



Irvine Unified School District **McKinney-Vento Homeless Assistance Act** **Enrollment Procedures for Homeless Students**

When a family is enrolling for the first time, or completing the new residency verification forms in the spring, you may come into contact with families that do not have the required documentation and/or who may be giving you information that fits homeless criteria. These procedures are designed to assist you in enrolling homeless families.

Step 1

If the family is not able to produce residency documentation, seek more information. Are they living with another family or does the situation sound like it fits the description of homelessness? If so, ask them to complete the MKVH Verification Form (located on the Intranet under Enrollment and Forms) to verify living situation.

Step 2

If the family indicates that they live in a single family home or apartment (checked box 1), this family is not considered to be "homeless" – continue with the regular enrollment procedure.

If the family indicates that they live in a home with another due to financial hardship, or "doubled up" (checked box 2), please have them complete the Co-Residency Supplemental Form to verify their co-residency status in addition to the MKVH Verification Form. This family is considered "homeless" – proceed with the homeless enrollment procedure.

If the family indicates that they have any other living situation described on the MKVH Form (checked boxes 3-6), this family is considered "homeless" – proceed with the homeless enrollment procedure.

If the family indicates that they have a different living situation other than the ones described on the MKVH Form (checked box 7), please call the Homeless Liaison to determine if the situation falls under the homeless criteria.

Step 3

Determine what school the family is eligible to attend based on their current address and/or their last permanent address.

Homeless students have the right to attend either the school that serves the area in which they currently reside OR they may continue to attend the school that serves the area in which they last permanently resided (where they became homeless).

If there are questions about which school the student should attend, please contact the Homeless Liaison at 936-5069.

Step 4

Once the family has been identified as "homeless" and the applicable forms have been completed, please continue the enrollment process with the following guidelines:

- Welcome the family and try to get as much information as possible to assist them in their transition to your school. Does their child have any special needs/health concerns, inform them that they are eligible to receive free lunch services, etc.
- Give them a Free and Reduced Price Meal Application to complete. Food Services will supply their child's Lunchbox account with 2 free days. The FRPM application must be returned to extend the free lunch for the remainder of the year. They need to only complete the personal information (including social security number), sibling information and food stamps/government assistance information if applicable. The MKVH Verification Form will count as income documentation, but completing the food stamp section allows the district to get reimbursement from the government.
- Introduce them to their child's teacher and the principal, if possible, and give them a tour of the campus.
- Distribute the copies of the MKVH Form to Student Services, Food and Nutrition Services (with the FRPM Application if completed), and Categorical Programs.
- If the family has indicated that the student has received Special Ed services or English Language Learner support at their previous school, please make additional copies of the MKVH Form and fax to our Special Ed and/or Language Minority departments (numbers located at the bottom of the form).
- Contact the previous school to arrange for immediate transfer of records to your school site.
- Continue to follow up on missing documentation such as medical records, immunizations, etc.
- If the family requests transportation to/from school, please call the Homeless Liaison at 936-5069.
- Using Aeries, please tag the student as "Homeless" (instructions are located on the Intranet under Enrollment and Forms). If a family is living in a home with another due to financial hardship, you would use the HP2 "Homeless/Doubled up" tag.

If you have any questions at all, please call Catherine Holmes, district Homeless/Foster Youth Liaison, at 936-5069.

Good luck and thank you for helping our homeless students and families maintain a successful link to our schools!