



FREQUENTLY ASKED QUESTIONS ABOUT THE EDUCATION OF HOMELESS CHILDREN & YOUTH PERTAINING TO SCHOOL ENROLLMENT.

Q: WHAT SHOULD I DO IF I DON'T HAVE A PLACE TO STAY?

A: Men, Women and Families who are newly homeless must go in person to Coordinated Intake, Bishop Cosgrove Building, 1736 Superior Ave (corner of 18th and Superior), 2nd Floor. Coordinated Intake is open from 8am to 8pm, Monday – Friday (216-674-6700).

Weekends & After Hours: If a **family** needs shelter after 8pm or on weekends, they need to call 211 to review their options, and then go to Coordinated Intake the following day.

Eighteen and over or Unaccompanied Youth needing shelter after hours or on the weekends can go directly to 2100 E Lakeside Avenue (Men's Shelter) or Norma Herr Women's Center (2227 Payne Ave.) for a bed, followed by a visit to Coordinated Intake the following day.

Families: If the shelter system is over capacity, you may be asked to provide places where you might be able to stay. If this happens, make sure you provide the case worker with a working phone number and/or an email address so that Project ACT can contact you regarding school placement of your children.

Q: HOW DO I KEEP MY KIDS IN SCHOOL IF I AM IN A SHELTER?

A: Your shelter case worker will identify your children to Project ACT. Paper work will be faxed to Project ACT to enroll your children in school while you are transition. Remember: you have the right to keep your children at their School of Origin while you are in transition, or you may move students to a school closer to the shelter.

*****If you are placed in overflow until a shelter placement becomes available, you are responsible for registering your children through Project ACT at 1111 Superior Ave.(Corner of 12th and Superior). Monday-Friday 8am-4pm. 2nd floor.

Q: WHAT DO I HAVE TO DO WHEN I LEAVE THE SHELTER?

A: When you leave a shelter, you must notify your child's school and provide the school with your new address. If you are going into permanent housing you will need to bring proof of residency to the school office at your child(ren)'s school. Make sure the school calls Project ACT and faxes us a copy of your proof of residency so that we can remove the Project ACT code on your child (ren).

Q: HOW WILL I KEEP MY CHILDREN IN SCHOOL IF I AM LIVING DOUBLED-UP WITH RELATIVES OR FRIENDS BECAUSE I HAVE NO PLACE TO STAY?

1A: You may decide if it is feasible for your children to stay at their School of Origin, or you may decide to move your children closer to where you are staying. Visit the Project ACT office, located at 1111 Superior E, 2nd floor, to identify your children with Project ACT and provide the new address where you are staying during the transition period.

1B: If you have moved to Cleveland from another School District or State, please bring the following documents with you: Immunization Records* Academic/School Records *including IEP'S, ETR'S,* Birth Certificates** (Project ACT may help you obtain these documents); Court/Custody records (if applicable).

If you move from one Doubled-Up situation to another, you must visit Project ACT and complete new enrollment forms. REMEMBER, any time your phone number, address or E-mail address changes, you must let Project ACT and your child's school know so that you can be contacted in case of an emergency. This is very important!

Q: HOW DO I ENROLL CHILDREN IN SCHOOL IF I AM NOT THE LEGAL GUARDIAN?

A: Children and Youth who are sharing the housing of others due to loss of housing, economic hardship, or similar reason are covered by the McKinney-Vento Act. The person who is providing care must visit the Project ACT office to enroll the child in school. If the child is not already enrolled in a CMSD school, bring the child's Immunization Records, Birth Certificate and Academic/School Records including IEP's (Project ACT may help you obtain these documents).

Q: HOW DOES TRANSPORTATION WORK WHEN I AM ENROLLED IN PROJECT ACT?

A: Eligible students will receive transportation via Yellow Bus or RTA Transit Card.

- **Kindergarten - Grade 5** Students, will receive transportation if they live **more than 1 mile** from their school. *Note:* There are no yellow busses available for students travelling from East Side to West Side Or West Side to East Side.
- **Grade 6 -High School** students will receive transportation if they live **more than 1 mile** from their school (RTA Transit Card only).
- Children in Grade 5 or below who use RTA must be accompanied by an adult who signs a waiver form.

Transportation Notification

- 24 hours after enrolling in Project ACT, please call the Transportation Department to obtain transportation information at 216-634-7032. For Students whose IEP includes transportation, call: 216.634.7039.
- Additional Transportation numbers are: Central Dispatch (Morning):216.441.8232 (Evening): 216.441.8232 . East 49th Street Depot for pick up & Drop off times (must have bus #) 216.441.8229.

Q: WHAT SERVICES DOES PROJECT ACT PROVIDE?

- Immediate enrollment in school.
- Instructional and support services during school hours by Project ACT Life Skills Coaches (in selected Kindergarten through Grade 8 schools).
- Counseling services through Beechbrook.
- Educational assessments for students referred to the school's Student Support Team (SST) by the classroom teacher or a Project ACT Life Skills Coach.
- Support services for students in Grades 9-12.
- Assistance to Unaccompanied Youth (18 years +) to obtain medical coverage, food stamps and social security.
- Weekly food bags at selected schools.
- Monthly participation for students in *The Reading Company*, a literacy program at Playhouse Square's IDEA Center, which captures the joy of reading for children and their families.
- *Reader of the Month* Awards for students who have demonstrated outstanding reading growth and good school attendance.

Q: WHEN ARE CHILDREN & YOUTH CONSIDERED HOMELESS?

A: According to the McKinney-Vento Homeless Education Assistance Act*, a student is considered homeless if he/she does not have a "fixed," regular and adequate nighttime residence. This includes children and youth who are:

- Living in a shelter, including emergency/transitional shelters, domestic violence shelters and runaway and homeless youth shelters;
- Living doubled-up with a friend, relative or someone else because their family lost their home due to eviction, foreclosure, natural disaster or economic reasons;
- Staying in a motel, hotel, trailer park or campground because they have nowhere else to go;
- Staying in substandard housing;
- Living in places not ordinarily used for sleeping, including cars, parks, public places, abandoned buildings, or bus or train stations;
- Abandoned in a hospital;
- Unaccompanied youth, not living at home. This includes children and youth who:
 - were asked to leave home by a parent/legal guardian;
 - left home without consent of parents (runaways),
 - living doubled-up without a legal guardian due to economic reasons or lack formal custody papers while their parents may be incarcerated, hospitalized or in a rehabilitation center.