

McKinney-Vento and the Department of Licensing

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October 15, 2026



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A background image showing a group of young children in a classroom. A girl in the foreground, wearing a yellow shirt, has her hands raised high. Other children are visible in the background, also with hands raised. The image is overlaid with a semi-transparent teal filter.

Vision

All students prepared for post-secondary pathways, careers, and civic engagement.

Mission

Transform K–12 education to a system that is centered on closing opportunity gaps and is characterized by high expectations for all students and educators. We achieve this by developing equity-based policies and supports that empower educators, families, and communities.

Values

- Ensuring Equity
- Collaboration and Service
- Achieving Excellence through Continuous Improvement
- Focus on the Whole Child



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Equity Statement

Each student, family, and community possesses strengths and cultural knowledge that benefits their peers, educators, and schools.

Ensuring educational equity:

- Goes beyond equality; it requires education leaders to examine the ways current policies and practices result in disparate outcomes for our students of color, students living in poverty, students receiving special education and English Learner services, students who identify as LGBTQ+, and highly mobile student populations.
- Requires education leaders to develop an understanding of historical contexts; engage students, families, and community representatives as partners in decision-making; and actively dismantle systemic barriers, replacing them with policies and practices that ensure all students have access to the instruction and support they need to succeed in our schools.



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Tribal Land Acknowledgement

I respectfully acknowledge that I am on the homelands of the Cowlitz Indian Tribe, whose people have lived on and cared for since time immemorial. I recognize the continued presence, culture and contributions that are continued to be made today. I also want to provide a thank you for the opportunity to live and work on these lands.

The Cowlitz Indian Tribe are known as the Forever People, Cowlitz means Seekers of the Medicine Spirit.

[Our Story | The Cowlitz Indian Tribe](#)



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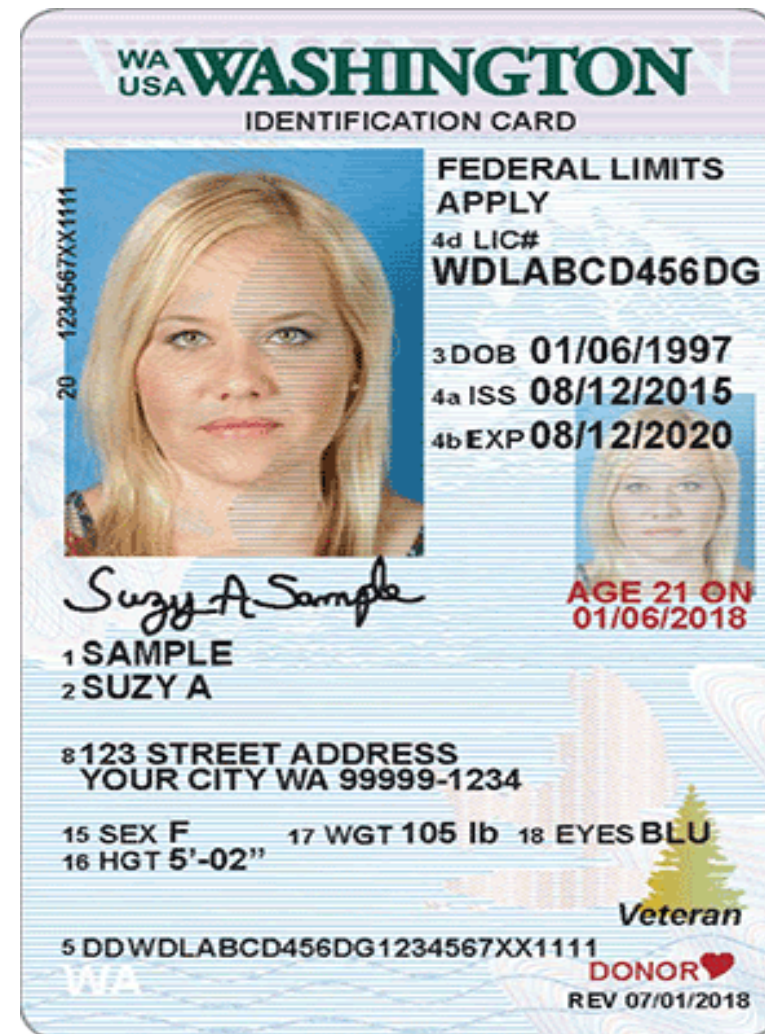
**Identification For Unhoused Youth
Training and Policy Unit
Driver Licensing Program**



WASHINGTON STATE DEPARTMENT OF
LICENSING

AGENDA

- Options for Unhoused Youth
- Fees
- ID Reviews and More



How To Obtain State ID



- **Unhoused Youth ages 24 and under**
 - **Foster Care Students**
 - **Migrant Students**
 - **McKinney Vento Students**
 - **Students at Risk**

Youth Identification Process

<u>Step 1</u> Identify Youth	<u>Step 2</u> Youth ID Form	<u>Step 3</u> Youth gets ID
• McKinney-Vento Liaison or Point of Contact (POC) meets with Youth • Take a picture of Youth front faced from the shoulders up • McKinney-Vento Liaisons and POCs will use school record (Skyward) for identity • If names on documents do not match, email DOL at: YouthIDVF@dol.wa.gov	• McKinney-Vento Liaisons or POCs complete Identocard Request Form • If unable to add photo to form, print photo separately • Print Identocard Request Form and give to Youth	• Youth schedules an appointment at dol.wa.gov or walks into a Licensing Service Office • Youth presents Youth Identification Packet (Identocard Request Form and school record) to Licensing Service Representative) • Youth obtains temporary State Identocard followed by a hard copy. • For questions, please contact: YouthIDVF@dol.wa.gov

Task:

TPU-0701-01F-TSK

Verifying Youth's Identity

Effective date:

November 4, 2021

When establishing identity for a youth the School Liaison or Point of Contact:

System:	Step:	Action:
School Records System	1.	Accesses Original School Record ○ If school record is unavailable, obtains original school record
	2.	Meets with youth
	3.	Verifies youth's names matches School Record and asks the following Security Questions: • What is your Full Name • What is your Date of Birth • What are your Parents Names ○ If answers do not match record, sends to YouthIDVF@dol.wa.gov for further review.
	4.	Verifies answers match any other documentation available: • Immunization Records • Birth Certificate • Social Security Card ○ If answers do not match record, sends to YouthIDVF@dol.wa.gov for further review.
Adobe	5.	Completes Youth Identocard Request Form, See task Completing Identocard Request Form

Task:	Completing Identocard Request Form
TPU-0701-01D-TSK	

Effective date:	November 4, 2021
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After verifying the youth's identity, the District Liaison, Point of Contact (POC), or DCYF or OHY Case Manager:

System:	Step:	Action:
Adobe PDF Identocard form (Youth Info Section)	1.	Opens Youth Identocard Request form
	2.	Records true name in the "True name" field - o If filled out by Liaison or POC, use true name as it appears on the School Record - o If filled out by a Case Manager, use true name as it appears on the Birth Certificate or other approved ID document, see appendix Alternative Youth Identification Documents
	3.	Records the mailing address where the youth can receive the Identocard in the "Current mailing address" field
	4.	Records the date of birth in the "Date of birth" field as found on the School Record, Birth Certificate, or other ID document
	5.	Asks youth their gender and records their attestation
	6.	Records height in the "Height" field
	7.	Records weight in the "Weight" field
	8.	Ask youth their hair color and selects from the drop-down menu in the "Hair color" field
	9.	Asks youth their eye color and selects from the drop-down menu in the "Eye color" field
	10.	Uploads photo to Identocard Request form o If Liaison, Point of Contact, or Case Manager does not have Adobe skips to step 14
Adobe PDF Identocard form (Requester Section)	11.	Right click blank space on form to open the right click menu
	12.	Selects "Add image..." option to open file browser
	13.	Finds and selects photo of youth
	14.	Records School District, School, or Organization in the "Name of organization/department/school" field
	15.	Records work Mailing Address in "Mailing Address" Field
	16.	Records contact number in the "10-digit phone number" field

17. Records work email in the "Email" field
18. Records name, title, date and place, and signature of certified personnel in declaration field
19. Saves the completed form as a PDF
20. Prints Completed form
 - o If not using Adobe to attach photo to form, Prints the photo separately.
 - o If completed by District Liaison or School POC, also Prints school record
21. Hands Completed identocard request form with photo and accompanying required records to youth

Identicard Request

The youth who presents this document

True name (Last, First, Middle) Doe, Rachael Sarah			
Current mailing address (Street or PO Box, City, State, ZIP code) 1125 Washington ST SE, Olympia, WA, 98503			
Date of birth (mm/dd/yyyy) 10/11/2006			
Gender ☐ Male ☒ Female ☐ X		Height 5'4"	Weight 125
Hair color Brown		Eye color Brown	



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Requester

Name of organization/department/school ABC School District	
Mailing address (Street address or PO Box, City, State, ZIP code) 1111 School District Way, Seattle, WA, XXXXX	
10-digit phone number 222-333-4444	Email SchoolDistrict@example.com
<i>I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.</i> Chris Reading TYPE OR PRINT Name Training and Policy Specialist Title ☒ Chris Reading Signature	
10/12/21 Office Date and place	

Resources for At Risk Youth

[Office of Homeless Youth \(OHY\) – Washington State Department of Commerce](#)

[WA Coordinated Entry Access Points - 5.15.26.xlsx | Powered by Box](#)

A	B	C	D	E	F	G	H	I	
1	 Washington State Department of Commerce		OFFICE OF HOMELESS Y						
2	*This is not a comprehensive list of services available in Washington, please contact providers in your area for more information on available resources. Also search for these OHY-funded programs via Google maps .		Youth Residential Programs (ages 12-17)						
Crisis Response									
3	County	Program	Contact	Street Outreach Services	Young Adult Shelter (ages 18-24)	HOPE Center	Crisis Residential Center	Secure CRC (co-located in detention center)	Transitional Living Program (ages 16-17)
4	Adams	New Hope- Grant County	888-560-6027 311 W 3rd Ave Moses Lake, WA 98837						
5	Benton	Catholic Charities Serving Central Washington	509-946-4645 2139 Van Giesen Richland, WA 99354						
6		My Friends Place- Safe Harbor Support Center	509-438-0079 1112 N Grant Pl Kennewick, WA 99336			4			
7		Communities in Schools Benton-Franklin	509-212-5601 PO Box 1310 Richland, WA 99352 info@cisbf.org						
8		Three Rivers Therapy	509-378-5553 10505 W Clearwater Ave Kennewick, WA 99336 info@3riverstherapy.com	X					
9									

Additional Information

- **ID Reviews**
- **Upcoming Changes**
- **Fees**
- **Appointments [DOL.WA.GOV](https://dol.wa.gov)**



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“Helping every Washington resident
LIVE, WORK, DRIVE, AND THRIVE.”

DOL2Go Mobile Unit

DOL2Go is an exciting new program supporting communities around Washington. The DOL2Go mobile unit provides onsite ID card and driver licensing services to people with barriers to visiting our traditional offices. You may find us in rural communities, assisting people experiencing homelessness, community centers, and emergency response events.



[DOL2Go mobile unit | Washington State Department of Licensing](#)

[DOL2Go Event Request \(wa.gov\)](#)



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Contact Information



- **Youth ID Verification**
YOUTHIDVF@DOL.WA.GOV
- **Customer Contact Center**
- **360-902-3900**



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instagram.com/waospi



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