



WYOMING
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MEMORANDUM NO. 2015-005

TO: School District Homeless Education Liaisons
School District Superintendents

FROM: Kenya Haynes, State Coordinator for the Education of Homeless Children and Youth
Federal Programs Division

DATE: January 12, 2015

SUBJECT: 2015 Wyoming Homeless Point in Time Count

DISTRICTS ASKED TO PARTICIPATE IN PIT COUNT

CHEYENNE - Each year, the United States Department of Housing and Urban Development (HUD) conducts a one-day, nationwide count of individuals and families experiencing homelessness. The event is called the Point in Time Count, or PIT. Information gathered in this count is used to determine needs and funding levels for Wyoming communities.

For the second year, all Wyoming school districts are being asked to participate in this effort. The Wyoming Point in Time Count will take place on Wednesday, January 28, 2015. District Homeless Education Liaisons are asked to report information on any identified homeless students who meet the following US Department of Housing and Urban Development criteria:

- Sleeping on the street or sidewalk
- In a vehicle (car, van, RV, truck)
- In a park In an abandoned building
- In a bus or train station, or airport
- Under a bridge/overpass
- In the woods or an outdoor encampment
- Other locations not designed for, or ordinarily used as a regular sleeping accommodation for human beings.

Students who meet the broader US Department of Education criteria, such as families doubled-up or staying in hotels because they have no other place to stay, or living in substandard housing, should **NOT** be included in this count.

Families who may have met the criteria earlier in the year, but have moved on to alternative types of shelter, should also be eliminated from the count. **Only students meeting the HUD criteria on January 28, 2015 should be reported.**

Attached to this memo are the official Wyoming Unsheltered Count Form and an Instructions document. One form should be completed for each family meeting the HUD criteria. The form has space for five family members. If a family has more than five individuals, two forms may be completed and attached to each other. Please ensure that the name of the individual filling out the form is clearly marked at the top of the document, along with the county.

Completed forms should be scanned and submitted to Kenya Haynes, State Coordinator for the Education of Homeless Children and Youth at kenya.haynes@wyo.gov no later than the close of business on January 30, 2015. **All** districts should submit their information directly to the Wyoming Department of Education (WDE), even if they have submitted forms to a local contact in the past. Districts with no students meeting the HUD criteria are also asked to notify WDE of that fact at the same email address. Information collected on the Un-sheltered Point in Time Count Form is anonymous and confidential and will only be reported as a statewide aggregate.

If you have any questions about the 2015 Point in Time Count, please contact Kenya Haynes at kenya.haynes@wyo.gov or 307-777-3672.