
PLANNING GUIDE FOR LOCAL EDUCATIONAL AGENCY (LEA) SERVICES TO CHILDREN AND YOUTH IN HOMELESS AND HIGHLY MOBILE SITUATIONS

General Information

The information presented in this planning guide is intended to serve as a guide for Local Educational Agencies (LEAs) in formulating a plan to serve children and youth who are in homeless and highly mobile situations. Services to homeless children are required by LEAs in the No Child Left Behind Act, and are primarily found under the requirements of the McKinney-Vento Homeless Education Assistance Act of 2001 (Title X, Part C No Child Left Behind Act) and under Title I. The minimal requirements for services to homeless children and youth from both of these sections of the law are included in this guide. LEAs may expand the services outlined here or they may develop their own plan to use in place of these guidelines, as long as none of the outlined required services to children and youth experiencing homelessness are overlooked.

For assistance with any of the provisions of the McKinney-Vento Act, definitions contained herein, or with specific implementation strategies, please contact your state coordinator for homeless education. Also consult your state's homeless education for additional assistance. The following websites might also be helpful:

<http://www.naehcy.org> (National Association for the Education of Homeless Children and Youth)
<http://serve.org/nche/> (National Center for Homeless Education)
<http://www.utdanacenter.org/theo> (Texas Homeless Education Office or THEO)

Children and youth in many different living situations are considered homeless under Federal law. Homelessness is a lack of permanent housing resulting from extreme poverty or from the lack of a safe and stable living arrangement. Children and youth in homeless situations often do not fit society's stereotypical images of homelessness. Therefore, educators may not realize the breadth of students who are considered homeless under the McKinney-Vento Act and, as such, qualify for its protections and services. The McKinney-Vento Act contains a specific definition of homelessness that includes a broad array of inadequate living situations.

Definition of Homelessness (McKinney-Vento Act Sec. 725(2); 42 U.S.C. 11435(2))

The term "homeless children and youths"

(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; are abandoned in hospitals; or are awaiting foster care placement;
- (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; and
 - (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).

Educational Stability

Federal law requires districts to provide educational stability for homeless students. Changing schools greatly impedes students' academic and social growth. Highly mobile students, including students who are homeless, have also been found to have lower test scores and overall academic performance than peers who do not change schools. The educational stability resulting from implementation of these provisions will enhance students' academic and social growth, while permitting schools to benefit from the increased test scores and achievement shown to result from student continuity.

Title I of the Elementary and Secondary Education Act (ESEA) targets those students most at risk of failing in school. Children and youth in homeless situations benefit from participation in Title I services and programs. However, additional Title I funds may be needed to address specific needs of children who are homeless or highly mobile. For example, an excellent reading program implemented in a Schoolwide school or Targeted Assistance school will not be effective for children and youth who need additional help to participate fully in the program. An appropriate use of Title I funds would be for any educational support that increases their opportunity for success in the program.

Title I, Part A, Set-Asides

Set-aside funds should support children and youth experiencing homelessness in non-Title I schools and those in participating schools who need additional support outside of school, including students living in shelters, motels, transitional living programs, and other locations. Title IA funds may be used for more than just services at non-Title IA funded schools. Title IA could be the means by which a district funds a portion of the required LEA Homeless Liaison position as long as the liaison is performing other Title I duties. The Liaison provides outreach to non-enrolled students, training to district staff, after-school programs, and other Title I allowable activities, as well as services to non-Title I schools. Title IA can be used to send the liaison to trainings, for tutors, after-school programs, summer school, and other similar instructional programs. There is no need to restrict the use of Title IA set-asides to non-Title IA schools.

The amount of funds to be set aside by an LEA, and the procedure used to calculate this amount, may be determined by the LEA. It is important for each LEA to set aside some funds for services to homeless students, even if none have been currently identified, in order to be able to provide these services to eligible students when they do present in the LEA and to avoid the delays of having to submit an amendment to the LEA's Title I application. Guidelines to help LEAs determine the amount of funds to reserve for services to homeless children and youths under Title, Part A may be found under Item #24.

A complete review of the Homeless Education Plan, students’ needs, and the estimated number of homeless students in the district will provide guidance for the LEA’s final determination of the Title I, Part A, set-aside amount.

The following provisions constitute the basic elements required in an LEA’s plan for serving homeless children and youth as set out in the McKinney-Vento Homeless Education Assistance Act and recipients of Title I, Part A funding. Items appearing in bold italics are identified in the law as duties of the LEA homeless liaison. Indicate by marking an “x” in the “Yes” or “No” box whether or not the LEA has fulfilled this requirement.

*Provision met
by LEA*

Title I or McKinney – Vento Act Provision

Title I of the Elementary and Secondary Education Act, Sec. 1115(b)(2)(E); 20 U.S.C. 6315(b)(2)(E):

Item #1—Eligibility of Homeless Students for Title I Services

- Yes No 1. A child or youth who is homeless and is attending any school in the LEA is automatically eligible for Title I services, regardless of their current academic performance.

Required elements are self-explanatory.

McKinney-Vento Homeless Education Assistance Act, Sec. 722(g); 42 U.S.C. 11432(g):

◆ POLICIES AND PROCEDURES

Item #2—Success for homeless students

- Yes No 2. LEAs must develop, review, and revise their policies to remove barriers to the enrollment and retention of children and youth in homeless situations. Students must enroll in, and have full and equal opportunity to succeed in, the schools of the LEA.

The intent of the McKinney-Vento Act is to ensure that students in homeless situations are or will be given the opportunity to meet the same challenging state academic achievement standards all students are expected to meet. It is the policy of Congress that students in homeless situations should have access to the education and other services they need to ensure that they have an opportunity to meet the same challenging state student academic achievement standards to which all students are held.

Additional information may be obtained on the THEO website from the following Fact Sheets:

- What Administrators Should Know (<http://www.utdanacenter.org/theo/pdf/Files/Administrators.pdf>);
- School Enrollment (<http://www.utdanacenter.org/theo/pdf/Files/Enrollment.pdf>); and
- Summary Provisions of Federal and State Law (http://www.utdanacenter.org/theo/pdf/Files/LegalCitations_RevNov02.pdf).

Item #3—Policies and Practices against Segregation and Stigmatization

- Yes No
3. LEAs must adopt policies and practices to ensure that homeless children and youth are not segregated or stigmatized on the basis of their status as homeless. Schools must not provide services in settings within a school that segregate homeless children and youth from other children and youth, except as is necessary for short periods of time for health and safety emergencies or to provide temporary, special, and supplementary services.

Homelessness alone is not sufficient reason to separate students from the mainstream school environment. All states receive McKinney-Vento Act assistance and thus are prohibited from segregating homeless students in separate schools, separate programs within schools, or separate settings within schools. There is an exception for three counties in California and one in Arizona.

◆ NOTIFICATION OF STUDENTS' EDUCATIONAL RIGHTS

Item #4—Dissemination of Educational Rights

- Yes No
4. *The LEA liaison shall ensure that public notice of the educational rights of students in homeless situations is disseminated where children and youth receive services under the Act.*

Public notice of the educational rights of students in homeless situations is disseminated where children and youth receive services under the McKinney-Vento Act (such as schools, family shelters, soup kitchens, employment offices, and welfare assistance programs).

Posters in English and Spanish on the educational rights of students in homeless situations for parents and unaccompanied youth may be downloaded from the NCHE website at <http://www.serve.org/nche/products.php>.

◆ **LEA HOMELESS LIAISON**

Item #5—Designation of the Homeless Liaison

- Yes No 5. LEAs must designate an appropriate staff person as a local educational agency liaison for students in homeless situations. This person may also be a coordinator for other federal programs.

The McKinney-Vento Homeless Education Assistance Improvements Act of 2001, as amended by NCLB, requires all LEAs to designate an appropriate staff person to serve as a liaison for students in homeless situations. This person may also be the coordinator for other federal programs.

Liaisons are LEA staff responsible for ensuring the identification, school enrollment, attendance, and opportunities for academic success of students in homeless situations. Some of these activities may be accomplished by the liaison himself or herself, while others are accomplished by coordinating the efforts of other staff. National evaluations have found that liaisons are a common denominator for successful district efforts to address homelessness. Therefore, the law now requires every LEA to appoint a liaison for students who are homeless and specifies their legal responsibilities. By linking students and their families to school and community services, liaisons play a critical role in stabilizing students and promoting academic achievement at the individual, school, and district level.

Item #5a—Identification of the Liaison

- Yes No a. LEA staff position that has been designated as the liaison for students in homeless situations (only one position may be identified):

The McKinney-Vento Act does not specify the qualifications needed by the person assigned as the LEA's homeless liaison. Persons best suited for this assignment are those who have ongoing, regular contact with students in homeless situations and who have a desire to fulfill this function for the LEA. School counselors, school social workers, parental involvement liaisons, and other staff not necessarily involved in the LEA's Central Office may prove to be a good choice.

Item #5b—Registration of the Liaison

- Yes No b. LEA is strongly encouraged to supply the contact information for the homeless liaison on the state's liaison database.

Most states maintain a list of homeless liaisons designated by the LEAs in their state. Local liaisons should check with their state coordinator for more information.

Fact sheets are available on:

- Local Educational Agency Liaisons
(<http://www.utdanacenter.org/theo/pdffiles/LEAs.pdf>); and
- LEA administrator responsibilities
(<http://www.utdanacenter.org/theo/pdffiles/Administrators.pdf>).

Item #6—Notification of Homeless Liaison

- Yes No 6. LEAs must inform school personnel, service providers, and advocates who work with families in homeless situations of the duties of the LEA homeless liaison.

Partial listings of the advocacy organizations and service providers working in your state may be found on the NCHE website at:

http://www.serve.org/nche/states/state_resources.php

Item #7—Identifying Homeless Students

- Yes No 7. *The LEA liaison shall ensure that children and youth in homeless situations are identified by school personnel and through coordination activities with other entities and agencies.*

Children and youth in homeless situations are difficult to identify for many reasons and often go unnoticed by school personnel. Students and parents may try to hide their situation because they are embarrassed by their homelessness. In addition, the fear of having children taken away often prevents families from informing school officials of their living circumstances. Unaccompanied youth may not report their homeless status for fear of being returned to unsafe family environments. Children and youth who are not enrolled in school and who are not living in shelters are even more invisible to schools and their communities. School personnel often do not understand the nature of homelessness, the poverty that causes it, or the breadth of the federal definition of homelessness. Yet students must be identified as homeless if they are to receive the full protections of the McKinney-Vento Act, including the help they need to enroll, attend, and succeed in school. The law, therefore, requires all school districts, ensured by the LEA homeless liaison and in coordination with school personnel and other agencies, to identify students in homeless situations. Identifying students in homeless situations is also an important way to create greater awareness of homelessness in the school district and community.

Additional information may be obtained from the fact sheets on:

- the definition of homelessness
(<http://www.utdanacenter.org/theo/pdffiles/WhoIsHomeless.pdf>);
- identifying homeless students
(<http://www.utdanacenter.org/theo/pdffiles/IdentifyingStudents.pdf>); and
- tools for implementing identification strategies, such as the sample Student Residency Questionnaires
(http://www.utdanacenter.org/theo/pdffiles/StuResidencyQues_RevDec02.pdf).

◆ **ENROLLMENT RELATED ISSUES**

Item #8—Immediate Enrollment of Students

- Yes No 8. LEAs must immediately enroll students in homeless situations, even if they do not have required documents, such as school records, medical records, proof of residency, or other documents. The term “enroll” is defined as attending classes and participating fully in school activities.

Children and youth experiencing homelessness often do not have the documents ordinarily required for school enrollment. However, school may be the only opportunity for children and youth to benefit from a stable environment, uninterrupted adult attention, peer relations, academic stimulation, and reliable meals. Immediately enrolling students in homeless situations in school provides stability and avoids separating children from school for days or weeks while documents are located.

Additional information may be found in the fact sheet on school enrollment (<http://www.utdanacenter.org/theo/pdf/Enrollment.pdf>).

Item #9—School Selection

- Yes No 9. LEAs must enroll a homeless child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend, or in their school of origin.

Students may choose to enroll in any public school that students living in the same attendance area are eligible to attend, or in their school of origin. LEAs will enroll the child to be served in the attendance area school or continue the child’s enrollment in the school of origin based upon what is in the best interest of the child.

Additional information is available on fact sheets dealing with:

- School Selection (<http://www.utdanacenter.org/theo/pdf/SchoolSelection.pdf>)

Item #10—School of Origin

- Yes No 10. LEAs must keep homeless students in their schools of origin, to the extent feasible, unless it is against the parent or guardian’s wishes. Students are permitted to remain in their schools of origin for the duration of their homelessness or until the end of any academic year in which they move into permanent housing. “School of Origin” is defined as the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

Changing schools greatly impedes students' academic and social growth. A "rule of thumb" is that it takes a child four to six months to recover academically after changing schools. Highly mobile students have also been found to have lower test scores and overall academic performance than peers who do not change schools. Therefore, the law requires LEAs to do what is in the best interest of the child, including keeping a child in the schools of origin, to the extent feasible, unless it is against the parent's or guardian's wishes. In the case of an unaccompanied youth, the LEA liaison assists with the placement and enrollment of the youth, and must take the youth's wishes into account.

Additional information is available on fact sheets dealing with:

- School Selection (<http://www.utdanacenter.org/theo/pdf/SchoolSelection.pdf>);

Item #11—Transportation

Yes No

11. LEAs must provide transportation to the school of origin, at the request of the parent or guardian, or, in the case of an unaccompanied youth, at the request of the district's homeless liaison. *(Title I funds may NOT be used for this purpose.) The LEA liaison shall ensure that parents and guardians and unaccompanied youth are fully informed of all transportation services, including to the school of origin, and are assisted in accessing transportation services.*

LEAs must provide students experiencing homelessness with transportation to and from their school of origin, at a parent or guardian's request. For unaccompanied youth, LEAs must provide transportation to and from the school of origin at the LEA homeless liaison's request. "School of origin" is defined as the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled. If the student's temporary residence and the school of origin are in the same LEA, that LEA must provide or arrange transportation. If the student is living outside the school of origin's LEA, the LEA where the student is living and the school of origin's LEA must determine how to divide the responsibility and cost of providing transportation, or they must share the responsibility and cost equally. In addition to providing transportation to the school of origin, LEAs must provide students in homeless situations with transportation services comparable to those provided to other students.

Even though this is a required part of the Homeless Education Plan in order to comply with the McKinney-Vento Act, Title IA **funds may not be used to support the transportation of homeless students to and from their school of origin. However, it is allowable for LEAs to use Title IA funds to cover the costs of supplemental transportation**, such as to tutoring or after-school programs.

Additional information is available on fact sheets dealing with:

- Transportation (http://www.utdanacenter.org/theo/pdf/Transportation_RevDec02.pdf)
- School Selection (<http://www.utdanacenter.org/theo/pdf/SchoolSelection.pdf>)

Item #12—Enrollment of Unaccompanied Youth and Notice of Appeal

Yes No

12. ***Liaisons must help unaccompanied youth choose and enroll in a school, after considering the youths' wishes, and provide youth with notice of their right to appeal an enrollment decision that is not their choice. Liaisons must ensure that unaccompanied youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment or placement.***

Unaccompanied youth have the right to:

- Remain in their school of origin (to the extent feasible) or attend any public school that students living in the same attendance area are eligible to attend;
- Receive notice of their right to appeal an enrollment decision that is not their choice;
- Attend classes and participate fully in school activities immediately, even if they do not have a parent or guardian to enroll them or have required documents, such as school records, medical records, proof of residency, or other documents;
- Be free from segregation, isolation, and stigmatization;
- Have comparable access to school meals, English language services, vocational and technical education, gifted and talented services, special education, and Title I services; and
- Have disputes resolved promptly and attend the school they choose while disputes are pending.

School personnel must be made aware of the specific needs of runaway and homeless youth.

The definition of “unaccompanied youth” may be found in the fact sheet at http://www.utdanacenter.org/theo/pdf/UnaccompaniedYouth_RevSep02.pdf.

Item #13—Enrollment of Students Pending Resolution of Disputes

Yes No

13. If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The child, youth, parent, or guardian shall be referred to the LEA liaison, ***who shall carry out the dispute resolution process as expeditiously as possible in accordance with the Enrollment Disputes section of the McKinney-Vento Act after receiving notice of the dispute.***

Every LEA must establish procedures to promptly resolve disputes regarding the educational placement of homeless students. Whenever a dispute arises, the student must be immediately admitted to the school of choice while the dispute is being resolved. A written explanation of the school’s decision must be provided if a parent, guardian, or unaccompanied youth disputes a school placement or enrollment decision, even if the decision is to allow the child to remain in the school where the dispute arose. When disputes cannot be resolved by the liaison and the LEA, the state coordinator should be contacted so that additional resources can be made available to resolve the dispute.

The Dispute Resolution fact sheet is available at
<http://www.utdanacenter.org/theo/pdffiles/DisputeResolution.pdf>.

Item #14—Written Explanation of the Denial of School Selection

- Yes No 14. A school must provide a written explanation of its decision and the right to appeal if a student is sent to a school other than that requested by a parent or guardian, or, in the case of an unaccompanied youth, at the request of the district’s homeless liaison. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

Required elements are self-explanatory.

Item #15—Obtaining School Records

- Yes No 15. Enrolling schools must obtain school records from the previous school. Students must be enrolled in school while records are obtained.

LEAs must immediately enroll students in homeless situations, even if they do not have required documents, such as school records, medical records, proof of residency, or other documents. The term “enroll” is defined as attending classes and participating fully in school activities. Most states have a “grace period” from the time a child enrolls in a public school for the document establishing the child’s identity, school records from the school the child most recently attended, and the required immunization record to be supplied to the school district. Federal guidelines also require districts to transfer records to schools in other states when requested.

Additional information may be found in the fact sheet on school enrollment at
<http://www.utdanacenter.org/theo/pdffiles/Enrollment.pdf>.

Item #16—Maintenance of Records

- Yes No 16. Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained so that the records are available, in a timely fashion, when a child or youth enters a new school or school district; and in a manner consistent with section 444 of the General Education Provisions Act (20 U.S.C. 1232g).

Required elements are self-explanatory.

Item #17—Immunizations and Immunization Records

- Yes No 17. If the child or youth needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the parent or guardian of the child or youth to the LEA liaison, *who shall assist in obtaining immunizations or immunization or medical records*. Students must be enrolled in school in the interim.

Required elements are self-explanatory. Most states offer students a “grace period” from the time a child enrolls in a public school for the record of required immunizations to be supplied to the school district.

◆ COORDINATION REQUIREMENTS

Item #18—Coordination of Services

- Yes No 18. The LEA shall coordinate the provision of services with local social services agencies and other agencies or programs providing services to homeless children and youths and their families, including services and programs funded under the Runaway and Homeless Youth Act (42 U.S.C. 12705) to minimize educational disruption for children and youths who become homeless. This coordination shall be designed to ensure that homeless children and youths have access and reasonable proximity to available education and related support services (such as referrals to health, mental health, dental, and other appropriate services), and to raise awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness.

Agencies providing services to children, youth, and families in homeless situations may be identified through a variety of resources. Many of the communities have local homeless coalitions that coordinate services to the homeless and have listings of services available in the community for specific needs. The state homeless coalition often has listings of service providers throughout the state. Workforce Commission offices, and employment centers may also have information on community resources and referrals for persons experiencing homelessness. There are also a number of LEAs receiving McKinney-Vento subgrants who have liaisons who are familiar with State and service organizations serving the homeless in their community. Check your state’s homeless education website for additional resources.

Item #19—Coordination with Housing Agencies

- Yes No 19. If applicable, each LEA shall coordinate with State and local housing agencies responsible for developing the comprehensive housing affordability strategy described in section 105 of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12705) to minimize educational disruption for children and youths who become homeless.

Required elements are self-explanatory.

Item #20—Collaboration with State Homeless Education Coordinator and School Personnel

- Yes No 20. *Liaisons must collaborate and coordinate with State Coordinators for the Education of Homeless Children and Youth and community and school personnel responsible for the provision of education and related services to children and youth in homeless situations.*

Every state has an office for managing the statewide educational activities pertaining to children and youth experiencing homelessness; this office generally provides ongoing training, technical assistance, and complaint resolution services to all of the school districts in the state. The office usually assists with staff development and in-service training for districts upon request. Through its partnerships with state-level homeless organization and other homeless service providers, the state office can also usually help LEAs identify the resources for the homeless in their own communities and assist in community outreach related to homeless education services.

◆ **COMPARABLE SERVICES**

Item #21—Comparable Services

- Yes No 21. Each homeless child or youth to be assisted shall be provided services comparable to services offered to other students in the school selected, including transportation services, educational services for which the child or youth meet the eligibility criteria (Title I, Head Start, Even Start, pre-school, educational programs for children with disabilities or for students with limited English proficiency), programs in vocational and technical education, programs for gifted and talented students, and school nutrition programs.

Required elements are self-explanatory.

◆ **PARENTAL/GUARDIAN INVOLVEMENT**

Item #22—Educational and Related Opportunities

Yes No

22. *The LEA liaison must inform parents or guardians of educational and related opportunities available to their children and provide them with meaningful opportunities to participate in the education of their children.*

Notification of the educational rights and opportunities may be done in part through the posting of notices as described in Item #4. LEA liaisons may also use home visits and shelter visits in order to encourage family participation in educational activities and programs. LEA campuses may also consider such strategies as holding additional parent and teacher association meetings on-site at the shelters where transportation may be a factor in limiting parental involvement. School principals could also meet with parents at the shelter locations. The LEA liaison may coordinate services with other parental involvement program activities.

◆ **TITLE I, PART A, SET-ASIDES**

Item #23—LEA Homeless Education Plan Elements Paid for with Reserved Funds

Title I of the Elementary and Secondary Education Act, Sec. 1112(b)(1)(O):

The plan shall include a description of the services the local educational agency will provide homeless children, **including the services provided with funds reserved under Title I, Part A Sec. 1113.**

23. *The following items described in the Homeless Education Plan above will be paid for with funds reserved under Title I, Part A:*

- | | | | |
|----------------------------------|---|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Item #1 | <input type="checkbox"/> Item #7 | <input type="checkbox"/> Item #12 | <input type="checkbox"/> Item #18 |
| <input type="checkbox"/> Item #2 | <input type="checkbox"/> Item #8 | <input type="checkbox"/> Item #13 | <input type="checkbox"/> Item #19 |
| <input type="checkbox"/> Item #3 | <input type="checkbox"/> Item #9 | <input type="checkbox"/> Item #14 | <input type="checkbox"/> Item #20 |
| <input type="checkbox"/> Item #4 | <input type="checkbox"/> Item #10 | <input type="checkbox"/> Item #15 | <input type="checkbox"/> Item #21 |
| <input type="checkbox"/> Item #5 | Item #11 | <input type="checkbox"/> Item #16 | <input type="checkbox"/> Item #22 |
| <input type="checkbox"/> Item #6 | <i>Not applicable;
see instructions</i> | <input type="checkbox"/> Item #17 | |

Once the LEA Homeless Education Plan has been completed, those items that will be paid for through the use of Title I, Part A, Set-Aside funds must be identified. Item #11 (Transportation) is blocked out on this list—even though it is a required part of the Homeless Education Plan in order to comply with the McKinney-Vento Act, Title I, Part A **funds may not be used to support the transportation of homeless students to and from their school of origin. However, it is allowable for LEAs to use Title IA funds to cover the costs of supplemental transportation, such as to tutoring or after-school programs.**

Indicate by marking an “x” in the box next to each of the items if that portion of the LEA Homeless Education Plan will be paid for through the use of Title I, Part A, Set-Aside funds. Items paid for through other funding sources should be left blank.

Item #24—LEA Funds to be Set-Aside for Homeless Children and Youth

Title I of the Elementary and Secondary Education Act, Sec. 1113(c)(3)(A):

Before allocating funds, an LEA shall reserve funds as necessary to provide services comparable to those provided to children in Title I, Part A schools to serve homeless children who do not attend participating schools, including providing educationally related support services to children in shelters and other locations where children may live.

24. Amount of funds reserved by the LEA under Title I, Part A for services to children and youth in homeless situations: \$ _____.

Please describe briefly the rationale or calculation method used to arrive at this set-aside amount:

The amount of funds to be set aside by an LEA, and the procedure used to calculate this amount, may be determined by the LEA. It is important for each LEA to set aside some funds for services to homeless students, even if none have been currently identified, in order to be able to provide these services to eligible students when they do present in the LEA and to avoid the delays of having to submit an amendment to the LEA’s Title I application. The following guidelines may help an LEA establish the amount of funds to reserve for services to homeless children and youths under Title I, Part A:

- a) Set aside a percentage of the LEA’s total Title IA allocation; or
- b) Match (100% or more) the amount the LEA is requesting for next year or received last year through a *Texas Homeless Education Assistance Program* grant; or
- c) Calculate the amount using another funding formula.

If an LEA chooses to develop its own funding formula, care should be taken to not depend on homeless student count data. Most LEAs have not developed dependable, consistent, easily accessible procedures for generating and maintaining this data, so this method could prove to be inaccurate. If the LEA is able to rely on a dependable source for homeless student count data, then it could determine the Title IA set aside amount by multiplying the LEA’s unduplicated count of homeless students by the per-pupil allocation for Title IA at the district. So, if the count was 100 homeless students and the per-pupil allocation was \$1,000, the resulting set-aside would be \$100,000. Similarly, an LEA’s reliable homeless count could be used to find the homeless student population in terms of the percentage of the total district enrollment, then use that percent of the district’s Title IA allocation as the set-aside. An LEA

with 50,000 total students enrolled, and a homeless student count of 500, has 1% of its population made up of children and youth in homeless situations. If the LEA's Title IA allocation is \$15 million, then the set-aside amount in Title IA would be \$150,000.

Indicate the amount of funds designated for Title I, Part A, Set-Asides for services to children and youth experiencing homelessness by filling in the blank. Briefly describe how the LEA arrived at this amount.

This guide has been adapted for use by all states from a Texas-specific document developed by the Texas Homeless Education Office, located at the University of Texas at Austin, Charles A. Dana Center. Any nonprofit or governmental entity may adapt this information to a particular state or community and distribute the material as appropriate. This information may not be used by for-profit businesses unless it is provided at no cost to clients, customers, or end-users.