

## HOMELESS Procedures-

1. When a parent/guardian completes the Title IX form, at the time of registration, and marks one of the situations listed at the bottom of the form, **the school counselor will interview** the parent and make sure that they have a clear understanding of the circumstances.
  - a. Unaccompanied Homeless Youth (Child does not reside with a parent or legal guardian)
  - b. Family resides in substandard housing (Lacks or has inadequate utilities, excessive holes in floors, cardboard walls/windows, camping ground, etc).
  - c. Child/family resides in temporary or public/private operated shelter (Runaway, domestic violence, substance abuse, emergency, etc.) Temporarily child/family resides with relatives or friends (due to loss of job, housing, income or similar reason) Please explain: \_\_\_\_\_
  - d. Child/family resides in non-sub-standard domiciles or on the “streets” (tents, vehicles, buses, abandoned buildings, condemned areas, etc.)
  - e. Parent/guardian in placement of institution (i.e. jail/prison, mentally ill facility, etc)
  - f. Child who is initially housed in an emergency placement by DHS and awaiting foster care placement.
2. Then the counselor will send the Title IX forms (part 1 and 2) & Caregiver Authorization form, if applicable, to **Mrs. Shelly Barnett and Mrs. Kimberly Williams** and make every effort to inform me of any extenuating circumstances in a brief synopsis.
3. I will review the form and decide on whether the student should be considered as homeless. If the student is considered homeless then the following must occur:
  - a. The counselor must mark the student as homeless in SAM7 (Go to the student’s folder, then to the At-Risk tab, scroll down and click on edit, and check the box next to “homeless” under the At-Risk section).
  - b. Please store all forms in the student’s cumulative folder for a period of one academic school year. *(This documentation will need to be removed from the cumulative folder at the end of the year).*
  - c. **Shelly Barnett** will send Food Services a copy of the homeless student’s Title IX (form 1) for their records.
4. Once you upload for the month, please go into MSIS (under the view student data to make sure that the title x indicator has turned to “y” instead of “n”. If the student was marked in SAM7 before you upload, then all should go well.
5. **A student is marked homeless for 1 year, and will have to re-apply every year. Please clear out all of your homeless indicators in SAM7 at the end of the school year after your final Month 9 upload to MSIS.**