

PUTTING STUDENTS FIRST



The Process of Claiming Aid for Homeless Youth

Special Education Aid Assistance Service

Mary Mosher, Tyler Gates, Robert Rabideau,
Alyssa Scarcella, Agnes Bukala, Angie Beber

Intake Process



Student and/or family come to register with the district



Housing questionnaire is filled out



Reviewed by the registrar

If housing questionnaire indicates the student/family is homeless

- Fill out the STAC 202 form
- Notify the district homeless liaison
- Send filled out 202 to homeless liaison

Intake

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Homeless Liaison may want to meet with the student and/or family to gather more information

Determine if the student has a disability (classified)

Refer and notify the Special Education Department

Notify the Business Office of homeless status

- Arrange for transportation

Each building administrator (Principal) should also be notified of student's homeless status



Homeless students

STAC Eligible

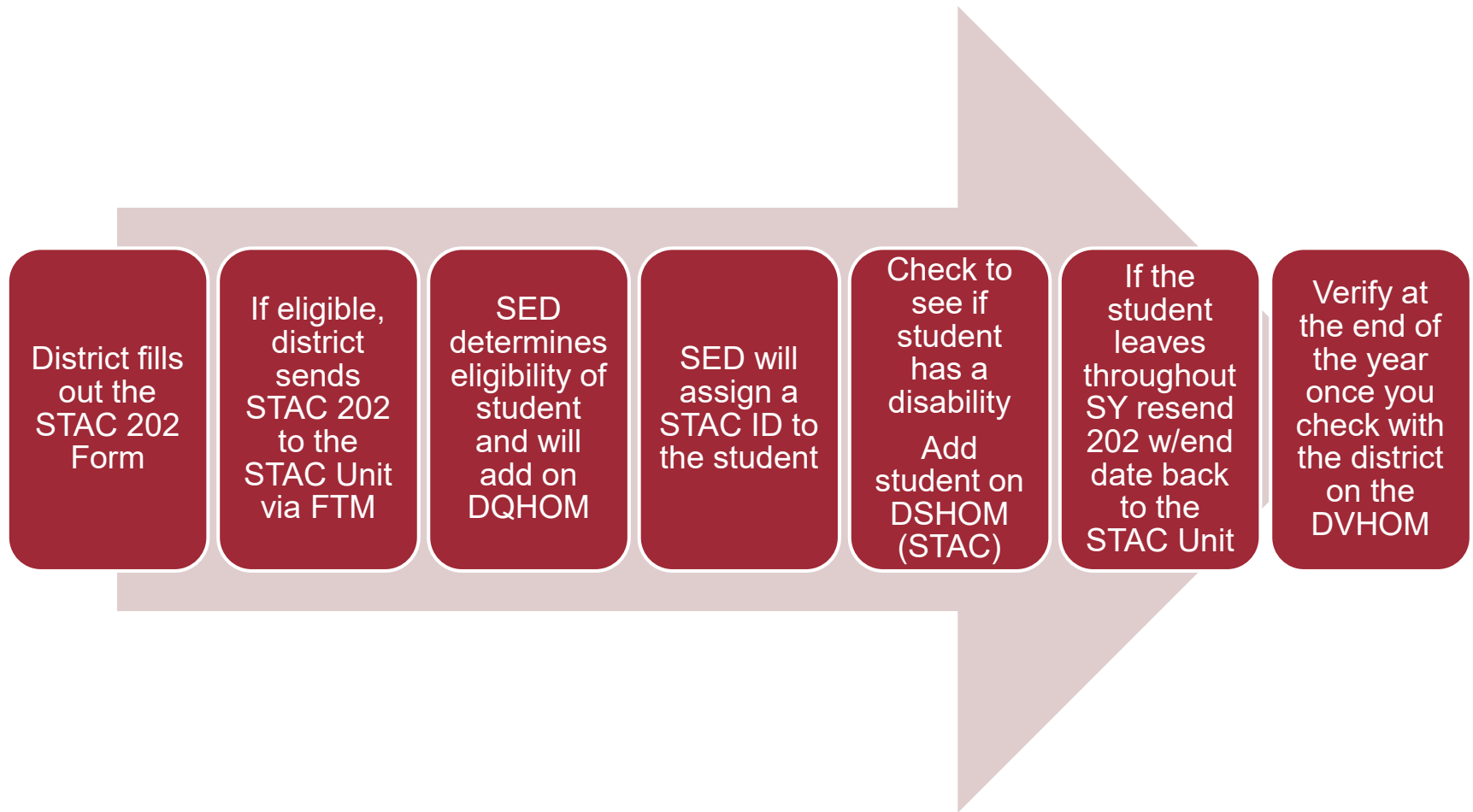
- A student that loses permanent housing in one district and begins to attend a different district in NYS
- The student will be living in Temporary Housing
 - Living w/ another family (Doubled Up)
 - Hotel/Motel

Not STAC Eligible

- A student that loses permanent housing and continues to attend their district of origin (home district)
- A student that comes from a different state or country

STAC Process

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Rates & Reimbursement

Reimbursement is at 100% for SY, there are no homeless summer STACs

If Provider is the District

- The rate is set by STAC based on the district's nonresident tuition rate
- Homeless Codes:
 - 8500K (Reg K-6)
 - 8500L (Reg 7-12)
 - 8501K (Special Ed K-6)
 - 8501L (Special Ed 7-12)

If Provider is a Private Placement

- The rate is set by STAC

If Provider is a BOCES

- We can enter the BOCES cost for the student, even if below district threshold

Homeless Process

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STAC REIMBURSEMENT APPROVAL

- While the student remains homeless in the district of current attendance, records must be added using the DSHOM
- Approval Requests can be viewed on DQAPP

EDUCATION VERIFICATION

- District of Current Attendance verifies the Education Online using the DVHOM Screen

Homeless Process

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END OF HOMELESS ELIGIBILITY

- District of Current Attendance should submit the original STAC-202 form with end date to the STAC Unit when:
 - student has found permanent housing
 - student has graduated
 - student has exited the district
- District can view updated STAC-202 data on DQHOM
- Upload 202 with end date to SED FTM and email OMSSTAC@nysed.gov

Questions to Ask

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- ❑ Who is responsible for the intake and housing questionnaire?
- ❑ Who is filling out the STAC 202s?
- ❑ Who is filing the STAC 202 with SED?
- ❑ Who is reviewing and monitoring the eligibility list?
- ❑ Who is communicating with previous school district?
- ❑ Who is adding the STAC record into the system?
- ❑ Who is monitoring the STAC records online?
- ❑ Who is verifying the placement/program?
- ❑ Who is monitoring payments and chargebacks?

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The STAC 202

STAC Forms

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□ STAC-202

- SED only uses the STAC-202 forms for reimbursement purposes each year
 - School districts use the STAC-202 form to collect data on students who have been identified as homeless. Completed STAC forms help districts report on such things as the number of students who are homeless in the school district.
- Link to STAC-202 Form:

https://www.oms.nysed.gov/stac/forms/stac_202_form.pdf

STAC 202 Form

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STAC ID 	<small>The University of the State of New York THE STATE EDUCATION DEPARTMENT STAC & Special Aids Unit Room 514, Education Building Albany, NY 12234</small>	STAC-202 <small>HOMELESS DESIGNATION</small>
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Designation of School District of Attendance for a Homeless Child

Submitted by: ☐ Local Dept of Social Services (DSS) ☐ Designated School District of Attendance (PSD)

PLEASE READ THE INSTRUCTIONS ON THE REVERSE BEFORE COMPLETING THIS FORM

1. NAME OF CHILD LAST NAME FIRST NAME	2. DATE OF BIRTH MO / DAY / YR M.I.	3. GENDER M F
---	---	------------------

5. Racial/Ethnic Category of Child (See definitions on reverse side of last page.)

☐ American Ind or Alaskan Native ☐ Asian or Pacific Isl. ☐ Black ☐ Hispanic ☐ White

7. COMPLETE ADDRESS BEFORE CHILD/FAMILY BECAME HOMELESS	6. GRADE LEVEL FOR WHICH PLACEMENT IS SOUGHT
---	--

8. COMPLETE ADDRESS OF CURRENT LOCATION DATE CHILD/FAMILY PLACED IN TEMPORARY HOUSING MONTH DAY YEAR	7A. NYS SCHOOL DISTRICT OF ATTENDANCE BEFORE BECOMING HOMELESS 7B. NYS SCHOOL DISTRICT WHERE LAST ENROLLED 8A. NYS SCHOOL DISTRICT OF CURRENT LOCATION 9A. NYS DESIGNATED DISTRICT OF ATTENDANCE
--	---

9. DATE DISTRICT OF ATTENDANCE CHOSEN
MONTH DAY YEAR

10. DATE PLACED IN PERMANENT HOUSING
MONTH DAY YEAR

One of four school districts may be chosen to provide the education component: the school district of attendance before becoming homeless, the school district where last enrolled, the school district of current location or a school district participating in a Regional Placement Plan. This designation may be changed either prior to the end of the first semester of attendance or within 60 days of making this designation, whichever occurs later.

11. Check the appropriate box if the designated school district of attendance (9A) is different from the district of attendance before becoming homeless (7A) and from the district of current location (8A).

☐ District participating in a Regional Placement Plan OR ☐ District where last enrolled (7B) if it is different from the district where last permanently housed (7A) and the district of current location (8A).

12. NAME OF PARENT OR PERSON IN PARENTAL RELATIONSHIP	AREA CODE	TELEPHONE NUMBER
---	-----------	------------------

13. SIGNATURE OF PERSON IN PARENTAL RELATIONSHIP TO CHILD
IT HAS BEEN REPORTED TO ME THAT THIS CHILD IS UNDER THE AGE OF 21 YEARS AND IS THEREFORE ELIGIBLE FOR EDUCATIONAL SERVICES. THE CHILD HAS BEEN ADVISED OF HIS/HER RIGHT TO DESIGNATE THE SCHOOL DISTRICT OF ATTENDANCE.

14. PRINT NAME OF LOCAL DSS OR SCHOOL DISTRICT REPRESENTATIVE

15. SIGNATURE OF LOCAL DSS OR SCHOOL DISTRICT REPRESENTATIVE

16. PLACEMENT COUNTY

<small>Local DSS use only</small>	AREA CODE	TELEPHONE NUMBER
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STAC 202 Sections 1-6

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<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">STAC ID</div> <div style="border: 1px solid black; height: 40px; position: relative;"><div style="position: absolute; left: 5px; top: 5px;"> </div><div style="position: absolute; left: 15px; top: 5px;"> </div><div style="position: absolute; left: 25px; top: 5px;"> </div><div style="position: absolute; left: 35px; top: 5px;"> </div><div style="position: absolute; left: 45px; top: 5px;"> </div></div>	<p>The University of the State of New York THE STATE EDUCATION DEPARTMENT STAC & Special Aids Unit Room 514, Education Building Albany, NY 12234</p>	<div style="border: 1px solid black; padding: 5px;">STAC-202 HOMELESS DESIGNATION</div>			
Designation of School District of Attendance for a Homeless Child					
Submitted by: <input type="checkbox"/> Local Dept of Social Services (DSS) <input type="checkbox"/> Designated School District of Attendance (PSD)					
PLEASE READ THE INSTRUCTIONS ON THE REVERSE BEFORE COMPLETING THIS FORM					
1. NAME OF CHILD	<div style="border: 1px solid black; height: 30px; margin-bottom: 5px;"></div> <div style="text-align: center; font-size: small;">LAST NAME</div> <div style="border: 1px solid black; height: 30px; margin-bottom: 5px;"></div> <div style="text-align: center; font-size: small;">FIRST NAME</div>	2. DATE OF BIRTH	<div style="border: 1px solid black; height: 30px; position: relative;"><div style="position: absolute; left: 5px; top: 5px;"> </div><div style="position: absolute; left: 15px; top: 5px;"> </div></div> <div style="text-align: center; font-size: small;">MO / DAY / YR</div>	3. GENDER	<div style="border: 1px solid black; height: 30px; position: relative;"><div style="position: absolute; left: 5px; top: 5px;"> </div></div> <div style="text-align: center; font-size: small;">M F</div>
5. Racial/Ethnic Category of Child (See definitions on reverse side of last page.)		6. GRADE LEVEL FOR WHICH PLACEMENT IS SOUGHT			
<div style="border: 1px solid black; height: 30px; margin-bottom: 5px;"></div>		<div style="border: 1px solid black; height: 30px; position: relative;"><div style="position: absolute; left: 5px; top: 5px;"> </div></div>			

STAC 202 Section 7

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American Ind or
Alaskan Native ☐ Asian or
Pacific Isl. ☐ Black ☐ Hispanic ☐ White ☐

7. COMPLETE ADDRESS BEFORE CHILD/FAMILY BECAME HOMELESS

This is the address the student was last

permanently living before becoming homeless

7A. NYS SCHOOL DISTRICT OF ATTENDANCE BEFORE BECOMING HOMELESS

North Colonie CSD

7B. NYS SCHOOL DISTRICT WHERE LAST ENROLLED

Niskyuana CSD

Hometown Locator Example

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School District & School Zones

The address is located within the [North Colonie Csd School District](#) and the specific school zones are:

- [Forts Ferry School](#)
- [Shaker High School](#)
- [Shaker Junior High School](#)

<https://newyork.hometownlocator.com/>

STAC 202 Section 8-10

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8. COMPLETE ADDRESS OF CURRENT LOCATION 4 Giant Drive Apple NY 12345	DATE CHILD/FAMILY PLACED IN TEMPORARY HOUSING 09 30 20 MONTH DAY YEAR
9. DATE DISTRICT OF ATTENDANCE CHOSEN	09 30 20 MONTH DAY YEAR
10. DATE PLACED IN PERMANENT HOUSING	06 24 21 MONTH DAY YEAR

8A. NYS SCHOOL DISTRICT OF CURRENT LOCATION Apple CSD
9A. NYS DESIGNATED DISTRICT OF ATTENDANCE Apple CSD

One of four school districts may be chosen to provide the education component: the school district of attendance before becoming homeless, the school district where last enrolled, the school district of current location or a school district participating in a Regional Placement Plan. This designation may be changed either prior to the end of the first semester of attendance or within 60 days of making this designation, whichever occurs later.

STAC 202 Section 11-16

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11. Check the appropriate box if the designated school district of attendance (9A) is different from the district of attendance before becoming homeless (7A) and from the district of current location (8A).

☐ District participating in a Regional Placement Plan OR ☐ District where last enrolled (7B) if it is different from the district where last permanently housed (7A) and the district of current location (8A).

12.
NAME OF PARENT OR PERSON IN PARENTAL RELATIONSHIP AREA CODE TELEPHONE NUMBER

13.
SIGNATURE OF PERSON IN PARENTAL RELATIONSHIP TO CHILD DATE
IT HAS BEEN REPORTED TO ME THAT THIS CHILD IS UNDER THE AGE OF 21 YEARS AND IS THEREFORE ELIGIBLE FOR EDUCATIONAL SERVICES. THE CHILD HAS BEEN ADVISED OF HIS/HER RIGHT TO DESIGNATE THE SCHOOL DISTRICT OF ATTENDANCE.

14.
PRINT NAME OF LOCAL DSS OR SCHOOL DISTRICT REPRESENTATIVE TITLE

15.
SIGNATURE OF LOCAL DSS OR SCHOOL DISTRICT REPRESENTATIVE DATE

16. PLACEMENT COUNTY
Local DSS use only AREA CODE TELEPHONE NUMBER

Statute of Limitation for Claiming Homeless Aid

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- ❑ 2021-22 school year STACs need to be verified by June 30, 2023
- ❑ December 2022 the final Non-Resident Tuition Rates (NRT Rates) will be set for the 21-22 School Year
- ❑ **February 15, 2023** Homeless Aid March Payment Deadline
 - ❑ NRT rate x Homeless FTE count
- ❑ If not STAC'd timely, Aid will be delayed

Non-Resident Tuition Rates

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1. Use the State Aid website-
(<https://stateaid.nysed.gov/>)
2. In the “View District Data” box search for your district – by name or Beds Code
3. Use the SAMS State Aid Claim Page and enter you district again

NRT Rate Output Report

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- Actual = Prior Year
- Estimated = Current Year

[2021-2022 - Actual Nonresident Tuition Report for Prior Year \(NRT\)](#)

[2021-2022 - Estimated Nonresident Tuition Report for Current Year \(NRTEST\)](#)

NRT Output Report - Actual

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NON RESIDENT TUITION REPORT (NRT) FOR 2020-21 SCHOOL YEAR ATTENDANCE

[Glossary](#)

TUITION CHARGE FOR REGULAR EDUCATION STUDENTS BASED ON NET COST PER STUDENT:

NET COST PER HALF DAY K STUDENT	(ENT 82)	0	
NET COST PER FULL DAY K-6 STUDENT	(ENT 83)	13,195	★
NET COST PER GRADE 7-12 STUDENT	(ENT 84)	13,370	★
TUITION FOR STUDENTS WITH DISABILITIES WHO ARE ELIGIBLE FOR PUBLIC EXCESS COST AID:			
HALF DAY K STUDENT WITH DISABILITIES	(ENT 86)	0	
FULL DAY K-6 STUDENT WITH DISABILITIES	(ENT 87)	39,536	★
GRADE 7-12 STUDENT WITH DISABILITIES	(ENT 88)	39,711	★

Homeless Best Practices

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- Encouraged to send a copy of STAC-202 to the district that is fiscally responsible
 - ▣ Treat them as you would like to be treated
- Verify all children the district is being charged for, were actual district residents *(are these truly your students?)*
 - ▣ DQCDI Report
- Follow up on your homeless children being charged against you
 - ▣ When obtained permanent housing?
 - ▣ Inform Business Office of status
 - Budget implications

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Homeless STAC Screens

DQHOM: Homeless Eligibility

24

Date 03/23/20
Time 12:29

New York State Education Department
Homeless Eligibility List

Go to

School Year District
1718 01010101010 APPLE CSD

Record Count 5

☒ Attendance (educating - 9A)
☐ Last Permanently Housed Prior to Attendance (origin - 7A)

Last Name/ First Name		STAC ID	REC	District Last Permanently Housed	Eligible Date		W
					Begin	End	D W
JONES SARAH		Z12345	01	PEAR CSD	04/16/18-		N
SCOTT ALEX		Z12346	01	WATERMELON CSD	04/16/18-		N
SHORE KIM		Z12347	01	GRAPE CSD	04/16/18-		N
SMITH JOHN		Z12347	01	WATERMELON CSD	04/16/18-		N
SMITH SOPHIA		Z12350	01	WATERMELON CSD	04/16/18-		N

Use this screen to determine if there are any students deemed eligible to be STAC'd under **the Homeless Approvals**

The Homeless Eligibility will appear in the year that the STAC-202 originated (monitor for continued eligibility)

DSHOM

25

Date 09/04/15
Time 02:42

New York State Education Department

Go to
Menu

Non-Resident Homeless Approval Request

STAC ID	Name	Date of Birth	Mode
Z 12348	SMITH JOHN	02/05/94	Add
School Year	Record Number	Disability	
1516		Non Disabled	

Designated District of Attendance

010101010

To search school district names, type partial name in left box and click on "Search"

District Before Becoming Homeless

Partial Name

GRA

Search

GRAPE CSD

020202020

Education

Provider

APPLE CSD

010101010

Get Ed Programs

8500K K-6 REGULAR ED

09/08/15-06/23/16

Start Date	End Date	Half	FTE	BOCES Rate	Cost
09/08/15	01/13/16	<input type="checkbox"/>	0	0	0

Ent

Upd

User

Required for Inquiry

Inquire

Add

Change



DVHOM

26

Date 01/06/16
Time 01:50

New York State Education Department

Go to

Homeless/Runaway Youth Verification Screen

School Year
1415

CSE District
010101010 APPLE CSD

APPLE CSD 010101010

☒ Unverified
☐ Verified
☐ All Records

First 4 Letters of Last Name (Optional)

Last and First Name	Half	Program	Service								
STAC-ID	Rec	DOB	Time	Code	Type	From	To	FTE	Rate	Cost	Verify
JONES SARAH Z12345 01 05/10/02				8500-K	EDUC	09/04/14	10/14/14	.128			<input type="checkbox"/>
SCOTT ALEX Z12346 01 01/21/98				8500-K	EDUC	09/04/14	10/14/14	.128			<input type="checkbox"/>
SMITH JOHN Z12348 01 02/05/94				8500-K	EDUC	09/04/14	06/25/15	1.000			<input type="checkbox"/>

Homeless Eligibility List (DQHOM) – Last Permanently Housed

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Date 03/23/20
Time 12:31

New York State Education Department
Homeless Eligibility List

Go to

School Year **District**

1718

01010101010 APPLE CSD

Record Count 4

☐ Attendance (educating - 9A)
☒ Last Permanently Housed Prior to Attendance (origin - 7A)

Last Name/ First Name	STAC ID	REC	District Now Educating	Eligible Date		W
				Begin	End	D W
JACKSON LIZ	Z12351	01	WATERMELON CSD	04/28/17-09/01/17		N
MOORE TAYLOR	Z12352	01	GRAPE CSD	11/07/16-06/30/18		N
MOORE TIMOTHY	Z12353	01	GRAPE CSD	08/30/16-		N
SMITH CARA	Z12354	01	PEAR CSD	08/30/16-		N

Use this screen to view any students in which your district is listed as the last permanently housed (*District of Origin*)

DQCDI Report - Chargebacks

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- DQCDI provides the list of students for which you are the district of origin, meaning you are responsible for the basic contribution

Date 01/20/16
Time 10:48

New York State Education Department
10 Month Chargeback Information Page

Go to
Menu

School Year	Chargeback District	Type of Placement	Total Records
1415	010101010	DSHOM - Homeless	4

Inquire

APPLE CSD

Chargeback run Date
01/07/16

Total FTE
1.816

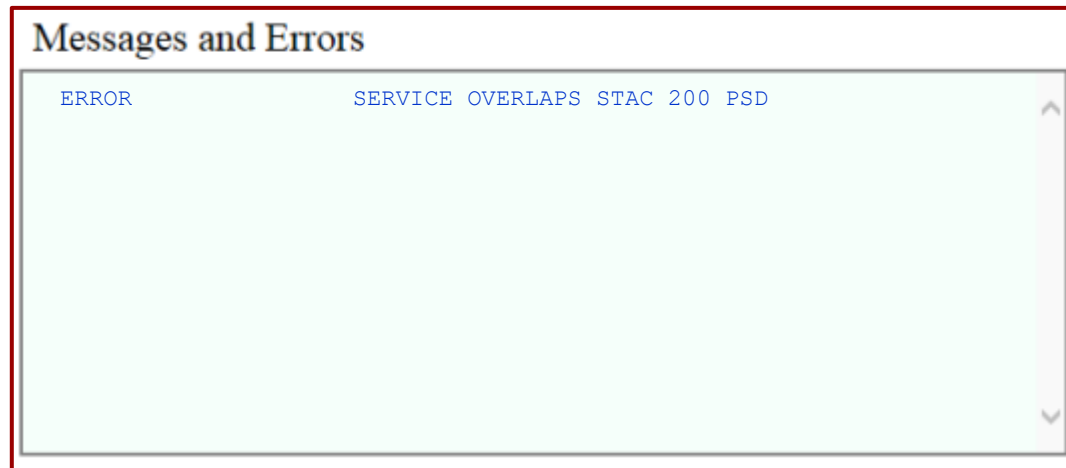
Last Name/First Name	STAC ID /Num Rec	Type Placement /Chapter	Facility/CSE District	Provider	FTE
JONES SARAH	Z12345 01	DSHOM	PEAR CSD	PEAR CSD	0.666
SCOTT ALEX	Z12346 01	DSHOM	WATERMELON CSD	WATERMELON	0.800
SHORE KIM	Z12347 01	DSHOM	PEAR CSD	PEAR CSD	0.175
SMITH JOHN	Z12348 01	DSHOM	GRAPE CSD	GRAPE CSD	0.175

Guidance & Resources

STAC Error- Homeless

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- ❑ STAC 200 PSD- Public School District
 - Open 202 with another Public School District



Homeless Guidelines

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Housing Status	Designated School District of Attendance	Reimbursement Available? (Y/N)	Procedure for receiving reimbursement
Temporarily housed, either inside or outside the district of origin	The school district of origin	No	N/A
★ Temporarily housed outside the district of origin	The new school district of current location	Yes	STAC-202 Form (paper) Online STAC Approval/ Online STAC Verification
★ Temporarily housed, in any location (after housing multiple moves)	The school district where the student most recently attended after losing housing, and that district is different from the school district of origin	Yes	STAC-202 Form/(paper) Online STAC Approval/ Online STAC Verification
Moved from temporary housing into permanent housing in a new district which is different from the district where the student is enrolled in school	Continuing enrollment in the school district they were last attending, even if this is the school of origin	Yes	Direct billing to the district where the family is now permanently housed. No state forms are necessary.
Permanently housed	Enrolled in the same school district where new permanent housing is located	No	N/A

Homeless Transportation

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TRANSPORTATION FOR STUDENTS IN TEMPORARY HOUSING IN NEW YORK STATE

Housing Situation	Transportation	Responsibility	Funding Sources	Legal Authority
Temporarily Housed Within the School District	Student is entitled to transportation to their school of origin ¹ , including public preschool (e.g., pre-k), even if the student is temporarily housed in a different school zone. If the student transfers to a local school zoned for where they are temporarily residing, they are entitled to transportation comparable to permanently housed students, unless the lack of transportation poses a barrier to the student's attendance in school.	The school district where the student is enrolled is responsible for transportation.	State transportation aid ² (claimed by district where student is enrolled) AND If the student attends the school of origin, Title I, Part A set-aside funds for expenses not reimbursed by State transportation aid	20 U.S.C. § 6313(c)(3)(C)(ii)(II); 42 U.S.C. § 11432(g)(1)(j)(iii)(I); 42 U.S.C. § 11432 (g)(4)(A); N.Y. Education Law § 3209(4)(c); N.Y. Education Law § 3209(4)(d); N.Y. Education Law § 3209(6)(b); N.Y. Education Law § 3622-a(1); 8 N.Y.C.R.R. § 100.2(x)(6)(iii)-(iv).
Temporarily Housed Outside of the School District, but not in Department of Social Services Emergency Housing Placement	Student is entitled to transportation to and from the school of origin, including public preschool (e.g., pre-k), up to 50 miles one way, unless the commissioner certifies that a distance greater than 50 miles is in the best interest of the student. Parent may also be entitled to transportation if student cannot travel alone.	The school district where the student is enrolled is responsible for transportation.	State transportation aid (claimed by district where student is enrolled) AND Title I, Part A set-aside funds for expenses not reimbursed by State transportation aid	20 U.S.C. § 6313(c)(3)(C)(ii)(II); 42 U.S.C. § 11432(g)(1)(j)(iii); N.Y. Education Law § 3209(4)(c); N.Y. Education Law § 3622-a(1); 8 N.Y.C.R.R. § 100.2(x)(6)(iv).
Temporarily Housed Outside of the School District in a Department of Social Services (DSS) Emergency Housing Placement	Student is entitled to transportation to and from the school of origin, including public school (e.g., pre-k), up to 50 miles one way, unless the commissioner certifies that a distance greater than 50 miles is in the best interest of the student. Parent may also be entitled to transportation if student cannot travel alone.	The local department of social services (DSS) is responsible for transportation if it places a student in emergency housing outside of the school district and the student is eligible for Emergency Assistance for Families (EAF). This includes children who attend pre-k and students who attend school at a BOCES. If DSS requests that the school district provide transportation, the school district must transport and the DSS must promptly reimburse the school district. If student is not eligible for EAF or if DSS places the family in emergency housing within the school district, the school district is responsible for transportation.	If school district transports, DSS reimburses the school district. School district cannot claim State transportation aid for expenses reimbursed by DSS. DSS receives federal Temporary Assistance for Needy Families (TANF) funding for transportation expenses.	42 U.S.C. § 11432(g)(1)(j)(iii); N.Y. Education Law § 3209(4)(a).
Temporarily Housed Outside of the School District in a Runaway and Homeless Youth (RHY) Program	Student is entitled to transportation to and from the school of origin, including public school (e.g., pre-k), up to 50 miles one way, unless the commissioner certifies that a distance greater than 50 miles is in the best interest of the student. Parent may also be entitled to transportation if student cannot travel alone.	The school district where the student is enrolled is responsible for transportation.	Full reimbursement from the New York State Education Department using the RHY Transportation Reimbursement Form .	42 U.S.C. § 11432(g)(1)(j)(iii); N.Y. Education Law § 3209(4)(b); 8 N.Y.C.R.R. § 100.2(x)(6)(iv).
Temporarily Housed in a Neighboring State	Student is entitled to transportation to and from the school of origin, including public school (e.g., pre-k).	If the NY school district where the student is enrolled and the school district in the other state cannot agree to a method of assigning responsibilities and costs, the responsibilities and costs are split equally.	State transportation aid AND Title I, Part A set-aside funds for expenses not reimbursed by State transportation aid	20 U.S.C. § 6313(c)(3)(C)(ii)(II); 42 U.S.C. § 11432(g)(1)(j)(iii)(II); N.Y. Education Law § 3209(4)(g); N.Y. Education Law § 3622-a(1).

Resources

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- **NYS Technical and Education Assistance Center for Homeless Students -**
www.nysteachs.org
 - Workshops/Webinars for Homeless Liaisons
- **NYSED STAC**
Website: <http://www.oms.nysed.gov/stac/>
- **Education Law, Section 3209 – Education for Homeless Children** <http://www.p12.nysed.gov/ssss/lawsregs/3209.html>

Questions?

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A question

is

a

window.



Contact Us

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Special Education Aid Assistance Service

Questar III BOCES

10 Empire State Boulevard

Castleton, NY 12033

518-477-2635 (p) **option 2**

mary.mosher@questar.org – *Team Leader*

tyler.gates@questar.org

robert.rabideau@questar.org

agnieszka.Bukala@questar.org

alyssa.scarcella@questar.org

angela.beber@questar.org

<https://www.questar.org/services/financial/stac/>