

McKinney Vento Act Procedures  
Grand Isle Supervisory Union

Homeless Liaison at in-service, prior to school starting, speaks to faculty/staff what the McKinney Vento Act is and reviews the McKinney Vento Act Referral Form.

Homeless Liaison reaches out to each school's administrative assistant to ensure that the McKinney Vento Act poster is visible in each school's lobby with the Homeless Liaison name listed.

Homeless Referral Form is in each teacher's room for faculty/staff to access if they suspect a child may be experiencing homeless.

Homeless Referral Form is given to the Homeless Liaison for review.

Homeless Liaison reaches out to the parent/guardian of the student who may be experiencing homelessness within 24 hours of a referral.

Homeless Liaison fills out Homeless Liaison Worksheet to determine if the child is experiencing homelessness.

If determined that the child is experiencing homelessness, the Homeless Liaison reaches out to the Homeless Liaison where the child is currently staying. The Homeless Liaisons discuss if the child needs to be enrolled or will remain at the current school prior to becoming homeless. Transportation is discussed to allow the child to continue to go to school daily.

If a MOU is needed for contracted transportation services, the Homeless Liaison will write the MOU and send to contracted service provider. The Homeless Liaison will ensure the contracted service driver has had a background check and it is on file at the Grand Isle Supervisory Union.

If transportation is needed, the Homeless Liaison will send a letter to the Homeless Liaison of the other supervisory union outlining the daily mileage and the cost and that both Homeless Liaisons have agreed to pay 50% of the cost. The letter is cc'd to the Grand Isle Supervisory Union Account Payable.

A Homeless Determination Letter is sent to the parent/guardian and a follow up phone call is done outlining the transportation schedule.

The Homeless Liaison sends the Homeless Determination letter to the building principal and food service provider.

The school principal notifies the child's teacher and service providers that the child has been deemed homeless. The child's school team determines if the child is in need of any supplemental services, school supplies, or other needs associated with school participation.

When transportation invoices/mileage sheets are received the Grand Isle Supervisory Union Accounts Payable will send an invoice with the transportation/mileage sheet attached to the Homeless Liaison in the other Supervisory Union.

The Homeless Liaison contacts the parent/guardian quarterly.

If parents/guardians are having a difficult time finding housing and resources, the Homeless Liaison discusses with them the Franklin/Grand Isle Adult Local Interagency Team and their purpose. The Homeless Liaison gets consent from parent/guardian and informs the Adult Local Interagency Team they have received consent and schedules a time to meet with them.

If a parent/guardian finds appropriate housing the Homeless Liaison sends the parent/guardian a letter stating they are no longer homeless with the dispute resolution information.