

# Texas Education for Homeless Children and Youth

McKinney-Vento 301

Building Community Connections



Texas Education for Homeless Children and Youth

# **Section 1**

## **Welcome & Introductions**

# Presenter

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## Texas Education for Homeless Children and Youth Support Center



**Martha Gonzales**  
Education Specialist

# Presenters – Special Guest

## Texas Education Agency

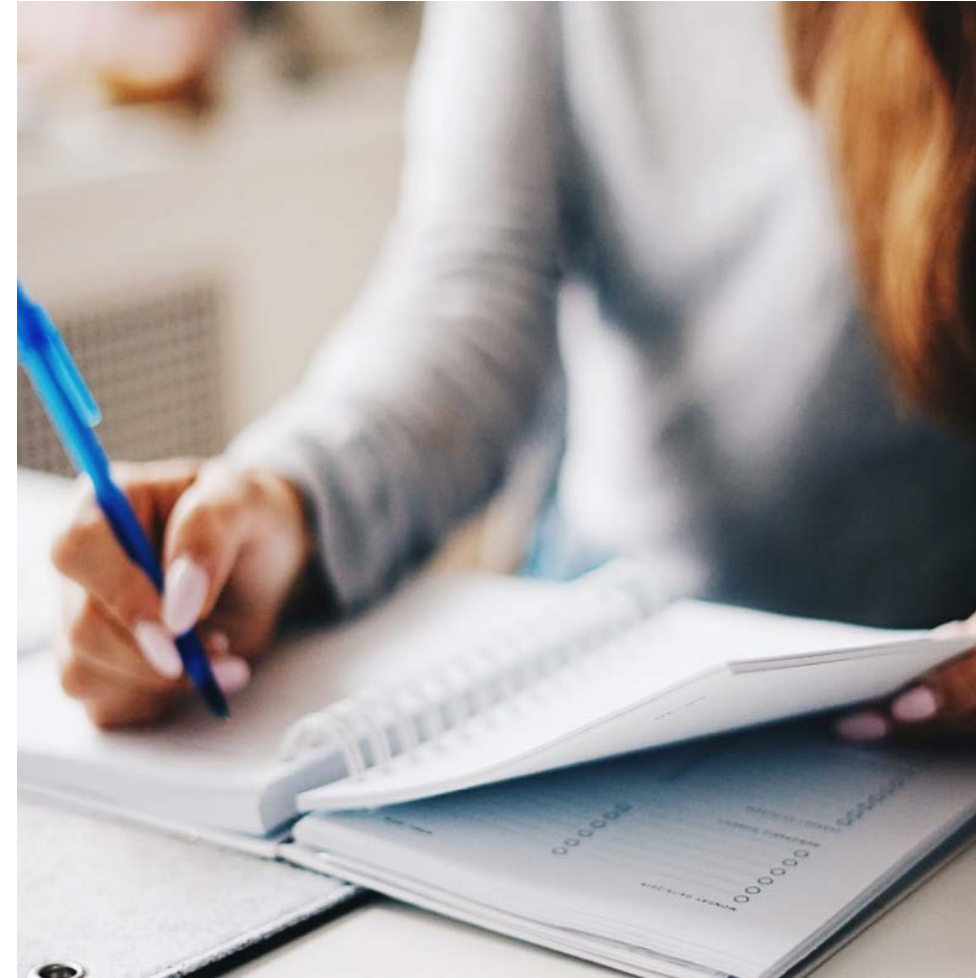


**Cal Lopez**

**Texas Education for Homeless Children and  
Youth Program State Coordinator**

# Agenda

1. Welcome and Introductions
2. Program Needs Assessment
3. Intake Data
4. Develop a Communication Plan
5. Develop Systems to Maintain Community Partnerships
6. TEHCY Program Resources and Updates



# Learning Objectives

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Provide strategies and best practices to develop McKinney-Vento program community partnerships



Provide strategies to develop and communicate your program needs



Provide strategies to monitor and maintain McKinney-Vento program community partnerships

# TEHCY Program Training Resources

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You can access and download our program resources, including today's presentation on our webpage. Some examples of available resources are:

- TEHCY presentations
- Sample forms
- Guidance documents

## **Section 2**

# **Program Needs Assessment**



# McKinney-Vento Program Needs Assessment

A needs assessment is systematic process for determining and addressing needs and setting priorities to improve program services and supports. A program needs assessments help to:

## Identify

- Student needs and gaps in services

## Provide

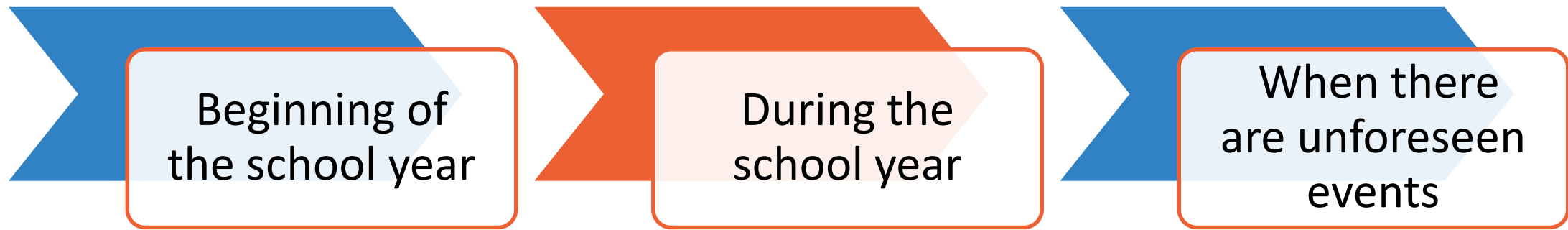
- Holistic program approach

## Evaluate

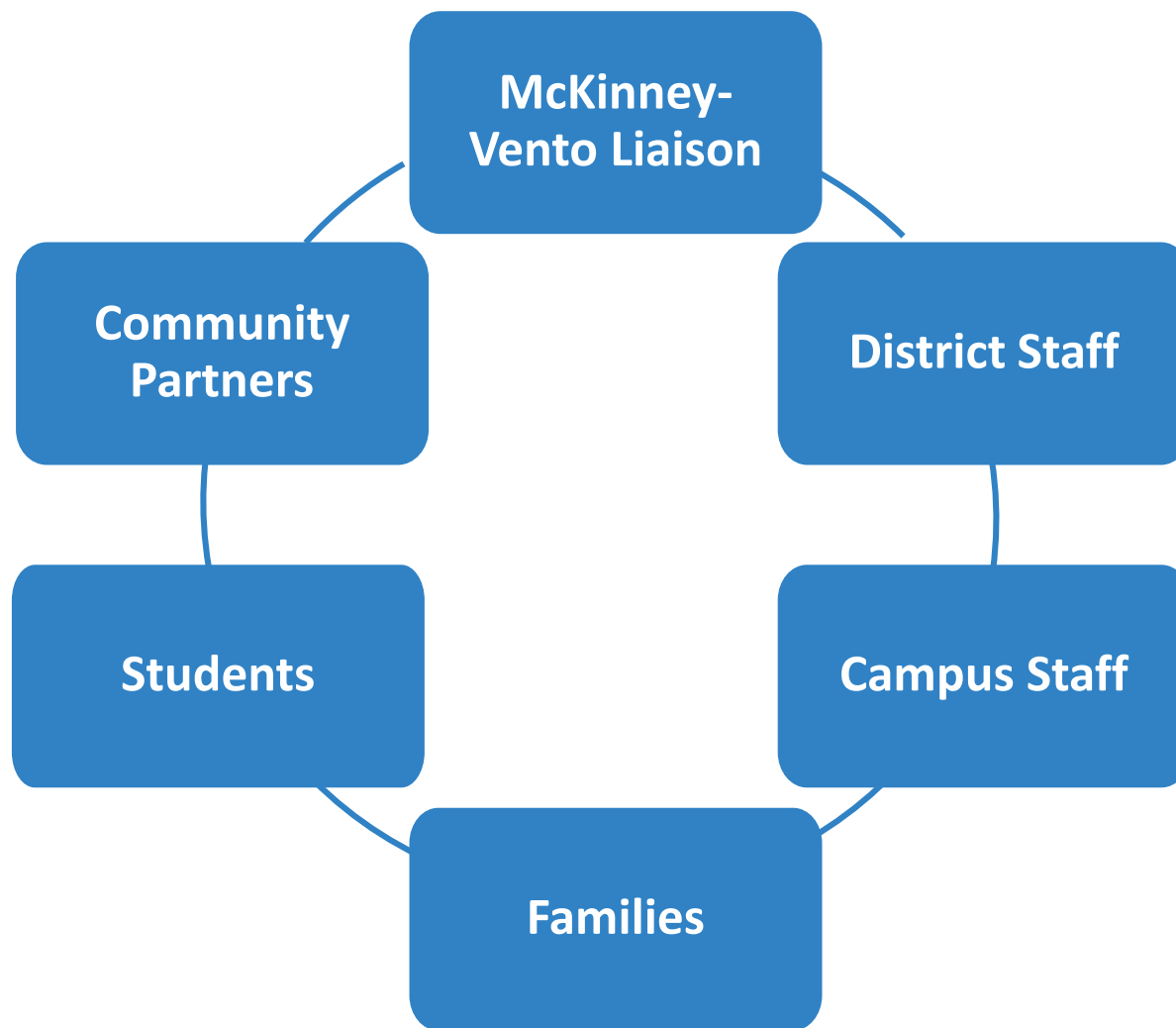
- Current resources and supports

# Needs Assessment Process

**An effective needs assessment process occurs at:**



# Who Should be a Part of the Needs Assessment Process?



# Develop a Timeline to Complete Your Needs Assessment

Include the following components to map out your timeline:

Number of collaborative meetings

Use of survey

Review results

# Needs Assessment: Evaluation

Reflect on what processes are already in place:

- Is there an LEA needs assessment?
- Does it address the needs of students experiencing homelessness?
- Title I collaboration?



# Next Steps and Consideration: Needs Assessment Process

**What do you want to accomplish?**

**Review the purpose and desired outcomes**



**Who will be part of your Need's Assessment process?**

**Determine who (e.g., staff, community partners, families, etc.) will be part of this process**



**What types of data will you collect and analyze?**

**Determine which data you will collect and what data tools will be developed**



**What are the strengths and needs of your McKinney-Vento Program?**

**Determine area of priority and summarize needs**



**What are the key findings of the Need's Assessment?**

**Assess your key findings and next steps**

# **Section 3**

## **Intake Data**

# Intake Data: Evaluate Current Services and Supports

Start by assessing what services and supplies are provided by your LEA to McKinney-Vento eligible students such as:

- School supplies
- Hygiene items
- Free school meal programs





# Sample Intake Form

Review program services

Document School of Origin

Identify all eligible students in the family

## Intake Form 2020-2021 Families in Transition Program

Student: \_\_\_\_\_ ID number: \_\_\_\_\_

I am calling to follow up on the Student Residency Questionnaire that you completed for your child/children. The purpose of my call is to ask a few questions that will assist in determining if your child/children qualify for services under the McKinney Vento Assistance Act.

When did loss of housing occur and how long at the current address:

What school did your child attend at the time?

Was this the last school attended?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If not, what was the name? <input type="checkbox"/>
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**The term "homeless children and youth"—**  
(A) means individuals who lack a fixed, regular, and adequate nighttime residence and (B) includes—

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals:

(ii) children and youths who have 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:

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings:

(iv) migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii):

Is the referred student an Unaccompanied Youth (UY), not in the physical custody of parent/guardian?

Yes

No

**Birthdate:**

Parent/Guardian/UY has requested school of origin

Yes

No

Do you have other children, affected by this housing situation, enrolled in Sample ISD?

Name: <input type="checkbox"/>	ID Number: <input type="checkbox"/>	School: <input type="checkbox"/>	Grade: Select One
Name: <input type="checkbox"/>	ID Number: <input type="checkbox"/>	School: <input type="checkbox"/>	Grade: Select One
Name: <input type="checkbox"/>	ID Number: <input type="checkbox"/>	School: <input type="checkbox"/>	Grade: Select One
Name: <input type="checkbox"/>	ID Number: <input type="checkbox"/>	School: <input type="checkbox"/>	Grade: Select One
Name: <input type="checkbox"/>	ID Number: <input type="checkbox"/>	School: <input type="checkbox"/>	Grade: Select One

Intake completed by: \_\_\_\_\_

Date: \_\_\_\_\_

Intake completed with: \_\_\_\_\_

Relation: \_\_\_\_\_

Reviewed by Homeless Liaison:

Date:

# Sample Intake Form

Document when services were coordinated

Document referrals and additional services

Document non-qualification criteria and intake notes

## Services Provided at Intake

SERVICES	DATE												
Assist w/participation in Title I Parent Programs													
Birth certificate													
Basic needs/Hygiene kit													
Community agency referral													
Consultation with McKinney-Vento staff													
Emergency clothing / referral													
Emergency food / referral													
Emergency shelter referral													
Emergency utility assistance referral													
Enrollment assistance													
Family support services (counseling and social work)													
Immunizations or immunization records													
Non-emergency housing referral													
Nutrition - School Lunch													
Parent education: Community Ed/ESL													
Parent education: Letter/Pamphlet													
Referrals: medical, dental, other													
School records													
School supplies													
Transportation (school of origin)													
Transportation (accessing services)													
Other services not listed above:													
Explain services available:	<table border="1"> <tr> <td>Food Services</td> <td>Yes</td> <td>No</td> <td>Transportation</td> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Food Services	Yes	No	Transportation	Yes	No		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Food Services	Yes	No	Transportation	Yes	No								
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>								
<p>If the student is absent or will be moving, to call the transp. office at (111) <u>111-1111</u> as soon as possible to cancel the bus for the day.</p> <p>After several days of not canceling, the student may risk losing transportation to the school of origin.</p>													
<p><b>Notes:</b></p>     													
Was Parent/Guardian/UY informed of reason for non-qualification?	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>								
Yes	No												
<input type="checkbox"/>	<input type="checkbox"/>												
Reason for non-qualification:													

# Strategies to Assess Gaps in Services and Supports Provided

## Review intake forms to assess:

- What services were already provided?
- What items were requested but not available?
- How often do families contact you for additional services and supports?

# Gaps in Services and Supports: Evaluation

After gaps in services have been identified, take a reflective look at what needs, and services are still unmet for:

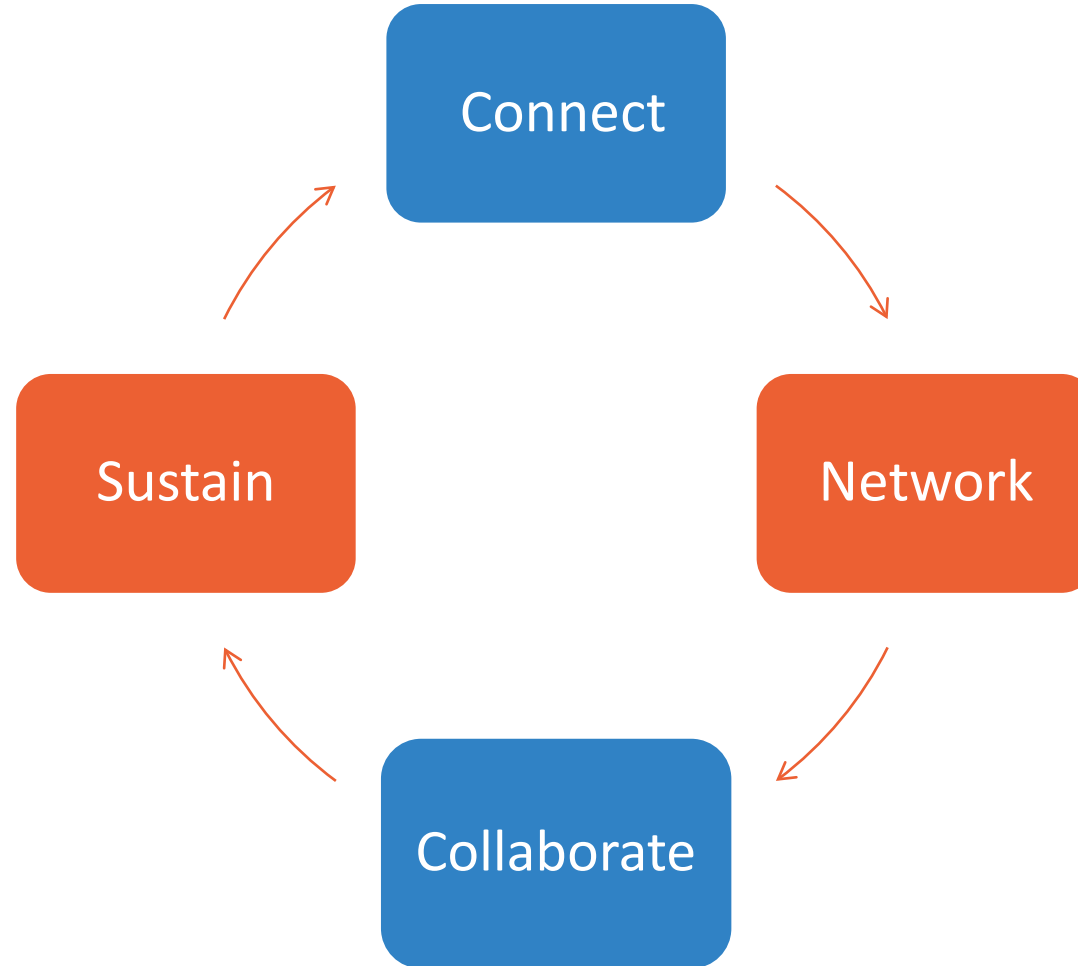
- All students
- Students eligible for “Free and Reduced Meals”
- Students experiencing homelessness



# Section 4

## Develop a Communication Plan

# Community Outreach and Communication Process



# Develop an Internal and External Communication Plan

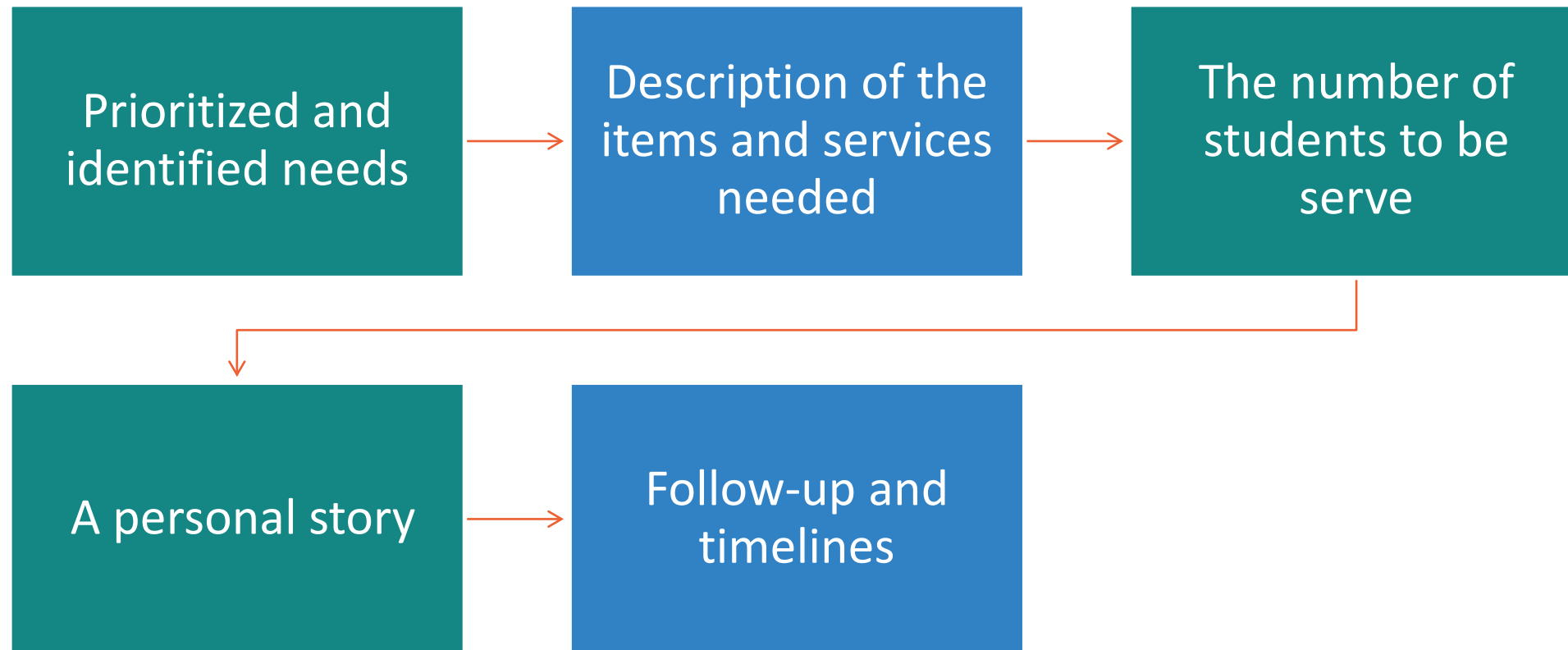
Utilize approved district and campus social media accounts

Include outreach information on your district of campus website

Hold virtual meetings with potential community partners

# Developing a Sample Proposal

Include the following components:





# Proposal Strategies

**State the prioritized and identified need:** Unaccompanied homeless youth clothing and shoes

**Describe the items and services needed:** Identified unaccompanied homeless youth need clothing and shoes to replenish lost items and to assist with in-person school attendance

**Provide number of recipients:** These gift cards can assist up to fifty unaccompanied homeless youth

**Prepare the Proposal and Statement:** ABC ISD's McKinney-Vento Homeless Education Program is seeking gift cards for our unaccompanied homeless youth to assist with purchasing new clothing and shoes

**Share a personal story:** Student "A" has expressed that new clothing and shoes would improve their social and emotional well-being, and increase their attendance

**Establish follow-up and timelines:** Ensure tracking systems are in place for donors and program recipients

# Considerations: Proposal Procurement and Distribution

In developing your proposal and communication plan make sure to include a timeline for:

Procurement

How and when will you receive the supplies or donations?

Distribution

Where and how will you distribute supplies or donations?

# Sample Proposal: Gift Cards

- Purpose of donation request
- Funding request with tiered options for donors
- Provide the number of students to be served

*District Letterhead*

ABC ISD: McKinney-Vento Homeless Education Program  
Proposal for Kohl's Gift Cards for Shoes and Clothing

<b>Title of Program:</b> ABC ISD McKinney-Vento Homeless Education Program
<b>Program Contact:</b> Jane Doe, McKinney-Vento Liaison (512-111-2222)
<b>Donation Request:</b> \$40 Kohl's Gift Cards for identified homeless unaccompanied youth students enrolled in the McKinney-Vento Homeless Education Program. We have identified and provided services to fifty homeless unaccompanied youth students for the 2020-2021 school year.
<b>Funding Request:</b> ABC ISD McKinney-Vento Homeless Education Program is seeking consideration from your organization to fund one of the tiered proposals listed below. We thank you in advance for your consideration and support of our students.
\$600 would provide fifteen \$40 Kohl's Gift Cards for identified homeless unaccompanied youth students enrolled in the McKinney-Vento Homeless Education Program.
\$1,200 would provide thirty \$40 Kohl's Gift Cards for identified homeless unaccompanied youth students enrolled in the McKinney-Vento Homeless Education Program.
\$2,000 would provide fifty \$40 Kohl's Gift Cards for identified homeless unaccompanied youth students enrolled in the McKinney-Vento Homeless Education Program.

Hotline: 1-800-446-3142 | Hotline Hours: 8:00 AM to 8:00 PM CST | [tehc.tea.texas.gov](http://tehc.tea.texas.gov)

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# Sample: Emergency Food Kit

- Provides quantity of items in the kit
- Cost of items and budgeted total cost per kit
- Documentation for services provided

District Letterhead  
ABC ISD: McKinney-Vento Homeless Education Program  
Emergency Food Kit Items

Quantity	Item	Description	Cost
1	Can of Chili with Beans	40 oz. can	3.50
1	Can of Chili without Beans	40 oz. can	3.50
2	Cans of Tuna	12 oz. can	4.00
2	Cans of Spam	12 oz. can	4.00
1	Large Jar of Peanut Butter	40 oz. jar	4.00
1	Large Jar of Grape Jelly	30 oz. jar	2.00
2	Cans of Pork and Beans	28 oz. can	3.00
1	Box of Saltine Crackers	16 oz. box	2.50
1	Can of Spaghetti	26 oz. can	1.00
1	Can of Mini Ravioli	40 oz. can	2.00
8	Cans of Vienna Sausage	5 oz. can	3.00
8	Ramen Noodles	8 packages	1.00
1	Package of Juice Boxes	10 pack	2.50
1	Can of Fruit Cocktail	30 oz. can	2.00
1	Box of Granola Bars	24 pack assorted	4.00
<b>Total Cost</b>			<b>\$42.00</b>

# Family Educational Rights and Privacy Act (FERPA) Considerations

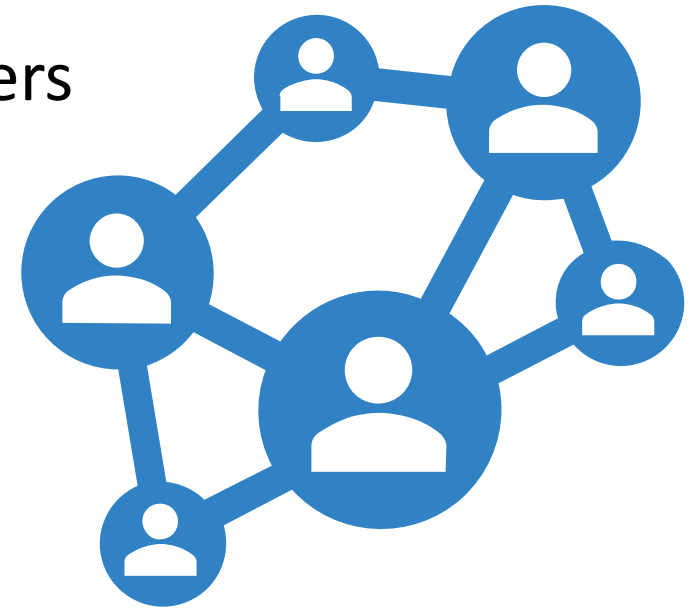
LEAs should ensure policies regarding privacy and sharing of personal information of students and families experiencing homelessness are in place and have been provided to all LEA staff.  
For more information, please visit:

[FERPA FAQ](#)

# Collaboration: Internal Partners

Some examples of LEA partners are:

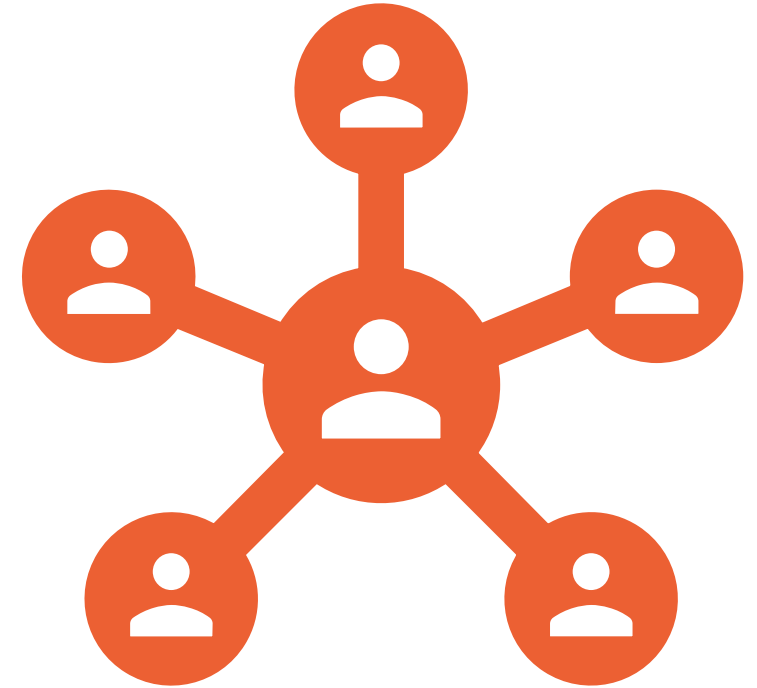
- Special population departments
- Professional school counselors and social workers
- Student led organizations
- Parent teacher organizations
- District and campus family support services



# Collaboration: External Partners

Some examples of community partners are:

- Food pantries
- Transitional housing programs
- Health and mental health service providers
- Non-profit organizations
- Faith-based organizations



# Successful Collaborations from Across the State: Internal Partners

- ❖ High school students conducted a hygiene item drive as part of their service group
- ❖ McKinney-Vento liaison implemented the Purposity app at LEA to raise awareness of additional McKinney-Vento eligible student needs
- ❖ McKinney-Vento liaison conducted a pillow and shoe drive for students staying in shelters
- ❖ McKinney-Vento liaison sent mass email request to campus staff for monetary donations to purchase memory books for their graduating seniors.
- ❖ McKinney-Vento liaison conducted a yearly “Sock it to Homelessness” program that collected socks and canned goods, district wide.



# Successful Collaborations from Across the State: External Partners

- ❖ McKinney-Vento liaison partnered with the local Chamber of Commerce to put together weekend food bags for McKinney-Vento eligible students
- ❖ McKinney-Vento liaison partnered with a local university to provide online reading classes to students in their program
- ❖ McKinney-Vento liaison coordinated a “Stuff the Bus” campaign, in collaboration with local store, which provided much needed school supplies
- ❖ A major department store provided prom dresses for McKinney-Vento students free of charge after liaison sent a letter
- ❖ McKinney-Vento liaison partnered with a community-based organization which supplied snack packs for school of origin transportation

# Section 5

## Develop Systems to Maintain Community Partnerships

# Build Strong Communication Channels

Effective collaborations and strong communication channels begin with:




# Follow-Up Communication

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Provide updates for reports to community partners



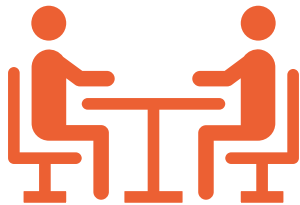
Include the number of students who benefited from the services or supports



Provide thank you cards or notes of appreciation

# Follow-Up Meetings

Set up a follow-up meeting to:



- Review the current collaborations by providing activity summary
- Discuss future collaborations
- Discuss how to expand services and supports
- Address any new identified needs

# Section 6

## TEHCY Program Resources and Updates

# TEHCY Program Webpage

**TEHCY** Texas Education for Homeless Children and Youth

Blog Search the TEHCY site

Home COVID-19 Resources Webinars Trainings Contact TEHCY Subgrantees Liaison Directory

### Determining Eligibility for McKinney-Vento Services

Provisions for the education of children and youth in homeless situations

GO!

**Basic homeless education resources:**

- [Awareness](#)
- [Definition/Who is homeless](#)
- [Data: National](#)
- [Data: Texas](#)
- [Laws](#)
- [Outreach Materials](#)
- [Training Materials](#)

**Homeless education resources to support your role:**

- [Administrator](#)
- [Counselor/Social Worker](#)
- [Early Childhood](#)
- [Foster Care Liaison](#)
- [Grandparent/Other Caregiver](#)
- [Homeless Liaison](#)
- [Local Educational Agency \(LEA\)](#)
- [Nurse](#)

**Homeless education implementation resources:**

- [Attendance/Truancy](#)
- [Counseling](#)
- [Dispute Resolution/Complaints](#)
- [Disaster Response 1 / TEA McKinney-Vento Resources](#)
- [Disaster Response 2 / Federal McKinney-Vento Resources](#)
- [Disaster Response 3 / Other Resources](#)

# TEHCY COVID-19 Resource Page

[Home](#) » Texas Education for Homeless Children and Youth COVID-19 Resource Page

## Texas Education for Homeless Children and Youth COVID-19 Resource Page

Homeless students are significantly more at risk of losing services during the COVID-19 pandemic. Below are information and resources that will help students experiencing homelessness during these uncertain times.

Contact TEA with any COVID-19 specific questions at:

- **TEA's website:** [tea.texas.gov/coronavirus](https://tea.texas.gov/coronavirus)
- **Email:** [disasterinfo@tea.texas.gov](mailto:disasterinfo@tea.texas.gov)

### TEA COVID-19 SUPPORT AND GUIDANCE

For TEHCY program specific questions or concerns, contact the TEHCY Support Center at:

- **TEHCY Hotline:** 1-800-446-3142  
*TEHCY staff are available Monday through Friday, 8:00 AM to 8:00 PM*
- **TEHCY Email:** [tehcyc@esc13.net](mailto:tehcyc@esc13.net)

Find contact information for your local Homeless Liaison at [Liaison Directory](#)

## Texas Education for Homeless Children and Youth (TEHCY) McKinney-Vento Posters

The Texas Education Agency (TEA) has released new McKinney-Vento posters. There are two versions of the poster, one to assist parents of school-age youth and a second to assist unaccompanied youth. The posters are available in both English and Spanish.

Local Education Agencies (LEAs) can download the digital files below and post this information on their LEA homeless education program webpage.



# TEHCY Program Support Center

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- 1-800-446-3142
- Monday - Friday  
8:00 AM - 8:00 PM CST
- [tehcy@esc13.net](mailto:tehcy@esc13.net)
- [tehcy.tea.texas.gov](http://tehcy.tea.texas.gov)
- [tehcy.tea.texas.gov/covid-19](http://tehcy.tea.texas.gov/covid-19)



# TEHCY Program Contacts

## **Cal Lopez**

### **Texas Education Agency**

Texas Education for Homeless Children and Youth

Program State Coordinator

512-463-9017

[cal.lopez@tea.texas.gov](mailto:cal.lopez@tea.texas.gov)

## **Mary Anne Hettenhaus**

Support Center Coordinator

512-919-5355

[mhettenhaus@esc13.net](mailto:mhettenhaus@esc13.net)

## **Janet Peña**

Administrative Support Specialist

512-919-5463

[jpena@esc13.net](mailto:jpena@esc13.net)

## **Lisette Castaneda**

Education Specialist

512-919-5360

[lcastaneda@esc13.net](mailto:lcastaneda@esc13.net)

## **Martha Gonzales**

Education Specialist

512-919-5183

[mgonzales@esc13.net](mailto:mgonzales@esc13.net)

## **Jerretta Jimmerson Davenport**

Education Specialist

512-919-5184

[jdavenport@esc13.net](mailto:jdavenport@esc13.net)

## **Jana Ramchander**

Education Specialist

512-919-5180

[jana.ramchander@esc13.net](mailto:jana.ramchander@esc13.net)

# Key Actions for Success

## Program Needs Assessment

- Identifying partners for developing program needs assessments
- Identification of student needs

## Intake Data

- Review intake forms and assess services provided
- Evaluate gaps in services and supports

## Develop a Communication Plan

- Create a communication plan for internal and external partners
- Develop a proposal for identified and prioritized needs
- Develop systems to maintain community partnerships

# Evaluation

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# Questions

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# Thank you

