

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

**MCKINNEY-VENTO HOMELESS ASSISTANCE ACT, [42 U.S.C. Section 11433(d)],  
SUBTITLE VII-B REAUTHORIZED BY TITLE IX, PART A OF ESSA, EFFECTIVE 10/1/2016**

Indicators for Program Management	Supporting Documentation	C	NC	N/A	Comments
1. The school system designates a liaison and that the school system will adopt policies and practices to ensure participation by liaisons in professional development and other technical assistance activities for homeless children and youths. [ESEA Sec. 722(g)(6), 42 U.S.C. Section 11432(g)(1)(J)]					
a. Evidence the local liaison carries out the duties listed in ESEA Sec. 722(g)(6)(A)	<ul style="list-style-type: none"> <li>Current Homeless Planning Worksheet</li> <li>Outline of weekly duties</li> <li>Liaison's calendar</li> </ul>	○	○	○	
b. Evidence the school system utilizes data for its needs assessment and program planning.	<ul style="list-style-type: none"> <li>Results of the school system's needs assessment</li> </ul>	○	○	○	
c. Evidence the school system 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 school system meetings, agendas, notes)	<ul style="list-style-type: none"> <li>Copies of (2-3) school systems agendas and sign-in sheets from meetings that show periodic review and/or updates of policies and procedures for homeless students</li> <li>Copies of meeting notes related to policy updates</li> </ul>	○	○	○	
d. Evidence the local liaison participates in professional development and technical assistance activities.	<ul style="list-style-type: none"> <li>Copies of (4-5) professional development certificates</li> </ul>	○	○	○	

Indicators for Support		Supporting Documentation	C	NC	N/A	Comments
2. The school system and local liaison must ensure that homeless children and youths are identified through outreach and coordination activities with other entities and agencies. [ESEA Sec. 722(g), 42 U.S.C. Section 11432(g)(6)(A)]						
a. Evidence the local liaison and schools made decisions of the homeless set-aside and used the reserved funds to carry out activities and strategies consistent with the school system's Homeless Policy.	<ul style="list-style-type: none"> <li>Support academic progress</li> <li>Support student attendance</li> <li>Support immediate enrollment</li> <li>Eliminate barriers, such as               <ul style="list-style-type: none"> <li>» transportation</li> <li>» paperwork from previous school</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Copies of (2-3) invoices that support items related to the budget and the corresponding Homeless Policy provided in section 15</li> </ul>	○	○	○	
b. 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 of (2-3) 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>	○	○	○	
c. Evidence of services and assistance to attract, engage, and retain homeless children and youths, and unaccompanied youth, in public school programs and services provided to non-homeless children and youths.	<ul style="list-style-type: none"> <li>Tutoring and academic support</li> <li>Preparation for postsecondary education</li> <li>Special education support</li> </ul>	<ul style="list-style-type: none"> <li>Copies of (2-3) invoices for materials and supplies and/or from contracts for programs and services</li> <li>Copies of (2-3) Liaison or counselor records on reviews of academic needs</li> <li>Liaison contact logs and barrier tracking records</li> </ul>	○	○	○	
d. Evidence of providing pupil support or emergency services to eligible students as necessary to enroll and retain such children and youths in school.		<ul style="list-style-type: none"> <li>Copies of (2-3) contracts for services provided such as health or violence prevention counseling, or referrals for other pupil support or emergency services</li> </ul>	○	○	○	

Indicators for Support	Supporting Documentation	C	NC	N/A	Comments
3. The school system 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 school system. [ESEA Sec. 722(g)(3)(E)(iii)]					
a. Evidence of written, system-specific Dispute Resolution Procedure and/or system-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 school system's Dispute Resolution Policy/Procedure</li> <li>Copy of system-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>	○	○	○	
b. 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 of (2-3) inquiries and complaints made by community group(s) concerning barriers to enrollment</li> </ul>	○	○	○	
4. The school system ensures transportation to the school of origin is provided upon request. [ESEA Sec. 722(g)]					
a. Evidence transportation is provided to homeless students, including preschool, upon request	<ul style="list-style-type: none"> <li>Copies of (2-3) pupil transportation records</li> <li>Liaison contact logs and barrier tracking records</li> </ul>	○	○	○	
5. The school system disseminates public notice of educational rights of homeless children and youths 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 system-specific information	<ul style="list-style-type: none"> <li>Photos of (4-5) posters, brochures, and notices in different languages posted in several locations (e.g., shelters, schools, food banks, libraries, etc.)</li> </ul>	○	○	○	
b. Evidence of locations where materials are posted, events where they were made available, etc.	<ul style="list-style-type: none"> <li>List of locations where the school system has posted homeless information (e.g., shelters, schools, food banks, libraries, etc.)</li> </ul>	○	○	○	

Indicators for Outreach and Collaboration	Supporting Documentation	C	NC	N/A	Comments
6. The school system and local liaison must ensure that homeless families and children and youths have access to and receive educational services for which families are eligible and that they receive referrals to health care services, dental services, mental health and substance abuse services, and other appropriate services. [42 U.S.C. § 11432(g)(6)(A)]					
a. Evidence of education and training programs for parents of homeless children and youths 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 of (2-3) agendas, sign-in sheets, meeting announcements/flyers, etc. indicating when, where, and who the meeting was for and what the meeting was about</li> </ul>	○	○	○	
b. 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 of (2-3) emails, phone logs, training PPTs with state coordinator</li> <li>Copies of (2-3) emails with other educators and pupil services personnel, meeting notes, and sign-in sheets (with signatures and titles)</li> </ul>	○	○	○	
c. 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.	<ul style="list-style-type: none"> <li>Copies of (2-3) invoices for early childhood education programs</li> <li>List the program(s) used for homeless preschool children</li> </ul>	○	○	○	
d. Evidence of before- and after-school programs, mentoring, and summer programs for homeless children and youths	<ul style="list-style-type: none"> <li>Copies of (2-3) invoices for materials and supplies and/or from contracts for before- and after- school programs, mentoring, and summer programs</li> <li>Copies of (2-3) feedback questionnaire -teacher, student, parent, schools, other stakeholders - regarding satisfaction and effectiveness</li> </ul>				
e. Evidence of communication to school personnel regarding the identification of homeless students.	<ul style="list-style-type: none"> <li>Copies of (2-3) emails, correspondences, agendas and phone logs used to communicate with school personnel in reference to homeless students</li> </ul>				
f. Evidence of ongoing identification and record keeping procedures for homeless students, such as: residency questionnaires, intake forms, spreadsheets, and database programs in use by school system	<ul style="list-style-type: none"> <li>Copies of (2-3) completed residency forms, completed referral forms, intake forms, Edlink reports, and spreadsheets used by school system to track homeless students</li> </ul>				