Project REACH
Handbook

2014-2015

Title I
Homeless Education Services
651-632-3790

Realizing the
Educational
Achievement of
Children experiencing
Homelessness

For Staff Use Only
2014 BOARD OF EDUCATION
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CHIEF OF STAFF
MICHELLE WALKER

FEDERAL PROGRAMS
1021 MARION STREET
SAINT PAUL, MN 55117
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## Directory

**FEDERAL PROGRAMS**

**1021 MARION STREET**

http://homeless.spps.org/  
2014-2015

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<thead>
<tr>
<th>ADMINISTRATIVE STAFF</th>
<th>TELEPHONE</th>
<th>TITLE</th>
<th>ROLE/ASSIGNMENTS</th>
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<tbody>
<tr>
<td>Title I Main Number</td>
<td>651-632 3790</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cheryl Carlstrom</td>
<td>651-744-1451</td>
<td>Director</td>
<td></td>
</tr>
<tr>
<td>PROJECT REACH STAFF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anne McInerney</td>
<td>651-231-0404</td>
<td>District Homeless Supervisor</td>
<td>Oversees Project REACH</td>
</tr>
<tr>
<td></td>
<td>651-744-2565</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Karla Stewart</td>
<td>651-334-1181</td>
<td>Home School Liaison</td>
<td>Women’s Advocates, Naomi, Cornerstone, Safezone, EMERGE, Lewis House</td>
</tr>
<tr>
<td></td>
<td>651-744-5104</td>
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<tr>
<td>Wijit Xiong</td>
<td>651-334-1934</td>
<td>Home School Liaison</td>
<td>Family Place, Family Service Center, Dorothy Day, People Serving People, Dakota Woodlands</td>
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<tr>
<td></td>
<td>651-744-5100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cindy McGowan</td>
<td>651-558-8156</td>
<td>Transportation Coordinator</td>
<td>Transportation Coordinator for Students requiring alternative transportation.</td>
</tr>
<tr>
<td></td>
<td>651-632-3791</td>
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</tr>
<tr>
<td></td>
<td>651-744-5092</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beth O’Keefe</td>
<td>651-334-1818</td>
<td>Social Worker</td>
<td>Provides social work services to families</td>
</tr>
<tr>
<td></td>
<td>651-744-1457</td>
<td></td>
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</tr>
<tr>
<td>Andrea Lindorfer</td>
<td>651-216-3492</td>
<td>Evening Enrichment Coordinator</td>
<td>Evening Tutoring Program</td>
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<tr>
<td></td>
<td>651-632-3780</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laura Vallejo</td>
<td>651-755-7935</td>
<td>Home School Liaison</td>
<td>Sojourners, Casa De Esperanza, Mary’s Place, Harriet Tubman, Ain Dah Yung, House of Peace, Harriet Tubman</td>
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<tr>
<td></td>
<td>651-744-5105</td>
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<tr>
<td>Lily Tharoor</td>
<td>651-558-8155</td>
<td>Social Worker</td>
<td>Provides social work services to families</td>
</tr>
<tr>
<td></td>
<td>651-744-1453</td>
<td></td>
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### Shelters in Saint Paul

<table>
<thead>
<tr>
<th>Shelters</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ain Dah Yung</td>
<td>1089 Portland Ave. Saint Paul MN 55104 651-227-4184 A short term emergency shelter care for American Indian youth 5 years – 17 years who are homeless or runaway.</td>
</tr>
<tr>
<td>Casa De Esperanza P.O. Box 75177</td>
<td>Saint Paul MN 55175 651-772-1723 651-772-1611 crisis line An emergency shelter for battered women and their children.</td>
</tr>
<tr>
<td>Dorothy Day Center</td>
<td>183 Old 6th Street Saint Paul MN 55102 651-647-2350 Emergency shelter for homeless. Also provides meals and medical care.</td>
</tr>
<tr>
<td>Dwelling Place</td>
<td>PO 270541 Saint Paul MN 55127 651-221-0405 Transitional housing for battered women and their children. (scattered sites)</td>
</tr>
<tr>
<td>The Family Place</td>
<td>Central Park UMC 244 10th St. E Saint Paul MN 55101 651-225-9357 Day center and Ramsey County intake services. Support for homeless families.</td>
</tr>
<tr>
<td>Family Service Center</td>
<td>2001 Van Dyke St Maplewood, MN 55109 651-647-2580 This shelter provides housing for homeless families in Ramsey County.</td>
</tr>
<tr>
<td>Life Haven</td>
<td>325 Jenks Ave. Saint Paul MN 55130 651-776-9805 (office) Shelter for teen moms ages 16-17 with one child.</td>
</tr>
</tbody>
</table>
Shelters in Saint Paul

Listening House
215 9th St. W.
Saint Paul, MN 55102
651-227-5911

Naomi Family Center
77 East 9th St.
Saint Paul, MN 55101
651-222-7962

SafeZone
308 Prince St. Suite 851
Saint Paul, MN 55101
651-224-9644

Safe House
651-644-3446

Saint Paul YWCA
261 N. Oxford
Saint Paul, MN 55104
Main Office
651-645-2529

Theresa Living Center
917 E. Jessamine Ave.
Saint Paul, MN 55106
651-774-5594

Women of Nations-
Eagles Nest
Saint Paul, MN 55102
651-222-5830

Women’s Advocates
Saint Paul, MN 55102
651-227-9966

- A temporary shelter mainly for Native American battered women and their children. It is not restricted to just Native American women.
- A safe crisis shelter for women experiencing abuse.

Drop-In Center for families.

Educational program with transitional housing for women with no more than four children ages 12 and younger.

A safe place for youth on the streets.

Emergency Shelter for youths 16-20 years old. Call @ 7:00 p.m. for open bed status.

Transitional housing provided for homeless women and children.

Transitional housing for women 18 years or older with one child under 1 year of age.
Shelters Outside of Saint Paul

Alexandra House
P.O. Box 49039
Blaine, MN 55449
763-780-2330

A domestic abuse shelter in Anoka County.

Tubman East
Maplewood, MN 55109
651-768-0216

A domestic violence shelter for women and their children in Washington County.

B. Robert Lewis House
Eagan, MN 55122
651-452-7288
651

A domestic violence shelter for women and their children in Dakota County.

St. Joseph’s Home for Children
1121 E 46th Street
Minneapolis, MN 55407
612-204-8250

24 Hour emergency shelter in Hennepin County for children and youth ages 6-17.

Cornerstone
Bloomington, MN 55420
952-884-0376

A domestic violence shelter for women and their children in Hennepin County.

Dakota County Woodlands
3430 Wescott Woodlands
Eagan, MN 55123
651-456-9110

Emergency housing for homeless women and children of Dakota County.

Families Moving Forward
1808 Emerson Ave. N
Minneapolis, MN 55411
612-529-2185

Emergency housing for families in the Twin Cities.

Harriet Tubman Center
Minneapolis, MN 55408
612-825-3333

A domestic violence shelter for women and their children in Hennepin County.

For more guides or to make suggestions or corrections for future guides, contact Project REACH at 651-744-2565.
Program Awards

Greg Horan Lifetime Achievement Award:
Carol Stauffer, Social Worker, 2011

“America’s Invisible Children” won a 2008 Daytime Emmy for Outstanding Special. The Title I Homeless Program assisted with this documentary and a Saint Paul Public School student is featured.

National Outstanding School-Based Education Program Providing Services to Students in Homeless Situations (NAEHCY) 2005

Saint Paul Area Coalition for the Homeless Streetworker of the Year Award:
Elaine Benner-Minus, Home-School Liaison, 2003
Ellie Siefert, Program Coordinator 1999

Special Projects and Program Award; Minnesota Association of Administrators of State and Federal Programs, (MAASFEP), 1997

Shelters Outside of Saint Paul

<table>
<thead>
<tr>
<th>Shelters Outside of Saint Paul</th>
<th>Address</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Free</td>
<td>Plymouth, MN 55441</td>
<td>763-559-4945</td>
</tr>
<tr>
<td>House of Peace</td>
<td>P.O. Box 6223</td>
<td>1-866-223-1111</td>
</tr>
<tr>
<td>Sharing and Caring Hands</td>
<td>401 N. 7th St.</td>
<td>1-866-223-1111</td>
</tr>
<tr>
<td>Solid Ground</td>
<td>3521 Century Ave. N. 213</td>
<td>651-773-9261</td>
</tr>
<tr>
<td>People Serving People</td>
<td>614 3rd Street South</td>
<td>612-332-4500</td>
</tr>
<tr>
<td>Day One</td>
<td>MN Domestic Violence Crisis Line</td>
<td>1-866-223-1111</td>
</tr>
</tbody>
</table>

Emergency housing for families in Hennepin County.
A safety net organization that provides emergency housing.
Transitional Housing for women and their children.
Emergency housing for families in Hennepin County.
Provides immediate access to safety for domestic violence victims and their children.
Project **REACH**, Realizing the Educational Achievement of Children experiencing Homelessness, is a shelter and street based program that promotes school stability and academic success of homeless children and youth.

**Services We Provide**
- On site assistance with Saint Paul Public Schools enrollment and registration process
- Transportation to enrollment and registration appointments
- Transportation to the child’s school of origin when possible
- Assistance with school supplies, school uniforms and other resources
- Referrals to community resources that include medical, food, housing, mental health and other resources
- Information and applications for early childhood /pre-kindergarten programs
- Assessment of family needs to advocate for special education services
- Evening academic services in shelters for school-age children

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### Additional Housing Resources

- **Housinglink**
  - [www.housinglink.org](http://www.housinglink.org)
  - Private Market Vacancy Reports available online

- Southern Minnesota Regional Legal Services
  - [www.smrls.org](http://www.smrls.org)
  - Project Hope
  - SMRLS
  - 55 East 5th St. Suite 400
  - General Info: 651-222-5863
  - Assists homeless persons in finding private market apartments
  - Project Hope
  - Walk In Intakes
  - Monday 9:00-12:30, Wednesday 1:00-4:00. Thursday 9:00-12:00

- **HOME Line Tenant Hotline**
  - [www.homlinemn.org](http://www.homlinemn.org)
  - 612-728-5767
  - Landlord/tenant legal situations

- **Public Housing Authority**
  - [www.stpaulpha.org](http://www.stpaulpha.org)
  - 555 Wabasha Street N, Suite 300
  - Saint Paul, MN 55102
  - 651-298-5158

- **CommonBond Communities**
  - [www.commonbond.org/](http://www.commonbond.org/)
  - 328 W. Kellogg Blvd.
  - Saint Paul, MN 55102
  - 651-291-1750

- **Aeon**
  - 612-341-3148
  - [www.aeonmn.org](http://www.aeonmn.org)
Domestic Abuse Shelters Outside of Saint Paul

Tubman Harriet Tubman West
http://wwwtubman.org
612-825-0000 (crisis line)

Tubman East
http://www.tubman.org
651-768-0216
612-825-0000( 24 hour crisis line)

Asian Women United of Minnesota/House of Peace
Shelter
http://www.awum.org
612-724-8823
612-724-0756 (crisis line)

Additional Domestic Violence Resources

MN Domestic Violence Crisis Line
1-866-223-1111
This is a 24 hour crisis line which routes a caller to a dom-
estic violence shelter closest to their current location. Collect calls are accepted.

Saint Paul Intervention Project
1509 Marshall Ave.
Saint Paul, MN 55104
651-645-2824
http://www.stpaulintervention.org/

The Roles of the Staff

The program has many staff positions, each of which plays a key role in its success.

The Homeless Liaison oversees the activities of the staff that in-
cludes home school liaisons, school social workers, an evening
enrichment coordinator, certified teachers, and a transportation
coordinator. She determines eligibility and ensures the educa-
tional rights of homeless students.

Home school liaisons are located in the shelters (see page 5 for
assignments) and are available to help students enroll in school. Because of their close contact with families enrollment is often
completed within 1 day of initial intake. Besides the enrollment
procedures, the home school liaisons also assess/implement trans-
portation when necessary. When transportation is set up, they in-
form the families and school contacts of the necessary infor-
mation. They also help coordinate early childhood screenings for
homeless preschoolers to ensure registration in kindergarten. Each
parent is informed of early childhood educational offerings in the
district and community including Head Start, School Readiness,
Community Kindergarten and application information on Early
Kindergarten.

All the home school liaisons are available to serve families in ho-
tels, residing in their cars, or are doubled up. To determine which
liaison is working with the family in one of these situations,
please refer to the parent/guardians last name and refer to this list:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Numbers</th>
<th>Last Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracey Jackson</td>
<td>651-334-1634/651-744-5092</td>
<td>A-F</td>
</tr>
<tr>
<td>Karla Stewart</td>
<td>651-334-1181/651-744-5104</td>
<td>G-L</td>
</tr>
<tr>
<td>Laura Vallejo</td>
<td>651-755-7958/651-744-5105</td>
<td>M-R</td>
</tr>
<tr>
<td>Wijit Xiong</td>
<td>651-334-1934/651-744-5100</td>
<td>S-Z</td>
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</table>
Roles of the Staff

The social workers in the program help achieve our program goals of enrollment, attendance and academic achievement. Currently, there are 2 full time school social workers in Project REACH. These social workers provide outreach assistance in information and referral for housing, mental health, medical assistance, legal consultation, basic needs, social services, child protection and transportation, as well as assist in attendance and enrollment of homeless students. This position conducts an assessment of family needs to advocate for special education services when appropriate.

The transportation coordinator is the primary contact with the district transportation department and helps streamline the out of district transportation requests. She also coordinates the transportation of homeless students residing in emergency foster care.

Domestic Abuse Shelters in Saint Paul

Casa de Esperanza
http://www.casadeesperanza.org
P.O Box 75177
Saint Paul, MN 55175
651-772-1611 (24 hour crisis line)
Bilingual staff

Dwelling Place
http://www.thedwellingplaceshelter.org
P.O. Box 270541
Saint Paul, MN 55127
651-776-4805

Women’s Advocates
http://www.wadvocates.org
Saint Paul, MN 55102
651-227-8284 (crisis line)

Women of Nations – Eagle’s Nest Shelter
http://www.women-of-nations.org
Saint Paul, MN 55102
651-222-5836 (24 hour crisis line)
The Link
Linquist Apartments
www.thelinkmn.org
1931 West Broadway Avenue
Minneapolis, MN 55411
612-287-1670
24 units of permanent supportive housing
Ages 16 and up to 25
Single occupancy only
Need to verify homelessness and/or a disability
Waitlist (As of August 2007) 6-10 months
Sobriety is expected
Section 8 30% of income goes to rent
Working or school for 20 hours per week
Voluntary support services (need to be pretty self-sufficient)
Cannot be a full time student

Youthlink
Archdale Apartments
www.youthlinkmn.org
1600 1st Avenue
Minneapolis, MN 55403
612-253-1460
Ages 16 – 21 years

Youthlink
St. Barnabas Apartments
www.youthlinkmn.org
906 7th Street South,
Minneapolis, MN 55415
612-253-0630
Ages 16-21 years

Under the guidance of an evening enrichment coordinator, highly qualified licensed teachers provide tutoring at shelter sites after school and in evenings. Literacy and math enrichment programs complement the school day curriculum by leading kids through a wide range of activities that are challenging and fun. The evening enrichment coordinator guides the instructional staff in direct curriculum and aligns lessons and activities to help youth meet the K-12 Minnesota Academic Standards.
Eligibility and Rights of Homeless Children

Under McKinney/Vento legislation, homeless children and youth are individuals who lack a fixed, regular and adequate nighttime residence and includes:

- Children and youth sharing the housing of others persons due to loss of housing (doubled up), economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds; are living in emergency or transitional shelters, are abandoned in hospitals or are awaiting foster care placement
- Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

Youth Housing Resources Outside of Saint Paul

The Bridge
www.bridgeforyouth.org
1111 West 22nd Street
Minneapolis, MN 55405
24 hour hotline 612-377-8800
14 shelter beds (10-17 years)
8 transitional living program beds (16-20 years)

Avenues for Homeless Youth
www.avenuesforyouth.org
1708 Oak Park Avenue North
Minneapolis, MN 55411
612-522-1690
20 bed emergency shelter 15-20 years
(male, female, transgender) No waitlist kept
Pregnant, but not parenting teens
Curfew/chores/etc

Hope Street Shelter
www.ccspm.org
1121 East 46th street
Minneapolis, MN 55407
612-827-9372 or 612-204-8448
Ages 16-20 years
28 shelter beds

Hope Street Transitional Housing
www.ccspm.org
1121 East 46th Street
Minneapolis, MN 55407
612-204-8447
Takes referrals primarily from their shelter, but may take referral from other agencies
Ages 16-22 years
Youth Housing Resources in Saint Paul

Safe Zone
www.face2face.org
308 Prince Street
Saint Paul MN 55101
651-224-9644
Drop-in Center Hours:
Monday – Friday
1 p.m. – 8:00 p.m.
Saturday
1 p.m.– 5 p.m.
Ages 4-20 years

Arlington House
www.arlington-house.org
712 E Larpenteur Ave.
Saint Paul, MN  55117
651-771-7504

Breaking Free
www.breakingfree.net
P.O. Box 4366
St. Paul, MN  55104
651-645-6557

Hubert Humphrey Job Corps
www.chicagoregion.jobscorps.gov
1480 N. Snelling Avenue
Saint Paul, MN  55101
651-642-1133

What are homeless students rights?

Students in Homeless Situations Have the Right to:

- Go to school, no matter where they live or how long they have lived there.
- Continue in the school they attended before they became homeless
- Receive transportation to the school they attended before their family became homeless, if possible
- Receive the same programs and services that are provided to all other children
- Automatically qualify for free breakfast and lunch
- Enroll in a new school without immunization, proof of residential status, school records, proof of guardianship or other documents.
- Go to school with children who are not homeless
- Receive information and referrals to health, mental health, dental and other services.
- Have disagreements settled quickly and go to the school they chose while disagreements are settled.

Policies and Procedures

Board Policy

503.01 ATTENDANCE: HOMELESS CHILDREN AND YOUTH
REVISED: 2008

SERVICES
Homeless children and youth, as defined by federal law, shall be provided services comparable to those received by other students including transportation to and from their school of origin to the extent possible. The district shall designate a liaison for homeless children and youth who shall ensure that their rights are protected and they have the opportunity to reach the same high academic standards expected of all students.

ENROLLMENT
Immunizations, guardianship, residential status or other documentation shall not be barriers to immediate enrollment of homeless children and youth. Where appropriate, the enrolling school or office shall refer the parent or guardian to the district homeless liaison for assistance in obtaining appropriate documentation. The district homeless liaison shall also assist unaccompanied youth with placement/enrollment choices.

PLACEMENT
To the extent feasible, homeless children and youth shall remain in their school of origin and transportation shall be provided. To the extent provided by federal law, homeless children and youth have the right to stay in their school of origin for the entire time they are homeless, unless a parent or guardian chooses otherwise.

Youth Housing Resources in Saint Paul

Lutheran Social Services Transitional Living Project
501 Asbury Street
Saint Paul, MN 55104
651-644 7739
Ages 16-21 years
Scattered site apartments, youth pay 30% of rent for 6 months Come to informational meeting on 3rd Thursday of The month at 2 PM.
Must be homeless and a Ramsey County resident.

Foyer Program (Salvation Army)
www.salvationarmy.org/usc
1471 Como Avenue West
Saint Paul, MN 55106
651-646-2601
Transitional housing for Unaccompanied Youth 16-21 years
Waitlist

Seventh Landing
http://rseden.nonprofitoffice.com/index.asp
1360 West 7th Street
Saint Paul, MN 55102
651-291-3842
Need to verify homelessness and a disability
Expertise in mental health
Permanent supportive housing

Beverly Benjamin Youth Lodge
www.aindahyung.com/youthlodge.html
1212 Raymond Avenue
Saint Paul, MN 55108
651-227-4184 (Emergency Shelter number)
Transitional Housing for up to 6 youth, 16-21 years old.
651-632-8923
Youth Housing Resources in Saint Paul

Ain Dah Yung Shelter
www.aindahyung.com
1089 Portland Avenue
Saint Paul, MN 55104
651-227-4184

Lutheran Social Services Homeless Youth Services
www.lssmn.org/homelessyouthmetro/

Lutheran Social Services Safe House Shelter
651-644-3446
Call at 7 p.m.
Unaccompanied youth 16-20 years
30 Night Shelter
Beds available from 8:00 PM-9:00 AM

Lutheran Social Services Rezek House
501 Asbury Street
Saint Paul, MN 55104
651-644-7739
Ages 16-21 years, homeless and residents of Ramsey County
Come to informational meeting on 3rd Thursday of the month at 2 p.m.
Two of the Rezek Houses apartments are reserved for moms, plus 1 child only. Must be coming from shelter to be eligible.

Lutheran Social Services Life Haven
325 Jenks Street
Saint Paul, MN 55130
Call 651-776-9805
Only for 16 & 17 year old parenting teens
* Also accepts girls in their last trimester of pregnancy.

Board Policy

DISPUTE RESOLUTION
Disputes regarding the educational placement of a homeless child or youth shall be expeditiously addressed through a dispute resolution process mandated by the Minnesota Department of Education. Parents or guardians and unaccompanied youth shall be informed of the process and in the event of a dispute, the homeless child or youth must be immediately enrolled in the school of choice while the dispute is being resolved.
Dispute Resolution Procedures

Families and youth in homeless situations may be unaware of their right to dispute placement and enrollment decisions. When disputes are raised, too often, students are kept out of school during the dispute resolution process. This interruption in education can severely damage students’ academic progress. Saint Paul Public School Policy 503.01 requires that disputes regarding the educational placement of a student in a homeless situation will be expeditiously addressed through a dispute resolution process. Parents or guardians and unaccompanied youth must be informed of the process and in the event of the dispute; the student must be immediately enrolled in the school of choice while the dispute is being resolved.

If a family or youth in homeless situations attending school wants to pursue their right to a dispute or if the district disagrees with a parent, guardian or homeless youth regarding an issue related to the rights of a homeless student, the following steps must be taken:

The school district must immediately enroll the students and arrange for transportation and other services as appropriate.

With the involvement of the Homeless Liaison, an attempt to discuss the issues to determine if more information is needed to resolve the issue.

Transitional Housing Outside of Saint Paul

Cornerstone Advocacy Services
www.cornerstonemn.org
1000 East 80th Street
Bloomington, MN 55420
952-884-0376
Serves victims of domestic abuse and their families who are in imminent danger.

Emerge Community Development Housing Villages
4643 Lyndale Ave. N.
Minneapolis, MN 55412
612-522-9166
www.emerge-mn.org

Simpson Housing Services
www.simpsonhousing.org
2100 Pillsbury Avenue South
Minneapolis, MN  55404
612-874-8683
Call on Tuesdays between 12 and 2 p.m. to be included in lottery (if they have openings).
Transitional Housing Outside of Saint Paul

Solid Ground (formally East Metro Women’s Council)
www.emwc.org/
3521 Century Av. N
White Bear Lake, MN 55110
651-773-8401
Serves families and their dependent children.

Emma’s Place
2163 Van Dyke Street
Maplewood, MN 55109-2703
651-747-8766
Single parent with 3 or more children.
Eligibility Criteria: 1.) mental illness, chemical dependency
(90 days sobriety or exiting a treatment program) or physical
disability 2.) homeless (in transitional housing, shelter or
on the street) 3.) Received MFIP within the last 2 years

Tubman Transitional Housing Program
www.tubman.org
3111 1st Avenue South
Minneapolis, MN 55408
612-825-3333
Waitlist
Serves homeless women in shelter who are experiencing
domestic abuse and their children (children must be under
18 years old when entering the program)

Dispute Resolution Procedures

If the issue cannot be resolved, a letter will be issued to the
parent/guardian or youth explaining the district’s position
as to the homelessness-related dispute. In this letter, it is
important to include referrals the district Ombudsperson,
advocates or attorneys.

Either party may send a written request to the Minnesota
Department of Education Homeless State Coordinator
asking the State Coordinator to review such decision
compliance with applicable law. Such requests must
include any documentation related to the dispute
resolution proceeding.

The State Coordinator may request any additional
information from either party he or she deems relevant
in resolving the issue.
Referring a student for services to Project REACH

Saint Paul School staff can refer students using our online referral system. School staff can continue to have families and homeless youth complete the homeless enrollment form but the information gathered should be entered using the on-line system when making a referral. You can access this site at www.reachref.spps.org and using your Campus login. A tutorial on how to use this system is available by contacting Anne McInerney, anne.mcinerney@spps.org. Additional training will be offered if requested.

Lunch Policy

Students who are experiencing homelessness qualify for free meals with Nutrition Services through the completion of the academic school year.

Once the student is designated as homeless through McKinney-Vento, they will automatically qualify for free meals. School staff can complete the nutrition services free and reduced meals form if they choose.

Staff can also print out the Student Status Certificate PDF found under it.spps.org, Custom Website, Free and Reduced Eligibility. Please complete the form and fax it to Nutrition Services at 651-293-5322.

Transitional Housing in Saint Paul

Caroline Family Services
http://www.ssnndmankato.org/WhatWeDo/tlc.php
651-772-1344
Scattered site transitional housing for single parents with children in Ramsey County.
Need to verify homeless status using the HUD definition (must be currently in shelter to be considered “homeless”)
Call each Tuesday morning between 9:00 -11:00 a.m. to be considered for any available openings

New Foundations Supportive Housing Program
Crestview Apartments
1145 Westminster Street
Saint Paul, MN  55130
651-771-7565
Eligibility: Provides permanent supportive housing and on-site services for dually diagnosed adults in recovery and their families.

Breaking Free
www.breakingfree.net
P.O Box 4366
Saint Paul, MN  55104
651-645-6557
Serves prostituted women and girls

Visitation Place
www.cctwincities.org/vistation_place.aspx
1034 Lafond Avenue
Saint Paul, MN  55104
612-204-8500
Serves low income single parents and their children.
Link: services
Transitional Housing in Saint Paul

YWCA Rapid-Re-Housing
375 Selby Avenue
Saint Paul, MN  55102
651-222-3741
Must currently be in shelter to be eligible as “homeless”. Contact Jaime Stampley or Natia Wilcek, Other eligibility requirements so please call prior to referring.

MLK/Cleveland Saunders Permanent Supportive Housing Program (YWCA)
375 Selby Avenue
Saint Paul, MN  55102
651-222-3741
Must currently be in shelter to be eligible as “homeless”. Contact Jaime Stampley or Natia Wilcek, Other eligibility requirements so please call prior to referring.

Model Cities Housing Services
www.modelcities.org
839 University Avenue
Saint Paul, MN 55104
651-632–8350  Patrick Morley
Families First Supportive Housing-a permanent supportive housing program that targets single-parent families whose head of household or child has a disability. Applicants must have a minimum of 90 days of sobriety and be willing to live in “chemically free” housing. These families must also meet HUD’s definition of homelessness.

Sankofa-a permanent supportive housing program designed to assist parenting or pregnant homeless youth/young adults(17-25 years old) who have one child under the age of 3 obtain stable housing. Must meet long term homeless definition.

The ROOF Project– a transitional housing program done in collaboration with the Wilder Foundation. Model Cities ROOF Project families must be between 17-25 years old resident of Ramsey County, meet the HUD definition of homelessness and have a history of employment with the last six months.

Transportation Policy and Procedure

Working to keep homeless students in school is a key component of Project REACH. The district provides transportation to and from the school of origin, at a parent or guardian’s request, whenever possible. All transportation is provided through the district’s transportation department.

Project REACH has a full time transportation coordinator position. This staff person is the primary contact with the district transportation department to help streamline the out of district and out of area transportation requests and to coordinate transportation of all homeless students residing in emergency foster care who are in need of transportation.

The school district where the student attends school provides transportation. Students receive transportation to the last school they were enrolled in or the school they attended when they first became homeless.

Non-public school students do not qualify for services under McKinney-Vento.

For charter schools, the current transportation provider continues to provide the transportation for homeless students.

Any transportation questions go through the transportation coordinator or homeless liaison, unless there is an emergency and the transportation department may be called.
Transportation Provided to All Students Experiencing Homelessness

Transportation service is provided to students who are experiencing homelessness under the authority of the McKinney-Vento/No Child Left Behind Act.

If a student becomes homeless, but will continue to reside inside the current transportation boundary for their current enrollment program, the school can process a normal address change through Campus and the Transportation Coordinator serving the school.

If a student becomes homeless, but will now reside outside the current transportation boundary for their current enrollment program, the school should contact Project REACH.

If a student becomes homeless, but will reside outside the Saint Paul Public School District Boundary, no matter the school attending or enrollment program, the school should contact Project REACH.

School staff may obtain additional information from the Coordinator who supervises the schools’ routes or from Anne McInerney,, Homeless Education Supervisor, at 651-744-2565.

The school finder website is:

http://apply.spps.org/school_finder.html

Resources for Families

Housing

Transitional Housing in Saint Paul

Naomi Family Residence
http://www.ugmstpaul.org/services-naomi.html
77 East 9th Street
Saint Paul, MN 55101
651-228-1800
Education and life skills program which offers up to 2 years of transitional housing for women with up to 4 children, ages 10 and younger. Also, now offering a 30-60 day housing plus program for emergency purposes. BY REFERRAL ONLY.

Theresa Living Center
http://www.ssndmankato.org/WhatWeDo/tlc.php
917 East Jessamine Avenue
Saint Paul, MN 55106
651-774-5594
Serves women 18 years or older with one child under the age of 1. Also serves single women.

YWCA Transitional Housing
375 Selby Avenue
Saint Paul, MN 55102
651-645-2529
No waitlist kept
Serves single parents with no more than 4 dependent children who are ages 17 or younger.

YWCA Family Intervention Program
375 Selby Avenue
Saint Paul, MN 55102
651-222-3741
Need to verify homeless status using HUD definition (must be currently in shelter to be considered “homeless”)
Serves one- and two-parent families with minor children in their custody.
Emergency Shelter Outside of Saint Paul:

Mary’s Place Shelter
http://www.sharingandcaringhands.com/contact.htm
401 N. 7th Street
612-338-4855
Minneapolis, MN  55405
Intake for shelter at Sharing and Caring Hands at
525 North 7th Street
612-338-4640

Families Moving Forward
http://www.familiesmovingforward.org
1808 Emerson Avenue North
Minneapolis, MN  55411
612-529-2185
Overnight church sleeping arrangements

Dakota Woodlands
www.dakotawoodlands.org
3430 Wescott Woodlands
Eagan, MN 55123
651-456-9110
For Dakota County Residents (up to 22 families)

People Serving People
www.peopleservingpeople.org
614 South Third St.
Minneapolis, MN 55415
612-332-4500
For Hennepin County Residents

Additional Shelter Information
In the seven-county Metro Area, single adults, families, and youth can call the Metro Shelter Hotline at 1-888-234-1329 for referral information.
Enrollment Procedures

The Saint Paul Public Schools Project REACH ensures the immediate enrollment of homeless children and youth even if the students lack records (academic, medical, and proof of residency or other documentation). Immediate enrollment includes attending classes and fully participating in school activities. All schools are required to follow these enrollment guidelines when registering a student in school.

When requested, Project REACH provides transportation to students to participate in after-school activities including Area Learning Center programming, sports activities and extra curricular activities if possible.

Project REACH has developed an enrollment form where parents or unaccompanied youth can self-identify as homeless when enrolling in school. This form can be used anytime during the school year if a student becomes homeless. Please use the information from this form when completing the on line referral at www.reachref.spps.org.

Every school should have a designated homeless contact who can complete the on line form.

Emergency Shelters in Saint Paul

Intake for emergency shelter for Ramsey County residents is conducted by the Coordinated Access to Housing and Shelter assessment process. Please call 651-215-2262 for more information

Family Place
244 East 10th Street
Saint Paul, MN 55101-2316
Contact: Barbara Hunt
651-225-9354
651-225-9357

Ramsey County Family Service Center
2001 Van Dyke Street
Maplewood, MN 55109
651-647-2580
http://www.ccspm.org/services

Housing Crisis Response in Ramsey County
Ramsey County has a program entitled Housing Crisis Response in Ramsey County. It provides services and support for Ramsey County families, single adults and unaccompanied youth who are homeless or at imminent risk of becoming homeless.

FAMILIES: 651-215-2262
YOUTH: 651-224-9644
SINGLE ADULTS: 651-647-2555
LeTendre Scholarships

Children and youth in homeless situations face numerous barriers to educational success. Deep poverty, high mobility and school requirements often make attending and succeeding in school a challenge. Despite these challenges, many students who experience homelessness not only graduate from high school, but wish to pursue a college education.

What is the LeTendre Education Fund?
Established in 1998 in memory of Andre E. LeTendre, husband of Mary LeTendre, former Director of Compensatory Education for the U.S. Department of Education, the LeTendre Education Fund provides scholarship assistance for students who are homeless or have experienced homelessness.

For additional information on deadlines, selection criteria and application forms, please visit [www.naechy.org](http://www.naechy.org), or you can contact the National Association for the Education of Homeless Children and Youth at (202) 364-7392 or email bduffield@naehcy.org.

Attendance Procedures

Project REACH staff work closely with shelter and school personnel to ensure homeless students attend school regularly.

Project REACH staff check attendance records and address attendance concerns directly with the student’s parent.

Collaboration with the district transportation department allows students to attend school even when regular busing is not available. The program also provides parents with transportation to school conferences or meetings when problems persist.

The homeless contacts designated in Saint Paul Public Schools collaborate with Project REACH staff regarding attendance and truancy concerns.

Home visits are completed at hotels, motels, shelters, and doubled up situations when appropriate.

Transportation does not always allow the student to get to school on time. Students should not be marked absent because they are not there at the start of the day when busing is an issue.

If absenteeism of a homeless student persists, school staff should notify the Project REACH staff to assist. The homeless education staff will work directly with parents to try to resolve the attendance issues.
**Tips for School Social Workers and Counselors**

**Immediate Assistance**
- Be familiar with the McKinney-Vento Act.
- Recognize the common characteristics of homeless children.
- Possible signs of homelessness may include a history of attending many schools, erratic attendance and tardiness, consistent lack of preparation for class, sleeping in class, hostility and anger or extremes in behavior [shyness, withdrawal, nervousness, depression], needy behavior (attention-seeking) or withdrawn behavior, poor hygiene and grooming, inadequate or inappropriate clothing for the weather, hunger and/or hoarding food, resistance to parting with personal possessions (i.e., not wanting to put coat in a locker). These signs could indicate other problems. It is worth further exploration and discussion.
- As your school’s homeless contact person, sign off on homeless students’ lunch forms to ensure they receive free meals without the necessity of additional paperwork.
- Work with breakfast program staff to ensure that children who arrive late to school (due to transportation route) get fed.
- If the family can access your school’s transportation given their current location, contact your school’s transportation coordinator to set up transportation. If the family resides outside of your school’s transportation boundaries, contact Project REACH staff to access alternate transportation for the family. Arranging transportation may take 2-3 days.
- Communicate with the students’ prior school to obtain records and to ensure continuation of services. The law re-

**In-service Opportunities**

In-service training is conducted in several different settings each year including presentations to shelter staff, school personnel, school administration, social service agencies, and higher education programs. Project REACH staff will also arrange shelter tours for school staff who are interested. To participate in any type of in-service please call 651-744-2565 for further information.
**Frequently Asked Questions**

*Can children who are homeless get transportation if they attend after school programming?*
Because of the large number of homeless students residing out of district, this is determined on a case by case basis.

*Do preschool children qualify for services under McKinney/Vento?*
Project REACH staff must ensure that preschool children can register in Head Start or other preschool programs administered by the school district. Transportation is not guaranteed.

*Are children who are homeless exempt from the district immunization policy?*
Yes. Students who are Homeless are **not** required to produce immunization or other medical records to get enrolled in school and continue attending. Please call the Project REACH for assistance in obtaining records.

*If a student is expelled from riding the bus, can they still receive transportation if they become homeless and reside out of district?*
In most cases, no. However, if a child homeless receives special education services and his/her IEP provides curb to curb transportation, the student will continue to receive transportation to school.

**Tip Sheets**

**Tips for School Social Worker and Counselors**

- Requires that homeless students be admitted regardless of their ability to provide prior school records.
  - Ensure that homeless students are afforded every opportunity that non-homeless students have.
  - Assist in the waiving of fees or securing of materials necessary for activities.
  - With the parent/guardian’s permission, talk to the student’s teacher's to inform them of the current living situation and how this may affect the student’s ability to perform academically. For example, the student may not have access to the necessary materials to complete assignments such as computers, reference books, etc.
  - If possible, inform shelters and/or Project REACH staff of changes in school schedules (early release days) and special events (Family Nights, special programs, conferences etc.).
  - Advocate for alternative consequences for poor behavior—i.e., don’t withhold recess because it may be the only time the children who are homeless get to play and/or play outdoors
  - Assist student getting the correct bus when it is first set up.

**Continuing Care**

- Arrange daily or weekly check-in times with the student.
- Communicate with the parents about the student’s performance at school including behavior always including positive statements, attendance, etc.
**Tips for School Social Workers and Counselors**

- Emphasize that education is a vital component for a child’s success and development. Remember, parents who are homeless are focusing on meeting immediate daily needs for food and shelter; their child’s education may be a secondary concern.
- Educate parents about their children’s educational rights.
- Build a trusting and “safe” relationship with homeless students that do not focus on their current living situation.
- Be assertive in accessing academic assistance for homeless students. Many homeless children have gaps of non-attendance and will require extra help to “catch up”.

**Outreach**

- Know the local community resources so that you may make referrals for such things as food, housing, transportation and counseling.

**Frequently Asked Questions**

- Do students living in transitional shelters or scattered sites qualify for the program?
  Yes. The McKinney-Vento Act specifically applies to children and youth living in transitional living programs. In our community, families may live up to two years at these sites.

- If a child moves into permanent housing, do they qualify for services for the remainder of the school year?
  Generally, yes. They will qualify for free meals for the duration of the school year. They can remain in their school of origin for the remainder of the year. Transportation is not guaranteed and is determined on a case-by-case basis.

- Who should I call in the program if I know about a family that is doubled up and living with friends or family members?
  All home school liaisons can assist with “doubled up” families. To determine which liaison is working with the family in one of these situations, please refer to the parent/guardians last name and refer to the following list:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Numbers</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracey Jackson</td>
<td>651-334-1634/651-744-5092</td>
<td>A-F</td>
</tr>
<tr>
<td>Karla Stewart</td>
<td>651-334-1181/651-744-5104</td>
<td>G-L</td>
</tr>
<tr>
<td>Laura Vallejo</td>
<td>651-755-7958/651-744-5105</td>
<td>M-R</td>
</tr>
<tr>
<td>Wijit Xiong</td>
<td>651-334-1934/651-744-5100</td>
<td>S-Z</td>
</tr>
</tbody>
</table>
Frequently Asked Questions

What should a school do when a child who is homeless gets sick during the day and needs to go home?

Please call the Project REACH staff person who is working with the family to assist. If you are unsure of whom that is, please call 651-744-2565. Program staff will attempt to make arrangements with the district transportation department to get the child back to the shelter or their residence.

Why do some students who are homeless arrive or dismiss early at times?
Nearly half of all the district homeless students are living outside of the district. A bus can have up to 20 students on one route. Because of the large numbers, the transportation department cannot always get students to arrive or dismiss at their regular time.

Does Project REACH still use program vans?
No. The program no longer has program vans. All homeless transportation is done by the district transportation department. A homeless child may be given a bus card or may ride a school bus or district van.

If a child does not ride the bus for an alternative route in the morning, can they ride it home after school?
Yes. However, the school must notify Project REACH staff and request transportation. The bus will not pick up the child unless the request has been made and processed. This may take up to 3 days.

Does the program staff find housing for families?
No. The staff provides educational services for families who are homeless. However, staff do make referrals for housing.

Tips for Teachers of Students who are Homeless

Before the Student Arrives:
• Maintain a short written list of classroom rules and procedures
• Keep routines simple and relaxed
• Reserve an area in the room for children to display art work
• Maintain homework/school supply kits. Project REACH Home School Liaisons will provide a backpack and basic school supplies. If you use additional supplies, have some available for homeless students
• Create a checklist for teacher management (update seating chart, locker assignment, lunch list etc.)
• Post a class schedule so students will know what is happening next
• Develop short assessments in reading, writing and math in case records are delayed
• Make extra copies of materials for review when new students arrive without prior notice
• Create learning packets of background information and activities for “catch up” if students arrive mid-unit

When the Student Enters the Class:
• Give a personal welcome to the new student, introduce the student to the class and make time to chat with the student
• Assign a buddy for recess, lunch, etc.
• Arrange an orientation during lunch or after school
• Connect with school homeless contact to understand the student’s situation
Tips for Teachers of Students who are Homeless

- Give the new student an opportunity to talk about themselves
- Provide activities that develop problem solving abilities
- Take an individual picture on the child’s first day and a picture of the child with the class
- Review academic records when they arrive
- Use tutors/mentors to provide one-on-one support
- Plan accommodations for homework. Students rarely have access to computers, encyclopedias and other tools to complete assignments
- For students with attendance concerns, let them know how excited you are when they attend school and greet them individually

When the Student Leaves Your School

- Invite classmates to write letters to their departing peer
- Maintain a departure file with sample work that the student can take to his/her new school
- Place a letter written by the teacher introducing that student to the new teacher
- Place self-addressed stamped envelopes to your school and class plus stationery for the student to write back to the school when he/she moves
- Explore the possibility of email correspondence

Facts about Homelessness

Families with young children are the fastest growing homeless population.

Compared to other students, students who are homeless are equally likely to be identified as gifted or talented. However, they are twice as likely to be identified to be in need of special education services.

Lack of livable wage and a shortage of affordable housing are the primary problems facing families who are homeless.

Homelessness disproportionately affects children of color.

A third of parents who are homeless in Minnesota first experienced homelessness as a child. (age 17 or less). This pattern of multigenerational homelessness makes it more difficult to solve.

The Economic Crisis and Ramsey County Families

- Almost 1,600 individuals — including families and youth — are homeless in Ramsey County each night.
- Nearly half of homeless people are young people 21 and younger.
- Home prices have risen 15% year-to-date in the Twin Cities metro through May 2013, compared to last year at this time.
- In the first quarter of 2013, more families found themselves homeless, and for longer periods of time, compared to the last several years.
- www.mhponline.org for more information
Tips for School Nurses of Students who are Homeless

- Be familiar with common characteristics of children who are homeless so you can recognize them. Common signals are attendance at several schools, poor hygiene, transportation problems and poor health and nutrition.
- Verify immunization records and, if needed, refer the student to the local health department.
- Observe and alert the principal to any serious medical concern.
- Ask about eye glasses; the student may need them but not have a pair.
- Make sure the child enrolls in the free and reduced-price meal programs.
- Assist parents with completion of medical records.
- Remember that sending a sick child “home” may not be a safe or stable place for a child who is experiencing homelessness. Help families determine options for their children if they get ill during the day.
- Contact Project REACH staff so that additional services can be coordinated.
- Develop reliable, accessible resources for medical, dental and eye care.
- Sponsor a health night or set up a health display for conference night/day.

Adapted from the Illinois, North Carolina, Texas and Virginia Departments of Education and the National Center for Homeless Education Documents. 2007

Tips for Teachers of Students who are Homeless

Ideas to Assist Parents

- Invite parent/guardian to visit the school for a getting acquainted time conference.
- Provide newsletters or other communication.
- Hold parent-teacher conferences at neighborhood centers or the shelter.
- Develop a parent booklet encouraging families to limit transfers when possible and include tips for easing transitions when transfers are necessary.

The child’s classroom may be the only place where the child can experience quiet, interact with students his/her own age, and experience success. School is the most normal activity that most children experience collectively… For children who are homeless, it is much more than a learning environment. It is a place of safety, personal space, friendships, and support.

Oakley & King, in Promising Practices For Educating Homeless Students by Stronge & Reed-Victor, 2000
**Tips for Enrollment Personnel to Assist Students who are Homeless**

You are the first contact the family may have with the SPPS school district. Be sensitive, patient, calm and reassuring.

Provide the student and family with confidentiality; take them to a private room to address questions.

Learn to identify the following possible signs of homelessness:
- Chronic hunger or tiredness
- Erratic attendance in schools
- Attendance in multiple schools
- Poor grooming or clothing that draws attention
- Lack of records, such as birth certificate, immunization record, pre-school physical, or incomplete records
- Parent who seems confused when asked about the last school attended
- Low income hotel address on enrollment form
- Statements from family such as “We’ve been having a hard time lately.” “It’s a new address, I can’t remember it.” “We move a lot and are staying with friends until we can find a place”

Assure families that children can enroll if you think they are experiencing homelessness. Enroll the child immediately (even without records).

**Tips for Bus Drivers of Students who are Homeless**

Use patience with the students. Most likely, they are meeting new challenges each day within their living situation. These students often feel they have no control over anything in their life. Every thing they do in their lives is “new” to them.

You may be the first to learn that a student may be moving. If you are aware of this, please contact transportation and they will contact Project REACH staff who can confirm or deny this information. The route May drop after 3 days of the child not riding the bus after you notify transportation.

Project REACH staff urge parents to be responsible for calling transportation or their school if the family moves. There are situations when this does not occur. We want you to know that we try our best to encourage smooth transitions.

Project REACH staff requests parents to call transportation or tell the bus driver if their children will not be riding the bus. Often, this does not occur. We encourage you to give out the transportation phone number when appropriate.

Project REACH can assist if the problem persists. Please contact transportation. They will relay the information to the Project REACH team and they will intervene.
**Tips for Bus Drivers of Students who are Homeless**

Children experiencing homelessness may have a history of attending many schools and erratic attendance and tardiness. They may also demonstrate hostility and anger or extremes in behavior or show signs of shyness, withdrawal, nervousness, depression, needy behavior such as attention-seeking or withdrawn behavior.

Children who are homeless may have inadequate or inappropriate clothing for the weather, and resistance to parting with personal items.

Homelessness and shelter living consists of many “unknowns.” After having settled into a shelter, a family may move without notifying transportation, the school or the Project REACH Home School Liaison. Some shelters provide 30 days of shelter, while some families spend the night in church basements until an opening occurs in a 30 day shelter. People living in transitional shelters may live up to two years in their homes. There are a variety of living situations and a variety of families.

Because of shelter rules and the general mobility of homeless students, these students move frequently and bus routes change daily. Flexibility is essential.

You may be the first contact that the student has with the SPPS. If new to your route, it may be helpful to have the student sit near you on the bus. Depending on the age of the student, they may be nervous and need some reassurance that he/she is on the right bus. Older children may indicate they are embarrassed about being identified as being homeless or riding a bus from a shelter.

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**Tips for Enrollment Personnel to Assist Students who are Homeless**

Ask for the name and city of the last school attended; then call that school and ask to have the records sent.

Take the family to a private place to fill out enrollment forms.

Adapted from Maryland Department of Education flyer 2007