

McKinney-Vento Homeless Assistance Act
Site Guidelines

Families who meet any of the following conditions qualify for the McKinney-Vento Homeless Assistance Act.

- 1. Lack a fixed, regular night-time residence
- 2. Live with a friend or relative because I can't afford housing
- 3. Live in a motel / hotel
- 4. Live in an emergency shelter, transitional shelter or domestic violence shelter

1. Identification of Homeless Families

When families are identified that meet the eligibility criteria please:

- I. Enroll students *immediately*.
- II. Request that they complete a copy of the McKinney-Vento Homeless Act Declaration Form.
- III. Make 3 copies of the declaration form.
- IV. Staple one copy to the student's lunch application and forward the application to Food Services for processing. *Note: complete income information will not be required.*
- V. Forward the second copy to Pupil Personnel Services.
- VI. Retain the original for site records.
- VII. Provide the parent / guardian with a copy.

2. Immunization Records and Proof of Age

If the parent / guardian do not have immunization records / proof of age:

- I. Determine the name and location of the last school of attendance.
- II. Contact the last school of attendance and request that they fax a copy of the immunization record / proof of age.

If efforts to coordinate with the previous school of attendance are unsuccessful, contact Pupil Personnel Services at extension 2041.