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NYS FIELD MEMO
NCLB McKinney-Vento
02 – 2014

To: District Superintendents
Superintendents of LEAs and Charter Schools
Title I Coordinators
McKinney-Vento Liaisons

From: Roberto Reyes 
Director Title I School and Community Services

Subject: Consolidated Appropriations Act, 2014 and Expansion of Allowable Use of Title I Part A and Set-aside Funds for Students in Temporary Housing (Homeless)

Date: June 30, 2014

The purpose of this memorandum is to inform you of the new, expanded authority local educational agencies (LEAs), which include school districts and charter schools, have with regard to the use of Title I, Part A funds for services for students in temporary housing. With passage of the Consolidated Appropriations Act earlier this year, Title I funds available in the 2014-2015 school year may now be used to meet two requirements of the McKinney-Vento Homeless Assistance Act, without violating the supplement, not supplant provision of the Elementary and Secondary Education Act (ESEA). Specifically, Title I funds may now be used to cover the cost of:

- (1) the salary for the McKinney-Vento liaison even if that person has no Title I duties;
- and
- (2) transporting students in temporary housing to and from their school of origin. Title I funds may not, however, be used to pay for transportation expenses that are reimbursed by the State.

This expansion of the allowable uses of Title I funds does not change the obligation of LEAs to provide for academic and other assistance to students in temporary housing. All students in temporary housing are categorically eligible to receive Title I services and any district with at least one non-participating school (e.g. a school building that does not receive Title I funds) must set-aside funding to meet the unique needs of students in temporary housing. The high mobility, trauma and poverty associated with homelessness create unique educational barriers and

challenges that permanently housed Title I students may not face. Thus, students in temporary housing often require additional support.

There is no mandated formula for calculating the Title I set-aside funding for students in temporary housing. In order to determine the Title I set-aside amount, LEAs may:

- Review needs and costs involved in serving homeless students in the current year and use those figures to project for the following year.
- Multiply the number of homeless students by the Title I, Part A per pupil allocation.
- For districts with sub-grants, reserve an amount greater than or equal to the McKinney-Vento sub-grant funding request.
- Reserve a percentage based on the district's poverty level or total Title I, Part A allocation.

Examples of services that can be provided with Title I Set-aside funds include, but are not limited to:

- Before-school, after-school, and/or summer programs;
- Counseling services;
- Outreach efforts to identify children and youth living in homeless situations and help them access school programs;
- Basic needs such as clothing, uniforms, school supplies, and health-related needs;
- Transportation;
- The work of the liaison;
- Tutoring services;
- Parental involvement programs that make a special effort to reach out to parents in homeless situations;
- Research-based programs that benefit highly mobile students;
- Data collection to assess the needs and progress of homeless and other highly mobile students;
- Fees for Advanced Placement (AP), SAT/ACT testing; and,
- Other services that are not ordinarily provided to permanently housed Title I students and are not available from other sources.

As you may know, LEAs must describe in their Consolidated Application Update how they plan to satisfy the requirements of ESEA and the programs they plan to implement to meet the instructional needs of all students. Along with the Consolidated Application Update, LEAs must submit a budget (FS-10) and budget narrative. The amount of the Reserve or set-aside for students in temporary housing and a description of how those funds will be used should be included in the FS-10 and budget narrative. Additionally, LEAs that have one or more schools that do not receive Title I funds are required to include the amount of the Reserve or set-aside for students in temporary housing in the online Title I Application Supplement. LEAs in which all of the schools in the district receive Title I funding and charter schools that receive Title I funding are not mandated to set-aside a portion of such funding for students in temporary housing. However, they are encouraged to do so. For additional information regarding guidance

distributed in June, 2013 about the Title I, Part A Set-aside funds for Students in Temporary Housing (Homeless) please see: <http://www.nysteachs.org/media/Set-AsideFunds2013-14Memo.pdf>

Before completing these documents, McKinney-Vento Liaisons and Title I Coordinators/Directors should work together:

- to ensure that students in temporary housing will have access to Title I services as a part of the LEA's Title I plan and
- to determine the appropriate reservation or set-aside to meet the unique needs of students in temporary housing.

For further details from the United States Department of Education on the new allowable uses of Title I, Part A funds for students in temporary housing, please see: <http://www2.ed.gov/programs/titleiparta/titleihomelessfund2014.pdf>

For more information see: *Serving Homeless Students Under Title I, Part A*, a 24-minute video tutorial from the National Center on Homeless Education that provides information about how children and youth experiencing homelessness may be served under Title I, Part A of the Elementary and Secondary Education Act, as amended. http://center.serve.org/nche/ibt/sc_titlei.php

Please contact Melanie Faby, Homeless Program Associate, or myself at (518)473-0295 or NYS-TEACHS at (800)388-2014 for assistance with any questions. Thank you.

cc: Ira Schwartz
Melanie Faby