Education for Children and Youth Experiencing Homelessness Program

2018-2019

Crestwood School District
John Gorham, Homeless Liaison

281 South Mountain Boulevard, Mountain Top, PA 18707
(570) 474-6782 · District Office Fax (570) 474-2254

Crestwood School District extends equal opportunities to all individuals without discrimination because of race, creed, color, sex, age, national origin or handicap.
MEMORANDUM

TO: All Principals, School Counselors, Secretaries, Nurses, & Homeless Service Providers
FROM: John Gorham, Principal of Secondary Campus (Student Affairs)
DATE: November 13, 2018

SUBJECT: HOMELESS CHILDREN AND YOUTH POLICY MCKINNEY-VENTO HOMELESS ACT

The Crestwood School District recognizes the multiplicity of challenges most homeless, displaced, and doubled-up families encounter, and understand our responsibility to resolve some of the issues they face. The District also realizes the availability of resources in any emergency may make the difference between success and failure in school. The attached memorandums are designed to help personnel access the services provided for all homeless students. Please disseminate the information to all concerned staff.

The McKinney-Vento Homeless Act, now part of the Improving America’s Schools Act (Public Law 103-382) and the Every Student Succeeds Act (ESSA), guarantees a free and appropriate public education for homeless/displaced children and youth. BEC 42 U.S.C. & 11301 outlines procedures for deciding school placement, enrolling students, and determining fiscal responsibility. Federal and state laws make our accountability clear. We must provide appropriate academic support and services. Please familiarize yourself and your staff, including counselors, nurses, teachers, secretaries, and others with the procedures in the attached memorandums.

• ADMISSION/TRANSFER POLICY FOR HOMELESS STUDENTS
• TRANSPORTATION PROCEDURES FOR HOMELESS STUDENTS
• FREE & REDUCED MEALS FOR HOMELESS STUDENTS
• TITLE I AND SUPPORT SERVICES
• DISPUTE RESOLUTION

Contact John Gorham in district @ 570-474-6782, e-mail john.gorham@csdcommets.org- or- Jeff Zimmerman, Regional Coordinator, with any questions or concerns you may have @ (570-718-4613), e-mail: jzimmerman@liu18.org
TO: All Principals, School Counselors, Secretaries, Nurses, & Homeless Service Providers
FROM: John Gorham, Principal of Secondary Campus (Student Affairs)
DATE: November 13, 2018

SUBJECT: ADMISSION/TRANSFER POLICY FOR HOMELESS STUDENTS

The McKinney–Vento Homeless Act, now a part of the Improving America’s Schools Act, (Public Law 103-382), and the Every Student Succeeds Act, guarantees a free and appropriate public education for all homeless children and youth. BEC 42 U.S.C. &11301 outlines procedures for deciding school placement, enrolling students, and determining fiscal responsibility. Federal and state laws make our responsibility clear. Please familiarize yourself and your staff, including counselors, teachers, secretaries, nurses, and others with the following school admission and transfer procedures.

- A child whose family becomes homeless may remain in the school he/she was attending prior to becoming homeless for the duration of the school year.
- If it is feasible, a student may transfer to a school if it is closer to his/her transitional housing.
- The receiving school may not prevent or delay the enrollment of a homeless child by requiring proof of residency or lack of documentation such as immunization records. The school may seek written confirmation of shelter residency from the shelter director, but may not refuse a child admission pending such confirmation.
- The building principal, or designee, should contact the Director of Transportation for any homeless child requiring transportation. The transportation must begin within 5 school days, but sooner if possible.
- The school nurse may use the state reporting system to gain immunization records.

Contact John Gorham in district @ 570-474-6782, e-mail john.gorham@csdcomets.org- or- Jeff Zimmerman, Regional Coordinator, with any questions or concerns you may have @ (570-718-4613), e-mail: jzimmerman@liu18.org
TO: All Principals, School Counselors, Secretaries, Nurses, & Homeless Service Providers
FROM: John Gorham, Principal of Secondary Campus (Student Affairs)
DATE: November 13, 2018

SUBJECT: TRANSPORTATION PROCEDURES FOR HOMELESS STUDENTS

The Crestwood School District is committed to ensuring educational continuity for all children who do not have fixed permanent homes. We will provide transportation to students who live in emergency housing, motels, hotels, cars, and other nonpermanent housing situations.

PROCEDURES

- The principal or principal’s designee will contact the Director of Transportation to arrange transportation. The transportation must begin within 5 school days, but sooner if possible.

- If the student moves between or among emergency or transitional housing, transportation to the school of origin will remain in place at the request of the family. Change in transportation should be made through the Director of Transportation.

- Homeless students temporarily residing outside of Crestwood School District boundaries are eligible for transportation under the above directions.

Contact John Gorham in district @ 570-474-6782, e-mail john.gorham@csdcomets.org- or- Jeff Zimmerman, Regional Coordinator, with any questions or concerns you may have @ (570-718-4613), e-mail: jzimmerman@liu18.org
TO: All Principals, School Counselors, Secretaries, Nurses, & Homeless Service Providers  
FROM: John Gorham, Principal of Secondary Campus (Student Affairs)  
DATE: November 13, 2018

SUBJECT: FREE AND REDUCED MEALS FOR HOMELESS STUDENTS

Categorical Eligibility of Homeless Students for Free Meal Benefits:

- Children identified as runaway, homeless or migrant are categorically eligible for free meals in the National School Lunch and School Breakfast Programs. If their school participates in both breakfast and lunch programs, they receive both.
- The definition of homeless children is the same one used in the McKinney-Vento Homeless Assistance Act; that means that children living in doubled-up situations are eligible. The host household’s income is not a factor in this eligibility.
- Eligible children may be directly certified based on a list provided by an appropriate person such as the District’s homeless liaison, a local shelter director, or a runaway and homeless youth service provider
- Documentation of free meal eligibility must consist of the child’s name (or a list of names), the effective date(s) and the person’s signature. No application is required. The law’s intent is to expedite the process and provide meals as quickly as possible.
- If there is a delay in receiving necessary information from the liaison or provider, the school should determine who best knows the child’s situation and have that person provide the documentation stated above.
- A homeless child who is declared eligible for free meals remains eligible for the rest of the school year even if homeless status changes. Thus no tracking is necessary.

Contact John Gorham in district @ 570-474-6782, e-mail john.gorham@csdcomets.org- or- Jeff Zimmerman, Regional Coordinator, with any questions or concerns you may have @ (570-718-4613), e-mail: jzimmerman@liu18.org
TO: All Principals, School Counselors, Secretaries, Nurses, & Homeless Service Providers  
FROM: John Gorham, Principal of Secondary Campus (Student Affairs)  
DATE: November 13, 2018  

SUBJECT: TITLE I AND SUPPORT SERVICES  

The Crestwood School District recognizes the multiplicity of challenges most homeless, displaced, and doubled-up families encounter, and understand our responsibility to resolve some of the issues they face. The District also realizes the availability of resources in any emergency may make the difference between success and failure in school. Proving the appropriate support services is essential to supporting homeless youth. All district and building level resources should be made available for youth experiencing homelessness. Additionally, homeless status should not hinder any child from full participation in extra-curricular activities and events.

The principal, or their designee, must monitor the academic and behavioral progress of all students qualifying under the EYCEH. The use of the building’s Student Assistance Program (SAP) is a means to accomplish monitoring of these children. The PDE guidelines for “What the Student Assistance Program (SAP) Professionals Can Do to Help Students Experiencing Homelessness” are listed below. Each building must provide a list of building specific resources that can assist homeless students.

Contact John Gorham in district @ 570-474-6782, e-mail john.gorham@csdcomets.org- or- Jeff Zimmerman, Regional Coordinator, with any questions or concerns you may have @ (570-718-4613), e-mail: jzimmerman@liu18.org
Dispute Resolution Process

Education for Children and Youth Experiencing Homelessness Program

Pursuant to the McKinney-Vento Act, every state must develop procedures for the prompt resolution of disputes regarding the educational placement of homeless children and youths. 42 U.S.C §11432(g)(1)(C). The state must ensure that Local Education Agencies (LEAs) comply with requirements set forth in the McKinney-Vento Act including ensuring immediate enrollment, providing written notice to families concerning school selection, enrollment decisions and providing enrollment and pendency in the school of choice while a dispute is being resolved. 42 U.S.C §11432(g)(2)(A).

The Pennsylvania Department of Education (PDE) has developed the following procedures to govern the resolution of disputes regarding enrollment, school selection, homeless status and complaints of non-compliance with legal requirements pertaining to the education for homeless children and youths:

Level 1 – A dispute may be raised with a LEA.

If a dispute arises over school selection or enrollment, the child or youth involved must immediately be admitted to the school in which they are seeking enrollment, pending resolution of the dispute 42 U.S.C.§11432(g)(3)(E)(i). PDE recommends that the parent, guardian or unaccompanied youth who initiates the dispute contact the LEA liaison for individuals experiencing homelessness as soon as possible after receiving notice of the dispute. If the person initiating the dispute does not contact the LEA liaison directly, the LEA shall be responsible for contacting the LEA liaison regarding the dispute as soon as possible and referring the family or youth involved to the liaison.

The LEA liaison shall ensure that the child or youth is immediately enrolled, explain the dispute resolution process to families and help them to use it 42 U.S.C. §11432(g)(3)(E)(iii). The LEA shall issue a written disposition of the dispute within 20 business days after the LEA liaison is notified of the dispute. The disposition shall be provided to the parent, guardian or unaccompanied youth and shall explain the basis for the decision and advise the parent, guardian or youth of the right to appeal. 42 U.S.C.§11432(g)(3)(E)(i).

NOTE: The LEA should use and maintain copies of PDE’s “Notice of Procedural Safeguards” form (see attached) which ensures that all LEAs (a) inform families of the basis of their decision regarding enrollment or school selection; (b) notifies families of their right to remain in their school of choice pending resolution of the dispute and (c) explains the procedures for challenging the decision of the LEA.

Level 2 – A complaint may be filed with a McKinney-Vento coordinator.
If the parent, guardian or unaccompanied youth is dissatisfied with the LEA’s disposition of a dispute or would like to raise any issue of McKinney-Vento Act noncompliance, they may file a complaint or appeal with a McKinney-Vento site or regional coordinator or with the state coordinator. (See attached list which contains contact information for all of the McKinney-Vento coordinators in Pennsylvania). In lieu of filing an appeal with a McKinney-Vento coordinator, a parent, guardian or unaccompanied youth may elect to appeal the LEA decision directly to a court of competent jurisdiction. Participation in the appeal procedure is not required prior to taking legal action.

- Parents, guardians, and unaccompanied youths should be informed that they can provide written or oral documentation to support their position; and
- Parents, guardians, and unaccompanied youths should be given the opportunity to challenge the school system’s assertions.

A regional or site coordinator with whom a complaint or appeal is filed must notify the state coordinator immediately. Upon being notified, the state coordinator will review the complaint or appeal and assign it to a site or regional coordinator for disposition. The coordinator to whom the appeal is assigned may contact, interview and accept documentation from any individual or LEA involved, and shall issue a written disposition within 20 business days after the complaint or appeal has been assigned. The disposition shall be provided to the LEA and the parent, guardian or unaccompanied youth involved. The child or youth shall continue to be enrolled in the school in which he or she is seeking enrollment until the complaint or appeal is resolved or until a disposition from a McKinney-Vento coordinator is received.

If a decision cannot be reached or agreed upon as the regional coordinator level, the dispute will be forwarded to the state coordinator for resolution. The state coordinator will view all information and interview all concerned parties involved. The Office of Chief Counsel will be included in the resolution process as needed. If mediation services are needed, the state coordinator will assist in the mediation and may also invite those involved to have the dispute mediated at any time in the process through the Dispute Resolution Program operated by the Commonwealth Office of General Counsel (OGC). The OGC Dispute Resolution Program is a voluntary informal process through which a trained mediator assists in reaching a mutually acceptable resolution.

Participating in mediation is not a waiver of the right to file a lawsuit nor is participation in mediation required prior to taking legal action.

**NOTE:** The parent, guardian or unaccompanied youth may file a complaint with the McKinney-Vento site, regional or state coordinator on the attached complaint form. However, the use of the attached form is not mandatory. Any dispute raised by a homeless family or youth concerning school enrollment or any other right under the McKinney-Vento Act whether received via telephone, letter or any mode of communication shall be treated as a complaint.

- **District Contact:** John Gorham in district @ 570-474-6782, e-mail john.gorham@csdcomets.org
- **Regional Liaison:** Jeff Zimmerman, Regional Coordinator, with any questions or concerns you may have @ (570-718-4613), e-mail: jzimmerman@liu18.org
ECYEH Intake Form

This form is intended to address the McKinney-Vento Act 42 U.S.C. 11435. The confidential information in this form will determine the services that the student may be eligible to receive.

Student/Contact Information

<table>
<thead>
<tr>
<th>Student’s Last Name</th>
<th>First</th>
<th>M.I.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Address</td>
<td>Phone Number</td>
<td>Alt Phone Number</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Gender</td>
<td>Grade Level</td>
</tr>
<tr>
<td>School District/Building</td>
<td>Parent/Guardian Enrolling Student</td>
<td>Relationship to Student</td>
</tr>
</tbody>
</table>

Precipitating Event

*Place an X indicating the appropriate precipitating event resulting in loss of housing*

<table>
<thead>
<tr>
<th>Abandonment</th>
<th>Left Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Act of Nature</td>
<td>Parent/Guardian Hospitalized</td>
</tr>
<tr>
<td>Death of Parent/Guardian</td>
<td>Parent/Guardian Incarcerated</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>Parental Job Loss/Loss of Income</td>
</tr>
<tr>
<td>Eviction</td>
<td>Other Poverty-related Situation</td>
</tr>
<tr>
<td>Fire</td>
<td>Other</td>
</tr>
</tbody>
</table>
Living Arrangement

Place an X in the box indicating the appropriate living arrangements

<table>
<thead>
<tr>
<th>Shelter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transitional Housing</td>
</tr>
<tr>
<td>Hotel/Motel</td>
</tr>
<tr>
<td>Unsheltered (Campgrounds, car, abandoned building, park, temporary trailer, street)</td>
</tr>
<tr>
<td>Doubled-up (living with another family)</td>
</tr>
</tbody>
</table>

Name of Shelter, Transitional Housing or Hotel/Motel (if applicable)

I, ___________________________________________ affirm that the information is true and accurate.
(Parent/Guardian’s Name)

I, ___________________________________________ have been advised of my rights and child’s rights
(Parent/Guardian’s Name) under the McKinney-Vento Federal Homeless Assistance Act.

(Signature of Parent/Guardian)  (Student’s Name)  (Date)

(District Personnel Receiving Form)  (Title)  (Date)

District and Liaison Information

Jeff Zimmerman
PA ECYEH Region 7 Coordinator
Luzerne Intermediate Unit 18
368 Tioga Avenue
Kingston, PA 18704
570-718-4613
570-287-5721 (fax)
http://www.liu18.org/index.php/ecyeh