



NATIONAL ASSOCIATION FOR THE EDUCATION  
OF HOMELESS CHILDREN AND YOUTH

## UNACCOMPANIED HOMELESS YOUTH TIP SHEET FOR HIGHER EDUCATION MCKINNEY-VENTO SINGLE POINTS OF CONTACT (SPOCS)

### Why your position as a McKinney-Vento Single Point of Contact is so important.

Each year, more than a million young people in the United States experience homelessness; some of these young people, known as unaccompanied homeless youth, will face the challenges of homelessness while living on their own without the support of a caring adult. Unaccompanied homeless youth face the same struggles as other young people: trying to do well in school, “fit in”, and figure out what their future will look like. Without adult guidance and support, however, they will face these struggles while also working to provide for their own livelihood.

Many of these youth hope to attend college, but wonder how they will pay tuition without help from their parents, who will sign important paperwork on their behalf, how they will juggle long work hours and schoolwork, and where they will live during the school year or where they will stay when the dormitories close during holiday and summer breaks.

The **McKinney-Vento Homeless Assistance Act – Title X, Part C of the No Child Left Behind Act** is a federal law that provides additional support for this vulnerable population during their elementary, secondary and college education.

The Act defines an unaccompanied homeless youth as a youth whose living situation is not “fixed, regular, and adequate,” (homeless) and who is “not in the physical custody of a parent or guardian” (unaccompanied). Examples of living arrangements that would be considered homeless, including living in emergency and transitional shelters, living doubled-up with others due to loss of housing, and living on the street or in a car, motels, hotels, parks, or camping grounds, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings due to the lack of alternative accommodations; . By far, the most common type of living situation for unaccompanied homeless youth is that of living doubled-up, often bouncing between the homes of different relatives or friends (“couch-surfing”). Unaccompanied homeless youth include those who have run away from home or have been asked to leave home by a parent or guardian.

Supporting these youth in obtaining a college education will enable them to break the cycle of poverty and move towards a brighter and more stable future. Institutions of higher education, in collaboration with public schools and community agencies, can play a critical role in supporting unaccompanied homeless youth in their post-secondary endeavors. *(from: National Center for Homeless Education (NCHE) BEST PRACTICES IN HOMELESS EDUCATION Increasing Access to Higher Education for Unaccompanied Homeless Youth: Information for Colleges and Universities)*

## What higher education Single Points of Contact do.

The Single Point of Contact (SPOC) is designed to be a safe and supportive college administrator who is committed to helping unaccompanied homeless youth (UHY) successfully navigate the college-going process. Single points of contact will implement a streamlined process to facilitate communication and quick referral among the following departments and services on their campus:

- Admissions
- Financial Aid
  - Veteran's Affairs
- Academic Advising
  - Remediation
  - Tutoring
- Student Life
  - Housing
  - Counseling Center
  - Health Center
  - TRIO Programs (Talent Search, Upward Bound, EOC, GEAR-UP)
  - Learning Disabilities Services
  - Student Advocacy Groups
  - Student Activities
  - Life Skills
  - Financial Literacy
  - Mentoring Programs

## Higher Education Best Practices

- UHY may need help obtaining housing, clothing, school supplies, meals, health care and mental health care. Provide a list of campus and community-based resources such as food and clothing banks and low-cost healthcare providers.
- Establish a food, clothing and school supplies bank on campus.
- Provide your name and contact number in case the youth needs assistance in the future
- Place posters and brochures around campus with the definition of homeless and contact information for someone who can link homeless students with support services. A free poster, created jointly by NCHE and the National Association of Student Financial Aid Administrators (NASFAA) is available for downloading at [http://www.serve.org/nche/pr/he\\_poster.php](http://www.serve.org/nche/pr/he_poster.php)
- Create awareness among faculty and staff about unaccompanied homeless youth and the challenges they face so they can help with identification and support.
- Plan housing for homeless students when dormitories close; ideas include leaving one residence hall open or establishing a list of "host homes" in the community.
- Establish a mentoring program or a peer support group for unaccompanied homeless youth.

## Financial Aid and the FAFSA

### Setting the stage for verification:

- Acceptable documentation of Unaccompanied Homeless Youth determination, for the purpose of the FAFSA, can come from the following authorities:
  - high school district homeless liaison
  - the director (or designee) of an emergency shelter program funded by the Department of Housing and Urban Development (HUD)
  - the director (or designee) of a runaway or homeless youth basic center or transitional living program

- AVG Guide 2012-13, Chapter 2, page 23
- Verification not required- You are not required to verify the answers to the homeless youth questions unless you have conflicting information. A documented phone call with, or a written statement from, one of the relevant authorities is sufficient verification.

- AVG Guide 2012-13, Chapter 5, page 120
- If the student does not have, and cannot get, documentation from any of the relevant authorities, the financial aid administrator must determine if he/she is an unaccompanied youth who is homeless or is self-supporting and at risk of being homeless....The determination may be based on a documented interview with the student if there is no written documentation available.

- AVG Guide 2012-13, Chapter 5, page 119
- Verifications will most likely happen in the financial aid office for the purposes of independent student status for the FAFSA.
- If you are not in the financial aid office, establish a contact there so you can make direct referrals.
- Become familiar with verification processes and what questions you can ask.
  - See "Sample Questions" below
- Contact the homeless education liaison at the school district, if this is appropriate
  - See "McKinney-Vento K-12 Statewide Liaison" list from your state's Department of Education Website.
- Create a process for verification that is sensitive to the unique needs of these youth.
  - Conduct the interview within the same day of their college/university visits if at all possible.
  - Do not interview the youth in front of others.
  - If they do not have paperwork, work with them.
  - Let them use items that may not be readily available to them, such as the phone or fax machine.
  - When at all possible, use verification forms from other institutions, if they have verified in the same school year.
- Minimize using the word "homeless." Instead, use words like:
  - "McKinney eligible"
  - "Instable, transitional or crises housing"

### Having the verification conversation:

- Get the facts. What is the youth's situation?
- Explain who you are to the student and why you are asking for the information:

- “Hi, I am Mary. I am the Single Point of Contact for youth on their own who are in crisis housing situations. I need to ask you some questions to determine if you meet the criteria for ‘independent student’ status. Some of these questions may seem personal but I need to ask them to see if you qualify. I will not share your information with anyone else, unless I get first get your permission.”
- In verifying, it is important to remember the student must be both homeless and unaccompanied.
- To be verified as homeless, the student must meet the McKinney-Vento Act definition of homeless. The Act defines “homeless youths” as “individuals who lack a fixed, regular, and adequate primary nighttime residence.”
- Lacking any one of these three conditions would make a youth eligible for homeless education programs. In other words, if the residence is not fixed, regular, and adequate, it is considered a homeless situation.
- The law lists several situations as specific examples of homelessness. The list of examples included in the definition is not exclusive; rather, it is meant to address some of the more common situations of homelessness.
- These examples include:
  - Sharing the housing of others due to loss of housing, economic hardship, or similar reason
  - Living in motels, hotels, (inadequate) trailer parks, camping grounds due to lack of adequate alternative accommodations
  - Living in emergency or transitional shelters
  - Abandoned in hospitals
  - Awaiting foster care placement
  - Living in a public or private place not designed for humans to live
  - Living in cars, parks, abandoned buildings, bus or train stations, etc.
  - Trailers provided by FEMA after natural disasters
  - Living in the student dormitory if the student would otherwise be homeless.
- Determining whether a particular youth fits the definition of homeless is a case-by-case analysis. The easiest way to make a determination of homelessness is to:
  - A. see if the student's situation fits into one of the specific examples of homelessness listed in the law; and if not,
  - B. consider if the student is in another situation that would fit the definition of homelessness by not meeting the fixed, regular, and adequate standard.
- Below are sample questions you can ask to help determine if a primary nighttime residence is not fixed, adequate and regular (which determines homeless verification):
  - Tell me about where you are living. Is this a permanent arrangement or just temporary?
  - Are you looking for another place to live?
  - Do you plan to move out soon?
  - Why are you staying in your current place?
  - Where were you living right before this place? Why did you leave?
  - Where would you go if you couldn't stay where you are?
  - Are you staying with friends/relatives just for a little while?
  - Could your friends/relatives ask you to leave if they wanted to?
  - Are you all sharing the home equally, or are you more like guests in the home?
  - Do you stay in the same place every night?
  - Do you move around a lot?
  - How long have you been at that place? How long do you plan to stay?

- How long did you live in your last place?
- How many people are living in the home? How many bedrooms/bathrooms does it have?
- Are you sharing a room? How many people are staying in one room?
- Are you sleeping in a bedroom, or a public area, like a dining room?
- Does the home have heat/electricity/running water? Do the windows have glass panes?
- What condition is the home in? Does it keep out rain and wind? Is it safe? Is it warm and dry?
- Where would you be living if you were not living in your dorm room?
- The McKinney-Vento Act defines “unaccompanied youth” as a youth not in the physical custody of a parent or guardian.
- An unaccompanied youth may have periodic contact with his/her parents (or guardians) but they are not supported by them.
- Below are sample questions you can ask to help determine if a youth is unaccompanied (not in the physical custody of a parent or guardian):
  - Do you live with your parents/guardians?
  - How often do you interact with your parents/guardians?
  - Do your parents/guardians financially support you in any way?
  - Do your parents/guardians help pay rent or other bills?
  - How long have you been on your own?
  - How are you supporting yourself?
- Discuss with youth the process after successful verification and include a timeline for major steps. Is there anything they should be watching for? Any important points in the next part of the process that they should be prepping for?

## FAFSA Resources

- ***FAFSA Tips for Unaccompanied Youth Without Stable Housing***  
This tip sheet provides a step-by-step guide to unaccompanied youth for filling out questions that refer to their status as an unaccompanied youth without stable housing. Guidance is given for filling out the online or paper version of the FAFSA. A list of additional resources is also included.  
Download the tip sheet: [http://www.naehcy.org/dl/fafsa\\_tips\\_09-10.doc](http://www.naehcy.org/dl/fafsa_tips_09-10.doc)
- ***Helping Unaccompanied Homeless Youth Access College Financial Aid***  
This brief provides information on helping unaccompanied youth access financial aid for college. It includes information on the provisions of the College Cost Reduction and Access Act of 2007 that make it easier for unaccompanied youth to apply for federal financial aid using the Free Application for Federal Student Aid (FAFSA).  
Download the brief: [http://www.naehcy.org/dl/uy\\_higher\\_ed.doc](http://www.naehcy.org/dl/uy_higher_ed.doc)
- ***Higher Education Act Reauthorization: Homeless and Foster Youth***  
This two-page brief summarizes the amendments designed to increase homeless and foster students' access to postsecondary education contained in the Higher Education Opportunity Act, reauthorized in August 2008.  
Download the brief: [http://www.naehcy.org/dl/hea\\_summ.doc](http://www.naehcy.org/dl/hea_summ.doc)
- ***Income Tax and the FAFSA for Unaccompanied Homeless Youth***  
This two-page brief answers various questions about the relationship between the filing of tax

returns and a youth's completion of the FAFSA. Questions answered include: How does a youth's decision to file a tax return affect the FAFSA?; Are youth required to file tax returns?; and; What should an unaccompanied youth do if his/her parents claim him/her as a dependent on their tax returns?.

Download the brief: [http://www.naehcy.org/dl/tax\\_fafsa.doc](http://www.naehcy.org/dl/tax_fafsa.doc)

- **Unaccompanied Homeless Youth Verification for the Purposes of Federal Financial Aid**

This template provides local homeless education liaisons, HUD-funded shelter representatives, and RHYA-funded shelter representatives with a sample form for verifying a student's status as an unaccompanied homeless youth for the purpose of applying for federal financial aid for higher education using the FAFSA.

Download the template: [http://www.naehcy.org/dl/uy\\_fafsa\\_verif.doc](http://www.naehcy.org/dl/uy_fafsa_verif.doc)

## National Partners

- National Association for the Education of Homeless Children and Youth (NAEHCY)  
[www.naehcy.org](http://www.naehcy.org) Higher Education Helpline Ph: 855-446-2673
- National Center for Homeless Education (NCHE)  
[www.serve.org/nche](http://www.serve.org/nche) Ph: 336-315-7453
- National Law Center on Homelessness & Poverty (NLCHP)  
[www.nlchp.org](http://www.nlchp.org) Ph: 202-638-2535