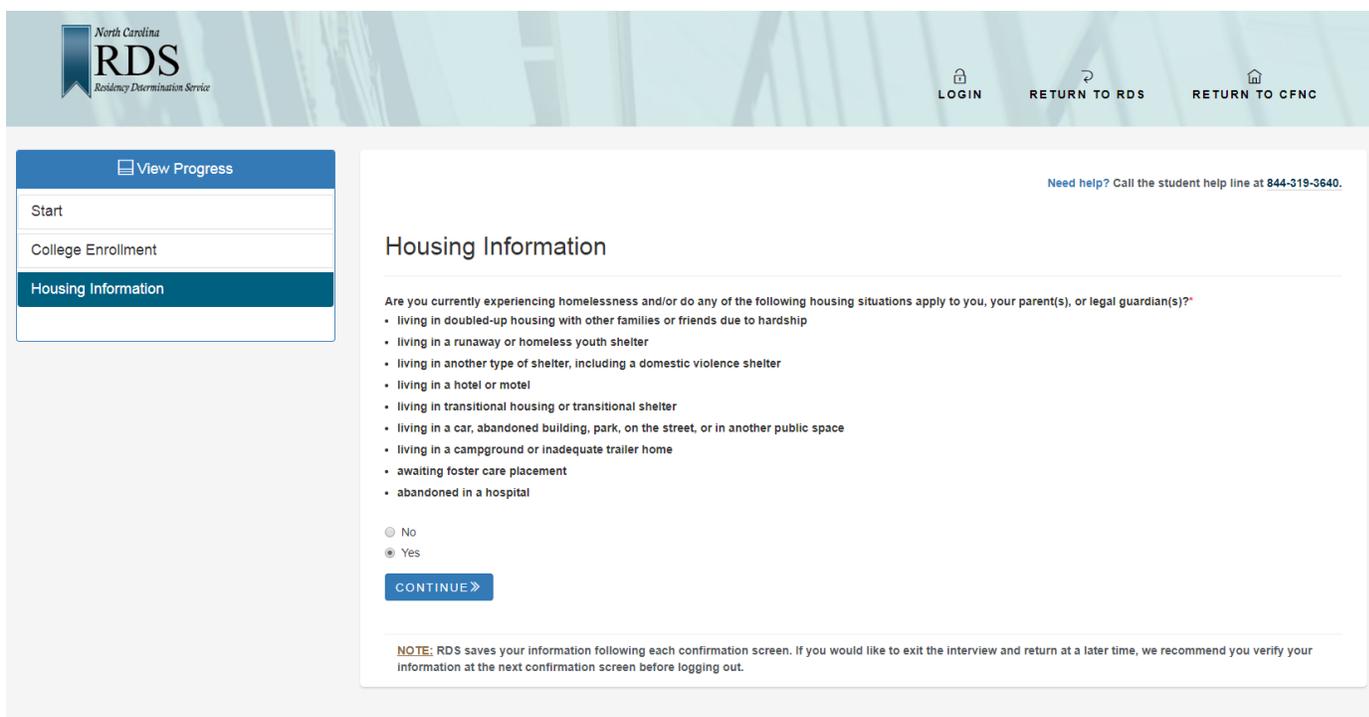


This document is to assist counselors with students who may be in an alternate living situation and/or experiencing homelessness.

RDS Online Interview:

1. Once a student completes the college enrollment questions (i.e. are you currently enrolled/do you know when you want to enroll), the next section is housing.
2. A listing of McKinney Vento classifiers is immediately presented.
3. If the student selects “Yes” to the housing situations list, the student’s interview is flagged as “experiencing homelessness/needing assistance”. If the student selects “No”, the student’s interview is not flagged as “experiencing homelessness/needing assistance”.



The screenshot shows the RDS online interview interface. At the top left is the RDS logo. On the right, there are navigation links: LOGIN, RETURN TO RDS, and RETURN TO CFNC. Below the logo is a 'View Progress' button and a progress bar with three steps: Start, College Enrollment, and Housing Information (which is currently selected). The main content area is titled 'Housing Information' and contains the following text: 'Are you currently experiencing homelessness and/or do any of the following housing situations apply to you, your parent(s), or legal guardian(s)?'. Below this text is a list of housing situations:
 

- living in doubled-up housing with other families or friends due to hardship
- living in a runaway or homeless youth shelter
- living in another type of shelter, including a domestic violence shelter
- living in a hotel or motel
- living in transitional housing or transitional shelter
- living in a car, abandoned building, park, on the street, or in another public space
- living in a campground or inadequate trailer home
- awaiting foster care placement
- abandoned in a hospital

 Below the list are radio buttons for 'No' and 'Yes', with 'Yes' selected. A 'CONTINUE' button is located below the radio buttons. At the bottom of the form, there is a note: 'NOTE: RDS saves your information following each confirmation screen. If you would like to exit the interview and return at a later time, we recommend you verify your information at the next confirmation screen before logging out.'

4. The student then continues in the interview and RDS asks about residency acts (voting, employment, taxes, car registration, high school, etc.) Not everyone is asked ALL the questions – the list is just an example.
5. If the student has enough residency acts – the student receives a resident classification and no additional information is needed.
6. If the student does not have enough residency acts – the student receives a screen (shown below) notifying them that someone from RDS will contact them shortly to assist them through the remainder of the RDS process.

Your Residency Certification Number (RCN) is 0000002890

Your Determination is Under Review.

Based on the information you provided, we cannot make an immediate determination. We would like to speak to you to understand more about your current living situation. Please make sure your phone number and email address are correct in your profile. We will use this information to contact you shortly.

[VIEW REQUEST SUMMARY](#)

[EXIT →](#)

7. The Student needs to click Exit and will get screen shown below:

Your Residency Certification Number (RCN) is 0000003271

Student Name: Kellie Test  
Email: testacct@gmail.com

[UPDATE CONTACT INFORMATION](#)

Your Initial Consideration Request is Under Review (Pending Validation)

Start Date: August 22, 2018

Submit Date: August 22, 2018

[VIEW REQUEST SUMMARY](#)

[VIEW HISTORICAL RECORD](#)

8. The RDS team will work with the student one-on-one to complete their residency. There is no need to complete a Reconsideration or Appeal.

If the student does not identify with McKinney Vento classifiers in the interview as indicated above:

- RDS does not flag the student as experiencing homelessness and/or needing help
- RDS asks the student the standard interview questions and the student receives a resident or non-resident determination

Because it is likely that students who are experiencing homelessness will have trouble providing residency acts, most may likely receive a non-resident classification. In this case, the student can immediately Appeal and RDS will work with the student one-on-one in an Appeal to complete the residency determination.