

Free/Reduced Fact Sheet: Homeless/Migrant/Runaway

Homeless/Migrant/Runaway children can be approved for free meals through:

1. Direct Certification with a Letter from Homeless/Migrant Agencies

- a. Schools can accept a State or local agency's letter confirming the student's eligibility.
- b. No application is required for any of these students.
- c. Recordkeeping – keep copy of the letter or other documentation on file.

2. Direct Certification determined by State or Local Homeless/Migrant Liaison

- a. A school's homeless or migrant liaison can provide a list of students that qualify for categorical eligibility, with the effective date and signature of the State or Local Homeless or Migrant Liaison.
- b. No application is required for any of these students.
- c. Recordkeeping - The school must maintain this list on file.

3. Homeless/Migrant/Runaway marked on F/R Application

- a. School **must** check with the State or local homeless or migrant liaison to determine if student qualifies.
 - i. If the homeless or migrant liaison determines that the student does qualify, the liaison should provide a letter or e-mail with the name of the student, the date the student is determined categorically eligible, and sign the letter or e-mail. Attach this letter or e-mail to the application.
 - ii. If the homeless or migrant liaison determines the student does not qualify for categorical eligibility, the household must fill out an application with income/size, Food Stamp, or TANF information. To get the required information, the school may return the application to the household or contact the household by phone or in writing, including e-mail. Schools should document the requested information on the application, initial, date, and record any additional information that would be beneficial.
 - iii. If the homeless or migrant liaison cannot determine if the student qualifies, they can contact the State's homeless liaison or the State's migrant liaison.
 - iv. If the school doesn't know who their liaison is, they can contact the State Liaison. For a list of schools' homeless liaisons, click here for the Homeless Webpage: <http://www.doe.in.gov/student-services/mckinney-vento-homeless>.

Contacts

- **State Homeless Liaison:** Julie Smart – jsmart@doe.in.gov or 317-234-4827
- **State Migrant Liaison:** Veronica Palacio – vpalacio@ecesc.k12.in.us or 317-441-1451

Important Definitions

Homeless means a child is considered homeless if s/he is identified as lacking a fixed, regular and adequate nighttime residence by the school's homeless liaison, or by the director of a homeless shelter. (Eligibility Guidance Manual page 15, 34-35)

Migrant means a child who is enrolled in the Migrant Education Program (MEP) as determined by the State or local MEP coordinator or as documented by an appropriate LEA official, such as the homeless liaison. (Eligibility Guidance Manual page 16, 32-33)

Runaway means a runaway child who is receiving assistance from a program under the Runaway Homeless Youth Act and is identified by the LEA's homeless liaison or an official of such program. (Eligibility Guidance Manual page 17, 33)

Memos and Policies

- <http://www.doe.in.gov/sites/default/files/elme/categorical-eligibility-free-meals-and-textbooks-migrant-children.pdf>
- [Eligibility Guidance Manual](#) – pages 12-13, 15, 16, 17, 32-35, 48-49, 53-54, 79