

# Supporting Students in Temporary Housing:



## End of Year Planning for McKinney-Vento Liaisons

**Presented By: NYS TEACHS**  
**Thursday, May 30, 2024**  
**9:30am-11:00am**



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The New York State Technical and Educational  
Assistance Center for Homeless Students



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# Meeting Norms



Today's session is a **meeting format** to allow us to use break-out rooms. We welcome your participation in these rooms and will provide instructions for them shortly.



We ask that you mute yourself when you are not in a breakout room.



We will also launch poll questions periodically throughout the session and ask you to put answers to questions in the chat. Everyone will see the answers/comments in the chat.



We invite you to turn your camera on!



# Housekeeping



- Today's session will be recorded.
- The Help Line is open 24 hours a day. Specialists are available from 9:00am – 5:00pm. If you leave a message, you will be called back by the next business day.
- We won't be able to answer questions about specific situations in the chat, but we welcome you to call the Help Line to discuss these issues at 800-388-2014.
- For questions, please email Rita Danis at [RDanis@measinc.com](mailto:RDanis@measinc.com).
- Following today's meeting, today's recorded session, attachments and Q&As will be posted/accessible.

# Who is in The Room?

## Are you a...

- New McKinney-Vento Liaison (1<sup>st</sup> Year)
- McKinney-Vento Liaison (2-4 years)
- McKinney-Vento Liaison (5 – 9 years)
- McKinney-Vento Liaison (10 + years)
- Other School/District Staff



## Which region are you from?

- \* Western Region
- \* Finger Lakes
- \* Central Region
- \* Southern Tier
- \* Mohawk Valley
- \* Capital Region
- \* Hudson Valley
- \* New York City
- \* Long Island
- \* North Country



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# Welcome!

By the end of today's webinar, participants will be able to:

- Reflect on the past school year
- Follow-up with current families in temporary housing
- Report and verify data
- Reflect on Title I set-aside expenditures for program planning
- Ensure summer school provisions of McKinney-Vento Act are followed
- Conduct Outreach/Identification efforts over the summer



# Today's Agenda



Welcome! Who is in the Room?



Reflection on your McKinney-Vento program this year



Review of the McKinney-Vento Act



End of Year Activities



Summer School Provisions



Outreach/Identification Efforts



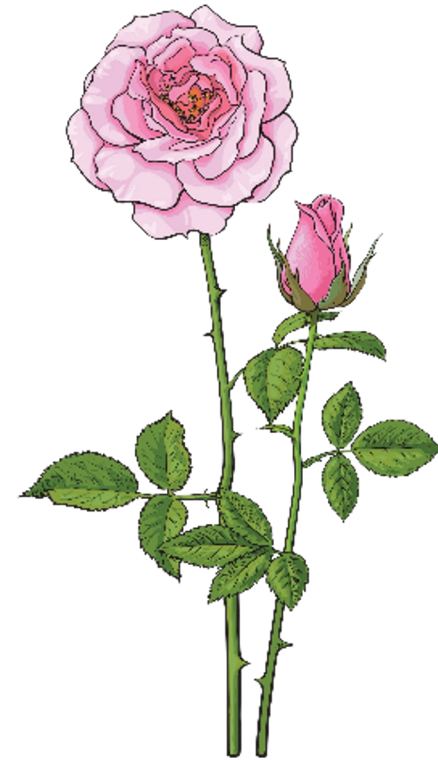
Closing Reflection, Resources, and Survey

# Reflections on your Work

## Rose, Thorn and Bud

Reflect on your work as a McKinney-Vento Liaison over the past school year by thinking about:

- 1 **Rose**-something that went well
- 1 **Thorn**-something that was difficult or problematic
- 1 **Bud**-something that you look forward to in your future work as a McKinney-Vento Liaison



# Break-Out Rooms

In order to discuss your **Rose**, **Thorn** and **Bud**, you will be randomly assigned to a break-out room. Please join the room you are invited into, if you have any questions, we will stay in the main room to help you.

After we return to the larger group, a few of you may wish to share reflections on this activity with all of us.





# End of Year Follow-up With Current McKinney-Vento Families

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# Rationale for Check-Ins

At the end of the school year, it is important to check in with families about their living situations. As you check in, keep in mind what we know about the definition of homelessness as per the McKinney-Vento Act.



# McKinney-Vento Homeless Assistance Act

The McKinney-Vento Act states that children and youth who lack a “fixed, regular, and adequate nighttime residence” will be considered homeless.



# Homelessness: Living Conditions

- Sharing the housing of others due to loss of housing, economic hardship or a similar reason
- Living in emergency or transitional shelters
- Living in motels, hotels, trailer parks, camping grounds due to the lack of alternative adequate accommodations
- Abandoned in hospitals
- Living in a public or private place not designed for sleeping
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, etc.
- Migratory children living in circumstances described above
- Unaccompanied youth living in circumstances described above

*Education Law §3209(1)(a); 8 NYCRR §100.2(x)(1); see also 42 USC §11434A(2)(B)(i)*



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# Requirements of the McKinney-Vento Act



McKinney-Vento Act and NY Ed Law 3209 require districts to provide continued enrollment and transportation for students

- **for the duration of homelessness,**
- **for the remainder of the year in which families become permanently housed, and**
- **for one additional year if that year constitutes the students' terminal year in that school building (e.g., 8th grade, 12th grade).**



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# Check-In Practices

- At the time of initial McKinney-Vento designation, let families know that *all* designations are revisited around the end of the school year to prevent possible feelings of anxiety or mistrust.
- Send parents the End of Year Reverification Letter and a new Housing Questionnaire in the spring, allowing them the opportunity to self-identify.
- Revisit *all* McKinney-Vento designations to avoid making families feel singled out, even if some situations may be clearer than others.
- Use the Template End of Year Letter as a guide.

*(Insert School District Letterhead)*  
|  
Template End-of-Year Reverification Letter

Dear \_\_\_\_\_

Each year, [School District Name] asks for updated address and housing information for students who receive services under the McKinney-Vento Act, which is a federal law that supports students in temporary housing. Your updated housing information will help us determine if [child's name/you], [is/are] still eligible for services such as continued enrollment, transportation for students temporarily living outside of the district, and other programs [list specific programs such as free meals or Title I services if the family may not otherwise qualify, or other school district interventions for students in temporary housing]. Even if you have moved into permanent housing, [your child/you] can stay in [his/her/your] current school and get transportation to that school for the rest of the school year [and next school year (only include the latter if next year is the student's terminal grade)].

The information on the questionnaire about your housing will be kept private and is protected under the Family Educational Rights and Privacy Act (FERPA).

Please fill out the enclosed *Housing Questionnaire* and return it to us at:

*(Insert School District Address)*

- Please write your current address on the questionnaire.
- If your family is now permanently housed, check the box "In Permanent Housing" on the questionnaire. Some examples of permanent housing include moving into your own apartment or house, or if a temporary shared housing arrangement has changed into a long-term, adequate arrangement.
- If you check something other than "In Permanent Housing," your child may be eligible for continued services under the McKinney-Vento Act.

[School District Name] may contact you about the information you provide on the *Housing Questionnaire*. If you have questions about your housing status or your child's eligibility under the McKinney-Vento Act, please contact [McKinney-Vento Liaison Name], the McKinney-Vento liaison for the district, at [phone number and email address].

Thank you for your time and consideration in helping us update our records.

Sincerely,

# Check-In Practices (continued)

- Explain that some designations (for example, living doubled-up) that were originally meant to be temporary *may* become permanent with the passage of time. Consult the Confirming Eligibility Brief to determine if the housing has become fixed, regular and adequate.
- If there is a question about continued eligibility, make sure it is addressed as soon as possible.
- Any dispute about a student's continued eligibility under McKinney-Vento that is identified in check-ins can be resolved before the start of the next school year.
- Families who have become permanently housed can be provided with assistance transferring to the new local school district at the end of the year.

# Helpful Resources for Check-Ins

- Use NCHE [Confirming Eligibility Brief](#) to guide you.
- Review the [Tip Sheet for Navigating Challenging Conversations](#).
- Implement trauma sensitive practices using the [Trauma Sensitivity and School Success](#) brief or other trauma-sensitive resources.
- Use anti-racist approaches in conversations with families and colleagues. Consult the [Communication Guide](#) prior to meeting with families.
- Do not disclose information about a student's temporary housing situation in a directory, or to a third party, such as a landlord, without parental consent.

## SCENARIO

A family lost their housing and is temporarily living in your district. The parents decide to enroll their children in your district instead of continuing in their district of origin.

## PROBLEMATIC APPROACH

*"The liaison in your district of origin should have encouraged you to continue enrollment there. It would not be in your best interest to enroll here."*

## WHY IS IT PROBLEMATIC?

Assumes the family hasn't considered what is in the best interest of their child. The statement may be interpreted as unwelcoming or exclusionary. Family may feel they have been turned away from enrolling locally.

## HOW DOES THIS INTERSECT WITH RACE?

Depending on the circumstance, **pressuring a family to return to their district of origin can enforce school segregation**: [New York has the most segregated schools in the country](#). Black and Latino students often end up in **intensely** segregated schools with very low percentages of white students.

## ANTI-RACIST APPROACH

*"The federal McKinney-Vento Act asks liaisons to start off with the assumption that it is in a student's best interest to stay enrolled in the same school for stability. **But this isn't the case for all students and may not be the case for your children.** Would it be okay to talk about the school selection options for your children and their pros and cons?"*



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# Your Reflections on Check-Ins

What do you do to make your check-ins go smoothly?

Please put your answers in the chat. 😊



# Referrals

After checking in with families, you may find that some need referrals for services for the summer and the next school year. Use the NYS-TEACHS [Referral Templates](#).

Four templates you can customize:

1. General Referrals
2. Housing Referrals
3. Health and Wellness Referrals
4. Youth Referrals



Notes:

- Add local contact
- Check your sources (don't refer families to agencies you haven't checked)
- Spread the word!

# Data Verification

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# Quick Poll #1

Who in your LEA enters the data into the Student Information Repository System (SIRS)?

- A. McKinney-Vento Liaison
- B. Data Coordinator
- C. Both the Liaison and Data Coordinator
- D. Not sure



# Data Reporting Overview



- All districts and charter schools must report data to the SIRS Data Warehouse about each student experiencing homelessness during the school year.
- The Data Entry Guide will be a useful resource.
- Meet with your Data Coordinator this month to ensure that data on students in temporary housing is complete and correct.
- The data must be submitted by **Friday, August 16<sup>th</sup>**.

# Summary of Student Information Repository System (SIRS) Codes

*These first two codes will apply for **all** McKinney-Vento designated students:*

## **Homeless Student Status: Program Service Code 8262**

Entry Date: Date student became homeless

Exit Date: Date student became permanently housed and is no longer homeless



## **Homeless Primary Nighttime Residence (Programs Fact, Field 23)**

D = Doubled-up

H = Hotel/motel

S = Shelters

T = Transitional housing

U = Unsheltered (car, parks, campgrounds, temporary trailer, or abandoned buildings)

# Summary of Student Information Repository System (SIRS) Codes (continued)

These two codes will apply for **some** McKinney-Vento designated students:

## Title I Part A: Homeless Student Served with set-aside funds: Program Service Code 0892

All homeless students are eligible for such services but **should only receive this code if they receive services paid for with set-aside funds.**



## Unaccompanied Youth Status: Program Service Code 8272

This code is applied to students who are not in the physical custody of a parent or legal guardian *and* meet the definition of homeless under the McKinney-Vento Act.

# How to Verify Data for Your LEA

## Access the L2RPT Reasonableness Report

How does a district verify that homeless data are correct?

- **L2RPT overview** Level 2 Report is the State Education Department's verification reporting system's **Reasonableness Report**.
- L2RPT shows the number of students reported for programs, demographics, and enrollment for two years with the **difference** and **rate change** to help districts identify reporting errors.
- Homeless status appears under the *Programs* category; Primary Nighttime Residence appears under the *Demographic* category. Homeless Unaccompanied Youth status appears under *Programs* category.
- **BEDS Day Enrollment Report** has an indicator for students reported with a homeless flag on the student detail report.





# Next Steps in Data Verification



- **Review data entry procedures** with Data Coordinator, Pupil Accounting personnel, and other relevant staff.
- **Periodically review and update student data** as students move in/out of temporary housing and receive services paid for with Title I, Part A set-aside funds.
- **Run Level 2 reports** to ensure data accuracy before the close of the data warehouse over the summer.

# Timeline for Data Reporting

## Spring

Verification reports of data reported through SIRS available through L2RPT.

## Summer

Data warehouse closes **August 16, 2024**. No changes to 2023-24 school year records will be accepted after the deadline.

## Fall

SED sends initial data to US Department of Education.  
NYS-TEACHS publishes homeless enrollment data.

Timeline is subject to change.



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## Quick Poll #2

Have you scheduled a time to connect with your Title I Coordinator about the needs of McKinney-Vento eligible students in SY 24-25?

- A. Yes
- B. No
- C. I'm not sure how to approach this.
- D. Does not apply

# Reflections on Title I, Part A Set-Asides

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# Overview of Title I, Part A Set-Asides

- **All LEAs receiving Title I funds must reserve funding** (called a Title I, Part A set-aside) to support students experiencing homelessness. Consult the [Guidance on Allowable and Unallowable Uses of Title I Set-Aside Funding](#).
- Title I, set-aside funds **can be used to provide services and supports beyond what may typically be offered to other students.**



# Automatic Eligibility



**Students in temporary housing are automatically eligible** for Title I, Part A services even if they:

- attend a non-Title I school (in an LEA receiving Title I funds)
- do not meet the academic standards required of other children for Title I eligibility

# Examples of Permissible Uses of Title I, Part A Set-Aside Funds

- Academic programs and educational support services
- Basic/emergency supplies
- Immunizations, mental and physical health services
- Extended library hours/after school programs
- Counseling services
- Parental involvement
- Intervention programs
- Outreach efforts to identify the students in temporary housing and assist them
- Data collection to assess the needs/progress of students in temporary housing
- The work of the liaison
- Excess transportation costs



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# Title I Reflections on This School Year

Connect with your Title I Coordinator

Reflect on Title I, Part A spending in SY23-24: What worked? What could be improved?

Some questions include:

- Were budgets flexible to account for the varying needs of students experiencing homelessness?
- Was my district able to accurately determine the needs of our students experiencing homelessness?
- Did we under- or over-budget our Title I set-asides?
- What could be improved for the next school year?





# Title I Future Planning and Needs Assessment Tools

Title I Office, McKinney-Vento Program, and other relevant offices should work together to determine future needs of students experiencing homelessness:

- What supports, goods, or services are needed by students experiencing homelessness in the community?
- How many students experiencing homelessness attend the school/district?

Sample Needs Assessment Tool: [NCHE's LEA Informal Needs Assessment Tool](#)

This is a tool for McKinney-Vento Programs in general, but includes a Title I section.

# Amount to Reserve for Title I Set-Asides

There is no mandated formula for calculating Title I set-aside funds. Some methods used include:

- identifying homeless students' needs and funding accordingly;
- obtaining a count of the students who are homeless and multiplying that number by the Title I, Part A per-pupil allocation;
- reserving a specific amount of funds greater than or equal to the amount of the district's McKinney-Vento sub-grant; and
- reserving a specific percentage of funds based on the district's poverty level or total Title I, Part A allocation.

*For more information, see: <https://www.nysed.gov/sites/default/files/microguidancenysed-guidance-allocating-title-i-funds-to-public-schools-.pdf>*

# Summer Planning and Summer School

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# NYSED Summer School Information Field Memo (June 2023)

NYSED's Summer School memo 2023 provides an overview of protections to ensure children and youth experiencing homelessness have an equal opportunity to succeed and thrive during available summer programming by:

- Ensuring access to summer school
- Removing barriers to summer school



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12242  
P-12 Education - Office of Accountability  
Office of ESSA Funded Programs  
89 Washington Avenue, Room 2011B  
Albany, New York 12234  
Tel: 518-473-0295 / Fax: 518-485-1782

**TO:** BOCES District Superintendents  
Superintendents of Public Schools  
Charter School Administrators  
McKinney-Vento Liaisons

**FROM:** Erica Mosker, Director of ESSA Funded Programs *Erica Mosker*

**SUBJECT:** McKinney-Vento Summer School Information

**DATE:** June 29, 2023

#### Introduction and Background:

During the 2022-23 school year, Local Education Agencies have provided a wide variety of supports to students experiencing homelessness, including those students made homeless by international conflict or economic instability. As Local Education Agencies (LEAs) begin to plan summer programming, LEAs should continue to consider the needs of these students, who regularly face extraordinary academic and social-emotional challenges. This memo outlines required actions under the McKinney-Vento Act that LEAs must take to support students experiencing homelessness during the summer break. Additionally, it provides suggested strategies for LEAs to fulfill the requirements described.

As a reminder, the McKinney-Vento Homeless Assistance Act applies to students in a wide range of temporary living situations, including shelters and emergency or transitional housing; students living in hotels, motels, trailer parks, or campgrounds due to lack of alternative adequate housing; and, to students who are "doubled-up" with friends or relatives due to loss of housing, economic hardship, or lack of adequate alternative accommodations. Unaccompanied youth who live in these types of arrangements are also included under the protections of the law. Under the McKinney-Vento Act students experiencing homelessness are entitled to immediate enrollment in either their school of origin or in the public school where they are currently living.<sup>1</sup>

Outside of the school year, LEAs are required to ensure that students have access to summer school and programming, and that barriers to attending such programming, such as transportation, are removed. LEAs are also required to ensure that a summer McKinney-Vento Liaison is appointed if the school year liaison is not working during the summer break. By meeting these requirements, LEAs will ensure that students experiencing homelessness have an equal opportunity to succeed and thrive alongside their peers.

<sup>1</sup> 42 U.S.C. §§ 11432(g)(3)(C) & 11434A(1); Education Law § 3209(2)(f)



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# Quick Poll #3

Does your district have any planned activities for your M-V students this summer?

A. Yes

B. No

C. Not Sure

List a few of your summer activities in the chat. 😊



# Summer School Provisions

If your LEA does not offer a summer school program, but **residents are able to attend summer school offered by a neighboring LEA for a fee, students in temporary housing must be afforded this same opportunity and they must not be charged a fee.** Title I Part A, set-aside funds and ARP-HCY grant funds (if available) may be used for this expense.

If an LEA has a summer school policy that **limits participation based on a student's attendance during the regular school year, the LEA must make an exception for students experiencing homelessness.**

If an LEA recommends that a student who is homeless participate in summer school and/or LEA-sponsored summer programming and the student can't participate without transportation, **the district where the student is enrolled is responsible for arranging transportation.**

Districts can use their state transportation aid, their Title I set-aside funds, or engage in collaborative problem-solving with neighboring districts.



# Additional Information on Summer School

If a student becomes permanently housed before June 30, 2024 and needs access to summer school, the **student is entitled to enroll in the new LEA of residence and participate in that LEA's summer school program.**

Title I set-aside funds may also be used to support **students working over the summer to satisfy any Regents or graduation requirements or if students need remote learning devices to participate in remote summer learning programming.**



# Interim/Summer Liaisons

All LEAs must **ensure that there is a McKinney-Vento liaison available year-round**. If necessary, **LEAs can appoint a special interim/summer liaison** and ensure that M-V families have access to up-to-date contact information. Report this temporary change of liaison to NYS-TEACHS to ensure the current liaison list is up-to-date by using this link: [LiaisonContactForm](#)

Be sure to orient the interim/summer liaison and provide them with materials and links to useful information needed to perform the job, including the Help Line number, 800-388-2014.



# Outreach and Identification During the Summer

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# Outreach Activities

- Train registration staff, teachers, counselors and other key staff on McKinney-Vento eligibility
- Formally and informally assess the needs of families in temporary housing and flag common barriers to school participation
- Ensure barriers to learning are removed
- Use NYS-TEACHS outreach materials to increase awareness by displaying posters and distributing the brochures.



# Identification Strategies

Collaborate	<b>Collaborate</b> with community service agencies, such as shelters, food pantries, law enforcement, legal aid, public assistance and housing agencies, mental health agencies, and public health departments.
Coordinate	<b>Coordinate</b> with youth-serving agencies, such as drop-in centers, street outreach, child welfare, juvenile courts, teen parent programs, and LGBTQ+ youth organizations.
Access	<b>Access</b> available data to inform outreach—district and regional homeless identification, poverty data, primary nighttime residence data.
Utilize	<b>Utilize</b> definitions and sample questions from <u>NCHE's Determining Eligibility brief</u>

# Looking Ahead

Think about what you can do over the summer that will prepare you to serve McKinney-Vento students in the fall.



# Resources

More  
Information



- [Communication Guide](#)
- [Data Entry Guide](#)
- [Guidance on Allowable and Unallowable Uses of Title I Set-Aside Funding](#)
- [L2RT overview](#)
- [LiaisonContactForm](#)
- [Summer School memo 2023](#)
- [NCHE's Confirming Eligibility Brief](#)
- [NCHE's Determining Eligibility Brief](#)
- [NCHE's LEA Informal Needs Assessment Tool](#)



# Resources (continued)

- [Referral Templates](#)
- [SIRS Data Warehouse](#)
- [Template End of Year Letter](#)
- [Tip Sheet for Navigating Challenging Conversations](#)
- [Title I, Part A Set-Aside for Homeless Students Q & A \[PDF\]](#)
- [Trauma Sensitivity and School Success](#)

More  
Information



# ARP-HCY Technical Assistance Center

## The New York State American Rescue Plan Homeless Children and Youth (ARP-HCY) Technical Assistance Center at **SchoolHouse Connection**



Tools & Resources



Webinars



Practitioner  
Community  
Conversations



On-Demand ARP-HCY  
Technical Assistance

American Rescue Plan Homeless Children and Youth (ARP-HCY) funds must be obligated by **September 30, 2024** and spent by **January 31, 2025**.

Email [arphcyros@schoolhouseconnection.org](mailto:arphcyros@schoolhouseconnection.org) or visit <https://schoolhouseconnection.org/nysed/> to learn more!

**New Resource!!!**

**[ARP-HCY Toolbox + New Spending & Cost Guide](#)**

# Technical and Educational Assistance Center

- **Help Line** (800-388-2014)
- **Website** (<https://nysteachs.org>)
- **Web-Based Trainings**

## *Next Webinar:*

***Data Collection & Reporting (for Rest of State)  
Presented in Collaboration with the  
NYSED Office of Information and Reporting Services  
Thursday, June 6, 2024, 9:30am - 11:00am***

- **Outreach Materials** [orderbrochuresandposters](#)
- **Tales from the Field** [talesfromthefield](#)



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