



FREQUENTLY ASKED QUESTIONS

WHEN ARE CHILDREN & YOUTH CONSIDERED HOMELESS?

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).
 - are 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.

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

Men, Women and Families must go in person to Coordinated Intake at the Bishop Cosgrove Building at 1736 Superior Ave (corner of 18th and Superior), 2nd Floor. Coordinated Intake is open from 8am to 8pm, Monday thru Friday | 216.674.6700

After Hours & Weekends

Families needing shelter from 8:00 pm–8:00 am Monday thru Friday or on the weekends are to contact First Call For Help by dialing 211 or 216.436.2000 to review shelter options at that time.

If the shelter system is over capacity, you may be asked to identify a safe place that you can stay until shelter space becomes available. When this occurs, please make sure your students are attending school. If your student is enrolled in CMSD, he or she should attend school while you are locating shelter. Project ACT is located at the CMSD Board of Education office at 1111 Superior Avenue E, where staff are available to discuss school placement of your child(ren). Enrollments take place 8:00 am to 4:30 pm, Monday thru Friday. We are here to assist you and provide resources and referrals.



Single Men and Women (18 years and over) needing shelter can go directly to the Men's Shelter at 2100 Lakeside Avenue or Norma Herr Women's Center at 2227 Payne Ave for a bed, followed by a visit to Coordinated Intake the next day.

Unaccompanied youth under 18 years of age needing shelter or a safe place to go should contact the Bellefaire's Hotline at 216.570.8010, or contact First Call For Help by dialing 211 or 216.436.2000

HOW DO I KEEP MY CHILDREN IN SCHOOL IF I AM IN A SHELTER?

Your shelter caseworker will identify your children to Project ACT. Paperwork will be electronically sent to the Project ACT office to enroll your child(ren) in school. It is important to know that you have the right to keep your children at their school of origin while in transition, or you may move students to a school closer to the shelter.

IMPORTANT: If you are placed in overflow until a shelter placement becomes available, you are responsible for registering your child(ren) through Project ACT at the CMSD Board of Education office at 1111 Superior Ave E (corner of East 12th Street). Call 216.838.0210 to learn more.

WHAT SHOULD I DO WHEN I LEAVE A SHELTER?

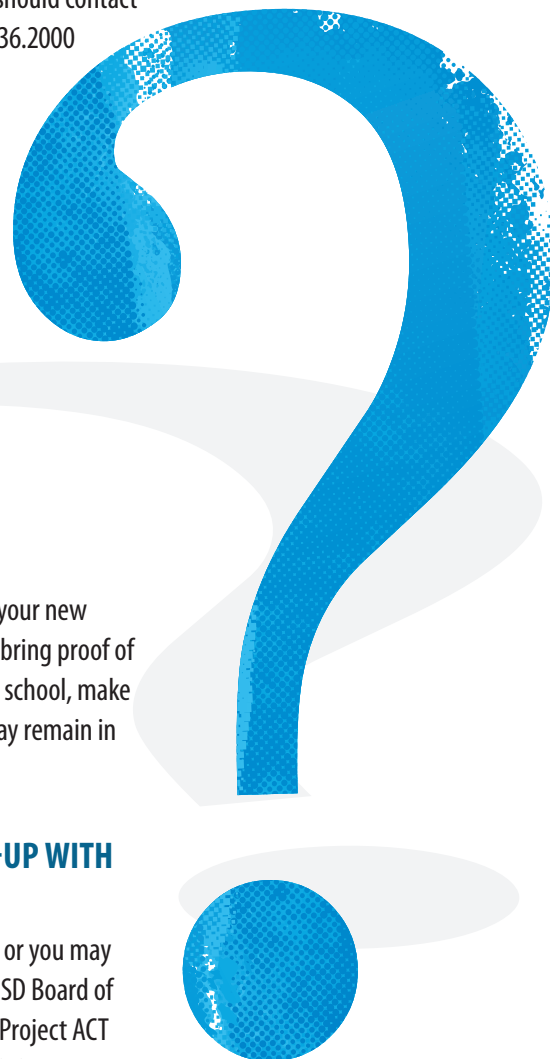
When you leave a shelter you must notify Project ACT and your child's school to provide your new address – this is very important. If you are moving into permanent housing you need to bring proof of residency to the school office or to Project ACT. If you are bringing documentation to the school, make sure the school calls Project ACT and sends a copy of the proof of residency. Your child may remain in Project ACT through completion of the school year.

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

1A: You have the right to determine if your children is to remain at their School of Origin or you may decide to move your children closer to where you are staying. Visit Project ACT at the CMSD Board of Education office, located at 1111 Superior Ave E, 2nd floor, to identify your children with Project ACT and provide a temporary address where you are staying. Make sure that a good address is in your child's record at all times during the transition period.

1B: If you are enrolling in CMSD for the first time and have the following documents, please bring them with you: immunization (shot) records, academic/school records, including IEP/ETR for special education students, birth certificates (Project ACT may help you obtain these documents) and any court/custody records, if applicable.

If you move from one doubled-up situation to another, you must contact Project ACT to complete new enrollment forms. **IMPORTANT:** Any time your phone number, address or e-mail address changes you must notify Project ACT and your child's school. It is imperative you can be contacted immediately in the event of an emergency.



IF I AM NOT THE LEGAL GUARDIAN OF THE STUDENT STAYING WITH ME, AM I ABLE TO ENROLL STUDENTS INTO SCHOOL?

Children and youth who are sharing housing with others due to loss of housing, economic hardship, or similar reason are covered by the McKinney-Vento Act. The guardian or caregiver must visit the Project ACT office to enroll the child in school. If available, please bring: birth certificate, immunization (shot) records and academic/school records including IEP/ETR for special education students. If there are court or custody papers, please bring them with you.

WHAT SERVICES DOES PROJECT ACT PROVIDE?

- Immediate enrollment in school
- Instructional and support services during school hours by Project ACT Life Skills Coaches (in select 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 select schools
- Monthly participation for students in *The Reading Company*, which is a literacy program at Playhouse Square's IDEA Center that 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

WILL MY STUDENTS RECEIVE TRANSPORTATION TO SCHOOL?

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

- **Kindergarten–Grade 6 students** will receive transportation if they live **more than one mile** from their school. **IMPORTANT:** There are no yellow buses available for students traveling from East Side to West Side or West Side to East Side.
- **Grade 7–High School students** will receive an RTA Transit Card if they live **more than one mile** from their school.
- **An adult must accompany students in Grade 6 and below who are issued RTA tickets.** 18 years of age on the RTA – a parent, guardian or caregiver must sign a waiver.

Transportation Notification

- 24 hours after enrolling in Project ACT, you must contact the Transportation Office to obtain transportation information at 216.838.4287. Transportation for special education students with an IEP that includes transportation will call 216.838.7733 for information.
- Additional transportation numbers are: Central Dispatch morning number: 216.441.8232, evening number: 216.441.8232. If you are in need of a pick-up time or drop-off time, you must have the correct number for your student; contact the East 49th Street Depot at 216.441.8229.



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