



# Responsibilities of the LEA/Charter District

## In general, each LEA must:

- Ensure *access* to education,
- Connect families with *services*,
- Form *collaborations* with CBOs, and
- *Inform* and provide learning for all stakeholders.

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Ensure a student's education may continue at their **school of origin**,

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**Enroll students** in the same school a non-homeless student would be enrolled in,

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Comply with **school stability** protocol,

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**Assist** families in attaining **enrollment** forms and records if needed,

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**Manage** any **disputes**,

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**Uphold** student and family **privacy**,

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**Provide** comparable **services** and **education** to homeless students,

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**Coordinate** with local social service agencies, within the LEA.

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**Align** with the **Arizona State Plan**.

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42 U.S.C. § 11432 (e)(3)(C), (g)(3)

# Roles & Responsibilities



“The **local liaison** serves as one of the primary contacts between homeless families and school staff, district personnel, shelter workers, and other service providers. Every **LEA**, whether or not it receives a McKinney-Vento subgrant, is **required** to **designate** a local **liaison**. (Section 722(g)(1)(J)(ii)). The liaison coordinates services to ensure that homeless children and youths **enroll** in school and have the opportunity to succeed academically.”

Education for Homeless Children and Youths  
Program Non-Regulatory Guidance, 2016





# Responsibilities of the McKinney-Vento Homeless Liaison

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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.



# Requirements of Arizona McKinney-Vento Homeless Liaisons

## Arizona's ESSA State Plan requires that MV Homeless Liaisons:

- Complete the **McKinney-Vento Homeless Liaison Contact Form** found on the ADE Homeless Education Program website;
- Collaborate with school personnel to ensure use of the **Student Residency Questionnaire** and **Unaccompanied Youth Caregiver's Authorization Form** to identify homeless students;
- **Utilize the Best Interest Determination (BID)** Form to make school enrollment decisions, when necessary,
- Assess the needs presented by the students through **locally developed informal needs assessment** tools;
- Ensure required **student data** elements for homeless students and youth are accurately submitted to ADE;
- Provide at minimum an **annual training** to all LEA/Charter District school staff including administrative staff; and
- Annually **develop, review, and revise policies** to increase access to educational opportunities and academic success.

42 U.S.C. § 11432 (g)(3)

# Awareness



- Requirements
- Best Practices

# Awareness




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

42 U.S.C. § 11432 (g)(6)(A)(i)



# Awareness Public Notice Poster

**INFORMATION  
FOR PARENTS**



**IF YOUR FAMILY LIVES IN ANY OF THE FOLLOWING SITUATIONS:**

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

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

Your eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference.

\* If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.

- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

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

LEA Information

Arizona Department of Education  
Homeless Education Program  
Coordinator  
(602) 942-4963  
Homeless@azed.gov  
www.azed.gov/homeless

If you need further assistance with your children's educational needs, contact the National Center for Homeless Education.

*Where should this be posted?*

- Every school building
- On the district website
- Throughout the community

Community Based Organizations (CBO's)

Department of Economic Security buildings

Faith based organizations

Hotels and motels

Laundry mats

Post Office

Shelters & soup kitchens

Storage facilities

Stores

Youth centers



Find this poster and download for use at [www.azed.gov/homeless](http://www.azed.gov/homeless) or capture the QR code!



# Awareness

## School Personnel Training

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A key responsibility of the McKinney-Vento Homeless Liaison is providing professional development for ***school personnel***.

### ***Who should receive training?***

***Every employee!***

#### **Consider Specialized training for:**

- Office Staff
- Administrators
- Transportation
- Counselors and Social Workers
- Teachers
- School Nurse
- Maintenance Workers

#### **Training Ideas...**

- In person training
- Virtual training
- Video production
- Resources already available online

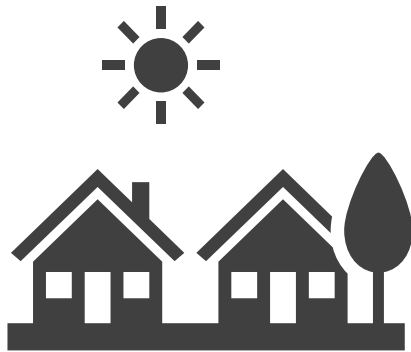


# Awareness

## Community Partners

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



### **Some community partners to consider:**

- Shelters
- Community partners that provide support to homeless families
- Non-profit organizations
- Faith based organizations
- Post-secondary institutions
- Early Childhood facilities
- Continuum of Care (CoC)



# Awareness Training Records

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Keeping track of provided trainings, attendees, and data such as surveys, questions, and need is important for your program and monitoring.

## **Best practices for record keeping:**

- In person training – sign in sheets
- Virtual training – report of attendees following the training
- Video production – send through a format such as Google to track who watched the video.
- Collaborate with your Professional Development decision makers to coordinate a tracking system (BlackBoard is one example).
- Log questions and requests for additional training to plan for the future.







# Awareness Rights of Homeless Students



Homeless  
Education

RIGHTS OF  
HOMELESS STUDENTS

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

**McKinney-Vento Definition of Homeless:**

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

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

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

McKinney-Vento Act  
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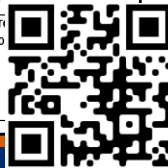
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JSC CHAPTER

119. SUBCHAPTER VI, Part B. Education for Homeless Children and Youths, or contact:

LEA Homeless Liaison  
LEA Name  
LEA Homeless Liaison Office Address  
LEA Homeless Liaison Phone Number  
LEA Homeless Liaison Email address

State Homeless Education Pr  
Arizona Department of Educatio  
1535 W. Jefferson Street  
Phoenix, AZ 85007  
(602) 542-4963  
homeless@azed.gov



## *When should this be shared?*

- At the time any child or youth seeks enrollment (re-enrollment) and at least twice annually;
- During training with school district personnel and community partners;
- On the district website;
- In district newsletters; and
- Anytime the written notice of McKinney-Vento Eligibility Determination is provided.

Find this poster and download for use at [www.azed.gov/homeless](http://www.azed.gov/homeless) or capture the QR code!



## Homeless Education

### McKinney-Vento Homeless Liaison of Record Form, 2023-2024

The McKinney-Vento Act requires that contact information for the local liaisons for homeless children and youth at all public and public charter local education agencies (LEA) is published and accurate (42 U.S.C. §11432 (e)(3)(C)(i)(IV)). **Completion of this form is required to ensure your LEA is in compliance.**

This form is designed to collect the most accurate and up-to-date contact information for the **McKinney-Vento Homeless Liaison of Record**. This is the individual at your LEA that is designated to provide support for all students experiencing homelessness. A complete list of McKinney-Vento Homeless Liaisons of Record will be compiled and regularly updated by the Office of the Coordinator and will be published on the [ADE Homeless Education Program website](#).

For LEAs that employ **Site-Based McKinney-Vento Homeless Liaisons** in addition to their McKinney-Vento Homeless Liaison of Record, all **Site-Based McKinney-Vento Homeless Liaisons** must provide their contact information via the **Site-Based McKinney-Vento**

[Homeless Liaison of Record](#)  
[Homeless Liaison of Record](#)  
If a charter school is the LEA, please click [Change Form](#).

If you have any questions, please contact [homeless@azed.gov](mailto:homeless@azed.gov).

Arizona Department of Education  
Not shared

\* Indicates required question



## Homeless Education

### Site-Based McKinney-Vento Homeless Liaison Form, 2023-2024

The McKinney-Vento Act requires that contact information for the local liaison for homeless children and youth at all public and public charter local education agencies (LEA) is published and accurate (42 U.S.C. §11432 (e)(3)(C)(i)(IV)). **Completion of this form is required to ensure your LEA is in compliance.**

This form is designed to collect the most accurate and up-to-date contact information for all **Site-Based McKinney-Vento Homeless Liaisons at an LEA**. Site-Based McKinney-Vento Homeless Liaisons may assist the McKinney-Vento Homeless Liaison of Record in meeting requirements to identify and provide support for students experiencing homelessness. A new form must be submitted for **each** Site-Based McKinney-Vento Homeless Liaison that the LEA utilizes. While submission of **contact information for Site-Based McKinney-Vento Homeless Liaisons is required**, their contact information will not be published on the [ADE Homeless Education Program website](#).

**The McKinney-Vento Homeless Liaison of Record should not complete this form**, but instead must complete the [McKinney-Vento Homeless Liaison of Record Form](#).

If a **change, update, or removal** must be made to an **existing** McKinney-Vento Homeless Liaison of Record or Site-Based McKinney-Vento Homeless Liaison's contact information, the LEA is **required to complete the [McKinney-Vento Homeless Liaison Contact List Change Form](#)**.

If any questions or concerns arise, please reach the Office of the State Coordinator at [homeless@azed.gov](mailto:homeless@azed.gov).

Arizona Department of Education  
Not shared

Not shared

\* Indicates required question

# ADE McKinney-Vento Homeless Liaison Contact Information

The McKinney-Vento Act **requires** that **contact information** for the **local liaisons** for homeless children and youth at all public and public charter local education agencies (LEA) is published and accurate (42 U.S.C. §11432 (e)(3)(C)(i)(IV)).

To manage this requirement in a more efficient and accurate manner, we are excited to announce **NEW** procedures to provide and update contact information!

# ADE Homeless Education Program Website



Select Language ▼



[Students & Families](#) [Educators](#) [Administrators](#) [Programs & Supports](#) [About ADE](#) [ADEConnect](#) 

[Home](#) / [Homeless Education](#) / [Welcome to Homeless Education Program](#)

## Welcome to Homeless Education Program

### THE MCKINNEY-VENTO ACT: HOMELESS CHILDREN AND YOUTH PROGRAM

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

Homeless students are those who lack a fixed, regular, adequate nighttime residence. This includes students who are sharing the housing of other persons due to a loss of housing, economic hardship or similar reason; are living in motels, hotels, trailer parks or campgrounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals. The definition includes migratory students who live in the aforementioned situations. Beginning December 10th, 2016, "those awaiting foster care placement" are not included in the definition.

*To learn more about the Arizona Department of Education's Homeless Education Program, view the following brief overview video:*

[ADE's Homeless Education Program Overview](#)

### Parent and Family Rights

The McKinney-Vento Act provides certain rights for students experiencing homelessness. They include waiving certain requirements such as proof of residency when students are enrolling and allowing categorical eligibility for certain services, such as free textbooks. The Act also states,

[Federal Guidance and Procedures](#) ▼

[McKinney-Vento Homeless Liaisons](#) ▼

[Grant Funding](#) ▼

[Homeless Education Program Monitoring](#)

[Resources for Parents and Youth](#)

[Homeless Education Program Newsletter Sign-Up](#)

### Contact

**Rita Rodriguez, State Homeless Education Program Coordinator**

(602) 542-4963

[homeless@azed.gov](mailto:homeless@azed.gov)

<https://www.azed.gov/homeless>

# Identification

- Requirements
- Best Practices



# Identification




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

42 U.S.C. §11432(g)(1)(I)

# Sample Form

# Student Residency Questionnaire

 **Homeless Education** **ADE Student Residency Questionnaire (Sample Form)**

Information contained on this form is confidential and used to determine whether a child or youth meets the definition of homeless under the McKinney-Vento Act. The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act. (42 U.S.C. §14453) False claims about living situations may affect enrollment.

**Section A**

Today's date: \_\_\_\_\_ Student Name: \_\_\_\_\_

Last School attended: \_\_\_\_\_ Current Grade: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Do you have additional children attending school in our district?  Yes  No

Do you have preschool aged children?  Yes  No

Address of where the student slept last night: \_\_\_\_\_

Is this address based on a temporary living arrangement?  Yes  No

**NOTE: If You Checked "NO," you may STOP here. If "YES," please continue to the next section.**

**Section B**

Name of individual completing this form: \_\_\_\_\_

Your telephone number: \_\_\_\_\_ Your email Address: \_\_\_\_\_

Name of the parent/guardian/adult caring for the student: \_\_\_\_\_

Relationship to the student: \_\_\_\_\_

If the address you provided in section A is based on a temporary living arrangement, is it due to loss of housing or economic hardship?  Yes  No

Please place an "X" in each box that best describes where the student sleeps at night.

<input type="checkbox"/> In a place that does not have windows, doors, running water, heat, electricity, or overcrowded.	_____
<input type="checkbox"/> Staying with a friend or relative because of loss of housing, economic hardship, or similar reason. <small>(Example: eviction, foreclosure, fire, flood, lost job, divorce, domestic violence, kicked out by parents, ran away from home)</small>	_____
<input type="checkbox"/> In a shelter or transitional housing program (name of shelter or program): _____	_____
<input type="checkbox"/> In an unsheltered location (Example: tent, vehicle, abandoned building, streets, campground, park, bus/train station, or similar place) Provide the main cross streets of this unsheltered location: _____	_____
<input type="checkbox"/> In a hotel/motel (name of hotel/motel) _____	_____
<input type="checkbox"/> With an adult that is not a parent or court appointed legal guardian	_____
<input type="checkbox"/> Alone, not in the care of a parent or court appointed legal guardian	_____
<input type="checkbox"/> None of the above (Please explain): _____	_____

ADE Student Residency Questionnaire Sample Form 8/2023

Signature of Person Providing Information \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Legal guardian/Caregiver/Student

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**For School Use Only**

Please note, the student's cumulative file should not include a copy of this form. Information about a McKinney-Vento student's living situation is part of the child's educational record, protected under FERPA. The LEA must use reasonable methods to ensure that school officials obtain access only to those education records in which they have legitimate educational interests. 34 CFR §99.31(a)(1).  
Do not make copies of this form. If Section B is completed, please notify the LEA Homeless Education Liaison, and provide the original form to them.

Name of school site personnel who enrolled the student: \_\_\_\_\_

Please check the housing types that apply:

sheltered  doubled-up  unsheltered/FEMA/substandard  hotel/motel

Unaccompanied youth:  Yes  No  Transportation needed:  Yes  No

ADE Student Residency Questionnaire Sample Form 8/2023

- To ensure identification and enrollment of homeless students, LEAs are required to
  - have a procedure in place to identify students who may be experiencing homelessness
  - use either an electronic or hard copy of the Student Residency Questionnaire.
- ADE provides this Student Residency Questionnaire template to aide in identifying students at the time of enrollment.
- Once identified, all eligible students are to be immediately enrolled, even when lacking enrollment records or documentation, such as previous academic records, immunization and other health records, proof of residency, and proof of legal guardianship.

# Identifying Unaccompanied Homeless Youth

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The term **unaccompanied youth** includes a homeless child or youth **not in the physical custody of a parent or guardian**.

An unaccompanied homeless youth is a young person who is both **homeless** (meeting McKinney-Vento definition) **and unaccompanied** (not in the physical custody of a parent or guardian).

DCS is **not involved** in any way with the child/youth.

# Sample Form

# Unaccompanied Youth Caregiver's Authorization Affidavit



## ADE Caregiver's Authorization Affidavit (Sample Form)

The information on this form is required to meet The Education for Homeless Children and Youth (EHCY) program, authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.), also known as the McKinney-Vento Act. There are situations when a child or youth who is homeless may not be able to reside with their parent or guardian; however, this fact does not nullify the child's/youth's right to receive a free, appropriate public education. This form is not a legal document and solely for school contact only.

The adult "caregiver" requesting enrollment for a minor student presenting him/herself for enrollment and educational services while not in the physical custody of a parent or legal guardian shall complete this form.

### By signing below, I acknowledge the following:

- I am 18 years of age or older and have agreed to fulfill the role of caregiver for the minor student named below, who is unaccompanied by a parent or legal guardian.
- I agree to make a good faith effort to encourage the minor student named below to attend school.
- I will attempt to contact the school office if I become aware that the minor student named below will not be attending school on that day(s) and share whether the absence is with or without my approval.
- I have provided the school district with proof of my residence and personal identification.
- I understand that signing this document does not make me the legal guardian of the minor student listed below or make me financially responsible for the minor student, even if I am providing financial support to the student.
- I understand that I may choose to make educational decisions on behalf of the minor and in all other ways stand in for the authorizing party with respect to federal, state and district educational policy, including, but not limited to, accessing the minor's educational records, representing the minor in enrollment, disciplinary, curricular, special education or other matters, signing permission slips for school activities, and any other decision that facilitates the minor's educational experience.

### Student Information

Name of the minor student: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
Last school or district the student attended: \_\_\_\_\_

### Caregiver Information

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
Home address: \_\_\_\_\_  
Telephone number(s): \_\_\_\_\_ Email address: \_\_\_\_\_

### General Information

Please check one and provide additional information if it is available:

- The student is staying at my home address, as listed above.
- The student is staying at the following location: \_\_\_\_\_

Please check any that apply:

- While I am currently helping with the care of the minor student, I do not wish to assist school officials with making education-related decisions.
  - I have notified the parent(s) or other person(s) having legal guardianship of the minor of my intent to assist school officials with making education-related decisions in the best interest of the student and have received no objection.
- Please provide the name and phone number for the parent: \_\_\_\_\_  
 I am unable to contact the parent(s) or legal guardian(s).

Caregiver Signature: J \_\_\_\_\_ Date: \_\_\_\_\_

For School Use Only

This form should accompany the Student Residency Questionnaire. Send the original forms to the LEA Homeless Liaison. The student's cumulative file should not include a copy of this form and you should not make copies under any circumstances.  
Name of school site personnel who enrolled the student: \_\_\_\_\_

- The McKinney-Vento Act includes the following provisions specific to unaccompanied youth:
- The right to **immediate enrollment without proof of guardianship**;
- Assistance from the local homeless education liaison (hereafter local liaison) to select a school of attendance, whether the **local attendance area school or the school of origin**;
- Receive **transportation** to and from the school of origin, if requested; and
- Ensure the prompt and fair **resolution** of any **disputes** in accordance with the **Rights of Homeless Students**.



## Early Childhood Referrals and Homeless Identifications



# LEA Liaisons ensure that:

- homeless families and homeless children and youths have **access to** and **receive educational services** for which such families, children, and youths are eligible, including services through
  - **HeadStart** and **Early HeadStart** programs
  - **AzEIP (Arizona Early Intervention Program)** and **other services** under part C of IDEA, and
  - **LEA administered preschool programs**

# Required Procedures



- **Best Interest Determination (BID)**
- **Transportation**
- **Dispute Resolutions**
  - **LEA-Level Dispute Resolution**
  - **LEA vs. LEA Dispute Resolution**
  - **SEA-Level Dispute Resolution**

# Best Interest Determination (BID)



“The McKinney-Vento Act strongly emphasizes the importance of school stability for homeless children and youths. Therefore, the McKinney-Vento Act calls for LEAs to maintain students in their school of origin to promote school stability and greater educational outcomes overall, unless it is not in the student’s best interest. LEAs must make school placement determinations on the basis of the “best interest” of the homeless child or youth based on student-centered factors. [42 U.S.C. § 11432(g)(3)(B)]”

Education for Homeless Children and Youths  
Program Non-Regulatory Guidance, 2016

# Sample Form



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

- The **school placement** decision should be a **student-centered**, individualized determination. Factors that an LEA/Charter District **may** consider include:
  - the age of the child or youth,
  - the distance of the commute to and from the school of origin and its impact on the student's education,
  - personal safety issues,
  - the student's need for special instruction (e.g., special education and related services),
  - the anticipated length of stay in a temporary shelter or other temporary location, and
  - the time remaining in the school year.
- **Written explanation** of any **decisions** related to school selection or enrollment is **required including the right to appeal such decisions**

 **Homeless Education** McKinney-Vento Act Best Interest Determination for School Placement

The McKinney-Vento Act requires school districts to consider the school of origin as the first option in school enrollment. Parents may choose the school of origin or the school in the residency (the area where the child/ren currently live) (school of residency may also be referred to as local area attendance school). Individuals who may be consulted when determining what placement is in the children's best interest include the following:

- child(ren) or youth experiencing homelessness,
- parent, guardian, or caregiver of the child(ren) or youth,
- district/charter homeless liaison,
- school site personnel (e.g., counselor, social worker, SPED teacher, etc.), and
- homeless shelter personnel.

It is the school district's responsibility to determine the school of origin and residency, and to resolve any conflict concerning the school placement by focusing on the best interest of the child(ren). Whenever possible, the school district should comply with the wishes of the parent, guardian, caregiver, or unaccompanied homeless youth. If the school district and parent, guardian, caregiver, or unaccompanied homeless youth do not agree on the appropriate placement, the school district's Dispute Resolution Procedures must be followed. In such cases, the child(ren) should be enrolled in the school that the parent, guardian, caregiver, or unaccompanied homeless youth has chosen until the conclusion of the resolution process. If the school of origin is determined to be the best placement, the local homeless education liaisons both school of origin and local attendance area school must work together to arrange transportation.

The McKinney-Vento Act requires that a child or youth experiencing homelessness attend:

- **School of origin:** School of origin is defined as "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". Further, "when the child or youth completes the final grade level served by the school of origin, 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)(5)(C)(i)(I); or
- **Local attendance area school:** Local attendance area school is defined as "any public school that ~~enrolls~~ enrolls students who live in the attendance area in which the child or youth is actually living or eligible to attend" (42 U.S.C. § 11432)(5)(C)(A)(ii).

Whether the child or youth will attend the school of origin or the local attendance area school, enrollment should take place immediately.

See [42 U.S.C. CHAPTER 119, SUBCHAPTER VI, Part B: Education for Homeless Children and Youth, \(A\), \(B\)](#) for more information regarding the "Best Interest Determination".

The information collected supports the agreement in determining the school enrollment in the best interest of the child or youth experiencing homelessness and will provide the input required to develop a written should the parent, guardian, caregiver or youth disagree with the decision.

# Transportation



“SEAs and LEAs are **responsible** for **reviewing** and **revising policies**, including transportation policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths in the State...(and) must **adopt policies** and practices to ensure that **transportation** is provided, at the request of the parent or guardian (or, in the case of an unaccompanied youth, the liaison), to or from the school of origin...”

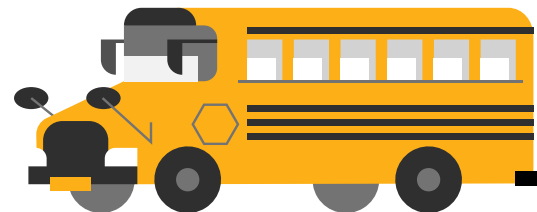
Education for Homeless Children and Youths  
Program Non-Regulatory Guidance, 2016



# Transportation

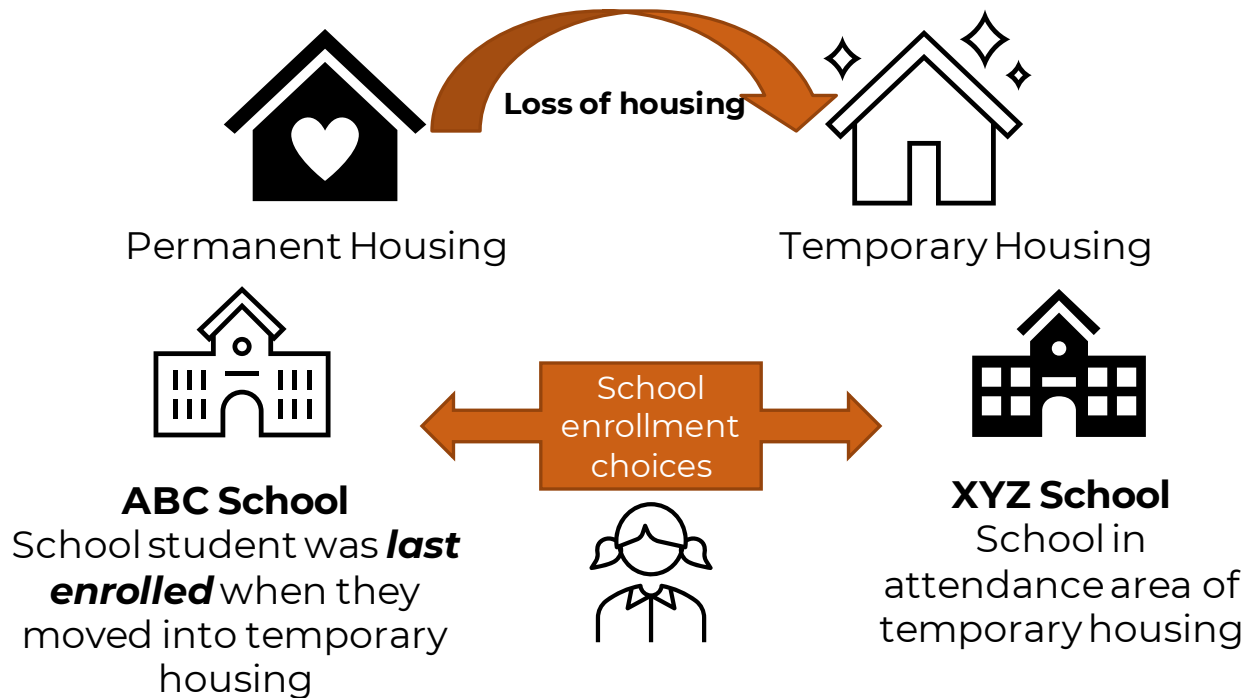
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Subtitle VII-B of the McKinney-Vento Homeless Assistance Act, (42 U.S.C. § 11431 et seq.; **guarantees** rights and services to **remove** educational **barriers** for homeless children and youths. This is inclusive of provisions related to the **transportation** of children and youth experiencing homelessness.





# Shared Transportation



School of origin is defined as **“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 USC1432\(g\)\(3\)\(l\)\(i\)](#).

# Dispute Resolution



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

Section 722(g)(3)(E)(i)





# Student/Family vs. LEA Dispute Resolution Steps

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If a dispute arises under the McKinney-Vento Act over eligibility, school selection, or school enrollment, LEA/Charter Districts are required to take the following steps.

1. The child or youth shall maintain **enrollment**, pending final resolution of the dispute. This includes all available disputes (State Level).
2. The **LEA/Charter District conducts** a hearing to discuss considerations that led to the decision.
3. The parent, guardian, or unaccompanied youth must be **provided** with a **written explanation** of the dispute-related decision made.
4. If requested by the parent, guardian, or unaccompanied youth the McKinney-Vento Homeless **Liaison**, will assist with the **SEA** level **dispute**.

SEA

Dispute  
Resolution



## SEA Dispute Resolution Procedure

To initiate the **state level dispute**, the following must occur within **seven (7) workdays** after receipt of the written notification of the decision made at the district.

42 U.S.C. 1432(g)(1)(C)



# SEA Dispute Resolution Procedure

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1. The parent, guardian, or homeless youth, with assistance from the McKinney-Vento Homeless Liaison, must **submit a Notice of Appeal** and must forward the following to the Arizona Department of Education, Office of Homeless Education:
  1. A copy of the LEA/Charter Districts written decision
  2. Additional supporting documentation as necessary
2. Upon receipt of a Notice of Appeal, the State Homeless Education Program Coordinator shall, **within seven (7) workdays**, convene a panel of at least two (2) Arizona Department of Education employees, including the State Director for Homeless Education and an additional department employee.
3. This panel shall review the entire record of the dispute and decide what is in the **best interest of the child or youth**. Within seven (7) workdays of the date the panel convenes; the Arizona Department of Education will issue this decision in writing.
4. The **determination** of the panel shall be **final**.

LEA vs. LEA

Dispute  
Resolution



## LEA vs LEA Dispute Resolution Procedure

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

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



# LEA vs LEA Dispute Resolution Procedure

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

# Data

- Requirements
- Best Practices

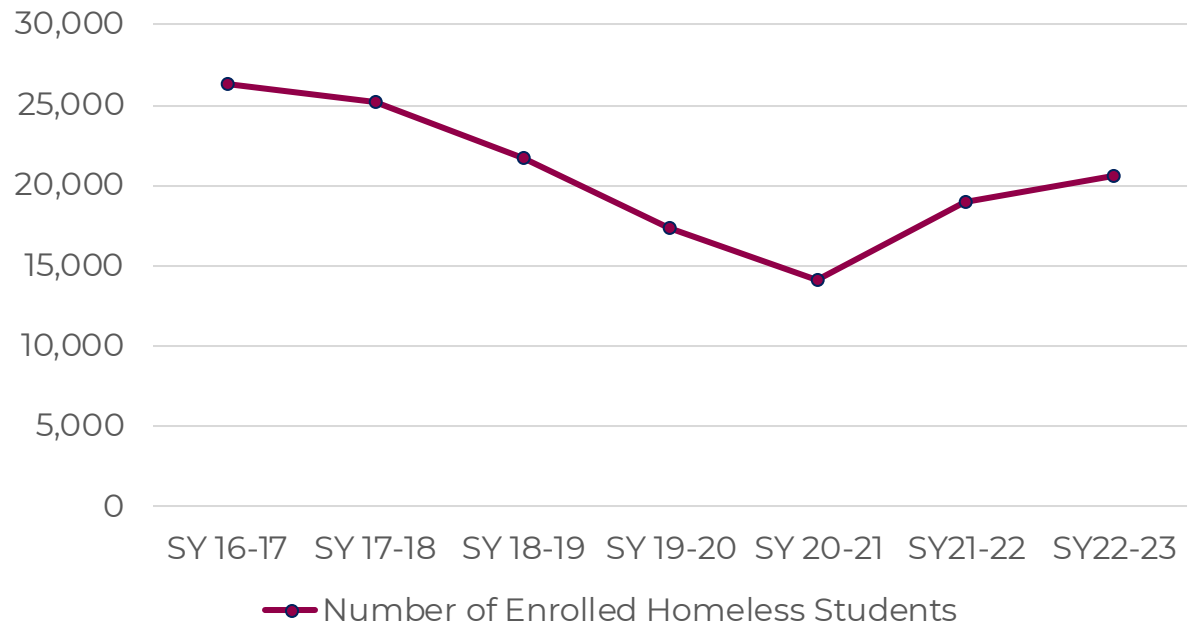


# Arizona's Homeless Student Enrollment Data

**Identification of students is key to the success of the program.**



### Number of Enrolled Homeless Students



[2022 | National Center for Homeless Education \(NCHE\)](#)

**LEAs are to report  
“reliable, valid, and  
comprehensive data”  
regarding their HCY and  
UHY enrollment  
numbers to the State  
Education Agency  
(SEA).**





# Important Reminder



## Students in Foster Care

Students in the **foster care system are no longer counted in HCY enrollment data**, as per the reauthorization of the Every Student Succeeds Act (ESSA) in December 2015.

## Important Reminder



### **Preschool-Aged HCY Children**

Identified HCY between the ages of 3-5 years **are included** in your LEA's/Charter District's total enrolled HCY, **only if they are enrolled in a preschool program provided by the LEA/Charter District.**

Children ages 0-2, or 3-5, and **not enrolled in a preschool program at your LEA/Charter District, are not included** in the total enrolled HCY count.

## Important Reminder



### **HCY & UHY Students**

Identified **HCY students** are **required to have their needs identifiers and corresponding primary nighttime residence** entered in the student information system (SIS).

Identified **UHY** must be coded with **both the HCY and UHY needs identifiers and corresponding primary nighttime residence** in the SIS.

## Important Reminder



### **If a HCY/UHY Student Leaves the LEA/Charter District**

Once a student is identified/enrolled at your LEA, they should remain in the total enrolled HCY count for that **school year** in the SIS, even if they move transfer to another LEA/Charter District.

Often, LEAs/Charter Districts label these students as “inactive” since they are no longer enrolled. However, **they must still be counted in the reported number of enrolled HCY/UHY for the school year.**

## Important Reminder



### If McKinney-Vento Services are Declined

If a parent, guardian or youth decline services under the provisions of the McKinney-Vento Act, **the LEA is still responsible for ensuring the proper identification and meeting reporting requirements for HCY.**

## Important Reminder



## AzEDS SUPP11 Report

Your LEA's/Charter District's HCY and UHY needs **data** can be **validated** using the AzEDS SUPP11 report.

To **access** this report, please **contact your LEA's Entity Administrator**.

If your **LEA/Charter District requires assistance** on how to get these elements submitted through your student information system (SIS), please contact your vendor and refer to the **Use Case document for FY 2022**. This can be found on the ADE website.

# Internal Tracking Systems

McKinney-Vento Case Assignments 2023-2024

McKinney-Vento Case #	Last Name	First Name	School of Origin	School of Residence	Student ID	Grade	Eligible	Not Eligible	UHY	Pending Identification	Transportation	Written Notification Sent	Referral to CBO	EHCY or ARP Grant Funded Activity Support
07-01-2024 1	Mouse	Mickey	Disneyland High School	Arizona High School	4444444	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07-01-2024 2	Duck	Donald	Disney Character Elementary	Arizona Elementary School	1234567	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07-01-2024 3	Lightyear	Buzz	Pixar Junior High School	Arizona Junior High School	7770777	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07-01-2024 4	McDuck	Scrooge	Disneyworld High School	Arizona High School	9999999	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Combined Tracking Sheet | Arizona Elementary School | Arizona Junior High School | Arizona High School

Example



# Post-Assessment

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# Post-Assessment

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- 1.** What are the key roles and responsibilities of the McKinney-Vento Liaison?
- 2.** How can McKinney-Vento Liaisons update their contact information and receive regular updates from the ADE Homeless Education Program?
- 3.** Where can I access any documents I may need or don't currently have regarding federal, state, and local data or guidelines?

# Post-Assessment

---

**1.** What are the key roles and responsibilities and requirements of the McKinney-Vento Liaison?

**Answer: B or C**

**2.** How can McKinney-Vento Liaisons update their contact information and receive regular updates from the ADE Homeless Education Program?

**Answer: B**

**3.** Where can I access any documents I may need or don't currently have regarding federal, state, and local data or guidelines?

**Answer: A**



# **Closing & Next Steps**

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# HEP Reference Sheet



ARIZONA DEPARTMENT OF  
**EDUCATION**

## Homeless Education Program Reference Sheet

This reference sheet is designed to provide various documents and resources related to the Homeless Education Program. Links and descriptions are organized by federal statute and guidance as well as necessary tools and resources for McKinney-Vento Homeless Liaisons.

Reach us at [homeless@azed.gov](mailto:homeless@azed.gov) for any questions or technical assistance.

*From the Office of Homeless, Foster Care, and Refugee Education Programs, Updated June 2023*

### Homeless Education Program Federal Statute & Guidance

The following links are legal points of reference that support the McKinney-Vento Homeless Assistance Act. As our office provides technical assistance to LEA/Charter Districts, families, students, community-based organizations, and stakeholders, these documents are referenced to ensure statutory requirements are provided in a clear, concise, and accurate manner.

Link	Description of Resource
<a href="#">42 USC CHAPTER 119, SUBCHAPTER VI, Part B: Education for Homeless Children and Youths</a>	Full text of the McKinney-Vento Homeless Assistance Act (Title IX, Part A of ESSA).
<a href="#">Education for Homeless Children and Youths Program Non-Regulatory Guidance</a>	Non-regulatory guidance for the McKinney-Vento Act provided by the US Department of Education.
<a href="#">Arizona State ESSA Plan</a>	This state plan outlines all criteria, procedures, and requirements of all programs under ESSA for state and local education agencies of Arizona. See Section I: Education for Homeless Children and Youth program, McKinney-Vento Homeless Assistance Act, Title VII, Subtitle B.

All the resources covered in today's session, including sample forms and procedures, are located on the **Homeless Program Reference Sheet**.

You can access the Reference Sheet via:

- The link in the chat,
- On the ADE Homeless and Foster Care Education Program websites,
- In the APLD Blackboard for this session, and
- In an email following the session.

<a href="#">McKinney-Vento Homeless Liaisons</a>	documents are intended for use as a sample and may be adapted for use at your LEA.
<a href="#">ADE HEP Professional Learning</a>	Information about upcoming learning opportunities as well as recordings and materials from previously provided trainings hosted by the ADE HEP team can be found here, in addition to external training resources.
<a href="#">McKinney-Vento Homeless Liaison Contact Information</a>	The contact information for all McKinney-Vento Homeless Liaisons in Arizona is updated and published here monthly. Forms to add, remove, or update contact information for all Liaisons can be found here as well.
<a href="#">NCHE McKinney-Vento Homeless Assistance Act Resources</a>	NCHE is the technical assistance provider for the U.S. Department of Education. This webpage provides statute and related resources of the McKinney-Vento Homeless Assistance Act. This includes the <a href="#">McKinney-Vento Homeless Liaison Toolkit</a> .
<a href="#">ADE Connect</a>	<a href="#">ADEConnect</a> is your connection to all ADE connections (EMAC, CME, and A+EDS). You can access <a href="#">ADEConnect</a> either through your student information system (SIS) or via the <a href="#">ADEConnect</a> portal.
<a href="#">McKinney-Vento Homeless Assistance Act - Funding Uses</a>	This guidance outlines the allowable uses of FY24 EHCY funding.

# Feedback Survey & Certificates

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## Feedback survey

- Will only populate once you click **“Leave Meeting”**
- Must complete to receive PL certificate in APLD Blackboard

## Recording and slides

- APLD session Blackboard
- HEP website

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



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

## Homeless Education Program



**Rita Rodriguez**  
*Homeless Education Program Coordinator*



**Jan Brite**  
*Homeless Education Program Grants Specialist*

## Foster Care Education Program

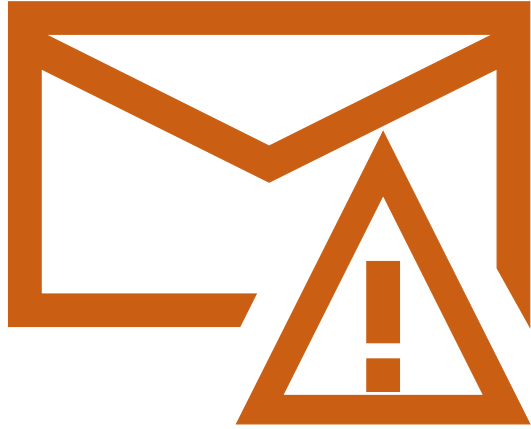


**Joey Taylor**  
*Foster Care Education Program Coordinator*

## Homeless, Foster Care, and Refugee Student Support



**Marisa Peña**  
*Program Specialist*



# Technical Assistance

Arizona Department of Education  
Homeless Education Program  
(602)542-4963  
[homeless@azed.gov](mailto:homeless@azed.gov)