**McKinney-Vento Program Housing Questionnaire**

Instructions for LEAs

**Purpose and Instructions for using the Housing Questionnaire**

All local educational agencies (LEAs) are required to identify students experiencing homelessness. All LEAs that receive Title I, Part A funds must ask enrolling students about their housing status. The Tennessee Department of Education (department) encourages all LEAs, regardless of whether they receive Title I, Part A funds to do the same. To collect this information, LEAs may:

1. Use the Housing Questionnaire attached here,
2. Update/modify the Housing Questionnaire to address the needs of the LEA.

It is recommended that LEAs incorporate the housing status question form with a Housing Questionnaire in the LEA’s Enrollment Form or other documents already used by the LEA during the enrollment process.

***Before sharing, place this document on LEA letterhead, delete or update all red font areas, and provide the most up-to-date McKinney-Vento Liaison contact information.***

If an LEA elects to incorporate the housing status question into the LEA’s enrollment Form, the LEA should take steps to ensure that a student’s housing status does not become a part of the student’s permanent record because of the sensitive nature of this information. Please see the below section titled “Confidentiality” for information about how and when housing information may be shared within the LEA.

**Who should fill out the Housing Questionnaire?**

A Housing Questionnaire should be filled out annually for all students enrolling in school and for all students who have a change of address in grades preschool-12. “Preschool” includes any LEA administered or funded preschool program, such as a pre-k or Head Start program administered by an LEA. The Housing Questionnaire should be completed by the student’s parent/guardian or, in the case of an unaccompanied youth, by the student directly.

**Confidentiality**

Student housing information should be kept confidential to the maximum extent possible. This information should only be shared with LEA/school staff members who need information about housing status to ensure that the student’s educational needs are met. To this end, LEAs may share a student’s Housing Questionnaire with LEA personnel such as:

1. the LEA liaison,
2. the registrar,
3. the student’s teachers, and/or guidance counselor, and
4. the LEA staff member responsible for reporting data to SIS/ESI.

However, this information should only be shared with the above staff members to the extent that it will enable them to better meet the educational needs of the student in question and to fulfill reporting requirements mandated by SIS/ESI.

Other than the above uses, housing information **should** **be** **kept** **confidential** and **should** **not be shared** with other LEA/school personnel due to its sensitive nature and the stigma attached to being labeled homeless. LEAs are also encouraged to seek out ways of preventing Housing Questionnaires and housing information from becoming a part of a student’s permanent record.

**Discussing the Housing Questionnaire with Students and Families**

In reviewing the Housing Questionnaire with parents/ guardian, and unaccompanied youth, LEAs should emphasize that the purpose of gathering the information is to ensure that students in temporary housing arrangements are provided with the rights and services to which they are entitled under the McKinney-Vento Act. These rights and services include:

1. The right to stay in the same school, the student, had been attending before losing his/her housing or the last school attended (both known as the school of origin),
2. The right to immediate enrollment for students who decide to transfer schools, even if the student does not have all of the documents normally for enrollment,
3. Transportation services if the student continues to attend the school of origin,
4. Categorical eligibility for Title I services if offered in the LEA,
5. Categorical eligibility for free meals if offered in the LEA, and
6. Access to services provided with McKinney-Vento funds if available in the LEA.

The LEA should also ensure that the parent/ guardian or unaccompanied youth is aware that the student’s housing status will be kept confidential and will only be shared with those LEA staff who are responsible for providing services to the student and those responsible for keeping track of how many students are identified as living in temporary housing in the LEA.

**It is important to note that contacting a landlord or building superintendent without the parent’s express prior written permission is a violation of FERPA, a federal law.**

**If the Parent, Person in Parental Relation, or Unaccompanied Youth Declines to Fill Out the Housing Questionnaire.**

If the parent/ guardian or unaccompanied youth declines to complete the Housing Questionnaire, the LEA should note on the form that the parent, person in parental relation, or unaccompanied youth declined to provide the information requested.

**Completing the Form**

If a parent, person in parental relation, or unaccompanied youth enrolling in school indicates that a student is living in one of the five temporary housing arrangements, the school may not require proof to verify where the student is living before enrolling the student. The five temporary housing arrangements are listed below:

1. In a shelter,
2. With another family or other person (sometimes referred to as “doubled-up”),
3. In a hotel/motel,
4. In a car, park, bus, train, or campsite, or
5. Other temporary living situation.

**McKinney-Vento Act 42 U.S.C. 11435**

**SEC. 725 DEFINITIONS.**

For purposes of this subtitle:

The terms enroll’ and enrollment’ include attending classes and participating fully in school activities.

(1) The term homeless children and youths.’

a. Means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a) (1)); and

b. Includes

i. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate 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 (within the meaning of section 103(a)(2)(C));

 iii. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar setting; and

iv. Migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purpose of this subtitle because the children are living in the circumstances described in clauses (i) through (iii)

(2) The term unaccompanied youth’ includes a youth, not in the physical custody of a parent or guardian.

**Additional Resources:**

Parent information and resources can be found at the following:

* <http://center.serve.org/nche/ibt/parent_res.php>
* <https://naehcy.org/>

**LEA LETTERHEAD
McKinney-Vento Program Housing Questionnaire Template**

**This questionnaire is intended to address the McKinney-Vento Act [42 U.S.C. § 11435]. The answers to this residency information help to determine the services the student may be eligible to receive.**

Name(s) of Head of Household: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone/Message: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Name of Child in Family | Date of Birth | M/F | Grade | Current School |
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| **Where are you currently living?** |
| \_\_\_ emergency shelter | \_\_\_ transitional living program |
| \_\_\_ motel/hotel | \_\_\_ apartment or house w/o utilities on |
| \_\_\_ staying with family or friends (doubled up) | \_\_\_ unaccompanied youth |
| \_\_\_ car, campground, abandoned building, public restroom, bus or train station |
| How long did you stay in your last permanent place? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Why did you leave your last permanent residence? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| How long have you stayed at your current residence? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Is this a temporary living situation? Yes \_\_\_\_\_ No \_\_\_\_\_\_\_ |
| How many people do you live with? Adults \_\_\_\_\_\_ Children \_\_\_\_\_\_ Number of rooms \_\_\_\_\_\_\_ |
| Do you have income (job, TANF, SSI, etc.)? Yes \_\_\_ No \_\_\_\_ Amount per month $ \_\_\_\_\_\_\_\_\_ |
| Are you currently employed? Yes \_\_\_\_ No \_\_\_\_ |

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| **Have you recently experienced:** |
| \_\_\_ a job loss or decline in hours | \_\_\_ a fire or disaster |
| \_\_\_ home foreclosure | \_\_\_ eviction |
| \_\_\_ being kicked out of your home | \_\_\_ parent/caregiver sent to jail |
| \_\_\_ domestic violence | \_\_\_ medical crisis |

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| **Student needs (check all that apply):** |
| \_\_\_ transportation | \_\_\_ school supplies |
| \_\_\_ immunizations | \_\_\_ uniform |
| \_\_\_ tutor/ homework assistance | \_\_\_ emergency assistance (food, utilities, clothing, furniture) |
| \_\_\_ housing | \_\_\_ medical |
| \_\_\_ counseling | \_\_\_ dental |

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| **Assessment of needs/barriers** |
| Family barriers: |
| \_\_\_ age | \_\_\_ eviction |
| \_\_\_ lack of available resources | \_\_\_ lack of child care |
| \_\_\_ lack of income | \_\_\_ mental health adult |
| \_\_\_ no housing history | \_\_\_ mental health youth |
| \_\_\_ no housing available | \_\_\_ substance abuse |
| \_\_\_ not eligible for assistance/housing | \_\_\_ transportation |
| \_\_\_ outstanding utility bills, amount $ \_\_\_\_\_ | \_\_\_ past due rent, amount $ \_\_\_\_\_\_\_\_\_ |
| \_\_\_ not eligible for assistance/housing | \_\_\_ transportation |
| \_\_\_ other |

Other comments:

I declare under penalty of perjury/fraud under the laws of the United States and the State of Tennesse that the foregoing information is accurate and correct. I consent to the release of pertinent information contained above to concerned social service agencies, vendors, and donors as necessary to provide services to my household.

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|  |  |  |
| Parent/Guardian Print  | Signature | Date |
|  |  |  |
| McKinney-Vento Liaison Print | Signature | Date |