Verifying Homeless Eligibility Checklist

Student Name:_____ School:_____ Date: _____

Eligibility Questions for Student

Question 1. Presently, where do you and/or your family sleep at night? Select all that apply:

- ☐   in a shelter or transitional housing
- ☐   in a car, park, campground, public place, abandoned building, or other similar location
- ☐   in a motel/hotel due to loss of housing, economic hardship or similar reason
- ☐   in housing or any vehicle (including camper) without running water, electricity, or heat
- ☐   with another family in their home, apartment, etc., due to loss of housing, economic hardship or similar reason; doubled-up

If the answer is "Yes" to any of the above situations the child almost certainly is homeless according to the law.

- ☐   other arrangement that is not fixed, regular, and/or adequate and is not described by the choices listed above **(use questions below to determine if situation qualifies as homeless)**

Fixed – stationary, permanent, and not subject to change:

- Is this a permanent arrangement or just temporary? Permanent / Temporary
- Are you looking for another place to live? Yes / No
- Do you plan to move out soon? Yes / No
- Why are you staying in your current place? Reason = displaced from prior lodging / Not displaced from prior lodging
- Where were you living right before this place? Why did you leave?
- Where would you go if you couldn't stay where you are? No idea or inadequate housing / adequate housing
- Are you staying with friends/relatives just for a little while? Little while / long term
- Did you and your friends/relatives decide to move in together and share a home and expenses for the long term? Yes / No
- Or is this a temporary situation for you? Yes / No
- Could your friends/relatives ask you to leave if they wanted to? Yes / No
- Are you all sharing the home equally, or are you more like guests in the home? Yes / No

Regular – used on a regular/nightly basis:

- Do you stay in the same place every night? Yes / No
- Do you have a key to the place where you are living? Yes / No
- Do you move around a lot? Yes / No
- How long have you been at that place? How long do you plan to stay? Yes / No
- How long did you live in your last place?

Adequate–sufficient for meeting both the physical and psychological needs typically met in the home environment:

- How many people are living in the home? How many bedrooms/bathrooms does it have?
- Are you and your children sharing a room? Yes / No   How many people are staying in one room? ____
- Are you and your children sleeping in a bedroom, or a public area, like a dining room? Yes / No
- Does the home/building have heat/electricity/running water? Yes / No
- What condition is the place in? Does it keep out rain and wind?
- Is it safe? Is it warm and dry? Yes / No
- Do the windows have glass panes? Yes / No
- Can you come and go as you please? Yes / No

For how many of the above conditions is the answer "Yes or the first option." ___

Question 2. Student lives with at least one (1) parent or legal guardian: YES   NO

If NO, student is an unaccompanied youth and student lives:
- ☐   alone or with friends and no adults; or
- ☐   with an adult friend or relative that is not the parent or legal guardian

Determination:
- ☐   **YES – student/family is homeless (read and complete Certifying Eligibility and Signatures below)**
- ☐   **NO – student/family does NOT meet the definition of homeless (save Checklist in your records)**

Certifying Eligibility and Signatures

Verifying Eligibility of Students Experiencing Homelessness

District Homeless Liaison is to use the Verifying Homeless Eligibility form or flowchart to help in determining if a student/family meets the federal definition of homeless.

Question 1 is to determine whether or not the student/family's current living situation qualifies them as homeless.
- If one of the first four choices is checked, it will likely be an automatic qualifier but continue asking clarifying questions if you are uncertain.
- If either of the last two are checked, the questions under "Fixed", "Regular", and "Adequate" should be used to determine if it fits the Homeless Assistance
- Act definition of homeless. Not all of the questions need to be asked, just what is necessary to determine if eligible or not.

Question 2 is to determine if the student is an unaccompanied youth.

If "YES – the student/family is homeless" is checked, complete the Identifying Services form to help you determine which services the student/family may need.

If "NO – the student/family does NOT meet the definition of homeless," proceed with enrollment as appropriate.

If you check NO and the parent/guardian or student disagrees, consult with your Homeless Liaison for verification. If the Liaison determines that the student/family does not meet the eligibility criteria for homelessness, he or she will provide a written explanation of the decision and a statement regarding the right to appeal. This will be submitted to the school administrators for review and then to the parent/guardian or student for their records.

Signatures

School employee conducting homeless status eligibility check: _____

Date of homeless status eligibility check: _____

District or Site Administrator or Designee verifying homeless status: _____

Date of verification of homeless status by District or Site Administrator or Designee: _____

Date student's status was updated in Schoolmaster: _____

Date copy of Verifying Homeless Eligibility Checklist sent to District Homeless Liaison: _____

District Homeless Liaison verifying homeless status: _____

Date of verification of homeless status by District Homeless Liaison: _____