

<b>LEA:</b>	<b>Review Dates:</b>	<b>Review Period:</b>
<b>LEA Contact:</b>	<b>LEA Contact Number:</b>	
<b>LDOE Team Leader:</b>	<b>Contact Number:</b>	<b>Reviewer(s):</b>

**McKinney-Vento Homeless Assistance Act, Subtitle VII-B Reauthorized by Title IX, Part A of ESSA, effective 10/1/2016**

Indicators for Use of Funds for McKinney-Vento – Homeless	Supporting Documentation	Yes	No	N/A	Comments
1. The LEA shall use McKinney-Vento funds to assist homeless children and youth in enrolling, attending, and succeeding in school. ESEA Sec. 722(g)(3)					
a. Evidence of educationally related support services provided to eligible students living in shelters, temporary housing facilities or in other living arrangements, as appropriate	• Copies of invoices (2-3) for materials and supplies and/or from contracts for educational support services for homeless children	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
b. Evidence of programs and other activities designed to raise awareness among educators and pupil services personnel of the rights of homeless children and youth	• Copies of invoices (2-3) for materials and supplies and/or from contracts for awareness programs and activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
c. Evidence of providing pupil support or emergency services to eligible students as necessary to enroll and retain such children and youth in school.	• Copies of invoices (2-3) and/or contracts for services provided such as health or violence prevention counselling, or referrals for other pupil support or emergency services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
d. Evidence of before- and after-school programs, mentoring, and summer programs for homeless children and youth	• Copies of invoices (2-3) for materials and supplies and/or from contracts for before- and after-school programs, mentoring, and summer programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
e. Evidence of developmentally appropriate early childhood education programs for homeless children of preschool age that are not provided through other Federal, State, or local funds.	• Copies of invoices (2-3) for early childhood education programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
f. Evidence of paying the excess cost of transportation not otherwise provided through Federal, State, or local funds, to enable students to attend schools selected under section 722(g)(3) of the McKinney-Vento Act.	• Copies of invoices (2-3) for transportation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Indicators for Use of Funds for McKinney-Vento – Homeless	Supporting Documentation	Yes	No	N/A	Comments
1. The LEA shall use McKinney-Vento funds to assist homeless children and youth in enrolling, attending, and succeeding in school. ESEA Sec. 722(g)(3)					
g. Evidence of services and assistance to attract, engage, and retain homeless children and youth, and unaccompanied youth, in public school programs and services provided to non-homeless children and youth.	<ul style="list-style-type: none"> <li>Copies (2-3) of invoices or materials and supplies and/or from contracts for programs and services.</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
h. Evidence of paying fees and costs associated with tracking, obtaining, and transferring records necessary for the enrollment of students in school.	<ul style="list-style-type: none"> <li>Copies (2-3) of invoices for records to include birth certificates, guardianship records, immunization records, academic records, and evaluations of students needed to determine eligibility for other programs and services.</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
i. Evidence of education and training programs for parents of homeless children and youth regarding the rights their children have as homeless individuals and regarding the educational and other resources available to their children.	<ul style="list-style-type: none"> <li>Copies (2-3) of invoices for materials and supplies and/or from contracts for programs.</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
j. Evidence of programs coordinating services provided by schools and other agencies to eligible students in order to expand and enhance such services.	<ul style="list-style-type: none"> <li>Copies of invoices (2-3) and/or contracts for coordinating services.</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Indicators for Local Liaison	Supporting Documentation	Yes	No	N/A	Comments
2. The LEA designates a liaison for homeless children and youths. ESEA Sec. 722(g)(6)					
a. Evidence the liaison carries out the duties listed in ESEA Sec. 722(g)(6)(A)	<ul style="list-style-type: none"> <li>Log</li> <li>Outline of weekly duties</li> <li>Liaison's calendar</li> <li>Copy of most recent Quarterly Report</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
b. Evidence the LEA informs school personnel, service providers, and advocates working with homeless families of the liaison's duties	<ul style="list-style-type: none"> <li>Copies (2-3) of LEAs agendas and sign-in sheets from quarterly meetings held to inform school personnel of Liaison's duties</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
c. Evidence the liaison coordinates and collaborates with the state coordinator, and community and school personnel responsible for the provision of education and related services to homeless children and youths	<ul style="list-style-type: none"> <li>Copies (2-3) of Liaison's collaboration with school personnel and State Homeless Coordinator (e.g. emails, phone logs, sign-in at schools, training Power Points, etc.)</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Indicators for Review and Revise Policies	Supporting Documentation	Yes	No	N/A	Comments
3. The LEA reviews and revises any policies that may act as barriers to the enrollment of homeless children and youths. ESEA Sec. 722(g)(7)					
a. Evidence of LEA policies ensuring students in homeless situations have the right to immediate school enrollment and participation	<ul style="list-style-type: none"> <li>Copy of LEA enrollment policies or link to view on the LEA's website</li> <li>Copies (no more than 5) of documents disseminated to schools in reference to enrollment of homeless students</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
b. Evidence the district periodically reviews and/or revises policies and procedures which are barriers for homeless students, including policies on enrollment, transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship (e.g. minutes of district meetings, agendas, notes)	<ul style="list-style-type: none"> <li>Copies (2-3) of LEAs agendas and sign-in sheets from quarterly meetings that show periodic review and/or updates of policies and procedures for homeless students</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Indicators for Outreach	Supporting Documentation	Yes	No	N/A	Comments
4. The LEA takes steps to identify school-age homeless children and youth and determine whether or not they are attending and succeeding in school. ESEA Sec. 722(g)(6)(i-iii)					
a. Evidence of ongoing identification and record keeping procedures for homeless students, such as: residency questionnaires, intake forms, spreadsheets, and database programs in use by LEA	• Copies (2-3) of completed residency forms, intake forms, databases and spreadsheets used by LEA to track homeless students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
b. Evidence of communication to school personnel regarding the identification of homeless students, such as e-mails, agendas, memos, or other communications	• Copies (2-3) of e-mails, correspondence, agendas and phone logs used to communicate with school personnel in reference to homeless students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
c. Forms or descriptions of procedures used to track academic progress and attendance of homeless students	• Copy of the tracking form used to document academic progress and attendance of homeless students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5. The LEA disseminates public notice of educational rights of homeless children and youth in places where families and youth are likely to be present (e.g., schools, shelters, food banks), and in comprehensible formats (e.g., in primary language, geared for low literacy, or other community needs). ESEA Sec. 722(g)(6)(A)(v)					
a. Evidence of original posters, brochures, etc., for youths and families bearing local Liaison contact and other district-specific information	• Copies (2-3) of posters, brochures, and notices in different languages posted in several locations (e.g., shelters, schools, food banks, libraries, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
b. Evidence of locations where materials are posted, events where they were made available, etc.	• List of locations where the LEA has posted homeless information (e.g., shelters, schools, food banks, libraries, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Indicators for Enrollment	Supporting Documentation	Yes	No	N/A	Comments
6. The LEA provides evidence of its procedure for the resolution of disagreements, including district-specific written procedures for homeless families and youths to appeal school placement decisions made by the LEA. ESEA Sec. 722(g)(3)(E)(iii)					
a. Evidence of written, district-specific Dispute Resolution Procedure and/or district-specific letter or form which provides for immediate enrollment of students during the dispute resolution process and explains the school placement determination and appeals process	<ul style="list-style-type: none"> <li>Copy of the LEA's Dispute Resolution Policy/Procedure</li> <li>Copy of district-specific letter or form which provides for immediate enrollment of students during the dispute resolution process and explains the school placement determination and appeals process</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
b. Evidence the LEA investigates and resolves disputes promptly	<ul style="list-style-type: none"> <li>Copies (2-3) of information from investigation of disputes</li> <li>Copies (2-3) of correspondence showing that disputes are resolved promptly</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
c. Evidence of district staff training on the dispute resolution procedure; examples: e-mails, memos, agendas	<ul style="list-style-type: none"> <li>Copies (2-3) of agendas, sign-sheets, Power Points to ensure that school personnel and district staff were in-serviced on the dispute resolution process</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
d. Evidence of survey results or records of inquiries and complaints made by community groups concerning barriers to enrollment	<ul style="list-style-type: none"> <li>If applicable, copies (2-3) of inquiries and complaints made by community group(s) concerning barriers to enrollment</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7. The LEA ensures transportation to the school of origin is provided upon request. ESEA Sec. 722(g)					
a. Evidence transportation is provided upon request	<ul style="list-style-type: none"> <li>Copies (2-3) of documentation that transportation has been provided upon request</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	