



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:** Bree Ausenbaugh – bausenbaugh@doe.in.gov or 317-234-6868

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. (Page 14)

Migrant means a child who is enrolled in the Migrant Education Program (MEP) as determined by the State or local MEP coordinator.

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.

Memos and Policies

- <http://www.doe.in.gov/sites/default/files/nutrition/indiana-policy-02migrantpolicy09.pdf>
- [Eligibility Guidance Manual](#) – pages 40-43, 50, 55