Date

RE: Eligibility Dispute

Dear Liaison / School District:

I am appealing the eligibility determination made by Name of LEA within the 5 days allotted. I understand that during the dispute, my child is assumed eligible with all the rights and services provided for eligible students.

According to the McKinney-Vento Homeless Assistance Act, a homeless  
child or youth is defined as a student who lacks a fixed, regular and adequate nighttime residence. Lacking any one of these three conditions would make a child eligible. The law says this includes:

* Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
* Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations.
* Are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
* A public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
* Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;

The National Center for Homeless Education notes that a student’s eligibility must be made on a case by case basis. The easiest way to make a determination of homelessness is to: (A) see if the student’s situation fits into one of the specific examples of homelessness listed in the law; and if not, (B) consider if the student is in another situation that would fit the definition of homelessness by not meeting the fixed, regular, and adequate standard. More details can be found here: <http://center.serve.org/nche/downloads/briefs/det_elig.pdf>.

Name of Student is eligible because: \_\_\_\_\_\_\_\_\_\_\_

I am providing the following evidence that further documents our status (include the ones that are applicable):

* A letter from a social service agency verifying our status.
* A motel / hotel receipt.
* A letter from the family / friends we are living with verifying that we living temporarily with them. (Note: Please don’t jeopardize your housing asking for this. Districts cannot require a letter like this.)
* Contact information of the family / friend we are living with so that you can call the family to verify our temporary status.
* Eviction notice.
* Foreclosure notice or letter from mortgage holder (or landlord if you were renting and property was foreclosed on landlord).
* Notice of condemnation by city/county/etc.
* Proof of layoff or unemployment.

I expect to receive a written proposed resolution within 5 business days.

Sincerely,