

NYC Students in Temporary Housing (STH) School Based Liaisons – Responsibilities Worksheet



Action: Describes the protocol or activity relating to the enrollment and success of students in temporary housing. *Actions* are based on the responsibilities of McKinney-Vento Liaisons and/or School-Based Liaisons as described by the NYC Department of Education (see: [Students in Temporary Housing Roles/Responsibilities](#)) and the McKinney-Vento Act.

This Happens in My School: Reflect on how well the *Action* is currently being implemented. Follow up on actions that are not fully implemented or where you are uncertain.

Key Staff: Where it is not appropriate for you to complete an action, ensure that appropriate staff are informed and trained in procedures relating to students in temporary housing. (Example: A School-Based Liaison who does not do pupil accounting should ensure that the Pupil Accounting Secretary has information about data entry for students in temporary housing.)

ACTION	THIS HAPPENS IN MY SCHOOL	KEY STAFF	NEXT STEPS
(1) Ensure all students are given Housing Questionnaire at enrollment and when a student changes addresses.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	<input type="checkbox"/> I do this <input type="checkbox"/> Other Key Staff:	
(2) Speak with students/families about their school selection options. Make sure they are aware that students in temporary housing can stay in same school and get free transportation or immediately enroll in the local school.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	<input type="checkbox"/> I do this <input type="checkbox"/> Other Key Staff:	
(3) Ensure that temporarily housed students seeking enrollment in your school are enrolled immediately. <i>(Note: Disagreements about eligibility must be resolved in accordance with Chancellor’s Regulation A-780).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	<input type="checkbox"/> I do this <input type="checkbox"/> Other Key Staff:	
(4) A – Update housing status on the BIO screen in ATS according to information from the Housing Questionnaire and information from STHM in ATS. B – Update student address . Note: For students in DV shelters, update address in ATS using the P.O. Box: <ul style="list-style-type: none"> o Street # = # of the P.O. Box o Street name = “no name” o Zip code = zip code of P.O. Box 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	<input type="checkbox"/> I do this <input type="checkbox"/> Other Key Staff:	
(5) Run reports in ATS: A – Regularly run reports to make sure housing status codes are up-to-date. B – Follow up with any students with Housing Status M (Missing) or N (Form not returned). C – Follow up with any student with homeless housing status codes (S, D, H, T) at the end of every school year to see whether the student is still temporarily housed.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	<input type="checkbox"/> I do this <input type="checkbox"/> Other Key Staff:	

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<p>(6) Review transportation options with families:</p> <ul style="list-style-type: none"> o <i>busing for students in shelters grades K-6</i> o <i>busing if an appropriate route exists for students in grades K-6 in other types of temporary housing</i> o <i>full-fare MetroCard for students in temporary housing not getting busing</i> o <i>free MetroCard for parents who accompany students in temporary housing in grades PreK-6 on public transportation</i> <p>Request and follow up with OPT regarding busing, when necessary. Remember to update the student's address in ATS!</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	<input type="checkbox"/> I do this <input type="checkbox"/> Other Key Staff:	
<p>(7) Provide full-fare student MetroCards to students in temporary housing and refer parents/guardians of PreK-6th graders in temporary housing to STH Content Experts to get free MetroCards to accompany children on public transportation if students don't receive busing.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	<input type="checkbox"/> I do this <input type="checkbox"/> Other Key Staff:	
<p>(8) Work with school administrators to set aside a portion of the school's Title I funds to meet the unique needs of students in temporary housing. Set-aside must be at least \$100/student in temporary housing. (Non-Title I schools are given an STH Title I allocation.) All schools should proactively connect students in temporary housing to programs and supplies.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	<input type="checkbox"/> I do this <input type="checkbox"/> Other Key Staff:	
<p>(9) Work with school leadership to develop:</p> <ul style="list-style-type: none"> o list of possible supplies and services that the set-aside funding can be used for o process by which school staff can access such funding. <p>Ensure that all students in temporary housing are connected with appropriate services. See: FAQ Title I Set-Aside for more information and examples of services.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	<input type="checkbox"/> I do this <input type="checkbox"/> Other Key Staff:	
<p>(10) Provide college counseling to all students in temporary housing and inform homeless unaccompanied youth of their status as independent students for college financial aid on the FAFSA. Liaisons must give homeless unaccompanied youth verification of their independent student status.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	<input type="checkbox"/> I do this <input type="checkbox"/> Other Key Staff:	

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<p>(11) Collaborate: Provide trainings and resources to school-based staff, work with STH Content Experts and others at the DOE and in the community, and provide needed referrals to students and families. <i>Examples:</i></p> <ul style="list-style-type: none"> ○ Provide training and resources to school-based staff about the needs of students in temporary housing and how to better support them. ○ Maintain a list of resources/referrals for students and families to connect them to frequently needed supports (including Special Education and Early Education services). ○ Make sure that students have access to services within and outside the school (e.g. consider community programs, such as supply closets, backpack programs, weekend and after-school food programs, local libraries, YMCAs, and mentoring programs). ○ Communicate frequently with the STH Content Experts to best support students in temporary housing. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	<input type="checkbox"/> I do this <input type="checkbox"/> Other Key Staff:	

*Note: This worksheet was created by the New York State Technical and Education Assistance Center for Homeless Students (NYS-TEACHS) for use by NYC Students in Temporary Housing School-Based Liaisons. It is intended for use as an organizational tool and may not reflect all responsibilities assigned to NYC School-Based Liaisons.

Last Modified: 10/2017