



American Rescue Plan-Homeless Children and Youth (ARP-HCY) Planning and Spending Timeline Tool

American Rescue Plan – Homeless Children and Youth, or ARP-HCY funds, are one-time funds designated to support the identification, enrollment, and school participation of children and youth experiencing homelessness, including through wrap-around services. These funds must be obligated by September 30, 2024 and spent by January 31, 2025.

This planning tool is designed to assist local educational agencies to monitor their spending and plan for the effective and efficient use of funds by the mandated deadlines. It divides the remaining time before the ARP-HCY deadlines into quarters, so that school district liaisons and others can assess their progress on a regular basis, paying particular attention to the needs of children and youth at specific times of the school year.

Quick Resources:

- [Two-Page Reference of Allowable Uses of ARP-HCY Funds](#)
- [Comprehensive Brief on ARP-HCY Allowable Uses with Q&A and Examples](#)
- [ARP-HCY Local and State Spotlights](#)
- [U.S. Department of Education ARP-HCY Page](#)

ARP-HCY Planning Considerations, To Be Revisited At The Top Of Each Quarter:

1. Is it necessary to submit a budget revision or amendment to the SEA for approval of these activities? If so, what is the SEA approval process timeline?
2. Is there an LEA process for approval of activities, and if so, how long does that take?
3. Do other stakeholders need to be involved in the planning process?
4. Can other community based organizations, local or regional service providers be contracted to provide this support?
5. What data can be collected on the activities to help demonstrate effectiveness and make the case for sustainability?
6. Is there a need for technical or program assistance, or program evaluation?

ARP-HCY Quarterly Planning and Spending Timeline:

- [Spring 2023](#) (April-May)
- [Summer 2023](#) (June-July-August)
- [Fall 2023](#) (September-October-November)
- [Winter 2024](#) (December-January-February-March)
- [Spring 2024](#) (April-May)
- [Summer 2024](#) (June-July-August)
- [Final Stretch Activities](#) (September 30, 2024 - January 30, 2025)

Spring 2023 (April-May)

Funds Remaining as of May 1, 2023: \$ _____ / _____ %

- Identify most urgent needs:
- Identify uses of ARP-HCY funds to meet those needs:
- Identify other funds that may be needed to initiate/supplement:
- Set up time to meet with business office, if needed:
- Get on the school board agenda, if needed.
- Any additional action steps to use funds:
 - 1.
 - 2.
 - 3.



Examples of seasonal uses of funds:

- Create a plan to update outreach materials (posters, brochures, etc.) over the summer, and begin connecting with community organizations and/or community members to assist with translations and culturally-responsive material creations.
- Partner with community organizations such as Boys and Girls Clubs to help connect students to summer academic and enrichment opportunities.
- Coordinate with a local college, university, or technical school to plan a campus visit.
- Review most recent academic progress data to plan for additional interventions over summer such as tutoring, summer school, and community-based programs

Summer 2023 (June-July-August)

Funds Remaining as of June 1, 2023: \$ _____ / _____ %

- Identify most urgent needs:
- Identify uses of ARP-HCY funds to meet those needs:
- Identify other funds that may be needed to initiate/supplement:
- Set up time to meet with business office, if needed:
- Get on the school board agenda, if needed.
- Any additional action steps to use funds:
 - 1.
 - 2.
 - 3.



Examples of seasonal uses of funds:

- Update website, brochures, and other outreach materials
- Hire, contract, or add hours to translators for other languages to provide written outreach materials in other languages
- Provide additional staff hours for maintaining communication with families over the summer months in order to expedite identification at the beginning of the school year
- Provide summer hours for social work and transportation staff to identify students and arrange transportation and other services prior to the first day of school.
- Provide summer tutors at shelters or motels
- Provide summer mental health supports, such as small group counseling at shelters or social-emotional learning opportunities in summer school
- Provide cell phones and minutes for unaccompanied youth and families to maintain communication over the summer
- Contract with local motels to provide emergency, temporary, short-term housing for families who may lose housing during the summer months

Fall 2023 (September-October-November)

Funds Remaining as of September 1, 2023: \$ _____ / _____ %

- Identify most urgent needs:
- Identify uses of ARP-HCY funds to meet those needs:
- Identify other funds that may be needed to initiate/supplement:
- Set up time to meet with business office, if needed:
- Get on the school board agenda, if needed.
- Any additional action steps to use funds:
 - 1.
 - 2.
 - 3.



Examples of seasonal uses of funds:

- Provide extended contract hours for liaison or other staff to provide professional development and training on McKinney-Vento within the district and with community organizations
- Contract with media such as local radio stations, billboard companies, etc to build awareness and increase identification, for example buying ad time
- Provide professional development for staff
- Hire students experiencing homelessness to conduct a social media campaign to build awareness and increase identification
- Contract with mental health providers to offer individual and small group counseling sessions within the school setting, in particular children and youth who are new to the school community; consider mobile mental health services to eliminate transportation barriers

Winter 2024 (December-January-February-March)

Funds Remaining as of December 1, 2023: \$ _____ / _____ %

- Identify most urgent needs:
- Identify uses of ARP-HCY funds to meet those needs:
- Identify other funds that may be needed to initiate/supplement:
- Set up time to meet with business office, if needed:
- Get on the school board agenda, if needed.
- Any additional action steps to use funds:
 - 1.
 - 2.
 - 3.




Examples of seasonal uses of funds:

- Contract with local motels to provide emergency, temporary, short-term housing for families who may lose housing during the winter months
- Begin planning for summer academic and enrichment opportunities, including contracting with community organizations who offer programming (Boys and Girls Clubs, YMCA, etc.)
- Provide stipends for counselors to complete transcript audits for all high school students experiencing homeless to ensure progress toward graduation
- Conduct refresher trainings on McKinney-Vento for all staff, as well as provide training for any new staff
- Provide mental health supports for students to offer strategies and coping skills for students facing uncertainty in housing during school breaks and winter months

Spring 2024 (April-May)

Funds Remaining as of April 1, 2024: \$ _____ / _____ %

- Identify most urgent needs:
 - Identify uses of ARP-HCY funds to meet those needs:
 - Identify other funds that may be needed to initiate/supplement:
 - Set up time to meet with business office, if needed:
 - Get on the school board agenda, if needed.
 - Any additional action steps to use funds:
 - 1.
 - 2.
 - 3.
- Contract with local motels to provide short-term, temporary housing for families who lose housing due to seasonal rentals
 - Provide summer contract hours for staff to provide systems navigation (including staff who speak other languages) during the summer
 - Contract with community-based mental health providers to provide summer small group counseling sessions at local shelters or motels; consider mobile mental health services to eliminate transportation barriers
 - Provide extended contract hours for early childhood staff to help support transitions for early learners into Kindergarten
 - Provide mental health supports and mindfulness opportunities to support student mental health during upcoming end of year transitions, higher education planning, etc

 Examples of seasonal uses of funds:

Summer 2024 (June-July-August)

Funds Remaining as of June 1, 2024: \$ _____ / _____ %

- Identify most urgent needs:
- Identify uses of ARP-HCY funds to meet those needs:
- Identify other funds that may be needed to initiate/supplement:
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- Get on school board agenda, if needed
- Any additional action steps to use funds:
 - 1.
 - 2.
 - 3.

Final Stretch Activities:

Note: According to the U.S. Department of Education, ARP-HCY funds must be obligated by September 30, 2024 and liquidated, or spent, by January 31, 2025. Please check with your state and local education agency for any state or local requirements.

September 1, 2024 - January 30, 2025

Funds Remaining as of September 1, 2024: \$ _____ / _____ %

- Identify most urgent needs:
- Identify uses of ARP-HCY funds to meet those needs:

- Identify other funds that may be needed to initiate/supplement:
- Set up time to meet with business office, if needed:
- Get on the school board agenda, if needed.
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 - 1.
 - 2.
 - 3.

September 2024

October 2024

November 2024

December 2024

January 2025
