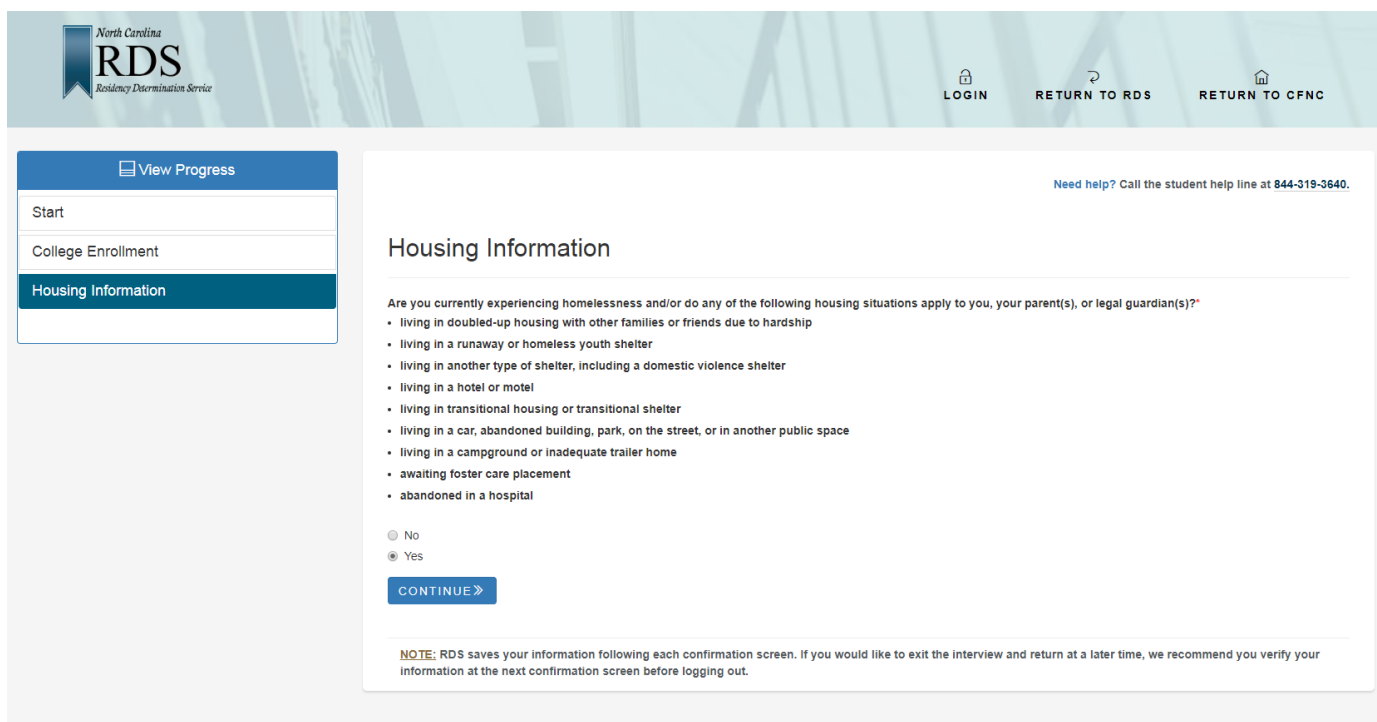This document is to assist counselors with students who may be in an alternate living situation and/or experiencing homelessness.

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".

4. The student then continues in the interview and RDS asks about residentiary 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 residentiary acts – the student receives a resident classification and no additional information is needed.
6. If the student does not have enough residentiary 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.

Rev. 8-22-2018

Your Residency Certification Number (RCN) is **0000002890** ⓺

ⓘ 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** ⓺

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.

Rev. 8-22-2018