



## 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)(l).



### 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



### Identification: Best Practices

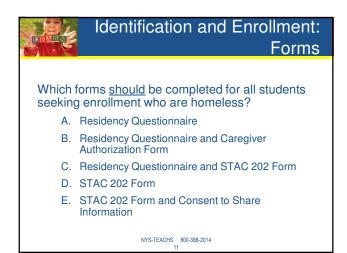
- · Avoid using the word "homeless"
- Discuss the living arrangement in a private place and with sensitivity
- Do not contact landlords to verify living arrangement (FERPA)
- Do not require a Shared Housing Affidavit for eligible students
  - See Memo from the State Education Department about appropriate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

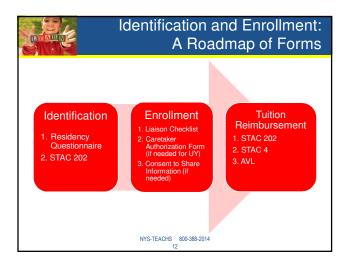
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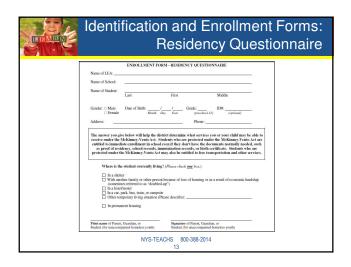


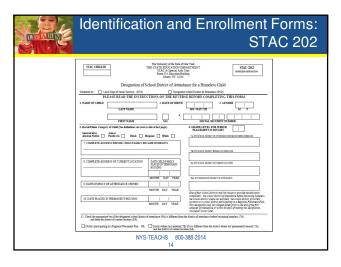
### Identification: Best Practices

- 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





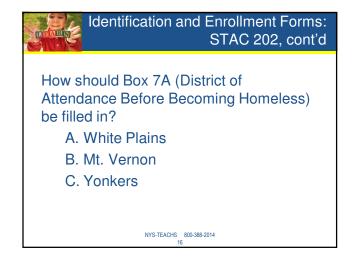




# Identification and Enrollment Forms:

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.

STAC 202, cont'd





# 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?

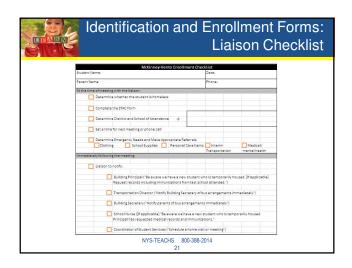
- A. White Plains
- B. Mt. Vernon
- C. Yonkers

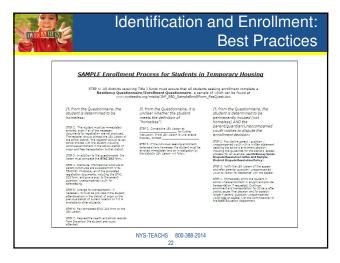
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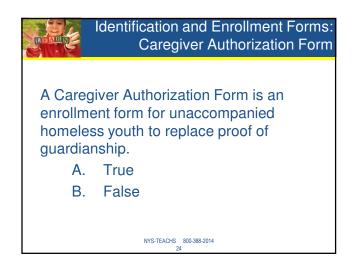
# Identification and Enrollment Forms: STAC 202, cont'd

- 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

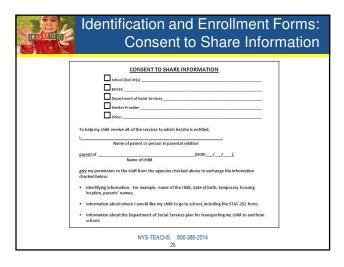




# Identification and Enrollment Forms Compare the Liaison Checklist and the Sample Enrollment Process for Students in Temporary Housing. Which form would be more useful to you in your district and why? How would you alter either of the forms to make it more relevant to the needs of your district?



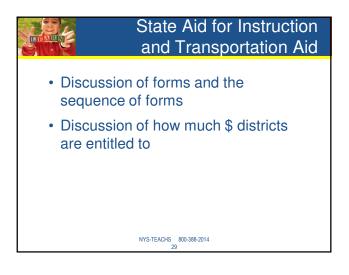
Caregiver's Authorization Form  This form is intended to address the McKinney-Vento Homelees Education Assistance Improvements Act of 2010 (L. D. 1071 10) requirement Rath bounders dudiers are to have access to education and other services. The McKinney-Vento Act specifically reases that burneys to reade with his/her parent or guardian.  Introduction:  Introduction:  1 To authorize the enrollment in school of a minor, complete items 1 through 4 and sign the form.  1 To authorize the enrollment and school-related medical core of a minor, complete all items	U.ARNE	Identification and Enrollment Forms: Caregiver Authorization Form
I am 18 years of age or older and have agreed to fulfill the role of caregiver for the minor named below.  1. Name of minor:  2. Minor's date of hisrib;  3. My name (solds) griving authorizationy.  4. My home address:  5. Check one or both (for example, if one parent was advised and the other could not be located;)    My name advised the parents() or other person() having legal causedy of the minor as to my intent to suthorize medical care and have received no depotent.    I am unable to contact the parents() or [sell guardiants) at this time to notify them of my intended authorization.  8. My date of hisrib.  NYS-TEACHS 800-388-2014 25		This form is intended to address the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 CP. L. 107:110 requirement that homeless children are to have access to education and other services. The McKinney-Vento Act periodically states that between the control of the control

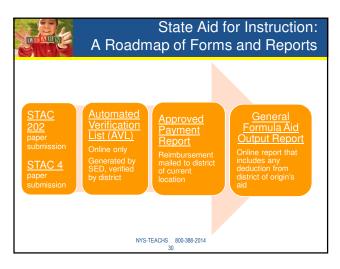


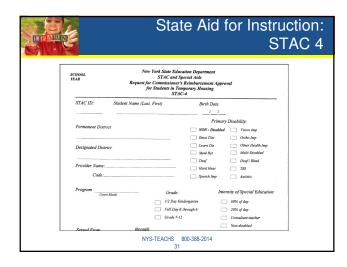
# Identification and Enrollment: Challenge

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













### 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 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.

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?



# 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  $\underline{\text{reporting}}$  and  $\underline{\text{correcting}}$  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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# DEARNS

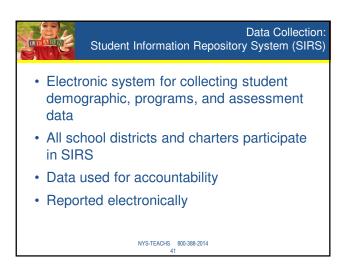
### Data Collection: A Roadmap

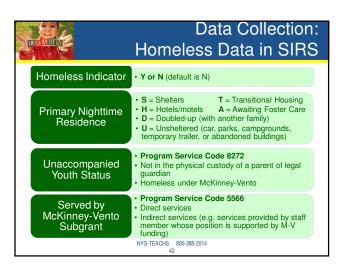
### SIRS

- All school districts and charter schools
- Most homeless data
- Excludes some data on 3-5 yr olds not in pre-k, kindergarten, or CPSE

### Online Survey

- 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







# Data Collection: SIRS Example

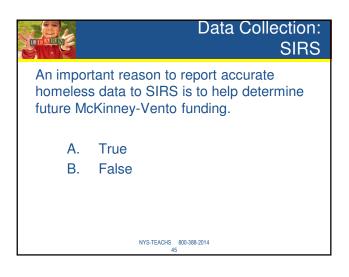
An unaccompanied homeless student is enrolled in your district. He has been bouncing around from place to place. Currently he is staying in an RHY shelter located outside of your district. Your district does not receive McKinney-Vento funding. The district where the student is temporarily staying does 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?

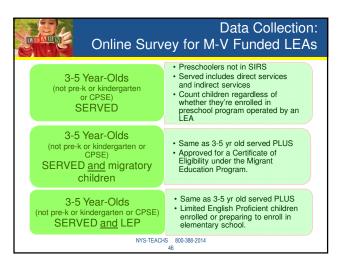
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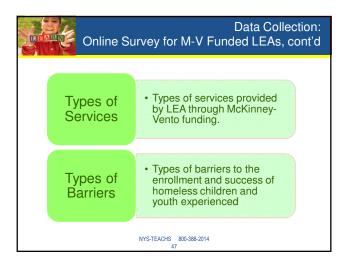


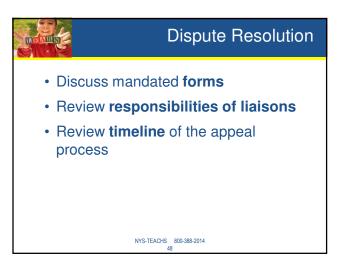
# Data Collection: SIRS Example

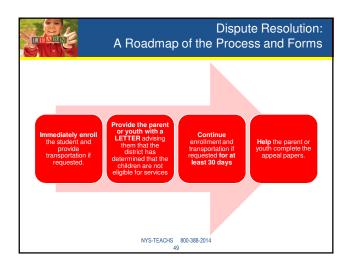
- · Homeless indicator:
  - Y (Yes)
- Primary Nighttime Residence:
  - S (Shelter)
- Program Service Codes:
  - · 8272(Unaccompanied Youth Status) and
  - 5566 (Served by McKinney-Vento Subgrant)

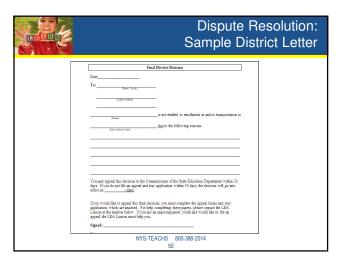


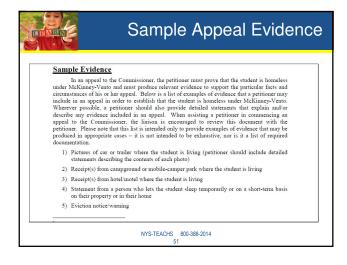


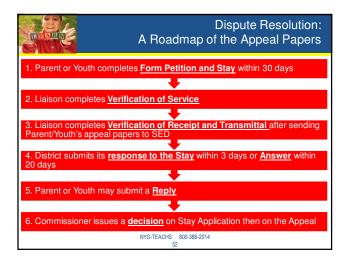














### Dispute Resolution: Stay Application

- 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/infotopic/dispute-appeal.html



# 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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