

Texas Education for Homeless Children and Youth

McKinney-Vento 401
McKinney-Vento Program
Best Practices



Texas Education for
Homeless Children and Youth



Section 1

Welcome & Introductions

Presenter

Texas Education for Homeless Children and Youth Support Center



Jana Ramchander
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. McKinney-Vento Program Best Practices
 - a. Professional Development
 - b. Student Residency Questionnaire (SRQ)
 - c. Intake Form and Process
 - d. McKinney-Vento Student Coding
 - e. Monitoring of McKinney-Vento Program Data
3. TEHCY Program Resources



Learning Objectives: McKinney-Vento 401 Training



Provide Five Best Practices to Support McKinney-Vento Program Implementation



Discuss How to Implement and Evaluate Best Practices to Support McKinney-Vento Program Implementation

TEHCY Program Training Resources

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

Best Practices: Professional Development

Determining McKinney-Vento Training Components

Professional development should include these key components:

Requirements of the McKinney-Vento Homeless Assistance Act

District policies and procedures for identification and enrollment

Student residency questionnaire (SRQ) and referral process

Determining McKinney-Vento Training Components Cont.

LEA data trends, identification numbers, living situations, and special populations

Rights of students and families

Supports and resources available for students and families

Develop a Training Schedule

As a McKinney-Vento Liaison it is best practice to train LEA staff annually:

- At the beginning of the school year for new and returning staff
- During any professional development opportunity offered through your LEA
- During Summer professional development opportunities



Who should be trained?

McKinney-Vento Liaisons should provide training to:

- Administrators
- Front Office Staff
- Nurses
- Counselors, etc.

Assess current LEA and campus training opportunities to help develop and implement your McKinney-Vento annual training plan. This will help to determine other LEA and campus staff members who should participate in McKinney-Vento trainings.



Professional Development: Best Practices

Training can be provided in a variety of methods:

- Face-to-Face or Virtually
- New LEA staff trainings
- Part of your LEA online compliance training



Professional Development: Evaluation

Here are some self-reflective questions to consider:

- How many trainings were provided, number of attendees, and from what groups?
- Is there a process for LEA and campus staff to provide evaluation feedback after each training?
- How do you incorporate the evaluation feedback provided, to strengthen your McKinney-Vento trainings?
- Has identification and services for students experiencing homelessness increased?



Section 3

Best Practices:

Student Residency Questionnaire (SRQ)

Sample SRQ

Best practice to determine McKinney-Vento eligibility

Available in a digital and paper format

SRQ's completed throughout the school year

SAMPLE – STUDENT RESIDENCY QUESTIONNAIRE INFORMATION FORM

This information will help determine if the student meets eligibility requirements for services under the McKinney-Vento Act.

Student _____ Grade _____ School _____

Parent/Guardian _____ Phone _____

Last School Attended _____

Current Address _____

Previous Address _____

Number of Children Enrolled in (ABC ISD) _____

Is your current address a temporary living arrangement?

Yes or No

Is this a temporary living arrangement due to loss of housing, economic hardship, or financial difficulties?

Yes or No

Were you displaced from your home due to a Natural Disaster? (hurricane, fire, flood, tornado, etc.)

Yes or No

Type of Natural Disaster:

Hurricane: _____ (Please name)

Other: _____ (Please describe)

Please choose which of the following situations the student currently resides in (choose all that apply):

House or apartment with parent or guardian

Sharing housing with friends or family members (other than or in addition to parent/guardian)

Motels/Hotels

Shelter or other transitional housing

Unsheltered – in a car, park, substandard housing, etc.

If you are living in shared housing, please check all of the following reasons that apply:

Loss of housing

Economic hardship

Loss of employment

Parent/Guardian is currently on active duty in the U.S. Military

Other (Please explain; i.e. substandard housing) _____

Are you a student living apart from your parents or guardians? Yes No

Signature of Parent/Guardian/Unaccompanied Youth/School Representative _____ Date _____

SRQ Process

Once the SRQ has been completed, the McKinney-Vento Liaison will determine eligibility by asking the following questions:



Is this a temporary living situation?



Was it due to a recent loss of housing?



What is the families current living situation?



Is the student both homeless and an unaccompanied youth?

Best Practices to Ensure SRQ Accessibility to Families and Staff

LEAs should have a process where:

- SRQs are included in all LEA online or paper enrollment packets
- SRQs are provided to parents, guardians, and unaccompanied youth when a loss of housing has occurred throughout the school year
- SRQs are provided in Spanish or other languages based on LEA demographics

Student Residency Questionnaire: Best Practices

These are some examples of SRQ best practices:

- Incorporate SRQ with LEA and campus online enrollment process
- Create processes and procedures to review SRQs
- Develop a referral process to assist with identification of students experiencing homelessness throughout the school year
- Communicate referral process to all LEA staff



Student Residency Questionnaire: Evaluation

Here are some self-reflective questions to consider:

- Are SRQs easily accessible in both digital and paper format as part of the enrollment process?
- How are SRQs provided when a new loss of housing occurs?
- Is there a district or campus process to provide SRQs to the McKinney-Vento Liaison?



Section 4

Best Practices: Intake Form and Process

What is an Intake form?

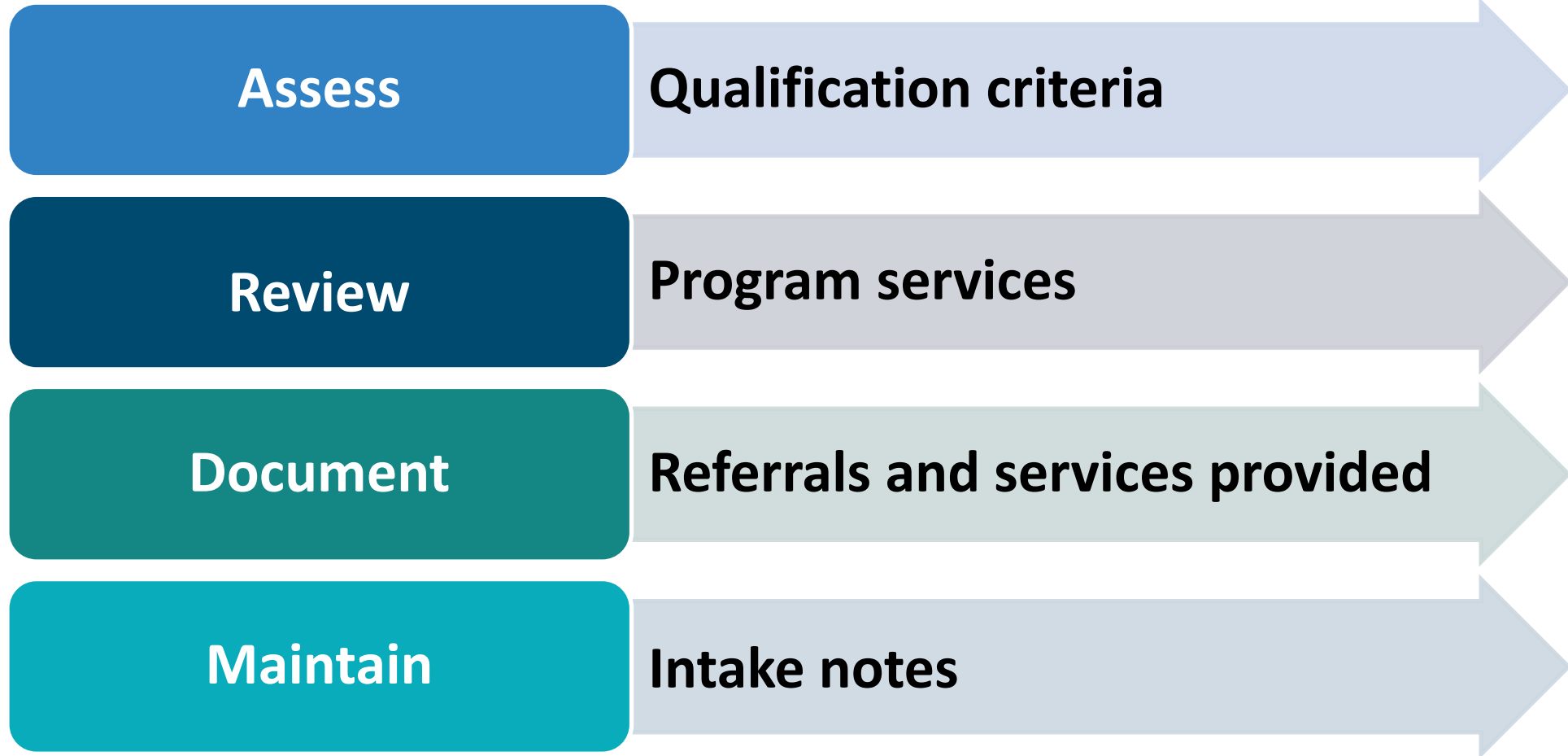
An Intake form is an identification strategy to compliment the SRQ:

Clarifies responses
on the SRQ to
determine eligibility

Documents School
of Origin

Identifies all eligible
students in the
family

The Purpose of the Intake Form is to:



Sample Intake Form

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"/>
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: <input type="checkbox"/> <input type="checkbox"/>		(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: <input type="checkbox"/> <input type="checkbox"/>	
(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings: <input type="checkbox"/> <input type="checkbox"/>		(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): <input type="checkbox"/> <input type="checkbox"/>	
Is the referred student an Unaccompanied Youth (UY), not in the physical custody of parent/guardian?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Birthdate: Parent/Guardian/UY has requested school of origin		Yes <input type="checkbox"/>	No <input type="checkbox"/>

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

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

Intake completed by:	Date:
Intake completed with:	Relation:
Reviewed by Homeless Liaison: <input type="text"/>	Date: <input type="text"/>

Sample Intake Form

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" style="display: inline-table; margin-left: 20px;"> <tr> <td style="text-align: center;">Food Services</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="text-align: center;">Transportation</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><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"/>								
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. After several days of not canceling, the student may risk losing transportation to the school of origin.													
Notes: 													
Was Parent/Guardian/UY informed of reason for non-qualification?	<table border="1" style="display: inline-table;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><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:													

Intake Form: Best Practices

Here are some best practices to support identification and enrollment:

- Designate a McKinney-Vento “point of contact” at each campus
- Review LEA, campus, and community services and supports
- Inform families and unaccompanied homeless youth of eligibility or non-qualification during the intake process



Intake Form: Evaluation

Here are some self-reflective questions to consider:

- Is there a standard LEA and campus intake process?
- Is there a system to document and ensures services and supports were provided?
- Are program services and supports monitored and adjusted to meet the unique needs of identified homeless students throughout the school year?
- Is there a system to track services, resources, and referrals provided during the intake process?



Section 5

Best Practices: McKinney-Vento Student Coding

McKinney-Vento TSDS PEIMS Coding

Students' eligibility for McKinney-Vento services should be assessed annually



McKinney-Vento coding does not carry over from year-to-year



Identification and coding is for the current 2020-2021 school year



Ensure all McKinney-Vento eligible students are coded at the time of identification

Notification of McKinney-Vento Student Eligibility

McKinney-Vento Liaisons should implement processes and procedures to ensure all identified McKinney-Vento students have been coded for all appropriate services in a timely manner by:

- Providing Registrars or other designated contacts an email notification with the appropriate “homeless status” and “At-Risk” indicator code in TSDS PEIMS
- Inform designated Food Services contacts to code all eligible students for “free meal” status
- Provide designated LEA and campus contacts a list of McKinney-Vento eligible students on a regular basis

Review Accuracy of McKinney-Vento Coding

- Develop, review, and monitor program reports to ensure accurate and timely coding of:
 - Student eligibility criteria
 - Date of qualification
 - At-Risk status
 - Unaccompanied Youth status (If applicable)
- Review McKinney-Vento program reports to monitor student enrollment, coding, and services on a regular basis
- Develop processes and procedures to address and correct any coding errors throughout the school year

Monitor Student Data

Ensure all McKinney-Vento eligible students are being coded and receiving appropriate services

Develop a process for McKinney-Vento Liaisons, campus, and LEA staff to communicate any new contact or address updates

Provide student enrollment reports to designated LEA or campus contacts regularly

McKinney-Vento Student Coding: Best Practices

- Track and monitor data on a regular basis
- Communicate student data with LEA and campus contacts to ensure that students receive all support services available
- Create program reports to monitor:
 - Eligibility
 - Enrollment status
 - Student contact information
 - Services and resources provided

McKinney-Vento Student Coding: Evaluation

Here are some self-reflective questions to consider:

- Are there LEA and campus systems and procedures for coding McKinney-Vento students in a timely manner?
- Are there systems in place to ensure McKinney-Vento students are coded correctly in your TSDS PEIMS system?
- Do you provide a list of identified McKinney-Vento students to each designated campus or LEA contact?



Section 6

Best Practices: Monitoring of McKinney-Vento Program Data

Why Monitor McKinney-Vento Student Data?

Data helps monitor trends and guides interventions to support academic success.

Data provides the foundation for communication, progress monitoring, engagement, and interventions necessary to support McKinney-Vento students

Data



Data trends may indicate variance in academic knowledge and reasons for deficits

Trends



Data assists LEA and campus staff to determine what academic interventions, supports, and progress monitoring strategies will be needed to support McKinney-Vento students

Interventions



Attendance

Attendance is a key factor for academic growth of McKinney-Vento students.

- Monitor student daily attendance for in-person, hybrid, or fully remote instruction
- Review student attendance and level of engagement to identify any gaps
- Identify what factors may have contributed to a student's absences such as transportation, health issues, history of truancy, etc.



Grades

It is important to implement academic interventions and supports to ensure on-time promotion and graduation.

- Track grades with emphasis on low or failing grades
- Monitor course credit completion as well as credits earned versus credits attempted
- Monitor assessment progress and scores
- Collaborate with designed campus and LEAs contacts to develop academic and supports for McKinney-Vento students



Identification and Collaboration: Other Special Student Program



Do you collaborate with other Special Student Programs such as:



Special Education



Gifted and Talented



English Learner

Monitoring McKinney-Vento Program Data: Best Practices

LEAs in collaboration with their McKinney-Vento Liaison should develop systems to:

- Track student attendance, grades, course credits, and assessment scores
- Identify students who are not on track for on-time promotion or graduation
- Provide academic progress reports to designated LEA and campus contacts
- Collaborate with various LEA and campus programs to provide support, resources, and tools that address the unique needs of McKinney-Vento eligible students.

Monitoring McKinney-Vento Program Data: Evaluation

Here are some self-reflective questions:

- Do you have a process to monitor attendance, grades, course credits, and assessment scores?
- Does this occur every grading period or semester?
- Do you use academic data to assist with monitoring academic interventions and progress?



Section 7

TEHCY Program Resources

McKinney-Vento Posters

For more information on McKinney-Vento Posters visit the [Texas Education for Homeless Children & Youth Poster for Parents](#) and [Poster for School-Age Youth](#)



Information for Parents of School-Age Youth



If your family lives in any of the following situations:

-  A Homeless Shelter
-  Doubled-up with other people
-  Car, park, empty building, bus or train station
-  Motel or campground

Your eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school, or continue attending their school of origin if that is your preference.
- Receive transportation to and from the school of origin, if requested.
- Receive educational services comparable to those provided to other students, according to your children's needs.

IF YOU BELIEVE... your children may be eligible, contact the local liaison listed below to find out what services and supports may be available. There also may be supports available for your preschool-age children.

IF THE SCHOOL DISTRICT BELIEVES... that the school you selected is not in the best interest of your children, the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.

Local Liaison:

TEA Texas Education Agency
Texas Education for Homeless Children and Youth Support Center
1 800 446 3142 | tehcy.tea.texas.gov

Information for School-Age Youth



If you live in any of the following situations:

-  A Homeless Shelter
-  Doubled-up with other people
-  Car, park, empty building, bus or train station
-  Motel or campground

Eligible students have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school, or continue attending their school of origin if that is your preference.
- Receive transportation to and from the school of origin, if requested.
- Receive educational services comparable to those provided to other students, according to the student's needs.

IF YOU BELIEVE... you may be eligible, contact the local liaison listed below to find out what services and supports may be available.

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Local Liaison:

TEA Texas Education Agency
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1 800 446 3142 | tehcy.tea.texas.gov

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
- **Email:** 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

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

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



TEHCY Program Contacts

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Key Actions for Success

Best Practices: Professional Development

- Provide annual McKinney-Vento trainings
- Discuss McKinney-Vento requirements and rights of students and families

Best Practices: SRQ and Intake Form

- Designate a McKinney-Vento contact at each campus
- Utilize an SRQ and Intake Form to support McKinney-Vento identification

Best Practices: McKinney-Vento Program Data

- Ensure all McKinney-Vento eligible students are coded and receiving services
- Develop systems to monitor attendance, grades, course credits, and assessments

Evaluation



Questions



Thank you for your participation!

