

McKinney-Vento Homeless Program End-of-Year Preparations

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Agenda

- Coordinated School Health
 - Summer Feeding
- Homeless Liaison Contact and Job Responsibilities
- Checking Homeless Data in EIS
- McKinney-Vento Reverification and Dispute Resolution
- Summer School & Supports
- From the Field, Reminders, Resources, and Questions



Summer Feeding

What is Summer Feeding?

Through [Summer Nutrition \(SUN\) Meals](#), kids of all ages can eat meals and snacks at no cost during the summer at schools, parks, and other neighborhood locations. SUN Meals provides nutritious meals for kids and teens during the summer months when school is out. Every child aged 18 and under can enjoy SUN Meals, and some rural communities offer SUN Meals To-Go.



Summer Feeding in Tennessee

- **Seamless Summer Option (SSO)**

- Continuation of the National School Lunch Program (NSLP) and School Breakfast Program (SBP)
- Can only be operated by school food authorities (SFA) – organizations already operating NSLP
- Administered by the Tennessee Department of Education

- **Summer Food Service Program (SFSP)**

- Can be operated by SFAs, community organizations, and non-profit organizations
- Administered by the Tennessee Department of Human Services

Summer Feeding Overview

State Agencies

- Recruit sponsors and publicize sites
- Provide training and technical assistance to sponsors
- Monitor sites
- Process claims and distribute reimbursements to sponsors

Sponsors

- Recruit sites and provide them with training and technical assistance
- Monitor sites
- Report meal counts and submit claims for reimbursement to the state agency
- Conduct outreach to families in the community

Sites

- Feed and supervise kids
- Keep accurate counts of the number of kids who are served a meal
- Maintain a safe environment
- Conduct outreach to draw kids to sites

Summer Feeding Sites

- The site is where the food is consumed by the child or where food is distributed for off-site consumption, and meal counts are taken.
 - **Congregate meal service:** food service at which meals are provided to children are consumed on-site in a supervised setting
 - **Non-congregate meal service:** food service at which meals are provided for children to be consumed off-site; may only be operated at sites [designated as “rural”](#)
- Your local school nutrition director is your best resource for collaboration and finding summer feeding sites!



Daily Meal Combinations Allowed

Sites can serve up to two meals per child per day

- ✓ Breakfast and lunch
- ✓ Breakfast and snack
- ✓ Breakfast and supper
- ✓ Lunch and snack
- ✓ Snack and supper

x Lunch and supper

*Supper follows the same meal pattern as lunch



Site Types

| Open* | Closed Enrolled | Camp | Migrant |
|---|--|---|--|
| <ul style="list-style-type: none">• Meals served on a first-come, first-served basis• Serves all children aged 18 and under• Reimbursement rates• Site must be area eligible | <ul style="list-style-type: none">• Serves only an identified or enrolled group of children through age 18 who are participating in a specific group or activity• Site can be area eligible or 50% of enrolled students eligible for free or reduced-price meals• Summer School is not a closed enrolled site. | <ul style="list-style-type: none">• May be residential or non-residential (day-camp)• Must offer regularly scheduled food service as part of an organized program for enrolled children• Area eligibility may not be used to establish site eligibility | <ul style="list-style-type: none">• Primarily serves children of migrant families through age 18 |

*Open-restricted sites have the same requirements as open sites but may be limited due to safety or security reasons.

Area Eligibility

Sites must be located in an area in which poor economic conditions exist. Sites can be determined using the following data:

- **School level data:**

- The site is located in an ***attendance area*** of a school where at least 50% of enrolled students are eligible for free or reduced-price meals.
- The specific site address does not have to be a site that has at least 50% of enrolled students eligible for free or reduced meals.
 - The site (address) could be a park near an elementary school with at least 50% free and reduced eligibility.
 - The site (address) could be a high school that has less than 50% free and reduced eligibility, but an elementary or middle school that feeds into the high school has at least 50% free and reduced eligibility.
- Sites participating in CEP must use the individual site's free claim percentage (identified student percentage x 1.6) and not the group's free claim percentage.

Area Eligibility

Sites must be located in an area in which poor economic conditions exist. Sites can be determined using the following data:

- **Census data:**

- The site is located in a census block determined to have at least 50% of children eligible for free or reduced-price meals.
- Using a weighted average, data of up to three adjacent census blocks can be averaged together; at least 40% of children in each block must be eligible for free or reduced-price meals.
- The specific site address must be located in a qualifying census block.

Using Census Data

To determine if an address is located in a census block where at least 50% of children are eligible for free or reduced-price meals use:

- FNS Census Data map <https://www.fns.usda.gov/area-eligibility>
 - Type in site address
 - Green is eligible; grey is not eligible
- No Kid Hungry Averaged Census map <https://bestpractices.nokidhungry.org/Averaged-Eligibility-Map>
 - Type in site address
 - Orange is eligible; blue is averaged eligible; grey is not eligible
- [How to enter census data into TMAC application](#)

Resources for Families

- To find summer feeding sites, visit <https://www.fns.usda.gov/summer/sitefinder>
- [USDA National Hunger Hotline](#), Operated by Hunger Free America available Monday through Friday 7 a.m. to 10 p.m. ET at
 - 1-866-3-HUNGRY (1-866-348-6479) for English or
 - 1-877-8-HAMBRE (1-877-842-6273) for Spanish
 - Text 914-342-7744 with a question or keyword to receive an automated response with resources located near an address and/or zip code



Thank You!

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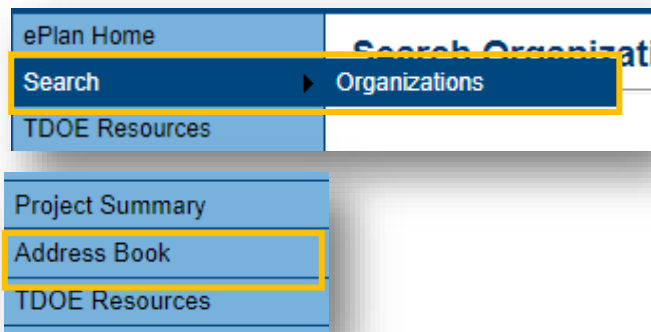
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McKinney-Vento Homeless Liaison Contact & Responsibilities

Contact Information

- Homeless Liaisons must ensure that contact information is up-to-date in ePlan, including the following information:
 - Homeless Liaison Name
 - Email
 - Phone Number
- Local educational agency (LEA) contacts can be found in [ePlan](#) > Organizations > Address Book



| Application | Contact Type |
|--------------|------------------------------|
| Consolidated | Director of Schools |
| | ESEA Bookkeeper |
| | ESEA Director |
| | Family Engagement Liaison |
| | Foster Care Point of Contact |
| | Homeless Children Liaison |
| | Homeschool Coordinator |
| | IDEA Bookkeeper |

Contact Information Cont.

- Your LEA contacts can be found in [ePlan](#) > Funding Applications > Consolidated > Contacts

| | |
|------------------------|----------------------|
| Monitoring | |
| Funding | Funding Applications |
| Data and Information | Sections |
| Reimbursement Requests | Budget Summary |
| Project Summary | Budget Download |
| Address Book | Last Page Visited |

2024

All Approved Applications

| Entitlement Funding Application |
|----------------------------------|
| ARP Homeless 2.0 |
| ARP Homeless 2.0 |
| ARP IDEA |
| ATSI 22 Grant |
| Consolidated |

| | |
|--|--------------------------------|
| | Cover Page and Overview |
| | Cover Page |
| | Overview |
| | History Log |
| | History Log |
| | Create Comment |
| | Allocations |
| | Allocations |
| | Contacts |
| | Contacts |

| Type |
|---|
| Director of Schools [Select at least 1 contact(s)] |
| ESEA Bookkeeper [Select at least 1 contact(s)] |
| ESEA Director [Select at least 1 contact(s)] |
| Family Engagement Liaison [Select at least 1 contact(s)] |
| Foster Care Point of Contact [Select at least 1 contact(s)] |
| Homeless Children Liaison [Select at least 1 contact(s)] |

Liaison Responsibilities

- Review McKinney-Vento Job Duties: [Local Homeless Education Liaisons: Understanding Their Role](#)
- Review the revised National Center for Homeless Education [Homeless Liaison Toolkit](#).



National Center for Homeless Education
Supporting the Education of Children and
Youth Experiencing Homelessness
<http://nche.ed.gov>



McKINNEY-VENTO LAW INTO PRACTICE BRIEF SERIES

Local Homeless Education Liaisons: Understanding Their Role

This NCHE brief

- provides information on the role of the local homeless education liaison;
- reviews duties of the local liaison, as required by the McKinney-Vento Act; and
- provides strategies for local liaisons to carry out their responsibilities, and for district administrators to support them in their work.

Liaison Responsibilities Cont.

- Liaisons must undertake an annual review of data and activities in their LEA.
 - Review the LEA Homeless Program Needs Assessment
 - Policies and Procedures
 - LEA Dispute Process
- For a more extensive look at focus areas, download the [Local Education Agency Informal Needs Assessment](#)

Homeless Programming Funding & Resources

- Review ePlan to see what funding your LEA has available to support homeless programming.
 - Title I, Part A Homeless Set-Aside within the Consolidated Funding Application (CFA)
 - McKinney-Vento Subgrant
 - Other Federal Funds such as Title IV, Part A; Perkins; IDEA; 21st Century
- [ePlan](#) is Tennessee's online platform that allows schools and districts the ability to access district and school plans, funding applications, and monitoring instruments.
- ePlan user access forms can be found [here](#)

Note: ePlan user access is not required to access homeless tools posted in ePlan > TDOE Resources.

Final Expenditure Report

- For reimbursements needed by **June 30, 2025**:
 - Requests that **do** require documentation – enter by **June 7**.
 - Requests that **do not** require documentation – enter by **June 14**.
- FER can be started after **July 1, 2025**.
- Best Practice: Submit FERs by **August 1**.
- If you have submitted a reimbursement request for FY25 funds, you cannot begin the FER for that grant until the reimbursement request is marked *“Paid”* in ePlan
- Carryover (if applicable) will be loaded into FY26 *ONLY* after the FY25 FER is completed and approved.
- Carryover will move into the new grant application, where it will need to be budgeted. This will automatically put the application in “Revision Started” status

Homeless Immunization

- T.C.A § 49-6-5001 requires the commissioner of education to report annually the number of homeless children who enrolled in public schools without immunization or proof of immunization and the average length of time required to for these children to be immunized or to obtain immunization records.
- The homeless immunization report is submitted through ePlan.
- The FY25 report will open in ePlan on **Thursday, May 8, 2025.**

Checking Your Homeless Data in EIS

Homeless Student List Research Query

- At least once per month, use the *Homeless Student List* research query to check your data.
- Download the data to an Excel or CSV file.
- Identify students who transfer into the LEA or school by comparing the *homeless student classification* and the *homeless earlier this year* columns.
- Identify homeless residence discrepancies by comparing the *primary nighttime residence* and *homeless student classification* columns.
- Research discrepancies identified.
- Enter corrections in SIS and restage your data to EIS. Corrections populate to EIS the day after your data are restaged.

Homeless Student List Research Query

- In preparation for end-of-year reporting for the 2024-25 school year, LEAs should review the homeless student data in the EIS. This data is used for state and federal reporting purposes.
- To check your data in EIS, log in as an LEA or school user.
- Select **Data Reports / Research Queries**.
- Select the **Homeless Student List** research query.
- **Year** pre-populates as **2024** for the **2024-25** school year.
- Select a **School** or **All Schools**.
- Select **View Report**.

The screenshot shows a web browser window with the URL `doe1.tn.gov/EISReporting/ResearchReports/HomelessStudentList.aspx`. The page title is "Data Reports" and the subtitle is "Tennessee Department of Education". The navigation bar includes links for Home, Teacher Quality, Standard Reports, Research Queries, Teacher Reports, Statewide Reports, and Log Out. The main content area is titled "HOMELESS STUDENT LIST" and contains a form with the following fields:

- School Year: 2021 (dropdown menu)
- District: <Select a Value> (dropdown menu)
- School: (dropdown menu)
- Ethnicity: - All Ethnicities - (dropdown menu)
- Gender: - All Genders - (dropdown menu)
- Grade Assignment: - All Grade Assignments - (dropdown menu)
- Race: - All Races - (dropdown menu)

A "View Report" button is located to the right of the form. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray information including the date 6/22/2021 and time 2:08 PM.

Research Query Results: No Discrepancies

- There are no discrepancies in the results below.
 - The homeless student classification is **Y** for all homeless students.
 - All homeless students have one of the four homeless primary nighttime residence codes (**01-04**).
 - If the homeless earlier this year flag is **Y**, the homeless student classification is **Y** in the current enrollment.

| No Discrepancies | | | | | | | |
|------------------|-----------|----------|--------------------------------|--------------------|--------------------------|--------------------------|----------------------------|
| Sch # | Last Name | State ID | Homeless McKinney-Vento Served | Homeless Residence | Homeless Unaccomp. Youth | Homeless (H) Stu. Class. | Homeless Earlier This Year |
| 15 | XXX | XXX | Y | 02 | Y | Y | |
| 30 | XXX | XXX | Y | 04 | N | Y | |
| 45 | XXX | XXX | N | 01 | N | Y | Y |
| 55 | XXX | XXX | N | 03 | N | Y | Y |

Research Query Results: Discrepancies Row 1

- The results below contain several discrepancies.
 - A student has been identified as doubled up (homeless nighttime residence code = **02**), but the student is not identified as homeless. The homeless student classification is **N**.

| Discrepancies | | | | | | | |
|---------------|-----------|----------|--------------------------------|--------------------|--------------------------|--------------------------|----------------------------|
| Sch # | Last Name | State ID | Homeless McKinney-Vento Served | Homeless Residence | Homeless Unaccomp. Youth | Homeless (H) Stu. Class. | Homeless Earlier This Year |
| 15 | XXX | XXX | Y | 02 | Y | N | |
| 30 | XXX | XXX | Y | | N | Y | |
| 45 | XXX | XXX | N | 00 | N | Y | |
| 55 | XXX | XXX | N | | N | N | Y |

Research Query Results:

Discrepancies in Rows 2, 3, and 4

- Two other students are identified as homeless (the homeless student classification is **Y**), but the homeless nighttime residence is **blank** for one and **00** for the other.
- Another student was homeless in a prior enrollment during the school year (homeless earlier this year flag is **Y**), but the student is not identified as homeless in the current enrollment (homeless student classification is **N**).

| Discrepancies | | | | | | | |
|---------------|-----------|----------|--------------------------------|--------------------|--------------------------|--------------------------|----------------------------|
| Sch # | Last Name | State ID | Homeless McKinney-Vento Served | Homeless Residence | Homeless Unaccomp. Youth | Homeless (H) Stu. Class. | Homeless Earlier This Year |
| 15 | XXX | XXX | Y | 02 | Y | N | |
| 30 | XXX | XXX | Y | | N | Y | |
| 45 | XXX | XXX | N | 00 | N | Y | |
| 55 | XXX | XXX | N | | N | N | Y |

Year-End Procedures

- Do **not** roll over homeless primary nighttime residence and other homeless fields to the next school year.
- SIS packages have procedures to end primary nighttime residence and other homeless fields at the end of the school year.
- Contact your SIS vendor if you need assistance with “anti-rollover” measures.

Reverification & Dispute Resolution

Reverification

- Revisit McKinney-Vento determinations for all students at the end of the year.
- Revisit all McKinney-Vento designations to avoid making families feel singled out.
- Be transparent about the process from the beginning.
- Explain to families at the time of designation that shared housing situations that were originally meant to be temporary **may** become permanent with time.



Reverification Cont.


- Send parents the ***Reverification Template Letter*** and a new ***Housing Questionnaire*** to allow them to self-identify.
- [End-of-Year Verification Letter Template](#)
- If the family is no longer eligible for services, liaisons must:
 - Ensure a smooth transition for students who are no longer McKinney-Vento eligible.
 - Connect them with supports to which they are entitled:
 - Title I services
 - English Language Learner
 - Special education services
 - Attendance improvement/dropout prevention services
 - Academic intervention services




Reverification & Dispute Resolution Process

- The McKinney-Vento Homeless Assistance Act requires state educational agencies (SEAs) and LEAs to follow a dispute resolution process when parents, guardians, or unaccompanied youth and schools disagree on the eligibility, enrollment, or educational placement of homeless children and youth.
- Tennessee's process can be found in [ePlan > TDOE Resources > ESSA Information, Guidance, PPTs, & Webinars > Title IX, Part A Education for Homeless Children & Youth > Resources for Homeless Liaisons > McKinney-Vento State-Level Dispute Resolution](#).

Dispute Resolution Process Brief and TDOE Template



National Center for Homeless Education
Supporting the Education of Children
and Youth Experiencing Homelessness
<https://nche.ed.gov>




McKINNEY-VENTO LAW INTO PRACTICE BRIEF SERIES

Dispute Resolution

This NCHE brief:

- summarizes the key provisions of the McKinney-Vento Act related to dispute resolution, and
- provides an overview of implementation strategies at the State and local levels



McKinney-Vento Dispute Resolution Process Sample Form

Instructions for Using this Template:

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.

This form can be used to initiate the dispute resolution process required by the McKinney-Vento Homeless Assistance Act. It can be used when a parent, guardian, or unaccompanied youth disagrees with the LEAs eligibility, school selection, or enrollment decision. If a dispute arises under the McKinney-Vento Act over eligibility, school selection, or school enrollment [42 U.S.C. 11432(g)(3)(E)], the Act requires LEAs initiate the McKinney-Vento Dispute Resolution Process. Federal law [42 U.S.C. § 11432(g)(1)(C)] requires that the State have a [Dispute Process](#) and that the LEA policy must align with the State's policy .

Sources: [NCHE McKinney-Vento Dispute Resolution Brief](#)
[TEMPLATE McKinney-Vento Dispute Resolution Process Sample Form 2021-04-16](#)

Enrollment Disputes

- If a dispute arises over **eligibility, school selection, or school enrollment**:
 - The parent, guardian, or unaccompanied youth shall be referred to the local liaison, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute;
 - The child or youth shall be **immediately enrolled in the school in which enrollment is sought**, pending final resolution of the dispute, including all available appeals; and
 - The parent, guardian, or unaccompanied youth shall be provided with a written explanation of any decisions related to disputes made by the school, LEA, or SEA, including the rights of the parent, guardian, or unaccompanied youth to appeal such decisions.

Summer School & Supports

Information for Summer School

- As homeless liaisons work on varied schedules, it is important to ensure someone is available in the summer to assist homeless students with needed services.
- LEAs must ensure that homeless children and youths who meet the eligibility criteria do not face barriers to accessing academic and extracurricular activities, including summer school. (42 U.S.C. § 11432 [g][1][F][iii])
 - If participation in summer school is limited, homeless students **must** be given preference.
 - **If a homeless student cannot participate in summer school without transportation, the LEA must arrange transportation.**

Summer Supports

- Under McKinney-Vento Liaisons are required to work with federal, state, and local agencies which include:
 - community-based organizations
 - churches
 - services clubs
- Ensure that you are setting up additional summer supports for students experiencing homeless with your local community partners.

From the Field, Important Reminders and Resources

From The Field

- Does your LEA have an end-of-year process in place? Does it need updating or revising? [LEA McKinney-Vento Homelessness Policy Checklist](#)
- What is your LEA's end-of-the-year process?
- Do you do anything different for your unaccompanied youth or seniors? Does your homeless program have specific resources you would not mind sharing?
- How do you keep relationships with outside partners or agencies over the summer months?
 - Does your district have a summer point of contact person?
- How do you prepare now for the fall? Do you verify contact information to ensure families can be reached?

Important Reminders

- Work on these tasks over the next few months to set your homeless program up for success in August.

End-of-Year Reminders

May/June

- ❑ Verify students' living situation at year-end for prioritization at the beginning of the school year.
- ❑ Send an end-of-year letter to McKinney-Vento families. An end-of-year letter sample template can be found [here](#).
- ❑ Access what worked well with the homeless program and determine if any changes need to be made.
- ❑ Be sure to review data to determine student outcomes and include relevant stakeholders in the assessment process.
- ❑ Check the accuracy of McKinney-Vento students' identification and alignment with SIS and EIS uploads.
- ❑ Homeless Immunization Report Opens in ePlan

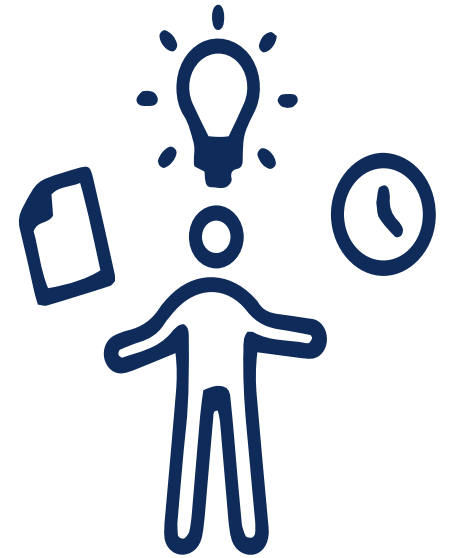


Important Reminders Cont.

End-of-Year Reminders

July

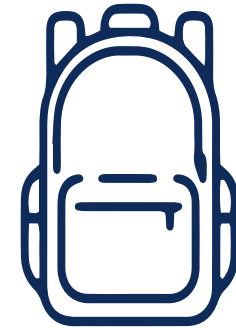
- ❑ At the start of the new school year, begin identifying students who are eligible for McKinney-Vento services. Utilize the previous school year's year-end status and checkpoints, as well as enrollment/residency forms for identification. Utilize McKinney-Vento rights and notification forms as students are identified.
- ❑ Update [homeless poster](#) placements. If needed, order free posters from the National Center for Homeless Education (NCHE) [Homeless Education Rights Posters](#).
- ❑ Be sure poster locations are archived in writing for easy recall.
- ❑ Evaluate and update any LEA paperwork, forms, and written policies utilized for the homeless program, making sure contact information, school year and dates, and policies are correct and meet all requirements (see the *Mandated Policy & Procedures* section of the [McKinney-Vento Toolkit](#)).
- ❑ Check the LEA's Student Information System (SIS) to ensure that the LEA begins the school year with **zero** (0) students identified as McKinney-Vento eligible.
- ❑ Begin planning to attend the National Association for the [Education of Homeless Children and Youth \(NAEH CY\) Annual Conference](#)



Save The Date

McKinney-Vento Quarterly Call: McKinney-Vento Back to School Basics!

- Thursday, August 28, 2025
- 10-11 a.m. CT | 11 a.m.-12 p.m. ET
- Meeting link will be shared closer to time.



Resources

- Department Resources
 - [ePlan > TDOE Resources > ESSA Information, Guidance, PPTs, & Webinars > Title IX, Part A Education for Homeless Children & Youth > McKinney-Vento Toolkit and Resources](#)
 - [FPO Data Manual](#)
- State Resources
 - [Tennessee Summer Food Service](#)
- Federal Resources
 - [Education for Homeless Children and Youths Program Non-Regulatory Guidance](#)
 - [National Center for Homeless Education \(NCHE\):](#)
 - [NCHE Homeless Liaison Toolkit](#)
 - [USDA Summer Food Program](#)



Questions?

Please Share your Feedback:

- You may access the PD by navigating here:
- **<https://forms.office.com/r/eVtWEAZ9xZ>**





Thank You!

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