

SVDP SHELTER/RESIDENTIAL POLICY

2-360 Enrolling School Aged Children in School

Overview

- 1) Assist parents in enrolling children into public schools using EBR School Board policies and procedures.
- 2) Assist parents in keeping their children in the school attended prior to entering homeless shelter.
- 3) Assist parents to use school bus transportation for their children to/from shelter.
- 4) Providing above within parental choices.

Services Provided

- 1) Case Management with EBR Parish Schools

Eligibility – all school eligible children staying or participating in Sweet Dreams Shelter or Day Shelter Program for women and children.

Process

- 1) Make copy of birth certificate and social security card for school aged child, if available.
- 2) Assist parent in completing TITLE X, PART C MCKINNEY-VENTO CONFIDENTIAL REFERRAL FORM
- 3) Fax the form over to the Sharon Evans, EBR School Board Homeless Services, 1120 Government, 225-239-7862. If parent has SS Card and/or birth certificate, fax those too.
- 4) Within 1-2 days, SVdP should receive a fax back from EBR Homeless Services. It will provide provisional enrollment of child into school. It will notify the parent if the child qualifies as homeless. It will set up the school bus routes for child to take/return from school.
- 5) SVdP staff will call school to confirm bus arrangements.
- 6) For the 1st time, parent must make sure child is at school, so that school can place child on correct bus to be brought to shelter. Afterwards, child will be picked up/dropped off at Sweet Dreams Shelter, corner of Convention St. and St. Vincent de Paul St, or at St. Agnes Shelter.