Project UP-START
The Homeless Education Program
For Children and Youth in Transition

POLICY AND PROCEDURES MANUAL
The School Board of Miami-Dade County

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Project UP-START
The Children and Youth in Transition
Policy and Procedure Manual

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# Miami-Dade County Public Schools

## Project UP-START. The Homeless Education Program

For Children and Youth in Transition

Policy and Procedures Manual

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Purpose of the Manual</td>
<td>2</td>
</tr>
<tr>
<td>Program Overview</td>
<td>3</td>
</tr>
<tr>
<td>National Law Center On Homeless &amp; Poverty</td>
<td>4</td>
</tr>
<tr>
<td>The McKinney-Vento Act</td>
<td>6</td>
</tr>
<tr>
<td>What Are Ways To Identify Students Who Are Experiencing Homelessness</td>
<td>7</td>
</tr>
<tr>
<td>Is Your Family Facing Homelessness or Housing Problems?</td>
<td>7</td>
</tr>
<tr>
<td>The Educational Rights of Students in Homeless Situations:</td>
<td>8</td>
</tr>
<tr>
<td>What Schools Need to Know</td>
<td>10</td>
</tr>
<tr>
<td>Homeless Student Enrollment Procedures for School Registrars</td>
<td>11</td>
</tr>
<tr>
<td>When Legal Guardians Are Not Present: Enrolling Students on Their Own</td>
<td>12</td>
</tr>
<tr>
<td>Quick Reference</td>
<td>13</td>
</tr>
<tr>
<td>Procedures for Registering a homeless student without Immunization or Medical Records</td>
<td>14</td>
</tr>
<tr>
<td>Health Requirements for School Entrance</td>
<td>15</td>
</tr>
<tr>
<td>Florida Department of Public Health Centers &amp; Agencies</td>
<td>19</td>
</tr>
<tr>
<td>Federal Resources for Feeding Homeless Children and Youth</td>
<td>21</td>
</tr>
<tr>
<td>Free and Reduced Lunch Procedures</td>
<td>23</td>
</tr>
<tr>
<td>USDA Memo SP 4</td>
<td>24</td>
</tr>
<tr>
<td>Head Start Preschool Programs</td>
<td>25</td>
</tr>
<tr>
<td>Unaccompanied Homeless Youth</td>
<td>28</td>
</tr>
<tr>
<td>Transportation</td>
<td>29</td>
</tr>
<tr>
<td>Transportation Frequently Asked Questions</td>
<td>33</td>
</tr>
<tr>
<td>Dispute Resolution Policy</td>
<td>33</td>
</tr>
<tr>
<td>Dispute Resolution Procedure</td>
<td>33</td>
</tr>
<tr>
<td>Dispute Resolution under McKinney Vento</td>
<td>35</td>
</tr>
<tr>
<td>Dispute Resolution Intake Form</td>
<td>37</td>
</tr>
<tr>
<td>Caregiver’s Authorization Form</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Project UP-START Student Questionnaire</td>
<td>38</td>
</tr>
<tr>
<td>Special Transportation Request Referral Homeless/Unaccompanied</td>
<td>39</td>
</tr>
<tr>
<td>Referral/Report of Homeless Student</td>
<td>40</td>
</tr>
<tr>
<td>Local Homeless Shelters</td>
<td>41</td>
</tr>
<tr>
<td>Important Hotline Numbers</td>
<td>42</td>
</tr>
<tr>
<td>Poster: Information for School Age Youth</td>
<td>43</td>
</tr>
</tbody>
</table>
Introduction

Miami-Dade County Public Schools, through the Division of Student Services, created Project UP-START, The Homeless Education Program for Children and Youth Living in Transition, assists schools with the identification, enrollment, and attendance of homeless students. School Board Policy 5111.01 addresses the requirements under the McKinney-Vento Act to support homeless students in school.

The Stewart B. McKinney-Bruce Vento Homeless Education Assistance Act (McKinney-Vento Act), reauthorized by Congress in January 2002, establishes the following policy for the education for homeless children and youth:

“Each State educational agency shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.”

Miami-Dade County Public School is committed to identify and provide services through Project UP-START Program, which is incorporated hereby in the policy and procedures manual. Project UP-START serves homeless children and youth by ensuring that they are assisted with school placement, registration, homeless awareness activities for students, school-based personnel, and community groups, after-school tutorial program at select homeless shelters, and transportation services. The core of the program is to prevent homeless children and youth from being stigmatized, separated, segregated, or isolated on the basis of their status as homeless. Multiple efforts have been developed to ensure the equity of all homeless students. Additionally, Project UP-START has a Homeless Education Campaign through a Sensitivity, Awareness, and Prevention curriculum which was developed to provide students with a sense of pride and respect to all.
Purpose of the Manual

The Project UP-START Policy and Procedures Manual was developed to provide schools, regions, and district offices with pertinent information regarding the services required given by the M-DCPS Division of Student Services. It provides definitions, procedures, and the necessary forms to ensure that homeless students are given the services they need to succeed in school. This board policy and procedures manual is approved to ensure the academic achievement of homeless students well beyond M-DCPS internal changes.

The current Board Policy 5111.01 ensures that homeless children and youth are afforded the same free, appropriate public education as provided to other children and youth, to include receiving comparable services offered to other students in the school:

- Homeless students are identified based on the McKinney-Vento Act definition;
- Homeless children and youth have access to the education and other services they need to ensure that students living in transition have an opportunity to meet the same challenging state student academic achievement standards to which all students are held;
- Homeless preschool-aged children and their families have access to educational services for which they are eligible, including preschool programs administered by the LEA;
- Barriers are removed that affect the enrollment and retention of homeless children and youth in schools in the LEA;
- Issues are addressed such as guardianship and transportation, immunization, residency, birth certificates, school records, and other documentation;
- Homeless students are enrolled immediately;
- Homeless children and youth are not stigmatized or separated, segregated, or isolated on the basis of their status as homeless;
- Homeless students have the right to remain in their school of origin and dispute school selection, if other than school of origin; and
- Transportation is provided to homeless students, at the request of the parent, guardian, or unaccompanied youth, to and from the school of origin and includes the provision for inter-LEA transportation, in accordance with the McKinney-Vento Act.

Experience has shown that despite its specificity, the McKinney-Vento Act’s definition of homelessness leaves us with some gray areas. State Coordinators, Liaisons, and others need a process to resolve those gray areas. This document suggests some potential elements of such process.

The McKinney-Vento Act’s definition of “homeless children and youths” provides the following general framework: individuals who lack fixed, regular, and adequate nighttime residence. The law then lists several situations which fit within that framework. This list is not inclusive; rather, it is meant to address some of the more common situations of homelessness. Migrant children who are living in one of the described situations are also considered homeless under the Act.
The Project UP-START
Policy and Procedures Manual

Program Overview

Project UP-START stands for Updating Personnel - Support and Tutoring Activities to Retain Transitioning Student. The mission of Project UP-START is to ensure a successful educational experience for homeless children and youth in South Florida by collaborating with parents, schools and community through opening the doors to academic opportunities, removing barriers and promoting a healthy sense of self.

Objectives:

Project UP-START’s goals include the following:

- All M-DCPS homeless children and youth fully realize their legal rights in accordance with the McKinney-Vento Act.
- All M-DCPS homeless students will make annual learning gains sufficient to acquire the knowledge, skills, and competencies needed to master state standards in the areas of reading and mathematics.
- The negative impact of homelessness will be offset, so that M-DCPS homeless students continue to develop and thrive.

Services:

Project UP-START ensures the following:

- All homeless children and youth are enrolled in school even if the necessary documentation is not provided.
- Free lunch is provided even if the necessary documentation is not completed or signed.
- The student is provided with transportation to the School of Origin if over two miles from current residence upon parent or guardian’s request.
- Homeless students are provided with school supplies and a backpack.
- Tutoring is provided at select homeless shelters after-school.
- Individual, family, and group counseling are available at select shelters after-school.
- Homeless Awareness and sensitivity activities curriculum and video are promoted twice a year to all M-DCPS students.
- Students and families are invited to make appointments to visit the “UP-START Shop” and pick up free food, toiletries, clothes, shoes, books, toys, and more.
National Law Center
On Homeless & Poverty

Determining Homelessness by the Definition

It cannot be emphasized enough that determining whether a particular child or youth fits the definition of homeless is a case-specific inquiry. General answers based on incomplete information or hypothetical situations will often be legally incorrect.

STEP 1

Is the child or youth covered by subparagraph (B)(i) of the definition?

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Awaiting foster care placement.

If yes, apply the McKinney-Vento Act.
If no, go to step 2.
If unclear, see if Step 4 can help, and/or seek advice from your attorney, the U.S. Department of Education, your peers, or other appropriate individuals.

To further define “awaiting foster care placement”, collaborate with child welfare officials, attorneys, and other community members to establish guidelines.

STEP 2

Is the child or youth covered by subparagraph (B)(ii) of the definition?

- Residing at 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.

If yes, apply the McKinney-Vento Act.
If no, go to Step 3.
If unclear, see if Step 4 can help, and/or seek advice from your attorney, the U.S. Department of Education, your peers, or other appropriate individuals.

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1Drafted by the National Law Center on Homelessness & Poverty, March 2003. Address questions/comments to email@nlchp.org. This information is not offered as legal advice and should not be used as a substitute for seeking professional legal advice. It does not create an attorney-client relationship with you.
STEP 3

Is the child or youth covered by subparagraph (B)(iii) of the definition?

- **Living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.**

If **yes**, apply the McKinney-Vento Act.
If **no**, go to Step 4.
If **unclear**, see if the definitions below can help, and/or seek advice from your attorney, the U.S. Department of Education, your peers, or other appropriate individuals.

To further define “substandard housing”, collaborate with attorneys and other community members to establish guidelines sensitive to community standards and cultural norms.

STEP 4

Does the child or youth lack a fixed, regular, and adequate nighttime residence? If **yes**, apply the McKinney-Vento Act.
If **no**, do not apply the McKinney-Vento Act.
If **unclear**, see if the definitions below can help, and/or seek advice from your attorney, the U.S. Department of Education, your peers, or other appropriate individuals.

a) **FIXED**

- Securely placed or fastened
- Not subject to change or fluctuation
  (Merriam-Webster’s Collegiate Dictionary, Tenth Edition)

A fixed residence is one that is stationary, permanent, and not subject to change.
(e.g. Arizona, Massachusetts, and Michigan McKinney-Vento State Plans, 2002)

b) **REGULAR**

- **Normal, standard.**
- **Constituted, conducted, or done in conformity with established or prescribed usages.**
- **Recurring, attending, or functioning at fixed or uniform intervals.**
  (Merriam-Webster’s Collegiate Dictionary, Tenth Edition)

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2 Other informative definitions include:
- Inhabitant: One who although he may not be a citizen, dwells or resides in a place permanently, or has a fixed residence therein, as distinguished from an occasional lodger or visitor.
- Dwell: To inhabit, to reside; to have a fixed place of residence.
- Domicile: The place where a person has his true fixed permanent home and principal establishment, and to which place he has, whenever he is absent, the intention of returning, and from which he has no present intention of moving. Ballentine’s Law Dictionary, 3rd Edition (emphases added)

3 Other alternative definitions include: Habitual: By habit; constant; customary, accustomed, usual; common; ordinary; regular; familiar. Ballentine’s Law Dictionary, 3rd Edition (emphases added)
“SEC. 725. DEFINITIONS.

‘For purpose of this subtitle…

(2) The term ‘homeless children and youths’—

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

(B) Includes—

(i) Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a 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, also known as “doubled-up”;

(ii) Children and youth 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 1 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 settings; 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 purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).”

This handout was disseminated at a homeless education training. The training activity was paid for using Title X, Part C funds from the No Child Left Behind Act.
What Are Ways To Identify Students Who Are Experiencing Homelessness?

As school employees, we must be aware of the silent signals our students bring with them to school every day. These characteristics could be attributed to students with other issues as well as those students/families experiencing homelessness:

- Attendance at several schools
- More than one family at one address
- Poor hygiene and grooming
- Hunger and hoarding food
- Vague when asked about proof of residency
- Some common statements used by homeless students/families may include: "We've moved a lot."
  "We're staying with relatives/friends while looking for a place."
  "We're going through a bad time right now."

If homelessness is suspected, possible follow up questions:

1. Are you living in this household because you do not have stable housing?
2. Do you live in any of these situations?
   ___ sharing housing with relatives or others due to lack of housing
   ___ in a shelter or transitional living program
   ___ in a motel, hotel, park, or campground due to lack of adequate housing
   ___ in a car or RV or in a public place (such as a bus station)
   ___ in sub-standard housing, such as an abandoned building
   ___ without a parent or guardian, or a teen (up to age 21) living independently
   ___ awaiting foster care placement
   ___ parents are migrant workers
   ___ in other situations that are not fixed, regular, or adequate for nighttime residence
3. Would you be willing to talk/meet with our school social worker to discuss resources available to you? Or would you like to call Project UP-START?

Is Your Family Facing Homelessness or Housing Problems? Who May Be Eligible?

Children and youth in families with housing problems that have forced them to:
- Live temporarily with another family.
- Live in a motel, campground or car.
- Live in an emergency, domestic violence or transitional shelter.

Children and youth on their own:
- Living temporarily with another family.
- Living in a motel, campground or car.
- Living in an emergency, transitional or runaway shelter.
- Awaiting foster care placement.

Information on this page was adapted from the National Center for Homeless Education
The Educational Rights of Students in Homeless Situations:
What Schools Need to Know

School District Homeless Liaison:

Liaisons are Local Educational Agencies (LEA) appointed staff members responsible for ensuring the identification, school enrollment, attendance, and opportunities for academic success of students in homeless situations. Some of these activities may be accomplished by the liaison himself or herself, while others are accomplished by coordinating the efforts of other staff people. By linking students and their families to school and community services, liaisons play a critical role in stabilizing students and promoting academic achievement at the individual, school, and district level. Additionally, every school has assigned a School Homeless Liaison to assist in obtaining school and immunization health records, identification, enrollment, attendance, and all other needs a homeless student or family may have. The School Homeless Liaison works collaboratively with the Project UP-START District staff. To obtain the name of the School Homeless Liaison, please consult your school Principal.

The Miami-Dade County District Homeless Liaison is Debra Albo-Steiger, Division of Student Services and can be reached at 305-995-7318.

Homeless Student Identification Policy:

Children and youth living in transition are difficult to identify for many reasons, and thus often go unnoticed by school personnel. In order to identify homeless children both in and out of school, the District Homeless Liaison coordinates with community service agencies, local shelters, street outreach teams, and faith based organizations. In addition, the liaison provides awareness trainings to all school registrars, school counselors, school social workers and to the School Homeless Liaisons as well. Communication with the Food and Nutrient Department assist in identifying homeless students in our district. Students who are homeless are identified by the following procedures:

a) Self report: A family or student may notify school counselor or teacher to report their living situation; or upon enrollment they will report their situation to the school registrar.

b) Shelter Referral: The local shelters send monthly reports of all the school-aged children they have living in their shelters.

c) Food and Nutrition: When students/families complete the free and reduced lunch application there is a box on the top to check if the student is an unaccompanied minor or homeless. The Food and Nutrient Department will send the program a report monthly on all students who marked “homeless.”

d) Referrals from other school districts.

e) Referrals from school social workers doing home visits for other family issues.

f) Referrals from the Truancy Intervention Department. Many of our unaccompanied minors are identified by the truancy intervention.

g) Other District offices such as: Community Engagement, Superintendent’s office, etc.
Enrollment:

School stability and continuity in school enrollment are associated with school success including achievement, promotion, and graduation. Research studies have indicated that a child may lose 4-6 months of academic progress with each move to a new school. The importance of a child attending one school and attending consistently (in one school or in several schools without gaps during a transition) cannot be underestimated. Therefore, the policy of the Miami-Dade County Public Schools according to the child's or youth's best interest must continue; the child's or youth's education in the school of origin for the duration of homelessness. This is evident when a family becomes homeless between academic or during an academic year; or for the remainder of the academic year, the child or youth will finish the academic year. (722(g)(3)(A)(i)(I) an (II) of the McKinney-Vento Act).

Segregation:

It is the policy of the Congress as well as the Miami-Dade County Public School District that homelessness alone is not sufficient reason to separate students from the mainstream school environment. Schools are prohibited from segregating homeless students in separate schools, separate programs within schools, or separate settings within schools. They have the right to participate in school activities and extra-curricular events.

Parent/Student Poster Distribution:

A poster was designed to provide information to homeless under the McKinney-Vento Homeless Assistance Act and lists the educational rights of children and youth experiencing homelessness. It is placed in schools, shelters and public offices in the community. This is geared to generate public awareness support. School counselors receive the posters during counselor's meeting and post them in the counselor/main office of schools. Tutors receive posters to place in shelters. Liaison and community outreach personnel place posters in local businesses and offices such as Metro Dade County Team Metro offices, community agencies, church and motels.

Parental Participation:

Parents are encouraged to take an active role in their child's academic life. Counselors are assigned to the shelters though the Project UP-START program to provide parenting classes and workshops to parents at the shelter sites. Such topics include:

- Homework without tears, helping your child with homework
- Understanding the standardized testing
- The Parent Portal
- Managing stress
- Responsible Parenting.
- What is the McKinney-Vento Act: Understanding your child's educational rights
Homeless Student Enrollment
Procedures for School Registrars

Homeless children and youth often do not have the documents ordinarily required for school enrollment. Enrolling them in school immediately provides these children and youth needed stability and is also a Federal requirement under the McKinney-Vento Homeless Assistance Act. Students have 30 days to bring in all documentation.

The following are the Miami-Dade County Public Schools enrollment procedures to facilitate the registration for homeless students.

- Project UP-START students can enroll at the zoned school to the address that they are currently living in.
- Under some circumstance, albeit infrequent, schools can be selected on the basis of a “best interest determination” as per Project UP-START staff. When this occurs, schools must immediately enroll the homeless child or youth, even if the child or youth is unable to produce the records normally required for enrollment (such as previous academic records, medical records, and proof of residency, birth certificates, or other documentation).
- The enrolling school must immediately contact the school last attended by the child or youth to obtain relevant academic or other records.
- If a child or youth needs to obtain immunization, medical or school records, the enrolling school must immediately enroll the student and then refer the parent or guardian to the local health department, full service school, or the School Homeless Liaison. If it is an unaccompanied minor, refer to the School Homeless Liaison or District Homeless Liaison.
- Use the address the parent provides. Utility bills, leases, etc. do not apply when a parent discloses they are in a homeless situation.
- Complete the Project UP-START Questionnaire (FM 7378) after enrollment and fax it to the attention of Project UP-START at 305-579-0370.
- If the student needs transportation, contact: 305-995-7583 or at 305-995-7558. Special transportation requests can only be granted through Project UP-START.
When Legal Guardians Are Not Present: 
Enrolling Students on Their Own

In most LEAs (Local Education Agencies or school districts), enrollment procedures are predicated on the expectation that children are living with their parents or legal guardians. Requiring parents or legal guardians to sign forms upon enrolling children provides schools with protection from certain types of liability and with contact information for situations in which additional permissions or consultations are needed.

In a number of instances, however, children and youth who are enrolling in a school may not be living with their parents or legal guardians. Frequently, children in families experiencing homelessness are sent to live temporarily with friends or relatives. In other situations, youth have been forced to leave home due to abusive environments or are on their own for other reasons. These children and youth, in most cases, fit the definition of Unaccompanied Homeless Youth in the McKinney-Vento Act: a youth not in the physical custody of a parent or guardian [42 U.S.C. §11434A(6)] and is eligible for immediate school enrollment.

The McKinney-Vento Act requires school districts to enroll homeless children and youth in school immediately, even if they lack required enrollment documents [42 U.S.C. §§11432(g)(3)(C), (g)(1)(H)(iv), (g)(1) (F)(ii)]. ("Enroll" and "enrollment" are defined as "attending classes and participating fully in school activities" [42 U.S.C. §11434A(1)].) The Act further requires states to review and revise any policy that may act as a barrier to the enrollment of homeless children and youth and requires states to give particular attention to guardianship issues [42 U.S.C. §§11432(g)(7)].

Therefore, schools may not condition school enrollment upon the receipt of proof of legal guardianship by caregivers of homeless, unaccompanied youth; nor may they require caregivers to become legal guardians within a certain period of time after the child enrolls in school. The decision to seek legal guardianship is a serious decision that affects significantly the legal rights of the parent and caregiver well beyond the education arena. Although that step may be appropriate in some cases, it will not be in others.

In addition, it is important to note that the absence of an available caregiver must not impede enrollment. Unaccompanied Homeless Youth who are on their own completely must be enrolled in school immediately.

Under the McKinney-Vento Act, every school district must designate District Homeless Liaison [42 U.S.C. § 1 1432(g)(1)(J)(ii)]. The local liaison plays a key role in identifying and supporting Unaccompanied Homeless Youth and is required to help them choose and enroll in school after considering their wishes; inform them of their right to transportation; assist them in accessing transportation; provide them with notice of their right to appeal school or school-district decisions; and ensure that they are enrolled in school immediately, pending resolution of disputes [42 U.S.C. §11432(g)(6)(A)].
Quick Reference

Determining Homeless by the Definition

- Sharing the housing of another person due to loss of housing, economic hardship, or similar reason, a.k.a "doubled up";
- Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Awaiting foster care placement

Enrollment Procedures

- Students can enroll to the zoned school of the address they are currently living and must be enrolled immediately.
- Under some circumstances, school selected may be made on the basis of a "best interest determination" and schools must immediately enroll.
- Family residency, immunization records, health records, and school records are not needed for immediate enrollment.
- An asterisk (*) placed in the birth certificate place on ISIS will allow the registrar to enroll student without health/immunization records.

Enrollment Forms

- 7378 Project UP-START Student Questionnaire
- 7404 Referral/Report of Homeless Student
- 7405 Special Transportation Request Referral
- 7402 Caregiver's Authorization Form

All forms are available online under Forms Management on dadeschools.net
**Procedure for registering a homeless student without Immunization or Medical Records:**

As Miami-Dade County Public Schools registrar, you have the task to register new students. Below is a guide to assist you on the requirements to register a child or youth if a student does not have the required Immunization records for enrollment, the system can be overridden by placing an asterisk (*) in the birth certificate space in the ISIS mainframe.

If a student does not have immunizations or medical records, the school, or liaison must immediately assist in obtaining them, and the students must be enrolled in school in the interim. The student is given 30 days to acquire necessary documentation.

Please fax the Project UP-START Student Questionnaire (FM 7378) to Project UP-START, at 305-579-0370 to have the homeless student flagged in the system.

If you continue to have difficulty, contact Project UP-START directly at 305 995-7558.
Students Registration

Health Requirements for School Entrance

Florida law requires that children present immunization documentation prior to admittance or attendance to a Florida school for the first time. This applies to all new students in pre-kindergarten through the 12th grade. Parents must present a Florida Certificate of Immunization, DH-Form 680, Part A, B, or C, and the documentation listed below, when registering their child at school.

- **Varicella (chicken pox)** vaccine for *pre-kindergarten, kindergarten, first, second, third, fourth, and fifth grade* children entering, attending or transferring into school.
- **Two valid measles doses** for students enrolling in or attending *grades kindergarten through twelfth*.
- **Hepatitis B vaccine series** for children enrolling in or attending *grades Pre-kindergarten, kindergarten, first, second, third, fourth, fifth, sixth, seventh, eighth, ninth, tenth, eleventh, and twelfth*.
- **(TD) Tetanus-Diphtheria booster**, administered within the past five years is also required for enrollment or attendance to *grades seventh, eighth, ninth, tenth, eleventh, and twelfth*.
- **A hearing screening** is requested for students being enrolled or attending *grades kindergarten, first, second, third, sixth, and tenth*.
- **A vision screening** is requested for students being enrolled or attending *grades kindergarten, first, third, sixth, and tenth*.
- **An exam for scoliosis** is required to enroll in or attend *sixth grade*.

The “Florida Plan for School Health Services” requires that all students (PK-12) submit documentation of a Student’s Health Examination performed within the 12 months prior to initial entry into a Florida school. A Student Health Examination (DH or HRS-H Form 3040), including proof of a Tuberculosis Clinical Screening, and appropriate follow up, if necessary, should be completed and signed by a licensed practicing health care provider and presented to the school at the time of registration.

Parents can consult their private health care provider, or usual source of health care for the above requirements before registering their child for school. Should they not have a private provider, they can contact one of the Florida Department of Public Health Centers listed on the next page for an appointment.

Emergency Contact Cards must be completed and signed by the student’s parent or guardian. Any change of address or telephone number must be notified to the school.

Students identified under Project UP-START have 30 days to bring in all documentation.
Please call 786-845-0550 to make an appointment.

West Perrine Health Center
18255 Homestead Avenue
Miami, Florida 33157
Mon-Fri. (8 am - 4 pm)
Specialized in Adult and Children Vaccines

North Miami Clinic
14101 NW 8th Avenue
North Miami, Florida 33168
Tuesday and Thursdays (8 am - 4 pm)
Specialized in Children Vaccines only

Little Haiti Health Center
300 NE 80th Terrace
Miami, Florida 33138
Mon., Wed., & Fri. (8 am - 4 pm)
Adult and Children Vaccines

Downtown Clinic
1350 NW 14th Street
Miami, Florida 33125
Mon.-Fri. (8 am - 4 pm)
Specialized in Adult and Children plus Travel Vaccines

Please Bring Immunization Records

FOR MORE INFORMATION CALL: 786 845-0550
<table>
<thead>
<tr>
<th></th>
<th>Center/Address</th>
<th>Contact</th>
<th>Hours</th>
<th>Costs</th>
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<td>1</td>
<td>Borinquen Health Care Center 3601 Federal Hwy</td>
<td>Carmen Alltys</td>
<td>8 am - 5 pm M/W 9 am - 7 pm T/Th 8 am - 4 pm Fri 8 am - 2 pm Sat</td>
<td>Sliding fee scale</td>
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<tr>
<td>2</td>
<td>Doris Ison Health Center 10300 SW 216 St</td>
<td>Mae Goins, RN</td>
<td>8:30 am - 5 pm M-F</td>
<td>Immunizations free; school physicals $25.00 offered year round; TST (PPD) additional fee. Walk-in's accepted; appointments encouraged</td>
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<td>Miami, FL 33190</td>
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<td>3</td>
<td>Jessie Trice for Community Health 5361 NW 22 Ave.</td>
<td>Kathy Williams</td>
<td>8 am - 4 pm M-F</td>
<td>$10 Adm. Fee per child</td>
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<td>4</td>
<td>James E. Scott Center 7200 NW 22 Ave.</td>
<td>Angela Hurst</td>
<td>8 am - 4 pm M-F</td>
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<td>5</td>
<td>COPE Center North 9950 NW 19th Ave.</td>
<td>Oizzie Bradley</td>
<td>8 am - 4 pm M-F</td>
<td>$10 Adm. Fee per child</td>
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<tr>
<td>6</td>
<td>Helen B. Bentley Family Health Center 3090 SW 37</td>
<td>Dr. Joyce Price</td>
<td>9 am - 3 pm M-F</td>
<td>$40 Adm. Fee per child</td>
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<td>Ave. Miami, FL 33133</td>
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<tr>
<td>7</td>
<td>North Dade Unit - Pediatrics 15490 NW 7 Ave.</td>
<td>Mercedes Reyes</td>
<td>2 pm - 5 pm</td>
<td>VFC eligible $0 Adm. Fee $10 per child</td>
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<td></td>
<td>Miami, FL 33169</td>
<td></td>
<td>By Appointments Only</td>
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<tr>
<td>8</td>
<td>MBCHC at Center for Haitian Studies 8360 NE 2nd Ave.</td>
<td>Adriana Restrepo</td>
<td>8 am - 4 pm M-F</td>
<td>VFC eligible $0 Adm. Fee $10 per child</td>
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<td>9</td>
<td>Rosie Lee Wesley Health Center 6601 SW 62 Ave.</td>
<td>Barbara Perez</td>
<td>8 am - 5 pm M-F</td>
<td>Non Center Patients $30 per child for PPD (TB Test) only. For immunizations, they will be referred to nearest DOH sponsored immunization sites. Center Patients School physicals &amp; immunizations included in visit. Make appt.</td>
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<td></td>
<td>Miami, FL 33143</td>
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<td>10</td>
<td>Jefferson Reaves Health Center 1009 NW 5th Ave.</td>
<td>Barbara Lloyd</td>
<td>8 am - 4 pm M, T, Th, F 10 am - 6 pm W</td>
<td>On-site DOH for free immunizations. August 18th, 9 am - 12 Noon School physicals on site</td>
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<td></td>
<td>Miami, FL 33136</td>
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<tr>
<td>11</td>
<td>Juanita Mann Health Center 79th Street Flea Market</td>
<td>Yvonne Edwards</td>
<td>8:30 am - 5 pm Monday &amp; Wednesday only</td>
<td>$30 (per child) for school physical. Call if Medicaid or insurance</td>
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<td>7900 NW 27th Ave.</td>
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<td>12</td>
<td>Liberty City Health Center 1320 NW 62 St.</td>
<td>Yvonne Edwards</td>
<td>8:30 am - 5 pm Wednesday only</td>
<td>$30 (per child) for school physical. Call if Medicaid or insurance</td>
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<td>13</td>
<td>Jefferson Reaves Health Center 1009 NW 5th Ave.</td>
<td></td>
<td>Aug. 1 - Sept. 14th 8 am - 3:30pm M,T,Th,F 10 am - 4 pm Wed</td>
<td>Free</td>
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<td>No.</td>
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<td>Cost Description</td>
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<td>14</td>
<td>West Penine Health Center</td>
<td></td>
<td>Aug. 1 - Sept. 14th 8 am - 3:30 pm M - F</td>
<td>Free</td>
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<td></td>
<td>18255 Homestead Ave. Miami, FL 33157</td>
<td>786-845-0550</td>
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<td></td>
<td><strong>Miami Beach</strong></td>
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<td>15</td>
<td>Stanley C. Myers Center</td>
<td>Karen Miller, LPN</td>
<td>7:30 am - 5 pm M-F</td>
<td>VFC eligible $0 Adm. Fee $10 per child</td>
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<tr>
<td></td>
<td>710 Alton Rd. Miami Beach, FL 33139</td>
<td>305-538-8835</td>
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<tr>
<td>16</td>
<td>Beverly Press Center</td>
<td>Richard Nixon, LPN</td>
<td>7 am - 7 pm M-Th 7 am - 5 pm Fri</td>
<td>VFC eligible $0 Adm. Fee $10 per child</td>
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<tr>
<td></td>
<td>1221 71 Street Miami Beach, FL 33141</td>
<td>305-538-8835</td>
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<td></td>
<td><strong>Miami Gardens</strong></td>
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<tr>
<td>17</td>
<td>North Dade Health Center</td>
<td>Clyde Fleming</td>
<td>8:30 am - 5 pm M, T, Th, F 11:30 am - 8 pm Wed. For Pediatrics call 786-1718 during these hours for more info.</td>
<td>School physicals offered by appt. during hours listed. Cost $30 for school physical for general public. Registered patients pay sliding fee or insurance billed.</td>
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<tr>
<td></td>
<td>16555 NW 25th Ave. Miami Gardens, FL 33054</td>
<td>786-466-1500</td>
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<td><strong>Hialeah</strong></td>
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<td>18</td>
<td>Citrus Health Network</td>
<td>Arelys del Castillo</td>
<td>8 am - 5 pm M-F</td>
<td>Free</td>
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<td></td>
<td>4125 W. 20th Ave. Hialeah, FL 33012</td>
<td>305-424-3120</td>
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<td>19</td>
<td>Flamingo Medical Center</td>
<td>Damaris Perez</td>
<td>8 am - 4 pm M-F</td>
<td>$10 Adm. Fee per child</td>
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<tr>
<td></td>
<td>901 E. 10 Ave., Bay 39 Hialeah, FL 33010</td>
<td>305-887-0004</td>
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<td>20</td>
<td>Markenson Unit - Pediatrics</td>
<td>Mercedes Reyes</td>
<td>2 pm - 5 pm By Appointments Only</td>
<td>VFC eligible $0 Adm. Fee $10 per child</td>
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<td></td>
<td>430 W. 66 St. Hialeah, FL 33010</td>
<td>305-685-6976</td>
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<td>21</td>
<td>Markenson Unit - Pediatrics</td>
<td>Gina Morgan-Smith, MD</td>
<td>Aug. 2, 9, 16 Only 2 pm - 5 pm</td>
<td>By appointment only</td>
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<td></td>
<td>430 W. 66 St. Hialeah, FL 33010</td>
<td>305-685-6976</td>
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<td>22</td>
<td>Goodlet Adult Center</td>
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<td>Aug. 6 - 10th 8:30 am - 3:30 pm</td>
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<td>900 W. 44th Place Hialeah, FL</td>
<td>786-845-0550</td>
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<td><strong>North Miami</strong></td>
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<td>23</td>
<td>North Miami Center</td>
<td>Adriana Restrepo</td>
<td>7:30 am - 4 pm M-F</td>
<td>VFC eligible $0 Adm. Fee $10 per child</td>
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<td></td>
<td>12340 NE 6th Ct. North Miami, FL 33161</td>
<td>305-538-8835</td>
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<td>24</td>
<td>North Miami Health Center</td>
<td>Regina Stewart</td>
<td>8 am - 5 pm M-F</td>
<td>Non Center Patients $30 per child for PPD (TB Test) only. For immunizations, they will be referred to nearest DOH sponsored immunization sites. Center Patients School physicals &amp; immunizations included in visit. Make appt.</td>
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<td>14101 NW 8th Ave. North Miami, FL 33168</td>
<td>305-305-2511</td>
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<td>West Perrine Health Center</td>
<td>Marvine Cruz, LPN</td>
<td>10:30 am - 7 pm M/W</td>
<td>Immunizations free; school physicals $25.00 offered year round; TST (PPD) additional fee. Walk-in's accepted; appointments encouraged</td>
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<td>18225 Homestead Ave.</td>
<td></td>
<td>8:30 am - 5 pm</td>
<td>T/Th/F</td>
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<td>26</td>
<td>South Dade Health Center</td>
<td>Beatriz Fernandez</td>
<td>8:30 am - 7 pm T/W</td>
<td>Immunizations free; school physicals $25.00 offered year round; TST (PPD) additional fee. Walk-in's accepted; appointments encouraged</td>
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<td></td>
<td>13600 SW 312 St.</td>
<td></td>
<td>8 am - 5 pm Th/F</td>
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<td>Homestead, FL 33033</td>
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<td>8 am - 12 noon Sat</td>
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<td></td>
<td>305-242-6069</td>
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<tr>
<td>27</td>
<td>MLK Clinica Campesina</td>
<td>Monica Mizell, RN</td>
<td>8:30 am - 5pm M-F</td>
<td>Immunizations free; school physicals $25.00 offered year round; TST (PPD) additional fee. Walk-in's accepted; appointments encouraged</td>
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<td>810 W. Mowry Dr.</td>
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<td>Homestead, FL 33030</td>
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<td>305-248-4334</td>
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<td>28</td>
<td>Naranja Health Center</td>
<td>Ingrid Goodluck, RN</td>
<td>10:30 am - 7 pm M/W</td>
<td>Immunizations free; school physicals $25.00 offered year round; TST (PPD) additional fee. Walk-in's accepted; appointments encouraged</td>
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<td></td>
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<td>Naranja, FL 33032</td>
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<td>8:30 am - 5 pm T/Th/F</td>
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<td></td>
<td>305-258-6813</td>
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<td>8:30 am - 5 pm T/Th/F</td>
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<td>29</td>
<td>Everglades Health Center</td>
<td>Luis Vasquez, LPN II</td>
<td>8:30 am - 7 pm T/W</td>
<td>Immunizations free; school physicals $25.00 offered year round; TST (PPD) additional fee. Walk-in's accepted; appointments encouraged</td>
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<td></td>
<td>19300 SW 376 St.</td>
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<td>8 am - 5 pm Th/F</td>
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<td>Florida City, FL 33034</td>
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<td>8 am - 12 noon Sat</td>
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<td></td>
<td>305-246-4607</td>
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<td>8 am - 12 noon Sat</td>
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Federal Resources for Feeding Homeless Children and Youth

The Child Nutrition and WIC Reauthorization Act of 2004 (P.L. 108-265) expands federal child nutrition programs in several ways to assist homeless and runaway children and youth by providing:

- Automatic eligibility for free school meals to homeless and runaway children
- Streamlined procedures to document such eligibility
- Full school year eligibility for free school meals
- Federal nutrition funds for shelters that serve children and youth up to age 18

Automatic Eligibility for Free School Meals

Before the Child Nutrition and WIC Reauthorization Act was passed, administrative guidance made homeless children, as defined by the McKinney-Vento Homeless Assistance Act, automatically eligible for free school meals. The Reauthorization Act establishes in law this categorical eligibility for homeless children, meaning that all children who are defined as homeless are eligible for free school meals.

The Reauthorization Act also confers automatic eligibility for free school meals on migrant children served through the Migrant Education Program and runaway children and youth served through the three grant programs established under the Runaway and Homeless Youth Act (RHYA): Basic Center Program, Transitional Living Program for Older Homeless Youth, and Street Outreach Program.


Documentation of Free Meal Eligibility

The McKinney-Vento Act requires every school district to designate a District Homeless Liaison to assist students living in transition. The Liaisons ensure that children receive the educational and other services for which they are eligible — including free school meals. District Homeless Liaisons, homeless or domestic violence shelter directors, and RHYA service providers may provide documentation that children are homeless or runaway to school food service directors or other officials who determine school meal eligibility.

The documentation must include the child's name or a list of their names, effective date(s), and the signature of the District Homeless Liaison, homeless or domestic violence shelter director or RHYA service provider. This list is acceptable in lieu of a school meal application usually submitted by the child's parent or guardian and is sufficient for school officials to approve the child's eligibility for free school meals.
School food service directors, principals, and other school officials should work closely with the District Homeless Liaison, homeless or domestic violence shelter directors and RHYA service providers to ensure that homeless and runaway children and youth are provided free meal benefits as promptly as possible.


**Full School Year Eligibility**

Once a student has been certified as eligible for free meals, including when based on designation as homeless or runaway by a local educational agency liaison, homeless or domestic violence shelter director or RHYA service provider, the eligibility remains effective for the remainder of the school year. This policy holds even if children or youth move into permanent housing and are no longer homeless or served by RHYA programs. In such instances, a new eligibility determination shall be made in the subsequent school year. Schools are allowed to continue a student’s eligibility from the previous school year for 30 operating days into the subsequent school year, or until a new eligibility determination is made, whichever occurs first.


**Federal nutrition funds for shelters serving children and youth**

Homeless, runaway, and domestic violence shelters are eligible to use the Child and Adult Care Food Program (CACFP) to feed children and youth up to 18 years of age in their facilities. The Reauthorization Act raised the age limit for children who may be fed through the program, and this expansion of eligibility from a maximum age of 12 to 18 years will help provide financial support for often strained shelter budgets.

Shelters will be reimbursed for meals and snacks served to children age 18 and under residing in the shelter. For each child served, shelters can receive reimbursement for up to three meals or two meals and one snack each day.

To apply for this program, contact your state CACFP agency. Please see USDA Memo CACFF 5 (http://www.fns.usda.gov/cnd/Care/Reauth_Memos/2004-08-10.pdf) and FRAC’s brochure on federal funds for shelters (www.frac.org/htinlfederal_food_programs/programs/homeless/CACFP_Bmchure_Blank.pdf) for more details. Also see FRAC’s website (www.frac.org) for a CACFP in Shelters Outreach Toolkit, which includes a list of state CACFP agency contact names and numbers.
Special New Rules Make Signing Up For Free School Meals Fast and Easy!

Where Do I Apply?

To sign your child up for free school meals, speak with the:
- District Homeless Liaison at Project UP-START or School Homeless Liaison
- Staff at your child’s school, or
- Homeless shelter director (if the child is living at a shelter).

These individuals will help your child receive free school meals immediately and the will pass the information along to the school’s food program.

Food Assistant Programs (SNAP) and homeless children and youth

Youth who live in a shelter or entirely alone should be able to apply for food stamps on their own. Their parents’ income should not be used in calculating whether they are eligible for food stamps. If they live in a shelter, service providers may assist youth by providing letters for them to provide Florida Department of Children and Families.

Homeless people living in shelters are eligible for SNAP benefits, even if the shelter provides meals. The ACCESS program has special rules that allow homeless families to receive food assistance, even if they do not have photo IDs or do not have a regular address. The ACCESS program may accept as ID the word of a shelter director who can identify the applicant. If a household’s income is low enough, ACCESS program must issue food assistance within 7 days of when the household applies, and in some states sooner.


Free and Reduced Lunch Procedures

Homeless/Unaccompanied students are entitled to free lunch immediately.

A check is placed in the box at the top of the free/reduced lunch form that states Homeless/Unaccompanied-Runaway. This procedure facilitates immediate free lunch.

If you experience difficult in processing this request you can contact the Food and Nutrition at 786-275-0400.
Who Can I Call If I Have Questions?

For more information about the School Lunch program, please contact:

Debra Albo-Steiger, L.C.S.W.
Project UP-START, District Liaison, Division of Student Services - 1450 NE 2nd Avenue, Suite 409
Miami, Florida 33132
Phone: 305-995-7558
Fax: 305-579-0370
Email: debalbo@dadeschools.net

National Center for Homeless Education
Phone: 1-800-308-2145
Website: www.serve.org/nche

Food Research and Action Center
Phone: 202-986-2200
Website: www.frac.org

School Meals

- All parents know that nutritious meals are important for children to grow, keep healthy and learn.
- When times are tough, it can be difficult to get children all the healthy food they need.
- Free breakfast, lunch, and after-school snacks served through the National School Lunch and School Breakfast Programs may be one way to make sure your child can grow and learn.

New Rules Make Signing Up For Free School Meals Fast and Easy

The school lunch and breakfast programs have special new rules to help families facing housing problems and homelessness. These rules allow children and youth to quickly qualify for free school meals.

No documents or paperwork are required.

The United States Department of Agriculture (USDA) prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, and marital or family status.
SUBJECT: Categorical Eligibility for Free Lunches and Breakfasts of Runaway, Homeless, and Migrant Youth: Reauthorization 2004 Implementation Memo SP 4

TO: Special Nutrition Programs
    All Regions
    State Agencies
    Child Nutrition Programs
    All States

Section 107 of the Child Nutrition and WIC Reauthorization Act of 2004 (Act) amended section 9(b) of the Richard B. Russell National School Lunch Act to make runaway, homeless and migrant children categorically eligible for free meal benefits under the National School Lunch and School Breakfast Programs and is effective July 1, 2004. In addition to establishing free meal eligibility, the Act also establishes a requirement for documenting a child’s status as runaway, homeless, or migratory.

Previously, through guidance, the Food and Nutrition Service extended categorical eligibility for free school meals to children considered homeless under the McKinney-Vento Homeless Assistance Act. School officials were allowed to accept statements that children were homeless from the local educational liaison for the homeless or directors of homeless shelters where the children reside. The Act now establishes in law the categorical eligibility of these children for free school meals. Please see the previously issued memoranda of April 6, 1992, Documentation of Free and Reduce Price Meal Eligibility for Homeless Children and of April 4, 2002, Updated Guidance for Homeless Children in the School Nutrition Programs, on documentation for homeless children under McKinney-Vento.

There were, however, no similar eligibility and documentation provisions for runaway youth or migrant children. At this time, we are in discussions with the Department of Health and Human Services, regarding implementation of that portion of the Act that addresses categorical eligibility for runaway youth served through grant programs established under the Runaway and Homeless Youth Act. We hope to provide guidance in the very near future on how to determine and document if a child is receiving services as a runaway and is therefore categorically eligible for free school meals.
Head Start Preschool Programs

Identification of Preschool Homeless Students:

Liaisons identify preschool-aged homeless children by working closely with shelters and social service agencies in the area. School registrars are trained to inquire the housing situation at the time they are enrolling homeless children and youth in school. The school can make a referral to Project UP-START or can provide the family with the number to the local Head Start office. The Miami-Dade County Public Schools Head Start Office number 305-995-7689.

Head Start

Head Start programs provide comprehensive, developmental services for low-income preschool children ages three to five and social services for their families. The purpose of the Head Start program is to promote school readiness by enhancing the social and cognitive development of children through the provision of health, educational, nutritional, social, and other services. The cornerstone of the program is parent and community development.

If homeless families need assistance with pre-school children under the age of 4 refer them to the following office to find a head start program closest to where they are residing.

Head Start/Early Head Start 395 Northwest 1450 NE 2nd Avenue Suite 351 Miami, Florida 33132 Phone: 305-995-7689

Pre K-4 Program

If families need assistance enrolling PK-4 children enroll them in your school's PK-4 Program as you would any other Pre K-4 student. If you have any questions please contact the following:

Early Childhood Programs Miami-Dade County Public Schools 1450 NE 2nd Avenue, Suite 351 Miami, Florida 33132 Phone: 305-995-7632
Unaccompanied Homeless Youth

Unaccompanied Homeless Youth often face unique barriers in enrolling and succeeding in school. These barriers include school attendance policies, credit accrual, and legal guardianship requirements. Without a parent or guardian to advocate for them and exercise parental rights, they may be denied enrollment and remain out of school for extended periods of time. Unaccompanied Homeless Youth also may not understand their educational rights, or know how to acquire this information.

The District Homeless Liaison assists Unaccompanied Homeless Youth in accessing educational service through the following activities:

- Helping Unaccompanied Homeless Youth determine school placement and enroll in a school, after considering the youth's best academic interests;
- Providing Unaccompanied Homeless Youth with notice of their appeal rights in a language they can understand or in an accessible format;
- Informing youth of their right to transportation to and from the school of origin, and assisting Unaccompanied Homeless Youth in accessing transportation; and
- Ensuring that Unaccompanied Homeless Youth are immediately enrolled in school pending the resolution of disputes.

Unaccompanied Homeless Youth include young people who have run away from home, been thrown out of their homes, and/or been abandoned by parents or guardians. These young people are separated from their parents for a variety of reasons. Over half report being physically abused at home, and over one-third report sexual abuse. Over two-thirds report that at least one of their parents abuses drugs or alcohol. For many of these young people, leaving home is a survival issue. Other youth are thrown out of their homes because they are pregnant, gay or lesbian, or because their parents believe they are old enough to take care of themselves. Over half of youth living in shelters report that their parents either told them to leave or knew they were leaving and did not care. Once out of the home, Unaccompanied Homeless Youth are frequently victimized. As many as half have been assaulted or robbed; and one in ten runaways reports being raped.

School may be the only safe and stable environment available to Unaccompanied Homeless Youth. Yet Unaccompanied Homeless Youth often face unique barriers to enrolling and succeeding in school. Without a parent or guardian to advocate for them and exercise parental rights, they are sometimes denied enrollment and remain out of school for extended periods of time. Unaccompanied Homeless Youth also may not understand their educational rights or know how to acquire this information.

The Role of the McKinney-Vento Act

The education provisions of the McKinney-Vento Act, which are now incorporated within No Child Left Behind, ensure educational rights and protections for children and
youth experiencing homelessness. The law directly applies to Unaccompanied Homeless Unaccompanied youth who also receive some special attention within the Act.

**Key Provisions**

- The term "unaccompanied youth" includes youth in homeless situations who are not in the physical custody of a parent or guardian.

- Unaccompanied Homeless Youth have the same rights as other students experiencing homelessness. Specifically, they have the right to:
  - Remain in their school of origin (to the extent feasible)
  - Receive transportation to & from the school of origin
  - Immediately enroll in a new school serving the area in which they are currently living even if they do not have required documents (e.g. proof of guardianship)
  - Equal access to programs and services such as gifted and talented education, special education, vocational education, and English Language Learner services.

- Each local education agency (LEA), otherwise known as school district, must appoint a District Homeless Liaison, whose duties include:
  - Helping Unaccompanied Homeless Youth determine school placement and enroll in a school, after considering the best interest of the youth.
  - Informing Unaccompanied Homeless Youth of their rights to transportation and assisting youth in accessing transportation.
  - Providing Unaccompanied Homeless Youth with notice of their right to appeal school or school district decisions and ensuring that youth are immediately enrolled in school pending resolution of disputes.

- School personnel must be made aware of the specific needs of runaway and homeless youth.

- McKinney-Vento state plans must:
  - Address problems caused by enrollment delays due to guardianship issues.
  - Describe how homeless youth and youth separated from the public schools are identified and accorded equal access to appropriate secondary education and support services.

- McKinney-Vento sub grants can be used for services and assistance to attract, engage, and retain unaccompanied youth in public school programs and services.
Resources for Unaccompanied Homeless Youth

Covenant House
Runaway Hotline: 1-800-999-9999 (24 hrs)
www.covenanthouse.org

Lotus House Shelter
305-438-0556
http://lotushouse.org/

National Network for Youth
202-738-7949
www.nn4youth.org

National Runaway Switchboard
Runaway Hotline: 1-800-621-4000 (24 hrs)
www.nrscripline.org

Stand Up for Kids
1-800-365-4KID
www.standupforkids.org
Transportation

The McKinney-Vento Homeless Assistance Act (Subtitle B-Education for Homeless Children and Youth), reauthorized in January 2002, ensures educational rights and protections for children and youth experiencing homelessness. This brief explains the legislation and offers strategies for implementing it in a school district. Additional briefs on various topics in the law may be found on the websites of the organizations listed below.

Key Provisions

- Local Educational Agencies (LEAs), otherwise known as school districts, must provide students experiencing homelessness with transportation to and from their school of origin, at a parent or guardian's request.
- For Unaccompanied Homeless Youth, LEAs must provide transportation to and from the school of origin at the LEA homeless liaison's request.
- "School of origin" is defined as the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.
- If the student’s temporary residence and the school of origin are in the same LEA, that LEA must provide or arrange transportation. If the student is living outside the school of origin's LEA, the LEA where the student is living and the school of origin's LEA must determine how to divide the responsibility and cost of providing transportation, or they must share the responsibility and cost equally.
- In addition to providing transportation to the school of origin, LEAs must provide students in transition with transportation services comparable to those provided to other students.

Changing schools greatly impedes students’ academic and social growth. A "rule of thumb" is that it takes a child four to six months to recover academically after changing schools. Highly mobile students have also been found to have lower test scores and overall academic performance than peers who do not change schools. This diminished achievement hurts students and schools.

Although the McKinney-Vento Act permits students in homeless situations to remain in their schools of origin despite their residential instability, lack of transportation commonly prevents them from continuing in their schools of origin. Therefore, LEAs are required to provide transportation to the school of origin. The resulting educational stability will enhance students' academic and social growth, while permitting schools to benefit from the increased test scores and achievement shown to result from student continuity.
Transportation
Frequently Ask Questions

1. **Under what circumstances must a school district provide transportation to school for students experiencing homelessness?**

   **A:** The McKinney-Vento Act requires school districts to provide transportation for students experiencing homelessness in three situations. First, school districts must provide transportation to the school of origin upon the request of a parent or guardian, or in the case of a Unaccompanied Homeless Youth, upon the request of the liaison. 42 U.S.C. §11432(g)(1)(J)(iii). That is true regardless of whether the district provides transportation for other students or in other circumstances. Second, for other transportation (as opposed to the school of origin), the McKinney-Vento Act requires districts to provide transportation comparable to that provided to housed students. 42 U.S.C. § 11432(g)(4)(A). Therefore, if the district transports housed students to the local school or to a summer program, it must also transport students experiencing homelessness. Finally, school districts must eliminate barriers to the school enrollment and retention of students experiencing homelessness. For example, if a student is living on or near an extremely busy intersection, in a very dangerous neighborhood, or is otherwise unable to attend school without transportation, the district must eliminate lack of transportation as a barrier to the child attending school. 42 U.S.C. §§ 11432(g)(l)(l), (g)(7).

2. **How far is too far to travel to the school of origin? What if my state has established a general limit on all school transportation of one hour or 30 miles?**

   **A:** The McKinney-Vento Act does not specify any mileage or time limit for travel to the school of origin. The Act requires school districts to provide transportation to the school of origin at the request of a parent or guardian or, for unaccompanied youth, at the liaison's request. 42 U.S.C. §11432(g)(1)(J)(iii). Therefore, whenever a student is attending the school of origin, transportation is required. A commute so lengthy as to be harmful to the child's educational achievement will weigh against placement in the school of origin. This determination will depend on the student's circumstances. For example, a lengthy commute that may be harmful to a young child may be feasible for an older youth. Similarly, in many rural areas, lengthy commutes to school are common; the commute of a child experiencing homelessness in such an area would need to be evaluated in that context. Therefore, transportation services must rest on the individualized feasibility determination, not blanket limits. State or school district policies that establish blanket limits on transportation violate the McKinney-Vento Act. The federal law supersedes these contrary state or local policies.
3. **Is transportation required if the school of origin is in another school district?**

A: Yes. As long as attendance at the school of origin is feasible, transportation is required, even if it requires students to cross district lines. If two districts are involved, they must agree upon a method to apportion the cost and responsibility of transportation, or split it equally. 42 U.S.C. § 11432(g)(1)(J)(iii). States should develop a system to assist with inter-district transportation issues, including disputes between districts regarding apportioning costs and responsibility. The state attorney general's office may also be able to assist. States may have policies about shared fiscal responsibilities. The possibility of nonpayment does not affect districts' obligation to provide transportation. Inter-district disputes cannot delay the immediate enrollment (defined as attending classes and participating fully in school activities) of children in the school selected.

U.S.C. §§1432(g)(3)(C), 11434A(1). Establishing inter-district transportation procedures will be essential to ensure that transportation is arranged quickly for students. (See also Question 22.)

4. **If a student is crossing district lines to remain at the school of origin, which district has primary responsibility to arrange and fund the transportation?**

A: The McKinney-Vento Act first gives school districts and states the ability to agree upon a method to apportion cost and responsibility. The Act further states that in the absence of agreement, the two districts must allocate cost and responsibility equally. 42 U.S.C. § 11432(g)(1)(J)(iii). However responsibility is divided, students must be provided with transportation without delay. In practice, states may wish to designate either the district of origin or the district of residence as the lead agency, to avoid any delays in initiating services while such disagreements are resolved. Any such delays would violate the McKinney-Vento Act's requirement that students be immediately enrolled in the selected school.

5. **When two states are involved in a dispute regarding provision of transportation and either state absolutely refuses to pay any of the cost, is there a provision for a federally-enforced resolution?**

A: The states may call the USDE for technical assistance in resolving the dispute. The state attorney general's office also may be able to assist. States may have policies about shared fiscal responsibilities. The possibility of nonpayment does not affect districts' obligations to provide transportation. Inter-state disputes cannot delay the immediate enrollment (defined as attending classes and participating fully in school activities) of children in the school selected. 42 U.S.C. §§ 11432(g)(3)(C), 11434A(1). Establishing inter-state transportation procedures will be essential to ensure that transportation is arranged quickly for students. Communication among the involved State Coordinators and liaisons can facilitate the provision of services.
6. Can a school district pay parents to transport their children?

A: Yes. School districts may reimburse parents or youth who have cars and are able to provide transportation, as a cost-effective means to meet the district's obligation.

7. Does providing or arranging for transportation mean door-to-door transportation, similar to transportation for students receiving special education services?

A: Generally, no. The McKinney-Vento Act does not require door-to-door transportation, unless that is the only appropriate arrangement for a particular student. For example, if a student is living on or near an extremely busy intersection, it may not be appropriate to expect the child to cross the intersection. The mode and details of transportation cannot present a barrier to the child's attendance in school. 42 U.S.C. §§11432(g)(1)(i), (g)(7).

8. Does providing access to public transportation qualify as providing transportation?

A: Yes, if the public transportation is appropriate. For example, young children cannot be expected to use public transportation alone. In such cases, school districts should provide transit passes for an adult caregiver to escort the child, or provide another form of transportation. Similarly, if traveling to a school of origin on public transit requires an unreasonable length of time, another mode of transportation may be required. The mode and details of transportation cannot present a barrier to the child's attendance in school. 2003 Guidance, p. 16; 42 U.S.C. §§11432(g)(1)(i), (g)(7).

9. If a district does not offer transportation to summer school for any students, does it have to provide summer school transportation for students in homeless situations?

A: Generally, no. The McKinney-Vento Act requires schools to provide comparable transportation services for students in homeless situations. If the school does not provide transportation to summer school for housed students, then it is generally not required to provide transportation to homeless students. However, if attendance in summer school is required for the student to pass to the next grade, and lack of transportation will prevent the child from participating, this would present a barrier to the student's academic success. The district must remove that barrier, so the student can avoid being retained in the same grade. 42 U.S.C. § 1432(g)(1)(i), (g)(7).
10. **Is transportation required while a dispute is being resolved?**

A: Yes, to the extent it would be required if there were no dispute. While disputes are pending, students must be enrolled in the school in which they are seeking enrollment. If that school is the school of origin, the school district(s) involved must provide transportation. 2003 Guidance, p. 18; 42 U.S.C. §11432(g)(1)(J)(iii). If that school is the local school, transportation must be provided to the extent it is provided to housed students, and to the extent necessary to ensure it is not a barrier to attendance. 42 U.S.C. §§11432(g)(1)(I), (g)(4). (g)(7). These provisions apply whether the dispute is about school enrollment, school selection, or whether the child or youth is homeless under the McKinney-Vento Act.

11. **If a student’s temporary housing is across state lines from the school of origin, is transportation still required?**

A: Yes. Since the McKinney-Vento Act is a federal law, it applies as in any other situation. Therefore, if the student is attending the school of origin, transportation must be provided at the parent's/guardian's request or at the liaison's request, in the case of an Unaccompanied Homeless Youth. Communication among the involved State Coordinators, liaisons and transportation directors can facilitate the provision of transportation.

12. **Our state legislature is considering a bill that would require school districts to transport students only in official school vehicles. How would this interact with McKinney-Vento's transportation requirements?**

A: Such a state law would not violate the McKinney-Vento Act. School districts would still have to continue to provide transportation to the school of origin at the request of parents, guardians, or liaisons (in the case of unaccompanied youth), while complying with the new state transportation law.
Dispute Resolution Policy

Families and youth living in transition may be unaware of their right to dispute placement and enrollment decisions. When disputes are raised, too often, students are kept out of school during the dispute resolution process. To avoid such disruptions, a policy has been established for resolving disputes.

School enrollment of a homeless child or youth will be determined by the parent in the best interest of the child or youth. To the extent feasible, the child or youth will be enrolled in:

- The school last attended by the student when permanently housed (i.e. the school of origin) or
- The last school in which the child was enrolled (i.e. the school of origin) or
- The school serving the location where the student currently resides (i.e. zoned home school)

Dispute Resolution Procedure:

If an enrollment dispute develops regarding the enrollment options available under the McKinney-Vento Act, the child or youth will immediately be admitted to the school in which enrollment is sought by the parent or Unaccompanied Homeless Youth, pending resolution of the dispute.

The school administrator will complete the FM 7403 and fax to the District Homeless Liaison:

Ms. Debra Albo-Steiger  
Fax Number: 305 995-7337

A resolution of the dispute will be facilitated by the Homeless District Liaison in accordance with the McKinney-Vento Act requirements as expeditiously as possible.

- The District Liaison will arrange a meeting within seven days with school administration, and the family. A resolution will try to be obtained at his meeting.
- If no resolution has been secured, the District liaison will forward all information to the Florida Department of Education State Coordinator with a notice of the right to appeal. The timeline for this process should be completed with 30 days.

Once M-DCPS reviews the request based upon the schools M-DCPS (LEA) will provide a resolution. In the case of no resolution, an appeal can be filed at the state level by sending the Dispute resolution to the attention of the Florida Department of Education, Lorraine Husum Allen, MPA, Director, Homeless Education Program, 325 West Gaines Street, Room 352, Tallahassee, FL 32399-0400.

Dispute Resolution under McKinney-Vento

Subtitle VII-B of the McKinney-Vento Homeless Assistance Act, reauthorized by Title X, Part C, of the No Child Left Behind Act, ensures educational rights and protections for children and youth experiencing homelessness. This brief explanation provides the key provisions of the Act dealing with disputes over the enrollment and provision of services to a child or youth experiencing homelessness. It also offers strategies for implementing the law in a school district. Additional documents on various topics of the law may be found at http://www. serve.org/nche/briefs.php.
Key Provisions

- Every state must establish procedures to promptly resolve disputes regarding the educational placement of homeless students.

- If a student is sent to a school other than the school of origin or the school requested by the parent or guardian, the LEA must provide the parent or guardian with a written explanation of its decision and the right to appeal. Under the McKinney-Vento Act, a homeless student has the right to attend either the school of origin, if this is in the student's best interest, or the local attendance area school.

- School of origin is defined as the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

- Local attendance area school is defined as any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

- Whenever a dispute arises, the student must be admitted immediately to the requested school while the dispute is being resolved.

- The school must refer the student, parent, or guardian to the District Homeless Liaison to carry out the dispute resolution process as expeditiously as possible.

- District Homeless Liaison must ensure that the same access to the dispute resolution process is provided to Unaccompanied Homeless Youth.

Families and youth in homeless situations may be unaware of their right to dispute placement and enrollment decisions. When disputes are raised, too often, students are denied school enrollment until the dispute is resolved. This interruption in education can harm students' academic progress and disrupt their classmates and teachers.

To avoid such disruptions, families and youth experiencing homelessness, as well as schools, need an established process for resolving disputes. The McKinney-Vento Act requires school districts to enroll homeless students immediately in the requested school while the dispute is being resolved; this provides students with the educational stability they need during an otherwise tumultuous period in their lives. Without such a provision, parents, guardians, and youth may be discouraged from pursuing their rights for fear of protracted denials of education while disputes are resolved.

Local liaisons are instrumental in ensuring that disputes are resolved objectively and expeditiously. The required written notice protects both students and schools by outlining the specific reasons for the school's decision. It facilitates the resolution of disputes by providing decision makers with the information needed to make lawful, informed decisions that will serve the best interest of the student involved.
Dispute Resolution Intake Form (FM 7403)

School: ___________________________ Date: ___________

Person completing form: ___________________________

Title: ___________________________ Phone No. ___________

Name of Student: ___________________________

Student ID No. ___________ Grade: ________ Age: _______ D.O.B. ___________

Child living with:  

☐ Both parents  ☐ Father  

☐ Legal guardian  ☐ Other (specify): ___________________________

Residing:  

☐ Shelter  ☐ Doubled-up ☐  

Motel  ☐ Car  

☐ Campground  ☐ Other (specify): ___________________________

Issue:  

☐ Health records  ☐ Guardianship  

☐ School records  ☐ School of origin  

☐ Birth certificate  ☐ Other residency  

☐ Social Security number  ☐ Transportation  

☐ Other (specify): ___________________________

Request is primarily:  

_____ Technical assistance  

_____ Barrier issue
Comments:


Resolution Results:
This form is intended to address the McKinney-Vento Homeless Education Assistance Improvement Act of 2001 (P.L. 107-110) requirement that homeless children are to have access to education and other services. The McKinney-Vento Act specifically states that barriers to enrollment must be removed. In some cases, a child or youth who is homeless may not be able to reside with his/her parent or guardian.

**Instructions:**

- To authorize enrollment of a minor in school, complete items 1 through 4 and sign the form.
- To authorize enrollment and school-related medical care, complete all items and sign the form.

The minor named below lives in my home, and I am 18 years of age or older.

1. Name of minor: ______________________________________________________
2. Minor’s date of birth: ________________________________________________
3. My name (adult giving authorization): ________________________________
4. My home address: __________________________________________________
5. Check one or both (for example, if one parent was advised and the other could not be located):
   - ______ I have advised the parent(s) or other person(s) having legal custody of the minor of my intent to authorize medical care and have received no objection.
   - ______ I am unable to contact the parent(s) or legal guardian(s) at this time to notify that individual of my intended authorization.

6. My date of birth: ____________________________________________________
7. My state driver’s license or identification card number: ____________________

I declare under penalty of perjury under the laws of this state that the foregoing information is true and correct.

Signature_________________________________ Date________________________

Please keep a copy in the student’s file and fax a copy to Project UP-START 305-579-0370.
Miami-Dade County Public Schools
Division of Student Services
Project UP-START
Special Transportation Request Referral

Please fax referral to Project UP-START at 305-579-0370 or email projectupstart@dadeschools.net.

In order for transportation requests to be processed, the students’ current address must be reflected in DSIS.

Date: ___________________

Student Name: _______________________________ Student ID#: __________________________

Current School Name: __________________________

Student Name: _______________________________ Student ID#: __________________________

Current School Name: __________________________

Student Name: _______________________________ Student ID#: __________________________

Current School Name: __________________________

Parent Name: _________________________________ Contact Number: ______________________

Please list name and current address next to the nighttime residence.

☐ Shelter ☐ Hotel/Motel

☐ Doubled-Up ☐ Public Place/Trailer/Substandard Housing

Nighttime Address of Student(s): _______________________________________________________

Please list name, if applicable: _____________________________________________________

All transportation requests take at least 3 days for processing and route information.

If you have questions, please call Project UP-START at 305-995-7558 or 305-995-7583.

____________________ ______________________
School Contact Name Contact Number/Extension

____________________ ______________________
School Name Position Title
Miami-Dade County Public Schools  
Division of Student Services  
Children and Youth in Transition Program  
Project UP-START Student Questionnaire  

This questionnaire is intended to help determine eligibility of services under the federal McKinney-Vento Act. Florida Statute 37.06 provides that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree.  
The information provided will remain confidential.

SECTION A: Housing is Fixed, Regular, and Adequate.

☐ Rent/own your home  
☐ Live with family/friends by choice  
☐ Live in foster care placement  

Signature of Parent/Legal Guardian:  
[Signature]  

Please STOP if you checked one of the boxes in Section A.

SECTION B: Housing is NOT Fixed, Regular, and Adequate.

Please continue below if you live.....

<table>
<thead>
<tr>
<th>Student’s Current Nighttime Residence</th>
<th>Reason Student was Displaced</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ In emergency or transitional shelters, FEMA trailers, or abandoned in hospitals</td>
<td>☐ Natural Disaster - Hurricane</td>
</tr>
<tr>
<td>☐ Temporarily sharing the housing of other person due to economic hardship</td>
<td>☐ Natural Disaster - Flooding</td>
</tr>
<tr>
<td>☐ Living in a vehicle of any kind, trailer park or campground, parks, abandoned buildings, public place, or substandard housing (ex. no running water, no electricity/mold infested)</td>
<td>☐ Natural Disaster - Tropical Storm</td>
</tr>
<tr>
<td>☐ In a motel/hotel due to loss of housing, economic hardship, or similar reason</td>
<td>☐ Natural Disaster - Tornado</td>
</tr>
<tr>
<td>☐ Man-made Disaster/Fire</td>
<td>☐ Mortgage Foreclosure</td>
</tr>
<tr>
<td>☐ Lack of affordable housing, eviction, mental illness, unemployment, domestic violence</td>
<td>☐ Unknown/Other</td>
</tr>
</tbody>
</table>

** Please list the names of all students who are active in M-DCPS. **

<table>
<thead>
<tr>
<th>Student Name (Last, First)</th>
<th>Student ID#</th>
<th>M/F</th>
<th>DOB</th>
<th>Grade</th>
<th>School</th>
</tr>
</thead>
</table>

Current Address:  
Apt:  
City:  
Zip:  

Contact Phone:  
Email:  

Name of Parent(s)/Legal Guardian(s):  

** UNACCOMPANIED YOUTH MUST COMPLETE THIS SECTION. **

☐ Student is living alone without an adult  
☐ Student is living with an adult that is NOT a parent/legal guardian  

Caregiver Name:  

*Please complete the FM# 7402 (Caregiver’s Authorization Form).*

The undersigned certifies that the information provided is accurate.

[Signature]  
[Date]

Signature of Parent/Legal Guardian  (OK)  Unaccompanied Student

SCHOOL STAFF ONLY:  For completed forms: to 305-579-0370, email projectupstart@daschools.net or send form to Location #9711.

Name of school contact person who is aware of the family’s situation, phone number/extension, and school name/location #:

If the student(s) are eligible and in need of Project UP-START services, please fax additional forms when applicable: FM-7401 and FM-7405.

FM-7378 (66-17)
Miami-Dade County Public Schools
Division of Student Services
Project UP-START
Referral for Services

Please fax referral to Project UP-START at 305-579-0370 or email projectupstart@dadeschools.net.

Date: _______________________
Student Name: ___________________ Student ID#: ___________________
Current School Name: ___________________________________________________________

Student Name: ___________________ Student ID#: ___________________
Current School Name: ___________________________________________________________

Student Name: ___________________ Student ID#: ___________________
Current School Name: ___________________________________________________________

Parent Name: ___________________ Contact Number: ___________________

Where is the student currently residing?
☐ Shelter ☐ Hotel/Motel
☐ Doubled-Up ☐ Public Place/Trailer/Substandard Housing

Nighttime Address of Student(s):___________________________________________________

If you have a housing emergency, please call the Homeless Hotline at 1-877-994-4357.

Student is in need of (mark all that apply):
☐ Enrollment/Registration ☐ Transportation (Please complete FM-7405)
☐ School Supplies ☐ Counseling
☐ After-School Tutoring (at select homeless shelters & school sites)

Comments: _______________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

If you have questions, please call Project UP-START at 305-995-7558 or 305-995-7583.

_______________________ _______________________
School Contact Name Contact Number/Extension

_______________________ _______________________
Position Title School Name
<table>
<thead>
<tr>
<th>Shelter</th>
<th>Phone Number</th>
<th>Fax Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camillus South Dade Transitional Shelter</td>
<td>305-374-1065</td>
<td>305-247-8550</td>
</tr>
<tr>
<td>Carrfour</td>
<td>305-371-8300</td>
<td>305-247-8550</td>
</tr>
<tr>
<td>Emergency Housing Center-North</td>
<td>305-638-6001</td>
<td>305-638-5608</td>
</tr>
<tr>
<td>Chapman North/Homeless Assistance Center-1</td>
<td>305-329-3018</td>
<td>305-416-7165</td>
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<td>Chapman South/Homeless Assistance Center-2</td>
<td>305-416-7192</td>
<td>305-416-7166</td>
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<td>Inn Transition South</td>
<td>786-293-3394</td>
<td>305-969-4504</td>
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<td>Lutheran Services</td>
<td>305-969-8700</td>
<td>305-256-6784</td>
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<td>Lotus House</td>
<td>305-438-0556</td>
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<tr>
<td>The Lodge</td>
<td>305-693-1170</td>
<td>305-693-2831</td>
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<tr>
<td>Miami Bridge-Central Youth and Runaway Shelter</td>
<td>305-246-8956</td>
<td>305-242-8222</td>
</tr>
<tr>
<td>Miami Bridge-South Youth and Runaway Shelter</td>
<td>305-246-8956; 305-572-2020</td>
<td>305-242-8222</td>
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<tr>
<td>Miami Rescue Mission Activity Center</td>
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<tr>
<td>Homeless Shelter</td>
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<tr>
<td>Safe Space North</td>
<td>305-758-2546</td>
<td>305-756-1347</td>
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<tr>
<td>Salvation Army</td>
<td>305-637-6720 OR 305-637-6700</td>
<td>305-635-1123</td>
</tr>
<tr>
<td>Somerville Residence (Camillus North)</td>
<td>786-425-0552</td>
<td>786-725-9526</td>
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<tr>
<td>Verde Gardens - Permanent Housing</td>
<td>786-243-4240</td>
<td></td>
</tr>
</tbody>
</table>
If you are interested in joining a coalition of 60 organizations working together to prevent and end youth homelessness, contact Miami Homes for All.

786-469-2060

School Attendance and Boundaries
Ms. Jennifer Andreu, Administrative Director
Division of Attendance Services
489 East Drive, Miami Springs, FL 33166
(305) 883-5323

Health Services for Homeless Students
Camillus Health Center
336 NW 5th Street Miami, FL 33128
Phone: 305-577-4840
Fax: 305-372-1402
IF YOU LIVE IN ANY OF THE FOLLOWING SITUATIONS:

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or economic hardship

You may qualify for certain rights and protections under the federal McKinney-Vento Act.

Eligible students have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is their preference and is feasible.
  * If the school district believes that the school selected is not in his/her best interest, then the district must provide the student with a written explanation of its position and inform the student of his/her right to appeal its decision.
- Receive transportation to and from the school of origin, if requested.
- Receive educational services comparable to those provided to other students, according to the students' needs.

If you believe you may be eligible, contact the local liaison to find out what services and supports may be available.

If you need further assistance with your educational needs, contact the National Center for Homeless Education:

1-800-308-2145 • homeless@serve.org • www.serve.org/nche
The School Board of Miami-Dade County, Florida, adheres to a policy of nondiscrimination in employment and educational programs/activities and programs/activities receiving Federal financial assistance from the Department of Education, and strives affirmatively to provide equal opportunity for all as required by:

**Title VI of the Civil Rights Act of 1964** - prohibits discrimination on the basis of race, color, religion, or national origin.

**Title VII of the Civil Rights Act of 1964**, as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

**Title IX of the Education Amendments of 1972** - prohibits discrimination on the basis of gender.

**Age Discrimination in Employment Act of 1967 (ADEA)**, as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

**The Equal Pay Act of 1963**, as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

**Section 504 of the Rehabilitation Act of 1973** - prohibits discrimination against the disabled.

**Americans with Disabilities Act of 1990 (ADA)** - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

**The Family and Medical Leave Act of 1993 (FMLA)** - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.


**Florida Educational Equity Act (FEEA)** - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

**Florida Civil Rights Act of 1992** - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

**School Board Rules 6Gx13- 4A-1.01, 6Gx13- 4A-1.32, and 6Gx13- 5D-1.10** - prohibit harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability.

*Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.*