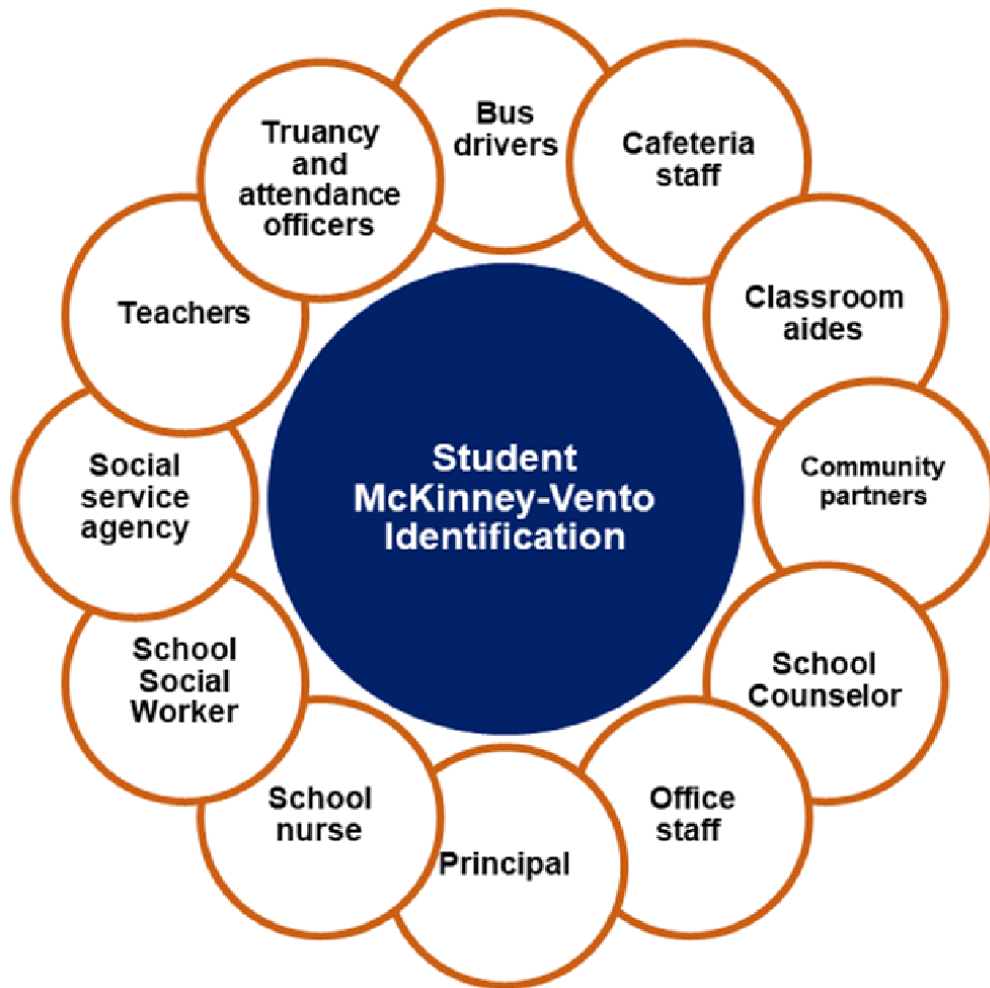


LEA IDENTIFICATION/ELIGIBILITY QUESTIONS CHECKLIST



Each student has a unique housing situation; as a result, determinations regarding eligibility and services under the McKinney-Vento Act must be determined on a case-by-case basis for each student. Remember, McKinney-Vento Homeless Liaisons are responsible for developing rapport and trust during the interview process to facilitate the acquisition of pertinent information. In other words, it is important to allow families to share their story to ensure you are obtaining necessary details to make a proper determination. Understanding the entire scope of the situation will enable you to make a well-informed decision.

As you conduct your interview process, consider consulting with school staff and community partners to gather information about the student's situation. Staff often build a relationship with the student, or parent, and can be privy to additional details. Remember to be mindful of confidentiality requirements when collaborating, as outlined within The Family Educational Rights and Privacy Act (FERPA).

McKinney-Vento awareness is established by way of the McKinney-Vento Homeless Liaison offering yearly trainings to school personnel, service providers, community partners, social service agencies, and advocates. By providing this training, the McKinney-Vento Homeless Liaison can rely on these stakeholders in the future with the referral, identification, and information gathering to support children and youth experiencing homelessness. For additional support regarding awareness, interview process, and identification best practices, reference the Region 7 ECYEH website for more information. (ecyeh7.com)

The McKinney-Vento Education for Homeless Children and Youth Act provides a definition of homelessness for children and youths to be used by state educational agencies (SEAs) and local educational agencies (LEAs). It defines homelessness for children and youth to be those who lack a fixed, regular, and adequate nighttime residence (42 U.S.C. § 11434a(2))

Use the following checklists to help guide your conversation with the parent, guardian, caregiver, or student to determine if the student's living situation is considered fixed, regular, and adequate.

The following form serves as a tool to assist McKinney-Vento Liaison and other school staff with determining if a student qualifies as "homeless" thus eligible for McKinney-Vento services.

This form is organized into the following sections:

Step 1 Homeless Determination

Sections:

- Fixed
- Regular
- Adequate
- Other Considerations

Instructions:

1. Conduct the Interview (a private location is preferable).
2. Make a determination by analyzing the student's situation as a whole.
3. If the student is not determined to be homeless, complete necessary documentation and documentation.
4. If the student is determined to be homeless, continue to STEP 2, ***Assessment of Need Planning Guide***.

Step 2 Assessment of Need Planning Guide

Sections:

- Basic Supports
- Educational/Academic Supports
- Additional Supports

Instructions:

1. Conduct the Interview (a private location is preferable).
2. Determine what next steps will be taken, with emphasis on addressing high needs, setting a timeline and designating an designee responsible for addressing each need.
3. Finalize documentation.

Ensure that students and families are aware of their rights and the procedure of making a homeless determination prior to beginning the interview.

SAMPLE SCHOOL DISTRICT MCKINNEY-VENTO IDENTIFICATION & ELIGIBILITY INTERVIEW

Date _____ Person Conducting Interview _____

Person Interviewed _____ Relationship to Student _____

Student(s) _____ Grade _____ School _____

Other Information:

STEP 1 HOMELESS DETERMINATION

FIXED

Evaluate the following questions to determine if a student's housing meets the definition of "fixed" as stated in the law. The definition of a fixed residence is one that is stationary, permanent and not subject to change.

Question	YES	NO	Details
Did you and your friends/relatives decide to share a home and expenses for the long term?			
Why are you sharing housing? Was it for mutual benefit or due to a crisis or other precipitating event?			
Do you have a key? Can you come and go as you please?			
Does the homeowner or renter have a legal right to force you to leave without cause if they choose to do so?			
How long do you expect to stay at this address?			
If residing at a shelter, do you know what your exit date is?			
Is this a short-term situation? Do you have a specific date for exit?			
Is this a temporary living arrangement?			
Do you have a place to go if you leave this residence?			
Is your name on a lease or a rental agreement? Is that possible in the future?			

REGULAR

Evaluate the following questions to determine if a student's housing meets the definition of "regular" as stated in the law. The definition of a regular residence is one that is used on a regular (i.e. nightly) basis.

Question	YES	NO	Details
Do you stay in the same place every night?			
Do you move often?			

Are you likely to be moving in the near future?			
If you are unable to stay where you are, where will you go?			

ADEQUATE

Evaluate the following questions to determine if a student's housing meets the definition of "adequate" as stated in the law. The definition of an adequate residence is one that is sufficient for meeting both the physical and psychological needs typically met in home environments.

Question	YES	NO	DETAILS
Are you safe where you are staying?			
Do you have functioning and sufficient utility services, including phone?			
Do you have adequate space for your belongings?			
Are you sharing a room/bed with children?			
Do children have their own beds?			
Is there adequate food in the home?			

TEMPORARY

Evaluate the following questions to determine if the students housing meets the definition of "temporary". Temporary housing may be due to the loss of housing, economic hardship.

Question	YES	NO	Details
Are you on a waiting list for housing? (i.e. Section-8, shelter, transitional)			
Are you currently employed?			

Did you lose housing due to an eviction, or inability to pay rent or other bills?			
Where you forced to leave former housing due to domestic issues?			
Did you lose housing due to destruction or damage? (i.e. fire, flood, etc.)			
Where did you live previously?			Address
For Student: Is your housing situation due to the absence of a parent or guardian due to abandonment, incarceration or other reason?			
Are you working with any social service agency?			Case Worker Contact information:

Eligibility Determination Decision: Based on the information gathered above,

- o The student(s) **meets** the definition of Homelessness as defined in the McKinney-Vento Assistance Act.
- o The student(s) **does not meet** the definition of Homelessness as defined in the McKinney-Vento Assistance Act.

Continue to Step 2 if the student(s) meet the definition of homelessness. Follow LEA procedures and protocol for reporting student status.

STEP 2 ASSESSMENT OF NEEDS PLANNING GUIDE

This section is intended to assess what supports the student(s) may need.

Step 1: Use this section as a needs assessment for each individual student. If they are enrolled at different schools, their needs may differ and information must be shared with appropriate staff.

Step 2: In the first column use the indicators H, P, or N to identify the level of need.

H= High Need (Need cannot be met without assistance)

P= Partial Need (Need may be met, some assistance may be necessary)

N= Not a Need (Need can be met without assistance)

Step 3: Review what plans the parent has in place to address needs over time.

Step 4: If the LEA is going to provide support, indicate if this is a one time or ongoing need. Establish the process for ongoing support with the parent or guardian.

BASIC SUPPORTS

H,P,N	NEED	Action Plan	One-time or ongoing
	Free Breakfast & Lunch in School		
	Food Needs outside of school		
	Clothing Needs		
	Hygiene Needs		
	Laundry Facilities		
	Medical, Dental or Vision services or referrals		
	School Transportation		
	Agency Referral		
	Other		

EDUCATIONAL/ACADEMIC SUPPORTS

H,P,N	NEED	Action Plan	One-time or ongoing
	Enrollment assistance (documents, fees, immunizations, records)		
	School Supplies		
	School uniforms, PE clothing		
	Expedited evaluations for		

	educational support programs (Spec. Ed., ELL, Gifted, other)		
	Tutoring, After school or Summer programing		
	Credit recovery assistance		
	Graduation support or related expenses		
	Alternative educational programs		
	Parental engagement support		
	Preschool, Head Start, Pre-K Counts programs for siblings		
	Other		

ADDITIONAL SUPPORTS

H,P,N	NEED	Action Plan	One-time or ongoing
	Access to & understanding of available community resources.		

	Referral to community agencies for support and services.		
	Parental support		
	Other		

Acknowledgement and Agreement

The signatures below affirm the following:

1. The information provided on this form is true and accurate to the best of each party's knowledge or belief;
2. Non identifying information may be shared with community and governmental agencies in an effort to more effectively provide services to the student(s), and
3. The same information, as well as other information that may identify the student(s) may be shared with district staff members for legitimate educational purposes.

Additional Notes:

LEA McKinney-Vento Liaison/Representative Signature

Date

Parent/ Guardian/Caregiver/Student Signature

Date