

NCLB Mandatory Title I, Part A Set-Aside for Students in Temporary Housing

Frequently Asked Questions

Is it mandatory that I reserve Title I, Part A Set-Aside funds for students living in temporary housing?

Yes. In 2002, No Child Left Behind (NCLB) made changes in the way school districts addressed the needs of students living in temporary housing (STH). Because the McKinney-Vento Homeless Education Assistance Act was reauthorized as part of NCLB, districts that received Title I, Part A funds had to comply with new requirements, including a mandatory set-aside of those funds to serve homeless children. Title I, Part A set-aside should assist students living in temporary housing in meeting the State's challenging academic content and academic achievement standards as well as assisting them when they have urgent needs.

1. Which children are homeless?

The McKinney-Vento Act defines homeless children as those "who lack a fixed, regular, and adequate nighttime residence." This includes not only those who live in shelters, abandoned buildings, cars and public spaces, but also children who share housing with other families because of economic hardship (doubled up) or live in motels, hotels, trailer parks, campgrounds, or are awaiting foster care placement. To identify students in temporary living situations and to determine the educational services supports that they may be eligible to receive, schools are required to distribute the Residency Questionnaire along with the McKinney-Vento Homeless Assistance Guide for Parents and Youth to all newly-enrolled students who are changing their addresses. A housing status category must be entered into ATS (student's bio page/BIOU) for every student in your school. *For more information, please refer to [Chancellor's Regulations A-780](#).*

2. How do I know which of my students are experiencing homelessness?

Two reports may be generated through ATS and can easily be obtained by the Pupil Accounting Secretary in your school.

- 1) "Biographical Roster" (RBIR) - Identifies students living in shelters only. The "Temp Hous" indicator should be selected when generating this report.
- 2) "Address Report" (RADR) and "Update Students Code" (UPCO) - Both reports identify students who are doubled up, unaccompanied, or living in another temporary living situation and generate their housing status code. These reports are based on the student's bio page/BIOU entries. UPCO can be used to update the housing codes of multiple students at once.
- 3) Review names on the RBIR and RADR reports to compare and count students only once.

3. What if my school is a non-Title I school?

Federal law requires all students residing in temporary housing to be Title I eligible regardless of the school they attend. Non-Title I schools will receive a Title I allocation based on the number of STH students enrolled times their respective county per capita amount. *Please refer to the current Title I Funds Summary of School Allocation Memorandum.*

4. How much should an individual Title I school set-aside?

A school can determine an appropriate set-aside by reviewing needs and costs involved in serving homeless students in the current year and using those figures to project for the following year, taking into account any changes the school anticipates in its population of homeless students. A school can also determine an appropriate set-aside by multiplying the number of homeless students by the Title I, per capita allocation (*refer to the current Title I Funds Summary of School Allocation Memorandum*). *To learn more about strategies schools can use please refer to the NCLB Resource Package at the [STH website](#):*

<http://schools.nyc.gov/StudentSupport/NonAcademicSupport/StudentsinTemporaryHousing/default.htm>

5. Can a Procurement Card (P-Card) be used for the mandatory set-aside?

Yes. To minimize employees out of pocket expenses, the Principal may submit an application for a Procurement Card (P-Card) through FAMIS portal and comply with the Standards Operating Procedures on OTPS Purchases. Documentation of purchases should be kept on file. *<http://schools.nyc.gov/NR/rdonlyres/AF357509-D04A-4411-841C-7A17945356DA/0/RevisionToOTPS.pdf>*

6. Can my school be audited on the mandatory set-aside?

Yes. It is recommended to keep a STH folder with this information throughout the year. During the audit, the State Education Department may request: 1) list of Students in Temporary Housing in the school; 2) name of staff who is tracking the STH students in the school and 3) list of services provided to the STH population with the Title I funds.

7. Who can I contact for assistance?

STH liaisons in each borough Office of Safety and Youth Development (OSYD) and STH liaisons in each Children First Network (CFN) serve as the liaisons for homeless students and highly mobile families. CFN liaisons are available to work with school principals to support them in identifying the needs of students in temporary housing. STH liaisons work in collaboration with CFN and schools to identify the needs of children and youth experiencing homelessness, review resources, and plan new ways to address their needs.

8. What is the acceptable usage of Title I set-aside funds?

Title I set-aside funds should be used primarily for educational services to ensure homeless children and youth progress academically. However, due to the different needs of homeless population, Title I funds may be used to pay for emergency supplies such as uniforms, school supplies, books, or even glasses. The list below highlights some examples of allowable use uses of Title I funds;

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| 1) Academic Programs & educational support services | 7) Transportation once student is permanently housed |
| 2) Basic/emergency supplies | 8) The work of the liaison |
| 3) Extended library hours | 9) Research based programs that benefit highly mobile students |
| 4) Counseling services | 10) Data collection to assess the needs/progress of STH |
| 5) Parental involvement | 11) Outreach efforts to identify the STH population and help them access school programs |
| 6) Intervention programs | |

Title I funds **cannot** be used for purposes/items as rent, graduation rings, driver's license test fees, or non-academic extracurricular activities.

*For more information visit the [National Center for Homeless Education's website](#) (NCHE) at:
<http://www.serve.org/nche/downloads/briefs/titlei.pdf>*