

# Instructions for Completing the Homeless Certification Form



These instructions are to be used by homeless youths who are under 25 years of age and can verify their status to obtain a fee waiver for a High School Equivalency Test and/or the California High School Proficiency Examination (CHSPE).

The current high school equivalency tests approved by the California State Board of Education are the GED test and the HiSET. The CHSPE is administered by the Sacramento County Office of Education.

## Eligibility

To meet eligibility requirements for the fee waiver, the homeless student must be under 25 years of age and must meet the following definition:

**“Homeless test taker”** means a homeless adult (under age 25) or student child or youth as defined in paragraph (2) of Section 725 of the federal McKinney-Vento Homeless Assistance Act (42 USC Section 11434a(2)). This means:

- A. individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 11302(a)(1)); and
- B. includes—
  - (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
  - (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 11302(a)(2)(C));
  - (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  - (iv) migratory children (as such term is defined in 20 USC Section 6399) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

## How to Obtain a Fee Waiver

To obtain a fee waiver, each eligible test taker must:

1. Complete and sign Section I of this form.
2. Have an authorized homeless services provider complete and sign Section II of this form to verify the homeless status of the test taker.

3. Submit the original completed form to the test vendor along with his or her test registration materials. (The homeless test taker must submit an original completed Homeless Certification Form to each testing contractor to which he or she registers. Copies of the form will not be accepted.)

Note:

- The form is valid for one year and may be renewed annually until the eligible homeless child or youth reaches 25 years of age.
- The fee waiver applies only to the regular test registration fee.

## Homeless Services Provider

The necessary form, “Homeless Certification Form,” can be obtained only from an authorized homeless services provider who has knowledge of the homeless status of a youth. The homeless services provider must verify that status by completing Section II of the Homeless Certification Form.

The information regarding who is qualified to serve as an approved homeless services provider is shown in the boxes at the end of Section II of the form. **The individual completing Section II must check the box that indicates how he or she is qualified as an approved homeless services provider.**