

Homeless

Title IX – 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>.

Item	Description	Evidence	Determination	Actions Required	Comments
10.1	LEA Policy <i>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)</i>	LEA Level <input type="checkbox"/> 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 (May 2018) WSSDA sample policy 3115 or equivalent.	<input type="checkbox"/> Compliant <input type="checkbox"/> Action Plan Approved <input type="checkbox"/> Evidence Needed <input type="checkbox"/> Noncompliant <input type="checkbox"/> N/A <input type="checkbox"/> N/A – Limited		
10.2	Dispute Resolution <i>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)</i>	LEA Level <input type="checkbox"/> A. A copy of the most current OSPI Homeless Dispute Resolution Process: http://www.k12.wa.us/HomelessEd/Resources.aspx (dated January 5, 2010).	<input type="checkbox"/> Compliant <input type="checkbox"/> Action Plan Approved <input type="checkbox"/> Evidence Needed <input type="checkbox"/> Noncompliant <input type="checkbox"/> N/A <input type="checkbox"/> N/A – Limited		
10.3	Transportation <i>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)</i>	LEA Level <input type="checkbox"/> A. Completed forms, written agreements, transportation request forms, in lieu agreements, 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.	<input type="checkbox"/> Compliant <input type="checkbox"/> Action Plan Approved <input type="checkbox"/> Evidence Needed <input type="checkbox"/> Noncompliant <input type="checkbox"/> N/A <input type="checkbox"/> N/A – Limited		
10.4	LEA Liaison <i>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</i>	LEA Level <input type="checkbox"/> A. Name/title of liaison. <input type="checkbox"/> B. Liaison FTE is provided and capacity is sufficient to fulfill all liaison duties outlined in the McKinney-Vento Act. (Evidence may include a written statement describing the staff time specifically dedicated to fulfilling liaison duties as described in law; or, a completed attestation regarding the fulfillment	<input type="checkbox"/> Compliant <input type="checkbox"/> Action Plan Approved <input type="checkbox"/> Evidence Needed <input type="checkbox"/> Noncompliant <input type="checkbox"/> N/A <input type="checkbox"/> N/A – Limited		

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	<p><i>children and youth. McKinney-Vento Sec 722(g)(1)(J)(ii) and Sec 722(g)(1)(J)(I)(iv)</i></p>	<p>of McKinney-Vento liaison duties and information related to the liaison FTE. Sample available on OSPI Homeless Education website under the “resources” link.)</p> <p>Building Level <input type="checkbox"/> 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. <i>Some LEAs also have building-level liaisons.</i></p>			
10.5	<p>Identification of Students <i>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)</i></p> <p><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)</i></p> <p><i>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)</i></p>	<p>LEA Level <input type="checkbox"/> A. Evidence that LEA has adopted a <i>student housing questionnaire</i> that is disseminated to all families in the LEA at least annually (provide sample completed forms). <input type="checkbox"/> B. Evidence that LEA liaison has attended OSPI (or similar) training regarding the rights of homeless students and the appropriate identification of homeless students. <input type="checkbox"/> C. Evidence that <i>LEA staff participates in training provided</i> 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.)</p> <p>Building Level <input type="checkbox"/> 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,</p>	<input type="checkbox"/> Compliant <input type="checkbox"/> Action Plan Approved <input type="checkbox"/> Evidence Needed <input type="checkbox"/> Noncompliant <input type="checkbox"/> N/A <input type="checkbox"/> N/A – Limited		

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		housing questionnaires, parent information, etc.			
10.6	<p>Enrollment, Intake, and Access <i>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</i></p>	<p>LEA Level <input type="checkbox"/> 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)</p>	<input type="checkbox"/> Compliant <input type="checkbox"/> Action Plan Approved <input type="checkbox"/> Evidence Needed <input type="checkbox"/> Noncompliant <input type="checkbox"/> N/A <input type="checkbox"/> N/A – Limited		
10.7	<p>Unaccompanied Homeless Youth: Higher Education/FAFSA <i>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)</i></p>	<p>LEA and Building Level <input type="checkbox"/> 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)</p>	<input type="checkbox"/> Compliant <input type="checkbox"/> Action Plan Approved <input type="checkbox"/> Evidence Needed <input type="checkbox"/> Noncompliant <input type="checkbox"/> N/A <input type="checkbox"/> N/A – Limited		
10.8	<p>Early Childhood <i>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)</i></p>	<p>LEA Level <input type="checkbox"/> A. Evidence of coordination between the LEA's McKinney-Vento program and the LEA's preschool program(s.) Evidence may include proof of preschool staff training, copies of homeless education parent resources, completed housing questionnaires. <input type="checkbox"/> B. Evidence that young homeless children are enrolled in preschool programs administered by the LEA.</p>	<input type="checkbox"/> Compliant <input type="checkbox"/> Action Plan Approved <input type="checkbox"/> Evidence Needed <input type="checkbox"/> Noncompliant <input type="checkbox"/> N/A <input type="checkbox"/> N/A – Limited		

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		<p>Evidence may include: enrollment forms, referral logs, documentation of coordination of LEA early learning programs and community preschool supports, or referrals for special services for young homeless children under Title I, Part C.) <input type="checkbox"/> C. Evidence that the LEA’s <i>Child Find</i> notice includes language specific to homeless students. (Sample can be found on the OSPI Homeless Education website if needed.)</p>			
10.9	<p>Community Collaboration <i>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.</i> McKinney-Vento Sec 722(g)(5)(A)(B)(C)</p>	<p>LEA Level <input type="checkbox"/> 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.</p> <p><i>Evidence must demonstrate coordination beyond routine community donations to schools such as food baskets, coats, etc.</i></p> <p><i>Evidence may include presentations provided to community groups, logs, meeting minutes, correspondence, agendas, etc. to show that the LEA actively works with and informs community organizations regarding the identification and support of homeless children and youth.</i></p>	<input type="checkbox"/> Compliant <input type="checkbox"/> Action Plan Approved <input type="checkbox"/> Evidence Needed <input type="checkbox"/> Noncompliant <input type="checkbox"/> N/A <input type="checkbox"/> N/A – Limited		
10.10	<p>Posting of Rights and Parent Information <i>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).</i> McKinney-Vento Sec 722(g)(6)(A)(vi); SSB 6074, WA state Laws of 2014, ch. 212</p>	<p>LEA and Building Level <input type="checkbox"/> A. Evidence of NCHE posters in all LEA buildings and in the community, brochures, homeless student rights posted on LEA website, etc. <i>Evidence should also appear throughout the community where homeless people are likely to see them. e.g., public libraries, shelters, soup kitchens, etc.</i> <input type="checkbox"/> B. Evidence of the NCHE parent brochure readily available in all school buildings. The NCHE parent</p>	<input type="checkbox"/> Compliant <input type="checkbox"/> Action Plan Approved <input type="checkbox"/> Evidence Needed <input type="checkbox"/> Noncompliant <input type="checkbox"/> N/A <input type="checkbox"/> N/A – Limited		

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		brochure titled, “What You Need to Know to Help Your Child in School” can be ordered on the OSPI website or found here: http://www.k12.wa.us/HomelessEd/Posters.aspx <input type="checkbox"/> C. Evidence of any additional McKinney-Vento parent information regarding services and supports for students experiencing homelessness (to be disseminated beginning of school year and upon enrollment).			
10.11	Title I Set-Aside <i>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)</i>	LEA Level <i>For initial review of Item 10.11 A-D, OSPI staff will review LEA’s McKinney-Vento Set-Aside Needs Assessment submitted with the 2019–20 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.</i> <i>In lieu of submitting documentation for initial review, for this item please add a comment into the notes field “see iGrants needs assessment.”</i> <input type="checkbox"/> A. Dollar amount of set-aside. <input type="checkbox"/> B. Evidence that the set-aside amount is sufficient to meet the unique needs of identified homeless students. <input type="checkbox"/> C. Provide description/ documentation explaining how Title I, Part A set-aside dollars for homeless students are spent. <input type="checkbox"/> D. If funds other than Title I, Part A are used to support the needs of homeless students, show evidence of the <i>sources and amounts of these funds.</i>	<input type="checkbox"/> Compliant <input type="checkbox"/> Action Plan Approved <input type="checkbox"/> Evidence Needed <input type="checkbox"/> Noncompliant <input type="checkbox"/> N/A <input type="checkbox"/> N/A – Limited		