

AMERICAN RESCUE PLAN -

Homeless Children and Youth

(ARP-HCY II)

A HANDBOOK FOR LOCAL LIAISONS
AND GRANT MANAGERS



ARP-HCY II HANDBOOK

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American Rescue Plan - Homeless Children and Youth

Purpose

The purposes of the **American Rescue Plan-Homeless Children and Youth** (ARP-HCY) **II** funds are to help states and local educational agencies (LEAs) identify homeless children and youth, provide wraparound services that address the multiple effects of the COVID-19 pandemic on homeless children and youth, and ensure that homeless children and youth are able to attend school and participate fully in school activities.

As a result of the COVID-19 pandemic, students experiencing homelessness are increasingly under-identified, as learning outside of school building settings likely impeded the critical role of educators and staff in schools and LEAs to properly identify students, and these students have remained underserved by schools, LEAs and states. New ARP Act funding to support students experiencing homelessness has tremendous potential to expand the systems in your state to identify and support the needs of homeless children and youth.

LEAs must ensure that all costs are reasonable and necessary and that these uses of funds align with the purpose of, and other requirements in, the McKinney-Vento Act. In addition, when considering funding decisions, note that section 723(d)(16) of the McKinney-Vento Act allows the use of funds for “other extraordinary or emergency assistance needed to enable homeless children and youths to attend school and participate fully in school activities¹.” Accordingly, when considering funding decisions, LEAs should analyze the needs of students experiencing homelessness in light of the COVID-19 pandemic and its extraordinary impact.

Kansas State Department of Education (KSDE) Contacts

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¹ See listing of McKinney Vento ARP-HCY II Authorized Activities on pages 9-10..

Federal Identifiers



U.S. Department of Education, Office of Elementary and Secondary Education, Office of School Support and Accountability²

CFDA: 84.425W

Timetable

ARP-HCY II funds may be used for qualified homeless children and youth:

- **Starting:** March 13, 2020, through Sept. 30, 2024.
- **Deadline for drawing down or expending obligated funds:** 120 days later or Jan. 31, 2025³.

² American Rescue Plan Elementary and Secondary School Emergency Relief – Homeless Children and youth (ARP-HCY). Office of Elementary and Secondary Education. (2021, Sept. 16). Retrieved from <https://oese.ed.gov/offices/american-rescue-plan/american-rescue-plan-elementary-secondary-school-emergency-relief-homeless-children-youth-arp-hcy/>

³ See 2 C.F.R. § 200.344(b).

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KSDE Monitoring

Annual Desktop Monitoring of ARP-HCY II

NEEDS ASSESSMENT

An annual assessment provides information about how each school district uses the guiding principles to meet the needs of homeless children and youth within their district and community (developed by the National Council for Homeless Education).

Each year, school districts will complete the Needs Assessment to assess needs and progress toward meeting the needs of homeless children and youth.

TYPE	NEEDS ASSESSMENT TIMELINE
Baseline	Needs Assessment survey with grant application by March 31, 2022.
Mid-grant cycle	Re-assess between Sept. 1-30, 2023.
End of grant cycle	Re-assess between Sept. 1-30, 2024.

AUTHORIZED ACTIVITIES

Each district completes a checklist and brief description of the planned authorized activities.

TYPE	PLANNED ACTIVITY CHECKLIST TIMELINE
Baseline	Planned Activity checklist with grant application by March 31, 2022.
Mid-grant cycle	Submit checklist of Activities completed by Sept. 30, 2023.
End of grant cycle	Submit checklist of Activities completed by Sept. 30, 2024.

REPORTING HOMELESS STUDENTS



This [document](#)⁴ provides guidelines on reporting homeless students in the Kansas Individual Data on Students (KIDS) system.

⁴ Guidelines for Reporting Homeless Students in KIDS, KSDE (PDF): https://kidsweb.ksde.org/Portals/0/resource_documents/Guidelines%20for%20Reporting%20Homeless%20Students%20in%20KIDS%20v15.00.pdf?ver=2021-07-30-134213-560

FISCAL REVIEW

ARP-HCY II recipients will complete a budget and budget narrative of the planned authorized and allowable activities with the ARP-HCY II grant application. In addition, districts may be requested to submit a budget expenditure audit report for funds specific to ARP-HCY II at the end of each fiscal year through the grant period.

ON-SITE MONITORING

KSDE's ARP-HCY II team anticipates that we will conduct on-site visits during the 2022-2023 and 2023-2024 school term with at least one individual school district and one consortia district in each of the four regions: Eastern, Western, North Central and South Central.

Suggested documentation to keep on file:

- Grant award notification.
- Certification and Assurances Signature, and General Education Provisions Act checklist.
- Budget Narrative and Annual Budget Expenditure Audit Report (specific to ARP-HCY II for your district).
- Copy of Needs Assessment responses.
- Copy of Planned Authorized Activities responses.
- Flyers and/or other documentation of local ARP-HCY II allowable activities.

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Authorized Activities

An LEA may use funds awarded under this section for activities that carry out the purpose of this subtitle, including the following:

Homeless Children and Youth (HCY) Educational Services

- **Tutoring, supplemental instruction and enriched educational services** that are linked to the achievement of the same challenging state academic content standards and challenging state student academic achievement standards the state establishes for other children and youth.
- **Services and assistance to attract, engage and retain homeless children and youth and unaccompanied youth**, in public school programs and services provided to non-homeless children and youth.
- **Homeless children and youth before- and after-school, mentoring and summer programs** in which a teacher or other qualified individual provides tutoring, homework assistance and supervision of educational activities.
- **Specialized instructional support services** (including violence prevention counseling) and referrals for such services.

HCY Assessments, Referrals, Health, Emergency Assistance and Transportation Services

- **Expedited evaluations of the strengths and needs of homeless children and youth**, including needs and eligibility for programs and services (such as educational programs for gifted and talented students, children with disabilities and students with limited English proficiency, services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar state or local programs, programs in vocational and technical education, and school nutrition programs).
- **Referral services** to homeless children and youth for medical, dental, mental and other health services.
- **Assistance to defray the excess cost of transportation** for students under section 722(g)(4)(A), not otherwise provided through Federal, State or local funding, where necessary to enable students to attend the school selected under section 722(g)(3).
- If necessary, **the payment of fees and other costs associated with tracking, obtaining and transferring records necessary to enroll** homeless children and youth in school, including birth certificates, immunization or medical records, academic records, guardianship records, and evaluations for special programs or services.
- **Activities to address the particular needs of homeless children and youth** that may arise from domestic violence and parental mental health or substance abuse problems.
- **Other extraordinary or emergency assistance** needed to enable homeless children and youth to attend school.

Professional Development for School Personnel

- **Professional development** and other activities for educators and pupil services personnel that are designed to heighten the understanding and sensitivity of such personnel to the needs of homeless children and youth, the rights of such children and youth under this subtitle, and the specific educational needs of runaway and homeless youth.

HCY Parent and Guardian Services

- **Developmentally appropriate early childhood education programs**, not otherwise provided through federal, state or local funding, for preschool-aged homeless children.
- **Education and training to the parents of homeless children and youth** about the rights of, and resources available to, such children and youth.

Space and Resources for Nonschool Facilities

- The development of **coordination between schools and agencies** providing services to homeless children and youth, as described in section 722(g)(5).
- **The adaptation of space and purchase of supplies for any nonschool facilities** made available under subsection (a)(2) to provide services under this subsection.
- **School supplies**, including those supplies to be distributed at shelters or temporary housing facilities, or other appropriate locations.

Additional Authorized Wraparound Services

- **Wraparound services** (which could be provided in collaboration with and/or through contracts with community-based organizations, and could include academic supports, trauma-informed care, social-emotional support, and mental health services).
- Purchasing **needed supplies** (e.g., personal protective equipment, eyeglasses, school supplies, personal care items).
- Providing **transportation** to enable homeless children and youth to attend school and participate fully in school activities.
- Purchasing cell phones or other **technological devices** for unaccompanied, homeless children and youth to enable such children and youth to attend school and fully participate in school activities; and/or providing access to reliable, high-speed internet for students through the purchase of internet-connected devices/equipment, mobile hotspots, wireless service plans or installation of community Wi-Fi hotspots (e.g., at homeless shelters), especially in underserved communities.
- Paying for **short-term, temporary housing** (e.g., a few days in a motel) **when such emergency housing is the only reasonable option for COVID-safe temporary housing** and when necessary to enable homeless children and youth to attend school and participate fully in school activities (including summer school); and
- Providing store cards/prepaid debit cards to purchase **materials necessary for students to participate fully in school activities**.

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Needs Assessment Summary

The Needs Assessment is a component of the local liaison toolkit provided by the National Council for Homeless Education (NCHE). NCHE suggests that local liaisons undertake an annual review of local data and activities to ensure that the local Education for Homeless Children and Youth (EHCY) program is identifying and meeting the needs of homeless children and youth. Applicants will complete the needs assessment tool to identify where to focus efforts to meet the most critical needs of these students. Results will also guide KSDE consultants in planning technical assistance for ARP HCY II. Focus areas include:

Awareness

- Awareness/education of local program administrators, school personnel and other community agencies relative to the education of homeless children and youth.

Policies/Procedures

- Policies, regulations and practices in place for the identification of homeless children and youth in the community.
- Information provided to homeless families of the educational rights of their children.
- Available support to attend the school of origin.
- Parent involvement activities and other supports.

Identification/Enrollment/Access

- Identification and removal of barriers to school enrollment, attendance and success in school for homeless students.
- Access to data relative to poverty, unemployment, foreclosures and other economic trends in your community.

Student Success

- Analysis of academic data (reading, math and science) for identified homeless students.
- Analysis of other indicators, in addition to academic achievement scores (e.g., attendance, chronic absenteeism, grade-level promotion/retention, graduation rates, disciplinary referrals, etc.)

Internal Collaboration

- Frequency of communication between the local liaison and Title IA program leaders.
- Decision-making process to address the needs of homeless students between the local liaison and Title IA coordinators.
- Coordination with other program personnel (e.g., transportation, nutrition, counseling, drop-out/truancy, special education).

External Collaboration

- Frequency of communication between the local liaison and community agencies that serve homeless families.
- Collaboration with community agencies who provide services to homeless children, youth and families in your community.
- Collaboration with community agencies on data collection.

Resources/Capacity

- Resources available to meet the unique needs of your homeless students.
- Funding and other supports available to meet the needs of homeless students in addition to McKinney-Vento and Title IA.

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ARP-HCY II Resources

KSDE Homeless Children and Youth Website



[KSDE's Homeless Children and Youth webpage](#)⁵ contains information about the ARP-HCY initiative, as well as guidance for districts, families and communities regarding students who may be in homeless situations.

KSDE Homeless Fact Sheet



This [fact sheet](#)⁶ includes the basic responsibilities of:

- The school district local liaison.
- Qualifications for homeless services.
- Mandatory professional development of local liaisons.
- Reporting homeless student requirements.
- Website links to many other resources.

Kansas Annual Training for Local Homeless Liaisons



Participation in the annual training is a requirement for each school district's designated local liaison. To access the training, click [here](#)⁷ or scan the QR code to the left.

Connect with other Local Homeless Liaisons in Kansas



[Connecting and collaborating with local liaisons within your region](#)⁸ may be beneficial in coordinating the services of your community-based organizations.

5 <https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Title-Services/Educating-Homeless-Children-and-Youth>

6 <https://www.ksde.org/Portals/0/ECSETS/FactSheets/FactSheet-Homeless.pdf>

7 <https://vimeo.com/565695945/c5562a995a>

8 <https://www.ksde.org/Portals/0/Title/Homeless/McKinneyVento-Contacts.pdf>

Local Liaison Toolkit from the National Center for Homeless Education



This [toolkit](#)⁹ provides clear and specific explanations of the provisions of the McKinney-Vento Act and includes practices, procedures and tools gathered from effective local homeless education programs. New local liaisons, as well as experienced liaisons, will be able to use the toolkit to understand the law and learn ways to improve their programs. It serves as both an orientation manual for new local liaisons and as a ready reference for both new and experienced liaisons.

School Staff Resource Guide



This [booklet](#)¹⁰ will guide school personnel in ways to support homeless families, children and youth. Included are a summary of requirements of the McKinney-Vento Act, the role of the local liaison, general strategies for school personnel and strategies for specific role groups to help homeless students enroll in school, attend regularly and succeed academically. Also included are links to additional information and resources.

NCHE Training Resources, Videos and Issue Briefs



The National Council for Homeless Education is the technical assistance center for the U.S. Department of Education's federal Education for Homeless Children and Youth (EHCY) program. This [website](#)¹¹ provides training and resources designed specifically to help local liaisons for homeless education with their role. One of these resources, the "Local Liaison Toolkit" is listed above, but this website contains many other helpful resources such as the "Best Practices in Homeless Education" briefs.

ESSER III Stakeholder Engagement Toolkit



The [toolkit](#)¹² is intended to share high-level information to help engage community partners such as students, families, school district and special education administrators, teachers and school leaders, tribes, civil rights organizations, community-based organizations and other stakeholders. The toolkit includes tips for engaging community stakeholders, sample content and examples of community input resources.

9 <https://nche.ed.gov/wp-content/uploads/2020/09/Local-Liaison-Toolkit-2020.pdf>

10 <https://www.ksde.org/Portals/0/Title/Homeless/KansasSchoolStaffResourceGuideHomelessChildrenAndYouth.pdf>

11 <https://nche.ed.gov/resources/>

12 https://docs.google.com/document/d/1axRNqx_atmSXg3WebTBgZ2Aqrcf96SY_Zi7y0ycBJTw/edit

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Collaboration Opportunities

The Kansas State Department of Education (KSDE) is planning several opportunities to collaborate with other experts in the field, local liaisons and community-based organizations in an effort to support the needs of homeless children and youth with the American Rescue Plan initiative. Local liaisons, school personnel or community-based organization members may attend these voluntarily to best suit the needs of your district and community.

Networking with Local Liaisons



One Wednesday of each month
9-10 a.m. via Zoom.

Each month will feature a topic with a brief presentation from an expert in the field, followed by discussion and sharing of resources among local liaisons.

Zoom link for all sessions: <https://ksde.zoom.us/j/83271893879>

- **Wednesday, April 6:** Helping school personnel to advocate for the needs of specific student populations.
- **Wednesday, May 11:** Summer Programming for our kids – What is available for free and what can I do with ESSER and ARP-HCY funding?

Office Hours

Maureen Ruhlman, KSDE McKinney-Vento Coordinator, will be available to answer questions about identifying homeless students and providing the supports they need to actively participate in school and extracurricular activities.

More information and dates to come!

Collaboration with Community-based Organizations

These Zoom meetings will be an opportunity for local liaisons and school personnel to learn about local services for your students and families that are available from statewide agencies and organizations.

More information and dates to come!

Book Study

KSDE will host a book study for local homeless liaisons and others interested in deeper discussions about the social context of homelessness in America and ways we can provide support through local communities.

More information and dates to come!



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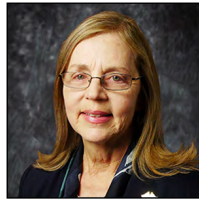
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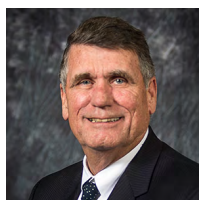
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Mission

To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

Vision

Kansas leads the world in the success of each student.

Motto

Kansans Can

Success defined

A successful Kansas high school graduate has the **academic preparation, cognitive preparation, technical skills, employability skills** and **civic engagement** to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

Outcomes

- Social-emotional growth
- Kindergarten readiness
- Individual Plan of Study
- Civic engagement
- Academically prepared for postsecondary
- High school graduation
- Postsecondary success

The Kansas State Board of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to any group officially affiliated with the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.

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