

Five Town CSD / MSAD 28
Protocol: Homeless Eligibility Process

1. Any staff member, other than the registrar, who hears that a student may be homeless should inform the school social worker or school counselor.
2. School registrar, school counselor and/or social worker will notify district McKinney-Vento liaison, Director of Student Special Services, of a suspected homeless student. Alternatively, a parent and/or student may contact the McKinney-Vento liaison (referred to from this point as the MV liaison) to report homelessness.
3. The MV liaison will utilize the DOE "Housing Information for McKinney-Vento Eligibility" form to support determination of eligibility for McKinney-Vento. At this point, the MV liaison contacts the student's parents and possibly the parent of the household who is providing shelter for an unaccompanied homeless youth to gather information upon which to base the eligibility determination.
4. If a family and/or student meets the DOE definition of "Homeless", the MV liaison will determine, according to the best interest of the child or youth, whether the child will be enrolled in the school of origin or in the public school of current residence. Best interest determination will be based on the DOE form: "An Interview Checklist for Supporting School Selection."
5. If the youth is defined as an unaccompanied homeless youth, the MV liaison will make the placement and enrollment decisions, in collaboration with the student's parents if available, while giving substantial weight to the views of the youth. The decision will be relayed to the student through the school counselor.
6. The MV liaison will contact parents to share homeless status and school placement determination if that has not already occurred.
7. The school selected will immediately enroll the homeless child or youth, even if the records normally required for enrollment (academic records, immunization records, evidence of residency, etc) are not available.
8. Absences or outstanding fees or fines or missed enrollment deadlines during any period of homelessness will be waived and not interfere with the enrollment and retention of homeless students.
9. The MV liaison may require a parent or guardian of a homeless child or youth to provide contact information.
10. The MV liaison will provide a written explanation, including a statement regarding the right to appeal, to the parent or guardian of the homeless child or youth if the District sends the child or youth to a school other than the school of origin or other school requested by the parent or guardian. In the case of an unaccompanied youth, the MV liaison will provide notice to the youth of the right to appeal.
11. The MV liaison will coordinate transportation for the homeless child or youth in the following situations:
 - a. If the student becomes homeless and stays within the District boundaries, the MV liaison will coordinate busing with the District Transportation Department.

- b. If the homeless student moves into the District and it is in their best interest to attend our school (leaving their school of origin), the MV liaison will coordinate busing with the District Transportation Department, if needed outside normal registration procedures.
 - c. If the homeless student moves into the District and selects to continue to attend their school of origin, the MV liaison will coordinate busing and shared expenses with the other district's transportation department.
 - d. If the family of the homeless student finds permanent housing in another District, the MV liaison will work with the other District to set up and share transportation costs if it is determined to be in the best interest of the child or youth to finish out the school year with our District (school of origin), even though they are no longer considered homeless.
12. The MV liaison notifies the school registrar of the child or youth's homeless status so it is recorded in PowerSchool.
 13. The MV liaison notifies the child or youth's guidance counselor or school social worker of the MV eligibility.
 14. The MV liaison confidentially notifies the Food Director of the child or youth's homeless eligibility status.
 15. For an unaccompanied youth, we will not change any communication channels held previously with the parents (e.g. attendance, permissions, etc.). If the parent chooses not to be involved, then the District will proceed under McKinney-Vento regulations.