



Liaison Responsibilities Demystified:
A Guide to Procedures and Forms

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Today's Presentation

- Best Practices
- Forms and Procedures
- Discussion of Challenges and Possible Solutions


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Today's Topics

- District Policy
- Identification and Enrollment
- State Aid for Instruction
- Transportation Aid
- Data Collection
- Dispute Resolution


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Sample District Policy: Best Practices

- Review your district's policy
- How is the Model District Policy different from your district's?
- **Remember:** Districts must revise policies to remove barriers to the enrollment and retention of homeless students. M-V 722(g)(1)(I).


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Sample Policy, cont'd

- **Excerpt from Sample Policy:**
If the homeless child designates the school district of origin or a school district participating in a regional placement plan, then that school district must provide transportation to and from the homeless child's temporary housing and school. Such transportation cannot exceed 50 miles one way, unless the Commissioner determines that it is in the best interest of the child.
- **Does your district have an explicit policy about transporting homeless students?**


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Identification and Enrolment

- Discuss **key strategies** to implement in your district
- Review the **required forms**
- Review **other useful forms**

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Identification and Enrollment: Best Practices

Implement **enrollment/intake process** with clearly articulated responsibilities:

- Who will make eligibility determination?
 - e.g. liaison, registrar, superintendent
- Will all students identified as homeless be referred to the liaison?
- Who will complete and submit STAC?
 - e.g. pupil accounting secretary, liaison, registrar
- Who will request medical/immunization records?
 - e.g. pupil accounting secretary, school nurse, liaison
- Who will request and arrange for transportation, free meals, Title I services?
 - e.g. principal, liaison, transportation coordinator, food service director

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Identification: Poll

What are good strategies to increase the identification of students who are homeless?

- A. Provide awareness activities for school staff
- B. Use the word "homeless" as much as possible when speaking with students about their living situations
- C. Stop parents of students you suspect are homeless as soon as you see them at school
- D. Sit with at-risk students and their peers during lunchtime to discuss their living situations
- E. All of the above


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Identification: Best Practices

- **Avoid using the word “homeless”**
- Discuss the living arrangement **in a private place and with sensitivity**
- **Do not contact landlords** to verify living arrangement (FERPA)
- Do **not** require a **Shared Housing Affidavit** for eligible students
 - See Memo from the State Education Department about appropriate use of Shared Housing Affidavits: http://nysteachs.org/media/INF_SED_Shared%20Housing%20Affidavits.pdf
- Inform family about **benefits of eligibility** (e.g. immediate enrollment and provision of services)


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Identification: Best Practices

- Provide **awareness activities** for school staff (registrars, secretaries, counselors, social workers, nurses, teachers, bus drivers, administrators, etc.)
- **Make special efforts to identify preschool** children, including asking about the **siblings** of school-aged children
- **Coordinate with community service agencies**, such as shelters, food pantries, drop-in centers, welfare and housing agencies, and public health departments
- **Provide outreach materials and posters** where there is a frequent influx of low-income families and youth in high-risk situations, including motels and campgrounds

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Identification and Enrollment: Forms

Which forms should be completed for all students seeking enrollment who are homeless?

- A. Residency Questionnaire
- B. Residency Questionnaire and Caregiver Authorization Form
- C. Residency Questionnaire and STAC 202 Form
- D. STAC 202 Form
- E. STAC 202 Form and Consent to Share Information

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Identification and Enrollment: A Roadmap of Forms

Identification

1. Residency Questionnaire
2. STAC 202

Enrollment

1. Liaison Checklist
2. Caretaker Authorization Form (if needed for UY)
3. Consent to Share Information (if needed)

Tuition Reimbursement

1. STAC 202
2. STAC 4
3. AVL

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Identification and Enrollment Forms: Residency Questionnaire

ENROLLMENT FORM - RESIDENCY QUESTIONNAIRE

Name of LEA: _____

Name of School: _____

Name of Student: _____

Last First Middle

Gender: Male Date of Birth: ____/____/____ Grade: _____ I.D.F. _____

Month Day Year (month/day/year) (optional)

Female Address: _____ Phone: _____

The answer you give below will help the district determine what services you or your child may be able to receive under the McKinney-Vento Act. Students who are protected under the McKinney-Vento Act are entitled to immediate enrollment in school even if they don't have the documents normally needed, such as proof of residency, school records, immunization records, or birth certificate. Students who are protected under the McKinney-Vento Act may also be entitled to free transportation and other services.

Where is the student currently living? (Please check all that apply.)

In a shelter

With another family or other person because of loss of housing or as a result of economic hardship (sometimes referred to as "kitchen-sink")

In a hotel/motel

In a car, park, bus, train, or campsite

Other temporary living situation (Please describe): _____

In permanent housing

Print name of Parent, Guardian, or Student (for unaccompanied homeless youth) _____ Signature of Parent, Guardian, or Student (for unaccompanied homeless youth) _____

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Identification and Enrollment Forms: STAC 202

Designation of School District of Attendance for a Homeless Child

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
STAC 202
Homeless Education
August 2012

Submitted by: Local Dept of Social Services (DSS) Designated School District of Attendance (DSOA)

PLEASE READ THE INSTRUCTIONS ON THE REVERSE BEFORE COMPLETING THIS FORM

1. NAME OF CHILD: _____ 2. DATE OF BIRTH: ____/____/____ 3. GENDER: M F

LAST NAME FIRST NAME SOCIAL SECURITY NUMBER

4. GRADE LEVEL FOR WHICH PLACEMENT IS SOUGHT: _____

5. COMPLETE ADDRESS OF CURRENT LOCATION: _____ 6. DATE HOMELESS PLACED IN TEMPORARY HOUSING: ____/____/____

MONTH DAY YEAR MONTH DAY YEAR

7. COMPLETE ADDRESS BEFORE CHILD BECAME HOMELESS: _____ 8. DATE DISTRICT OF ATTENDANCE CHOSEN: ____/____/____

MONTH DAY YEAR MONTH DAY YEAR

9. DISTRICT OF ATTENDANCE BEFORE BECAME HOMELESS: _____ 10. DISTRICT OF ATTENDANCE CHOSEN: ____/____/____

MONTH DAY YEAR MONTH DAY YEAR

11. Check the appropriate box (For designations other than District of Attendance (DOA) in different from the District of Attendance before becoming homeless (DOA) and from the District of Current Residence (DCR))

District participating in a Regional Placement Plan 06 District where last enrolled 07 District where last permanently housed 08

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Identification and Enrollment Forms: STAC 202, cont'd

John was last permanently housed in White Plains. He and his family were evicted and moved into a motel in Mt. Vernon where his parents decided to enroll him in school. Then his family moved into another motel in Yonkers. John's parents took him to Yonkers to enroll in school. The liaison informed them that John had several enrollment options, including continued enrollment in Mt. Vernon because that is where he was last enrolled in school. His parents want John to continue enrollment in Mt. Vernon.

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Identification and Enrollment Forms: STAC 202, cont'd

How should Box 7A (District of Attendance Before Becoming Homeless) be filled in?

A. White Plains

B. Mt. Vernon

C. Yonkers

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Identification and Enrollment Forms: STAC 202, cont'd

How should Box 7B (District Where Last Enrolled) be filled in?

- A. White Plains
- B. Mt. Vernon
- C. Yonkers

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Identification and Enrollment Forms: STAC 202, cont'd

How should Box 8A (District of Current Location) be filled in?

- A. White Plains
- B. Mt. Vernon
- C. Yonkers

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Identification and Enrollment Forms: STAC 202, cont'd

How should Box 9A (Designated District of Attendance) be filled in?

- A. White Plains
- B. Mt. Vernon
- C. Yonkers

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Identification and Enrollment Forms: STAC 202, cont'd

- What is the purpose of question 11?
 - Check the appropriate box if the designated school district of attendance (9A) is different from the district of attendance before becoming homeless (7A) and from the district of current location (8A).
- Who should receive a copy of the completed STAC?
 - Parent
 - White Plains
 - Mt. Vernon
 - Yonkers
 - DSS

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Identification and Enrollment Forms: Liaison Checklist

Mackinac-Veneto Enrollment Checklist	
Student Name:	Date:
Parent Name:	Phone:
At the time of meeting with the liaison:	
<input type="checkbox"/> Determine whether the student is homeless	
<input type="checkbox"/> Complete the STAC Form	
<input type="checkbox"/> Determine District and School of Attendance	
<input type="checkbox"/> Set a time for next meeting or phone call	
<input type="checkbox"/> Determine Emergency Needs and Issue Appropriate Referrals	
<input type="checkbox"/> Clothing <input type="checkbox"/> School Supplies <input type="checkbox"/> Personal Care Items <input type="checkbox"/> interim Transportation <input type="checkbox"/> Medical/mental health	
Immediately following the meeting:	
<input type="checkbox"/> Liaison to notify:	
<input type="checkbox"/> Building Principal ("Be aware we have a new student who is temporarily housed. (If applicable) Request records including immunizations from last school attended.")	
<input type="checkbox"/> Transportation Director ("Notify Building Secretary of bus arrangements immediately.")	
<input type="checkbox"/> Building Secretary ("Notify parents of bus arrangements immediately.")	
<input type="checkbox"/> School Nurse (If applicable) "Be aware we have a new student who is temporarily housed. Principal has requested medical records and immunizations."	
<input type="checkbox"/> Coordinator of Student Services ("Schedule a home visit or meeting.")	

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Identification and Enrollment: Best Practices

SAMPLE Enrollment Process for Students in Temporary Housing

STEP 1: All districts receiving Title I funds must ensure that all students seeking enrollment complete a Residency Questionnaire/Enrollment Questionnaire, a sample of which can be found at: www.nys-teachs.org/media/1196_SampleEnrollForm_Request.doc

If, from the Questionnaire, the student is determined to be homeless:

STEP 1: The district must immediately determine if applicable whether the student is eligible for Title I services. The regular school district is the district of the student's current residence. If the student is currently attending school in the district of origin and has transportation to that district:

STEP 2: In addition to the questionnaire, the liaison must complete the STAC 2012 form.

STEP 3: Obtain information regarding to which districts are a student from NYS-TEACHS. Identify any of the applicable regular district(s) holding the STAC 2012 form and give a copy to the parent/guardian, unaccompanied youth or referring agency.

STEP 4: Contact the Transportation Director. If necessary, it must be provided to the student and the district of origin or the district of origin to other students.

STEP 5: The completed STAC 2012 form to the district of origin.

STEP 6: Request the health and school records from the district of the student's previous attendance.

If, from the Questionnaire, it is unclear whether the student meets the definition of "homeless":

STEP 2: Contact the LIS Liaison at _____ (provide the LIS Liaison's name and phone number) to determine if further information is needed.

STEP 3: If the individual meeting assessment determines to determine the student must be enrolled immediately, and if transportation by the district of origin is not possible:

STEP 4: Obtain information regarding to which districts are a student from NYS-TEACHS. Identify any of the applicable regular district(s) holding the STAC 2012 form and give a copy to the parent/guardian, unaccompanied youth or referring agency.

STEP 5: Contact the Transportation Director. If necessary, it must be provided to the student and the district of origin or the district of origin to other students.

STEP 6: The completed STAC 2012 form to the district of origin.

STEP 7: Request the health and school records from the district of the student's previous attendance.

If, from the Questionnaire, the student is determined to be permanently housed (not homeless) AND the parent/guardian (or unaccompanied youth wishes to dispute the enrollment decision):

STEP 1: Notify the parent / guardian / unaccompanied youth with a written statement stating the student's enrollment decision. Include the guidelines for the district's appeal process for an appeal. See the Mackinac-Veneto District Dispute Resolution Policy.

STEP 2: Notify the LIS Liaison of the appeal and the parent/guardian / unaccompanied youth's intent to dispute with the appeal.

STEP 3: Immediately enroll the student in either the enrollment district and provide transportation / residential, clothing and other needs. The liaison and the parent/guardian / unaccompanied youth must be notified of the enrollment decision by the district's liaison to the State Education Department.

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Identification and Enrollment Forms

- Compare the Liaison Checklist and the Sample Enrollment Process for Students in Temporary Housing.
- Which form would be more useful to you in your district and why?
- How would you alter either of the forms to make it more relevant to the needs of your district?


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Identification and Enrollment Forms: Caregiver Authorization Form

A Caregiver Authorization Form is an enrollment form for unaccompanied homeless youth to replace proof of guardianship.

A. True
B. False

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Identification and Enrollment Forms: Caregiver Authorization Form

Caregiver's Authorization Form

This form is intended to address the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 (P.L. 107-110) requirement that homeless children are to have access to education and other services. The McKinney-Vento Act specifically states that barriers to enrollment must be removed. In some cases, a child or youth who is homeless may not be able to reside with his/her parent or guardian.

Instructions:

- To authorize the enrollment in school of a minor, complete items 1 through 4 and sign the form.
- To authorize the enrollment and school-related medical care of a minor, complete all items and sign the form.

I am 18 years of age or older and have agreed to fulfill the role of caregiver for the minor named below:

- Name of minor: _____
- Minor's date of birth: _____
- My name (adult giving authorization): _____
- My home address: _____


5. Check one or both (for example, if one parent was advised and the other could not be located):

I have advised the parent(s) or other person(s) having legal custody of the minor as to my intent to authorize medical care and have received no objection.

I am unable to contact the parent(s) or legal guardian(s) at this time to notify them of my intended authorization.

6. My date of birth: _____

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Identification and Enrollment Forms: Consent to Share Information

CONSENT TO SHARE INFORMATION

School District(s) _____

BOCES _____

Department of Social Services _____


Shelter Provider _____

Other _____

To help my child receive all of the services to which he/she is entitled,
I, _____
Name of parent or person in parental relation
parent of _____ (DOB: ___/___/___),
Name of child
give my permission to the staff from the agencies checked above to exchange the information checked below:

- Identifying information. For example, name of the child, date of birth, temporary housing location, parents' names;
- Information about where I would like my child to go to school, including the STAC-202 form;
- Information about the Department of Social Services plan for transporting my child to and from school;


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Identification and Enrollment: Challenge

- What if your supervisor disagrees with your designation of a student as homeless?

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Identification and Enrollment: Possible Solutions

- Raise awareness about:
 - Possibility of tuition reimbursement or transportation aid
 - Definition of homeless
 - Prevalence of homelessness (10% of poverty)
 - Possible liability/compliance issues
- Refer supervisor to NYS-TEACHS or SED.

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State Aid for Instruction and Transportation Aid

- Discussion of forms and the sequence of forms
- Discussion of how much \$ districts are entitled to

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State Aid for Instruction: A Roadmap of Forms and Reports

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State Aid for Instruction: STAC 4

*New York State Education Department
STAC and Special Aids
Request for Commissioner's Reimbursement Approval
for Students in Temporary Housing
STAC-4*

SCHOOL YEAR _____

STAC ID: _____ Student Name (Last, First) _____ Birth Date _____/_____/____

Permanent District _____ Designated District _____

Provider Name: _____ Code: _____

Program (Name Blank) _____ Grade: _____ Intensity of Special Education: _____


Survival Exam: _____ through _____

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State Aid for Instruction: AVL and Approved Payment Report

- **Automated Verification List (AVL)**
 - Online
 - Verified by Superintendent
- **Approved Payment Report**
 - Rates:
 - In-district: non-resident tuition rate
 - BOCES: actual costs
 - Non-Public School (special education): approved state rate

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State Aid for Instruction: General Formula Aid Output Report

- **General Formula Aid Output Report**
 - Online
 - SED deducts aid from school district of origin for students educated by district of current location
 - Deduction based on amount district receives from local taxes and total enrollment


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Best Practices: Transportation Funding

- Nationally, cost of transportation biggest barrier for students who are homeless.
- Homeless transportation costs are aidable.
- Title I cannot be used for transportation mandated by McKinney-Vento.


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Transportation Funding, cont'd

- Transportation aid ratios for districts:
 - Minimum 6.5%
 - Maximum: 90%
 - Average: 60%
- Mileage for parent who transports child is aidable.
 - Only if parent is available and willing.


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NYSED Transportation FAQs (<https://stateaid.nysed.gov/trans/transmain.htm>)
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Transportation: Challenges and Solutions

A student needs transportation to school, but there is disagreement between the school district and the shelter/DSS about who is responsible. What should you, as the liaison, do?

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Transportation: Possible Solutions

- A. Arrange for transportation while the matter is being resolved
- B. Do not provide transportation until the responsible party is identified in accordance with the law
- C. Call NYS-TEACHS, SED, or OTDA for mediation
- D. Answers A and C
- E. Answers B and C


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Data Collection

- Discuss **best practices**
- Review state **data collection tools**
- Review **data that must be reported** to SED


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Data Collection: Best Practices

- Become familiar with:
 - The homeless data fields
 - What the different fields mean
 - Which systems collect which homeless data (SIRS, online surveys)
- Meet with your district's Data Coordinator to talk about:
 - How homeless data is entered into the district's data management system
 - Who is responsible for entering and updating homeless data
 - Timelines for reporting and correcting homeless data
 - Whether reports could be generated to monitor the accuracy of the homeless data in the district's data management system


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Data Collection: A Roadmap

SIRS	Online Survey
<ul style="list-style-type: none"> • All school districts and charter schools • Most homeless data • Excludes some data on 3-5 yr olds not in pre-k, kindergarten, or CPSE 	<ul style="list-style-type: none"> • Only M-V funded LEAs • 3-5 yr olds not in pre-k or K or CPSE who are <u>served</u> by M-V funding • Barriers • Types of Services


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Data Collection: Student Information Repository System (SIRS)

- Electronic system for collecting student demographic, programs, and assessment data
- All school districts and charters participate in SIRS
- Data used for accountability
- Reported electronically


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Data Collection: Homeless Data in SIRS

- **Homeless Indicator** - Y or N (default is N)
- **Primary Nighttime Residence**
 - S = Shelters
 - H = Hotels/motels
 - D = Doubled-up (with another family)
 - U = Unsheltered (car, parks, campgrounds, temporary trailer, or abandoned buildings)
 - T = Transitional Housing
 - A = Awaiting Foster Care
- **Unaccompanied Youth Status**
 - Program Service Code 8272
 - Not in the physical custody of a parent of legal guardian
 - Homeless under McKinney-Vento
- **Served by McKinney-Vento Subgrant**
 - Program Service Code 5566
 - Direct services
 - Indirect services (e.g. services provided by staff member whose position is supported by M-V funding)


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Data Collection: SIRS Example

An unaccompanied homeless student is enrolled in your district. He has been bouncing around from place to place. Currently he is staying in an RHY shelter located outside of your district. Your district does not receive McKinney-Vento funding. The district where the student is temporarily staying does have a McKinney-Vento subgrant, and the student is participating in an afterschool program for at-risk youth at the shelter, which is partially funded with subgrant dollars. What codes should be entered into your district's data management system for this student?


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Data Collection: SIRS Example

- Homeless indicator:
 - Y (Yes)
- Primary Nighttime Residence:
 - S (Shelter)
- Program Service Codes:
 - 8272(Unaccompanied Youth Status) and
 - 5566 (Served by McKinney-Vento Subgrant)

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Data Collection: SIRS

An important reason to report accurate homeless data to SIRS is to help determine future McKinney-Vento funding.

A. True
B. False


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Data Collection: Online Survey for M-V Funded LEAs

<p>3-5 Year-Olds (not pre-k or kindergarten or CPSE) SERVED</p>	<ul style="list-style-type: none"> • Preschoolers not in SIRS • Served includes direct services and indirect services • Count children regardless of whether they're enrolled in preschool program operated by an LEA
<p>3-5 Year-Olds (not pre-k or kindergarten or CPSE) SERVED and migratory children</p>	<ul style="list-style-type: none"> • Same as 3-5 yr old served PLUS • Approved for a Certificate of Eligibility under the Migrant Education Program.
<p>3-5 Year-Olds (not pre-k or kindergarten or CPSE) SERVED and LEP</p>	<ul style="list-style-type: none"> • Same as 3-5 yr old served PLUS • Limited English Proficient children enrolled or preparing to enroll in elementary school.


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Data Collection: Online Survey for M-V Funded LEAs, cont'd

<p>Types of Services</p>	<ul style="list-style-type: none"> • Types of services provided by LEA through McKinney-Vento funding.
<p>Types of Barriers</p>	<ul style="list-style-type: none"> • Types of barriers to the enrollment and success of homeless children and youth experienced

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Dispute Resolution

- Discuss mandated **forms**
- Review **responsibilities of liaisons**
- Review **timeline** of the appeal process

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Dispute Resolution: A Roadmap of the Process and Forms

Immediately enroll the student and provide transportation if requested.

Provide the parent or youth with a LETTER advising them that the district has determined that the children are not eligible for services

Continue enrollment and transportation if requested for at least 30 days

Help the parent or youth complete the appeal papers.

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Dispute Resolution: Sample District Letter

Final District Decision

Date: _____

To: _____
(Parent/Youth)

_____ (District Liaison)

_____ (Parent/Youth) is not entitled to enrollment in and/or transportation to _____ (District Liaison) due to the following reasons:

You may appeal this decision to the Commissioner of the State Education Department within 30 days. If you do not file an appeal and stay application within 30 days, the decision will go into effect on _____ (date).

If you would like to appeal this final decision, you must complete the appeal forms and stay application, which are attached. For help completing these papers, please contact the LEA Liaison at the number below. If you are an unaccompanied youth and would like to file an appeal, the LEA Liaison must help you.

Signed: _____

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Dispute Resolution: Sample Appeal Evidence

Sample Evidence

In an appeal to the Commissioner, the petitioner must prove that the student is homeless under McKinney-Vento and must produce relevant evidence to support the particular facts and circumstances of his or her appeal. Below is a list of examples of evidence that a petitioner may include in an appeal in order to establish that the student is homeless under McKinney-Vento. Wherever possible, a petitioner should also provide detailed statements that explain and/or describe any evidence included in an appeal. When assisting a petitioner in commencing an appeal to the Commissioner, the liaison is encouraged to review this document with the petitioner. Please note that this list is intended only to provide examples of evidence that may be produced in appropriate cases – it is not intended to be exhaustive, nor is it a list of required documentation.


- 1) Pictures of car or trailer where the student is living (petitioner should include detailed statements describing the contents of each photo)
- 2) Receipt(s) from campground or mobile-camper park where the student is living
- 3) Receipt(s) from hotel/motel where the student is living
- 4) Statement from a person who lets the student sleep temporarily or on a short-term basis on their property or in their home
- 5) Eviction notice/warning

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Dispute Resolution: A Roadmap of the Appeal Papers

1. Parent or Youth completes **Form Petition and Stay** within 30 days
2. Liaison completes **Verification of Service**
3. Liaison completes **Verification of Receipt and Transmittal** after sending Parent/Youth's appeal papers to SED
4. District submits its **response to the Stay** within 3 days or **Answer** within 20 days
5. Parent or Youth may submit a **Reply**
6. Commissioner issues a **decision** on Stay Application then on the Appeal


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Dispute Resolution: Stay Application

- SED typically rules on Stay Application within one week:
 - If Stay is granted, district must continue enrollment and/or transportation
 - If Stay is denied, district may exclude the student from school and/or discontinue transportation.


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Dispute Resolution: Challenge

You serve as both the registrar and the liaison. A student living in a doubled-up situation with her family comes in to enroll in school. You believe that the student is permanently housed: the family has had the same living arrangement for over a year, there are adequate bedrooms and space for all of the individuals in the home, and the parent is not looking to move anywhere else. The parent believes that her child is McKinney-Vento eligible and wants to appeal your decision. What should you do?


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Dispute Resolution: Possible Solutions

- A. Explore whether the district could appoint someone else to help the parent with the dispute resolution process
- B. Refer parent to SED or NYS-TEACHS for help completing the appeal papers
- C. Try your best to help the parent complete the appeal papers
- D. All of the above

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Dispute Resolution: Resources

All appeals papers, appeal forms, and sample evidence memo can be found at:

- www.nysteachs.org/info-topic/dispute-appeal.html

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Important Contact Information

- SED STAC Office (tuition reimbursement): (518) 474-7116
- SED State Aid Office (transportation aid): (518) 474-2977
- SED Information and Reporting Services (data collection): (518) 474-7965
- SED Program Associate for Homeless Education: Melanie Faby (518) 473-5260

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Thank you!

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