

PowerSchool Homeless Data Entry

Accurate reporting of homeless student data is important as homeless students are eligible for free meals, other services, and are identified as economically disadvantaged for Local Control Funding Formula (LCFF) purposes. Furthermore, the data is used to meet federal reporting requirements for the Consolidated State Performance Report and the Title X McKinney-Vento Homeless Assistance Act.

Use the following table as a guide in determining a homeless students dwelling type:

If the student is...	Then the Homeless Dwelling Type should be...
Living in a hotel or motel due to not having a fixed, permanent residence	Hotels/Motels
Awaiting foster care placement or living in transitional housing	Temporary Shelters
Living with relatives or friends, due to being homeless (including unaccompanied youth and runaways)	Temporarily Doubled-Up
Living in abandoned buildings, campgrounds, vehicles, trailer parks, FEMA trailers, bus and train stations, or is abandoned in the hospital	Temporarily Unsheltered* *“Unsheltered” is also defined as substandard or inadequate housing and is judged on a case-by-case basis. A rule of thumb would be to see the dwelling as comparable to an automobile, in that it shelters, yet it is not adequate housing.

Additional information regarding homeless:

- **Unaccompanied Youth** is a student who is not in the direct care of their parent or guardian. If the student is a “runaway”, then the student must always be indicated as “unaccompanied”.
- **Runaway Youth** is a student who is less than 18 years of age who has left home without parental/guardian permission and stays away for one or more nights.

Once a dwelling type has been determined search for a student then click on State/Province – CA > Program Eligibility > New

1. Select **School of Attendance**
2. Select **Education Program Code** (191 – Homeless Program)
3. Select **Education Program Membership Code** (1 – Eligibility)
4. Enter **Education Program Membership Start Date** – the start date needs to fall within the school enrollment
5. Enter **Education Program Membership End Date** – do **NOT** enter an end date. Contact the Families in Transition Office for students who may no longer be eligible for the Homeless program.
6. Select the **Dwelling Type**
 - a. (100) Temporary Shelters
 - b. (110) Hotels/Motels

- c. (120) Temporarily Doubled Up
 - d. (130) Temporarily Unsheltered
7. Select "Y" or "N" for **Unaccompanied Youth** – if "Y", the indicator should not change for the duration of the academic year, even if the student later becomes accompanied.
 8. Select "Y" or "N" for **Runaway Youth** – if "Y", the indicator should not change for the duration of the academic year, even if the student is no longer a runaway.
 9. Click Submit

Screenshot of the data entry screen:

Start Page > Student Selection > California State Information > CALPADS Program Eligibility > New

New Program Eligibility

Each field has to be entered, except for the Membership End Date

School of Attendance	Tara Hills Elementary	*
Education Program Code	(191) Homeless Program	*
Education Program Membership Code	(1) Eligible	
Education Program Membership Start Date	MM/DD/YYYY	*
Education Program Membership End Date	MM/DD/YYYY	Enter the first date of non-enrollment.
Dwelling Type	Please Select	*
Unaccompanied Youth	Please Select	* Note: If "runaway youth" is selected, "unaccompanied youth" must also be selected.
Runaway Youth	Please Select	*

Submit

After the program eligibility record is saved, changes cannot be made by school site personnel so it is important that all the required information is entered correctly. Email helpdesk@wccusd.net if any changes need to be made.

To view a list of your homeless students go to: Start Page > Special Functions > CALPADS Student Program Enrollments > Display (next to 191 Homeless Program).

For questions regarding the Homeless Program, contact the Families in Transition Office at (510) 307-4508.

For questions regarding Homeless data entry, please email helpdesk@wccusd.net.