

## Homeless Students Staff Procedures

When a student is claiming or is thought to be homeless their name and most recent contact information should be **directed immediately to the school social worker/homeless liaison (Michael Evans) as well as inform the building principal**. The social worker will investigate the situation. The social worker will coordinate efforts to most effectively communicate with the students and their families involved.

1. **Social worker** is responsible for investigating the event that caused the homelessness and determining the homeless status. If questions arise around their eligibility under the law, the Regional Coordinator for Schuylkill County (Berks IU), will be contacted for clarification.
2. **Social worker** will complete the **ECYEH Intake** form as well as the monthly report submitted to the Regional Coordinator and notify Child Accounting (Jen Cogan), Transportation (Pam Zeigenfuse), Director of Food Services (Kim Shatalsky) building principals and counselors, if applicable the Director of Special Education (Knutte Brayford) and Regional Coordinator (Kristen Hoffa)
3. **Transportation department will secure transportation and complete the required forms**. If transportation will be delayed by more than 3 school days then the Transportation department will notify all parties involved.
4. **Child Accounting will complete required state documentation**.
5. **The social worker** will review required documentation and file in the event of future disputes regarding services or homeless status.

### **Questions:**

Determining Status: Social Worker

Legal Clarification: Regional Coordinator

State Reporting and Data: Child Accounting

Transportation: Transportation Department

Enrollment and building level schedules: School Counselors/Principals

Free Lunch: Director of Food Services

Special Education: Director of Special Education