Homeless Title X – McKinney-Vento Homeless Education

**LEA Program Monitor Date**

*This program checklist must be completed by each LEA. All LEAs are required to provide immediate identification, enrollment and access to students experiencing homelessness in accordance with the federal McKinney-Vento Act,* [*http://www.k12.wa.us/HomelessEd/Resources.aspx*](http://www.k12.wa.us/HomelessEd/Resources.aspx)*.*

| **Item** | **Description** | **Evidence** | **Determination** |
| --- | --- | --- | --- |
| 10.1 | **LEA Policy**  *The LEA has developed, reviewed, and revised policies to remove barriers to the enrollment and retention of homeless children and youths in schools. McKinney- Vento Sec 722(g)(1)(I), Sec 722(g)(7)(A,B,C), Sec 722(g)(1)(J)(i), Sec 722(g)(3)(A)(i,ii), Sec 722(g)(3)(C), Sec 722(g)(3)(D)(i,ii).* | LEA Level  ⧠ A. *One copy* of the LEA’s adopted, comprehensive policy related to serving the educational needs of homeless children and youth in accordance with the McKinney-Vento Act. *Evidence must include the most current* (November 2016) *WSSDA #3115 policy* or equivalent. | ⧠ Compliant  ⧠ Action Plan Approved  ⧠ Evidence Needed  ⧠ Noncompliant  ⧠ N/A |
| 10.2 | **Dispute Resolution**  *When a dispute arises regarding the enrollment of a homeless child or youth, the LEA follows Washington State’s homeless enrollment dispute process according to the McKinney-Vento Act. McKinney-Vento Sec 722(g)(3)(E)(i,ii,iii,iv).* | LEA Level  ⧠ A. A copy of the most current OSPI Homeless Dispute Resolution Process: <http://www.k12.wa.us/HomelessEd/pubdocs/DisputeResolutionPolicy.doc> (dated January 5, 2010).  ⧠ B. Evidence that the LEA’s liaison ensures enrollment disputes are mediated may include:   * Log of disputes with outcomes. (Log including ALL homeless disputes, including low level disputes; any dispute resolved locally or forwarded to OSPI for resolution; any issues of concern raised by homeless families, etc.) * Sample of completed dispute initiation forms / dispute packets. | ⧠ Compliant  ⧠ Action Plan Approved  ⧠ Evidence Needed  ⧠ Noncompliant  ⧠ N/A A |
| 10.3 | **Transportation**  *The LEA ensures that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin. McKinney- Vento Sec 722(g)(1)(J)(iii)(I, II).* | LEA Level  ⧠ A. Completed forms, written agreements, transportation request forms, logs, etc. to show evidence of coordinated transportation services. *Includes type of transportation service provided, any arrangements or agreements with neighboring LEAs, start and stop dates, etc.* | ⧠ Compliant  ⧠ Action Plan Approved  ⧠ Evidence Needed  ⧠ Noncompliant  ⧠ N/A |
| 10.4 | **LEA Liaison**  *The LEA has a designated homeless liaison, who is able to carry out the duties described in the McKinney-Vento Act and who has participated in professional development and other technical assistance activities as determined appropriate by OSPI, to assist with identification, enrollment, attendance, and academic success of homeless children and youth. McKinney-Vento Sec 722(g)(1)(J)(ii) and Sec 722 (g)(1)(J)(I)(iv).* | LEA Level  ⧠ A. Name/title of liaison.  ⧠ B. LEA documents (forms, posters, brochures and parent information) shows the name and contact information of the designated liaison.  Building Level  ⧠ C. Building staff can identify/name the LEA homeless liaison, and the LEA liaison’s name/contact information is included on homeless informational materials posted in the building or distributed at the building level. S*ome LEAs also have building-level liaisons.* | ⧠ Compliant  ⧠ Action Plan Approved  ⧠ Evidence Needed  ⧠ Noncompliant  ⧠ N/A |
| 10.5 | **Identification of Students**  *The LEA’s homeless liaison ensures that homeless children and youth are identified and enrolled by school personnel and through coordination activities with other entities and agencies. McKinney-Vento Sec 722(g)(6)(A)(i).*  *The LEA ensures that the liaison for homeless education children and youths has participated in professional development and other technical assistance activities as determined appropriate by OSPI. McKinney-Vento Sec 722(g)(1)(J)(I)(iv).*  *The LEA liaison for homeless children and youth shall ensure that school personnel receive professional development and other support. McKinney-Vento Sec 722(g)(6)(A)(ix).* | LEA Level  ⧠ A. Evidence that LEA has adopted a *student* *housing questionnaire* that is disseminated to all families in the LEA at least annually.  ⧠ B. Evidence that LEA liaison has attended OSPI (or similar) training regarding the rights of homeless students and the appropriate identification of homeless students.  ⧠ C. Evidence that *LEA staff participates in training provided* by the LEA homeless liaison or other trained staff regarding compliance with McKinney- Vento, rights of homeless students, etc. (Evidence may include sample materials used in LEA-level McKinney-Vento training, sign-in sheets, certificates of attendance, agendas, etc.)  Building Level  ⧠ D. Evidence that building staff members receive routine McKinney-Vento training, and homeless students are actively identified and immediately served. Evidence may include training logs, sign-in sheets, sample materials, building level intake materials, housing questionnaires, parent information, etc*.* | ⧠ Compliant  ⧠ Action Plan Approved  ⧠ Evidence Needed  ⧠ Noncompliant  ⧠ N/A |
| 10.6 | **Enrollment, Intake, and Access**  *The LEA’s homeless liaison ensures that homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools in the LEA; and homeless families receive referrals for services, and parents/guardians are informed of educational and related opportunities for students as well as meaningful opportunities for parental involvement. McKinney-Vento Sec 722(g)(6)(A)(i)-(vi), and SSB 6074, WA State Laws of 2014, ch. 212* | LEA Level  ⧠ A. *Evidence of completed intake forms* (separate from housing questionnaire) specific to homeless students. (Form used to determine homeless student’s needs, provide referrals for services such as medical, dental, housing and mental health, and inform parents and unaccompanied youth of available LEA services and supports.) | ⧠ Compliant  ⧠ Action Plan Approved  ⧠ Evidence Needed  ⧠ Noncompliant  ⧠ N/A |
| 10.7 | **Unaccompanied Homeless Youth: Higher Education/FAFSA**  *Each LEA liaison for homeless children and youth shall ensure that unaccompanied youths are enrolled in school, have opportunities to meet the same challenging state academic standards as other students, are informed of their status as independent students per the Higher Education Act of 1965, and that the youths obtain assistance from the LEA liaison to receive verification of such status for purposes of the FAFSA (Free Application for Federal Student Aid.) McKinney-Vento Sec 722(g)(6)(A)(x)(I, II, III).* | LEA and Building Level  ⧠ A. Evidence of verification letters to show independent student status for purposes of FAFSA completion. (Evidence to include copies of letters provided to high school students seeking support in accessing higher education, or template if no currently identified independent students.) | ⧠ Compliant  ⧠ Action Plan Approved  ⧠ Evidence Needed  ⧠ Noncompliant  ⧠ N/A |
| 10.8 | **Early Childhood**  *The LEA’s homeless liaison ensures that homeless families, children, and youths receive educational services for which they are eligible, including Head Start and Even Start programs and preschool programs administered by the LEA. McKinney-Vento Sec. 722(g)(6)(A)(iii).* | LEA Level  ⧠ A. Evidence that young homeless children are enrolled in preschool programs administered by the LEA. (Examples may include enrollment forms, referral logs, documentation of coordination of LEA early learning programs and community preschool supports, referrals for special services for young homeless children under Title I, Part C.)  ⧠ B. Evidence that the LEA’s *Child Find* notice includes language specific to homeless students. | ⧠ Compliant  ⧠ Action Plan Approved  ⧠ Evidence Needed  ⧠ Noncompliant  ⧠ N/A |
| 10.9 | **Community Collaboration**  *The LEA shall coordinate the identification and provision of services with local social service agencies and other agencies or programs providing services to homeless children and youth and their families, including those funded under the Runaway and Homeless Youth Act, other local education agencies, state and local housing agencies, and others. McKinney-Vento Sec 722(g)(5)(A)(B)(C).* | LEA Level  ⧠ A. Evidence that the LEA has coordinated services through ongoing and regular contact with community agencies and entities, e.g. service groups, social service agencies, faith communities, etc. (Evidence may include logs, meeting minutes, correspondence, agendas, etc.) | ⧠ Compliant  ⧠ Action Plan Approved  ⧠ Evidence Needed  ⧠ Noncompliant  ⧠ N/A |
| 10.10 | **Posting of Rights and Parent Information**  *The LEA’s homeless liaison ensures that public notice of the educational rights of homeless children and youth is disseminated where such children and youths receive services (schools and community). McKinney-Vento Sec 722(g)(6)(A)(vi). SSB 6074, WA state Laws of 2014, ch. 212.* | LEA and Building Level  ⧠ A. Evidence of NCHE posters in all LEA buildings and in the community, brochures, homeless student rights posted on LEA website, etc. *Evidence should also appear throughout the community where homeless people are likely to see them, e.g., libraries, transit stations, laundromats, etc.*  ⧠ B. Evidence of parent information, e.g. sample parent brochures from NCHE or equivalent, or other available materials.  ⧠ C. Evidence of information regarding services and supports for students experiencing homelessness (to be disseminated beginning of school year and upon enrollment.) | ⧠ Compliant  ⧠ Action Plan Approved  ⧠ Evidence Needed  ⧠ Noncompliant  ⧠ N/A |
| 10.11 | **Title I Set-Aside**  *The LEA has set-aside Title I, Part A funds in an amount necessary to serve homeless students in non-Title I schools and/or shelters and other locations where homeless children and youth may live. U.S.C. 6313 (c)(3)(A).* | LEA Level  *For initial review of Item 10.11 A through D, OSPI staff will review district’s McKinney-Vento Set-Aside Needs Assessment submitted with the 2017-18 iGrant 201-Title I, Part A Annual Plan. OSPI will request additional uploads if information provided in the needs assessment is insufficient evidence to determine compliance.*  *In lieu of submitting documentation for this item, please add a comment into the notes field “see iGrants needs assessment.”*  ⧠ A. Dollar amount of set-aside.  ⧠ B. Evidence that the set-aside amount is sufficient to meet the unique needs of identified homeless students.  ⧠ C. Provide description/ documentation explaining how Title I set-aside dollars for homeless students are spent.  ⧠ D. If funds other than Title I, Part A are used to support the needs of homeless students, show evidence of the *sources and amounts of these funds.* | ⧠ Compliant  ⧠ Action Plan Approved  ⧠ Evidence Needed  ⧠ Noncompliant  ⧠ N/A |