

B. Reference: *[When available please provide a third-party reference who can verify the information as declared above; the reference may be a caseworker, shelter manager, or any other person who can verify your living situation.]*

Name: _____ Relationship: _____

Address: _____ Contact Phone No: _____

I hereby give the NENCAP Head Start program consent to contact the above third-party reference to verify my current status; I also understand that the information in this form will be held in strict confidence within the child's file and is accessible to me during normal business hours.

Parent/Guardian (Print Name): _____

Parent/Guardian Signature: _____ *Date:* _____

Below must be completed by Head Start staff- ONLY

I have verified to the best of my ability that the information provided by the family is true and reflects their current living situation for acceptance into the Head Start/Early Head Start program.

Staff (Print Name): _____

Staff Signature: _____ *Date:* _____

Name of Form: MCKINNEY-VENTO VERIFICATION FORM

Purpose: 1302.12 Determining, Verifying, and documenting eligibility

The staff will utilize the McKinney-Vento procedure to determine homelessness and provide written documentation to determine eligibility.

Instructions: Staff will determine which of the 3 criteria best meets the homeless definition as described by the family.

If the family is unable to provide proof of guardianship, proof of birth, or immunization record the Head Start staff person will document this on the form. The staff person will then describe the child's living situation, including the specific condition for fixed, regular, and adequate housing.

A parent must provide a third-party reference that staff can contact to verify living situation. Once staff have been able to contact the reference staff will sign and date the form.

The staff must allow the child to attend for up to 90 days or as long as allowed under state licensing requirements, without immunization and other records, to give the family reasonable time to present these documents.

If a child experiencing homelessness is unable to attend classes regularly because the family does not have transportation to and from the program facility, the program must utilize community resources, where possible, to provide transportation for the child.

Completed By: Head Start Staff

Date Due: At the time of application

Send To: Scanned into myHeadStart

Revised: 12/2020