



Public Charter
SCHOOL DISTRICT

HOMELESS FUNDS REQUEST FORM

School Name:	Click or tap here to enter text.
Date Submitted:	Click or tap here to enter text.
Title I/McKinney-Vento Coordinator:	Click or tap here to enter text.
School Leader:	Click or tap here to enter text.
Student's Name:	Click or tap here to enter text.

Directions: This form is to be used by schools to request permission to use Title I homeless district set-asides for allowable costs associated with homeless students. The form must be completed by the school's Title I Coordinator or McKinney-Vento Coordinator at the school and then uploaded in Epicenter under Other Federal and State Grants - McKinney-Vento/Homeless Request Form. The form must be signed and dated by the school's Title I Coordinator or McKinney-Vento Coordinator and School Leader. The Director of Federal Programs will review the request form and notify the school of approval status.

Reimbursement of Approved Expenses: In order to receive reimbursement for the approved homeless expenses, the school must submit the approved version of this form (with Director of Federal Program's signature) in Epicenter under Title I, McKinney-Vento Reimbursement Request.

Identification and Allowable Use of Funds

Please answer the questions below to ensure that the school has properly identified the student in need as homeless and has followed the principles that govern the usage of homeless set-aside funds.

1. How was the student identified as homeless?

The student is...

- ☐ 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.
- ☐ Living in 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.



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2. Please describe how the requested service is reasonable and necessary to assist the student in taking advantage of educational opportunities.

[Click or tap here to enter text.](#)

3. What other public or private sources has the school considered before requesting to use Title I district-set asides for homeless?

[Click or tap here to enter text.](#)

4. The school is requesting to use Title I homeless set-aside funds for the following:
(Check all that apply.)

Use of Funds	Amount Requested Please describe how the total was calculated. Example: Total = \$75 (3 pairs of uniform shirts @\$10 each, 3 pairs of khaki uniform pants @\$15 each)
☐ Clothing to meet necessary dress or uniform requirement ☐ Clothing and shoes necessary to participate in the physical education classes ☐ Student fees necessary to participate in the general education program ☐ Personal school supplies ☐ Birth certificates necessary to enroll in school ☐ Immunizations ☐ Food ☐ Medical and dental services ☐ Eyeglasses and hearing aids ☐ Counseling services to address anxiety related to homelessness that is impeding learning ☐ Outreach services to students living in shelters, motels, and other temporary residences	



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☐ Extended learning time (before and after school, Saturday classes, summer school) to compensate for lack of quiet time for homework in shelters or other overcrowded living conditions ☐ Tutoring services ☐ Parental involvement specifically oriented to reaching out to parents of homeless students ☐ Fees for Advanced Placement (AP) and International Baccalaureate (IB) testing ☐ Fees for college entrance exam such as the SAT or ACT ☐ GED testing for school-age students ☐ Other Click or tap here to enter text.	
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Additional Notes: [Click or tap here to enter text.](#)

Title I/McKinney-Vento Coordinator's Signature

Date

School Leader's Signature

Date

SCPCSD Director of Federal Programs' Signature

Date