

TEHCY FOLLOW-UP INTAKE FORM | SAMPLE

McKinney-Vento Eligibility Clarification & Service Planning Interview

This intake interview should be completed after, or while reviewing, the submitted Student Residency Questionnaire (SRQ). The purpose of the interview is to clarify information provided on the SRQ when needed, support the McKinney-Vento eligibility determination process, and identify any educational barriers, supports, services, or school stability considerations that may impact the student. Information already documented on the SRQ should not be re-collected unless additional clarification is necessary.

For questions or additional information, please visit the [Texas Education for Homeless Children and Youth \(TEHCY\) Program Webpage](https://tea.texas.gov/programs-and-services/tehcylp) or contact TEA TEHCY Program at homelesseducation@tea.texas.gov.

STUDENT INFORMATION

Student Name	
ID Number	
Campus Name	
Grade Level	

Parent/Guardian/UHY Interviewed	
Relationship to Student	
Date of Interview	

SRQ REVIEW

Was the SRQ reviewed prior to the interview?

☐ Yes ☐ No

Does information provided on the SRQ require clarification?

☐ Yes ☐ No If yes, describe: _____

Script: "The purpose of this interview is to gather information regarding your family's current living situation and determine whether your child(ren) may qualify for educational rights and services under the McKinney-Vento Homeless Assistance Act."

CURRENT LIVING SITUATION CLARIFICATION

Is there additional information regarding the current living situation that would assist in understanding the family's circumstances? _____

Is the current living arrangement expected to be: ☐ Temporary ☐ Long-term but unstable ☐ Unknown

Comments: _____

Are there concerns regarding the adequacy, safety, or stability of the current living arrangement? ☐ Yes ☐ No

If yes: _____

Based on the information provided on the SRQ, when did the current housing situation begin? _____

How long has the student/family been residing at the current location? _____

Has the living situation changed since the SRQ was submitted? ☐ Yes ☐ No

If yes, explain: _____

EDUCATIONAL STABILITY REVIEW

Has the student's housing situation affected any of the following?

- | | |
|--|---|
| ☐ School attendance | ☐ Access to supplies or technology |
| ☐ Transportation | ☐ Academic performance |
| ☐ Participation in extracurricular activities | ☐ None identified |

Comments: _____

Has the family/student expressed concerns regarding school stability? ☐ Yes ☐ No

Comments: _____

SCHOOL OF ORIGIN DISCUSSION

School selection options explained? ☐ Yes ☐ No

Parent/Guardian/UHY wishes to: ☐ Remain in School of Origin ☐ Attend Local Attendance Area School
☐ Undecided

Best Interest Determination Needed? ☐ Yes ☐ No

Comments: _____

TRANSPORTATION REVIEW

Transportation needs discussed? ☐ Yes ☐ No

Transportation needed? ☐ Yes ☐ No

Transportation action required? ☐ Campus transportation request ☐ Interdistrict coordination
☐ Other

Comments: _____

The parent/guardian/UHY was informed that:

- ☐ The district should be notified as soon as possible if the student will be absent for an extended period.
 - ☐ The district should be notified if the family moves to a new location.
 - ☐ Changes that affect transportation services may result in delays/interruptions if not communicated promptly.
- Transportation contact information provided: _____

ADDITIONAL STUDENTS IMPACTED BY HOUSING SITUATION

Are there other school-aged children affected by this housing situation who are enrolled in the district?

☐ Yes

☐ No

If yes, please fill in the table below:

Name	Campus	Grade Level	ID Number

Do these students currently have McKinney-Vento eligibility determinations? ☐ Yes ☐ No ☐ Unknown

STUDENT AND FAMILY NEEDS ASSESSMENT - Check all identified needs

Basic Needs

- ☐ Food assistance
- ☐ Clothing
- ☐ Hygiene supplies
- ☐ Housing resources
- ☐ Utility assistance
- ☐ Medical services
- ☐ Dental services
- ☐ Mental health supports

Educational Supports

- ☐ School supplies
- ☐ Tutoring
- ☐ Technology/internet access
- ☐ Early childhood services
- ☐ Credit recovery
- ☐ Postsecondary planning
- ☐ FAFSA/UHY assistance
- ☐ Special program referral
- ☐ None identified

Comments: _____

UHY REVIEW (Complete if Applicable)

Unaccompanied Homeless Youth status reviewed?

☐ Yes ☐ No

Enrollment barriers identified?

☐ Yes ☐ No

If yes: _____

Additional support needed for UHY?

- ☐ Enrollment support
- ☐ Records retrieval
- ☐ Postsecondary planning
- ☐ FAFSA assistance
- ☐ Counseling support
- ☐ Community resources

RIGHTS NOTIFICATION

The parent, guardian, or UHY was informed of:

- ☐ Immediate enrollment rights
- ☐ School selection options
- ☐ Transportation rights
- ☐ Free meal eligibility
- ☐ Dispute resolution process
- ☐ Available district and community resources

ELIGIBILITY DETERMINATION

McKinney-Vento Eligibility Status ☐ Eligible ☐ Not Eligible ☐ Pending Further Review

Determination Notes: _____

Non-Eligibility Documentation (Complete if Not Eligible)

If "Not Eligible," was the Parent/Guardian/UHY informed of the reason for the determination?

☐ Yes ☐ No

Reason for Non-Eligibility: _____

Information Regarding Appeal/Dispute Resolution Process Provided? ☐ Yes ☐ No

SERVICES PROVIDED OR REFERRED

- | | |
|---|---|
| ☐ Community resources referral | ☐ Counseling referral |
| ☐ Food assistance | ☐ Academic support referral |
| ☐ Clothing assistance | ☐ Postsecondary planning support |
| ☐ School supplies | ☐ FAFSA/UHY assistance |
| ☐ Transportation assistance | ☐ Other: _____ |

LIAISON CERTIFICATION

I certify that the Student Residency Questionnaire and information obtained during this intake interview have been reviewed and considered in making the McKinney-Vento eligibility determination.

Liaison Printed Name	
Signature	
Date of Determination/Certification	

Note: This sample intake form is intended to supplement, not replace, the Student Residency Questionnaire (SRQ). The interview should focus on clarifying information, documenting eligibility determinations, identifying barriers, and coordinating services rather than re-collecting information already provided on the SRQ.