



Growing Possibilities...

## McKinney-Vento

The McKinney-Vento Homeless Assistance Act defines homeless children and youth as “individuals who lack a fixed, regular, and adequate nighttime residence. The circumstances of homelessness vary with each family or unaccompanied youth. Determining the extent to which the family or youth fits the definition must occur on a case-by-case basis. **Refer to the following guidelines to determine eligibility for homelessness in UCPS:**

- Before the parent completes any paperwork, the Homeless Liaison (administrator or counselor) at the school should call Janet Turner, Title I Specialist at 704.296.0152.
- Determination of eligibility under McKinney-Vento will be made by the Title I Specialist **and** the McKinney-Vento Liaison (administrator or counselor) from the school.
- Once the Homeless Liaison has contacted Janet Turner (704.296.0152) and discussed the child(ren), the Homeless Liaison can assist the parents/guardians or unaccompanied youth in completing the McKinney-Vento paperwork.
- McKinney-Vento paperwork can be found on the Federal Programs website. Click on *Forms* and look under *Federal Programs – Title I*. You will find the McKinney-Vento form.
- **A witness (Homeless Liaison) from the school must sign the form.** One copy should be faxed (704.296.5009) to Janet Turner, and one copy should be filed at school.
- After faxing the McKinney-Vento paperwork, the Homeless Liaison at the school must fax a ridership form to Mandy Benton in the TIMS office (704.283.9873) of the Transportation Department. **You must write McKinney-Vento at the top of the Transportation Ridership Form.**
- Transportation for students cannot be arranged until the ridership form is received in the TIMS office and verified by Janet Turner, Title I Specialist. **It may take 3-5 days for transportation arrangements to be made. Please inform the parents/guardians that it will take 3-5 days.**

**Please be sure the parent and/or unaccompanied youth complete a free/reduced lunch form and forward immediately to the Child Nutrition Department.**