[INSERT NAME AND ADDRESS OF HEAD START PROGRAM/SITE or PROGAM LETTERHEAD]

**HOUSING QUESTIONNAIRE**

Name of Child:

Last First Middle

Gender: 􀂈 Male Date of Birth: / /

 􀂈 Female *Month Day Year*

Address: Phone:

**NOTE TO PARENTS:**

Children who are living in temporary housing can enroll in and begin attending Head Start programs right away, **even if they don’t have the documents normally needed** for enrollment (such as proof of address/residency, immunization records, or birth certificate). Parents of children in temporary housing must be given reasonable time to hand in these documents. In the meantime, the children can enroll and participate. Children who are living in temporary housing also get **priority for enrollment**.

The answer you give below will help the Head Start program determine whether your child is in temporary housing and eligible for these benefits.

**Where is your child currently living**? (*Please check* ***one*** *box.*)

**[ ]** With another family or other person because of a loss of housing, economic hardship, or similar reason (also called temporarily living “doubled-up”)

**[ ]**  In a shelter

**[ ]** In a hotel or motel

**[ ]** In a car, park, bus or train station, or campsite

**[ ]**  Other temporary living situation (Please describe):

**[ ]**  In permanent housing

**Print** **name** of Parent or Guardian **Signature** of Parent or Guardian

#### Date

**NOTE TO HEAD START PROGRAM:**

If you have determined that the child is living in temporary housing (homeless), complete the Head Start Eligibility Verification form, available here: <http://eclkc.ohs.acf.hhs.gov/hslc/standards/pi/2010/hs-eligibiliy-verification-form.pdf>.

**INSTRUCTIONS TO HEAD START PROGRAMS
Completing the Housing Questionnaire**

**Talking to Families About the Housing Questionnaire**

Before asking parents to fill out the Housing Questionnaire, Head Start staff should let parents know why they need the information. They should explain that they need the information because children living in temporary housing are eligible for certain benefits. For example, children living in temporary housing:

1. Are automatically eligible for Head Start
2. Are placed at the top of any Head Start waiting list
3. Can start attending Head Start right away (if a seat is available), even if the family doesn’t have all of the documents normally needed (such as birth certificate, immunization records, and proof of address). Parents of children in temporary housing must be given reasonable time to get the program the required documents.

Staff should also let parents know that the child’s housing status (whether the child is in temporary housing or not) will be kept confidential and will only be shared with staff providing services to the child and those who have to keep track of how many children in the Head Start program are in temporary housing.

**Who Should Fill Out the Housing Questionnaire**

A Housing Questionnaire should be filled out for every child applying for a seat in a Head Start program. The Questionnaire should be completed by the child’s parent or guardian, with help from Head Start staff if needed.

**Housing Arrangements**

Below is a further explanation of the different housing arrangements listed on the Housing Questionnaire:

“*With another family or other person… (sometimes called ‘doubled-up’)”:* check this box if the child is sharing the housing of others because of loss of housing, economic hardship, or a similar reason.

 *“In a shelter”*: check this box if the child is living in an emergency or transitional shelter. This includes family shelters, domestic violence shelters, and transitional living programs.

 *“In a hotel/motel”:* check this box if the child is living in a hotel or motel because the child doesn’t have another adequate place to live.

*“In a car, park, bus or train station, or campsite”:* check this box if the child is living in a car, park, bus or train station, or campsite.

*“Other temporary living situation”:* check this box if the child is living in another temporary housing situation and doesn’t have a “fixed, adequate, and regular” nighttime residence.

*“In permanent housing”*: Permanent housing means that the student’s living arrangements are “fixed, regular, and adequate.”

**Determining that a Child Lives in Temporary Housing**

For more information about determining whether a child is in temporary housing, see the National Center for Homeless Education’s “Determining Eligibility for Rights and Services Under the McKinney-Vento Act,” available at: <http://center.serve.org/nche/downloads/briefs/det_elig.pdf>. You may also call the New York State Technical and Education Assistance Center for Homeless Students (NYS-TEACHS) at 800-388-2014 ([www.nysteachs.org](http://www.nysteachs.org)) with questions about whether a child should be considered temporarily housed (homeless).

### Confidentiality

**A child’s housing information should be kept confidential to the maximum extent possible.** This information should only be shared with Head Start staff members who need the information to make sure that the child’s needs are met in the Head Start program.