# Virginia Department of Education Federal Program Monitoring for Title IX, Part A McKinney-Vento Homeless Assistance Act Education for Homeless Children and Youth Program Under the Every Student Succeeds Act

**Date of monitoring:**

**Monitor:**

**Attendees:**

## I. The LEA has established an appropriate infrastructure for implementation of the McKinney-Vento Education of Homeless Children and Youth Program.

#### Guiding Question

### 1.1 Does the LEA review and revise policies to remove barriers and adopt policies and practices to ensure that homeless children and youth are not stigmatized or segregated based on their status as homeless? §722(g)(1)(J)(i)

##### Acceptable Evidence

* Local homeless education policy
* Reports on homeless students in more restrictive settings, including any suspensions and expulsions (see Cover Sheet data)

**Interview Questions**

##### How does the percentage of homeless youth placed on homebound/homebased compare to the overall local percentage?

##### How does the rate of suspensions and expulsions for students experiencing homelessness compare to other groups?

###### Local Agency Response

Click or tap here to enter text.

###### State Educational Agency Response

###### Sufficient Documentation

Yes  No  NA

### Guiding Question

### 1.2 Has an appropriate staff person been designated as the LEA liaison for homeless children and youth who is able to perform the duties described in Title IX, Part A? §722(g)(1)(J)(ii)?

#### Acceptable Evidence

* LEA staff directory that identifies the liaison
* LEA website that identifies the liaison
* Evidence that time allotted to perform duties is reasonable given the number of students identified as homeless

#### Interview Questions

* What was the rationale for including the liaison in his/her current department?
* How is the liaison position classified in HR?
* Approximately how many hours/week is the liaison using to fulfill McKinney-Vento responsibilities?

#### Local Educational Agency Response

Click or tap here to enter text.

#### State Educational Agency Response

#### Sufficient Documentation

Yes  No  NA

### Guiding Question

### 1.3 How does the LEA liaison learn about liaison responsibilities under McKinney-Vento? §722(f)(5) and (6), §722(g)(1)(J)(iv) & §722(g)(2)

#### Acceptable Evidence

* Evidence that the liaison for homeless children and youth has participated in training identified by the state coordinator (e.g., certificates of attendance). Project HOPE-VA events are tracked internally. Documentation for these events is not required.

#### Interview Question

* In what professional development activities has the liaison participated related to McKinney-Vento responsibilities?
* Are there topics the liaison would like to see offered by the state?

#### Local Educational Agency Response

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#### State Educational Agency Response

#### Sufficient Documentation

Yes  No  NA

### Guiding Question

### 1.4 How does the liaison ensure LEA personnel are aware of the LEA’s McKinney-Vento responsibilities and the needs of homeless children and youth? §722(g)(1)(D), §722(g)(6)(A)(ix) & §722(g)(6)(B) and (C)

#### Acceptable Evidence

* Evidence that the LEA liaison or LEA staff conducts outreach to relevant LEA staff to inform them of McKinney-Vento rights and services for homeless children and youth, such as copies of agendas, minutes, handouts, or notes
* Professional development schedule and tracking

#### Interview Question

* How does the liaison ensure all staff have basic McKinney-Vento information?
* How frequently is McKinney-Vento information shared?
* How do school personnel receive appropriate information and technical assistance on the educational rights and needs of homeless students?
* Is public notice of the educational rights of homeless children and youth disseminated to all schools where such children and youth are eligible to receive services under the McKinney-Vento Act?

#### Local Educational Agency Response

Click or tap here to enter text.

#### State Educational Agency Response

#### Sufficient Documentation

Yes  No  NA

### Guiding Question

### 1.5 How does the LEA ensure that community agencies that serve homeless individuals are made aware of the rights of homeless students?

### §722(g)(6)(A)(i) & §722(g)(6)(B) and (C)

#### Acceptable Evidence

* Evidence that the LEA liaison or LEA staff conducts outreach to relevant community groups to inform them of McKinney-Vento rights and services for homeless children and youth, such as copies of agendas, minutes, handouts, or notes

#### Interview Question

* How do service providers, and advocates working with homeless families receive appropriate information and technical assistance on the educational rights and needs of homeless students?
* Is public notice of the educational rights of homeless children and youth disseminated within the community where such children and youth and their families receive services such as family shelters and soup kitchens?
* Where else are the rights of homeless students posted?
* What other community activities are conducted to raise awareness of McKinney-Vento rights?

#### Local Educational Agency Response

Click or tap here to enter text.

#### State Educational Agency Response

#### Sufficient Documentation

Yes  No  NA

## II. The LEA implements procedures to address the identification, enrollment, and retention of homeless students through coordinating and collaborating with other program offices and community agencies.

### Guiding Question

### 2.1 How does the LEA identify students experiencing homelessness and transmit these data to the SEA? §722(g)(6)(A)(i)

#### Acceptable Evidence

* Written documentation or summaries of homeless students’ initial primary nighttime residence
* Analysis of identification rate compared to SAIPE (See Cover Sheet Data)
* The most recent copy of any evaluation reports of McKinney-Vento services or subgrant project

#### Interview Questions

* How does the LEA identify students who are homeless and enter the data in the student management system?
* Does the LEA use a housing questionnaire during enrollment and during back-to-school activities?
* What activities are performed to verify accuracy of data for homeless students?
* How are preschoolers identified and reported?
* How are out of school youth identified and reported?

#### Local Educational Agency Response

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#### State Educational Agency Response

#### Sufficient Documentation

Yes  No  NA

### Guiding Question

### 2.2 How and from what sources does the LEA collect information to determine the ongoing needs of homeless students in the LEA? §722(f)(1) and (3) §722(g)(6)(A) and (C)

#### Acceptable Evidence

* Student needs assessments
* Data and summary reports from other program offices in the LEA and other community agencies concerning the educational needs of homeless children and youth in the LEA
* LEA Report Card

#### Interview Question

* How does the LEA coordinate programs and services between the LEA and other agencies to assist in the identification, enrollment, and retention of homeless students?

#### Local Educational Agency Response

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#### State Educational Agency Response

#### Sufficient Documentation

Yes  No  NA

### Guiding Question

### 2.3 How does the LEA ensure coordination among LEA programs, including Title I, Part A, Title III, special education, and career and technical education? §722(g)(4) and (5) & §722(g)(6)(iv)

#### Acceptable Evidence

* Evidence that the LEA ensures that homeless students receive Title I, Part A, services through sections of the consolidated application and schoolwide program plans addressing the educational needs of homeless students (See Cover Sheet)
* Description of activities funded through the LEA Title I, Part A, reservation for homeless students
* Evidence that the liaison coordinates with other LEA programs (e.g., schedules, agendas, minutes, notes, or handouts)

#### Interview Question

* How does the liaison coordinate across LEA programs to assist in the identification, enrollment, and retention of homeless students?
* How does the liaison coordinate with the LEA Welcome Center or other process used to enroll EL students?
* Has the liaison presented to the local special education advisory committee?

#### Local Educational Agency Response

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#### State Educational Agency Response

#### Sufficient Documentation

Yes  No  NA

### Guiding Question

### 2.4 How does the LEA ensure that homeless students are immediately enrolled and assisted with basic school requirements (e.g., records transfer, health and immunization records, and residency)? §722(g)(3)(C) and §722(g)(7)

#### Acceptable Evidence

* Evidence that the LEA annually reviews and revises policies and practices to ensure they do not act as barriers to enrolling homeless students, such as agenda, minutes, or notes from meetings where these reviews occur
* Enrollment records with date of presentment and date of initial attendance

#### Interview Question

* How does the LEA review and revise policies and practices (such as those regarding immunization and health records, residency requirements, birth certificates, school records, and guardianship) to ensure they do not act as barriers when enrolling homeless students?
  + What data (barrier logs, technical assistance logs, etc.) are used to inform practices?
* What processes are in place to address barriers and other challenges identified?
* How does the LEA document that students experiencing homelessness are immediately enrolled in school and provided assistance in obtaining any missing enrollment documents?

#### Local Educational Agency Response

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#### State Educational Agency Response

#### Sufficient Documentation

Yes  No  NA

### Guiding Question

### 2.5 How does the LEA ensure enrollment in the school of origin when determined to be in the best interest of the child? §722(g)(3)(A)(i), §722(g)(3)(B), & §722(g)(6)(A)(vii) and (viii)

#### Acceptable Evidence

* Best interest determination forms
* Case notes
* Evidence that parents/youth are informed of their rights under McKinney-Vento (e.g., parent/youth signatures verifying receipt of rights, case notes)
* List of students maintaining school of origin

#### Interview Question

* How are the parents or guardians of homeless children and youth and unaccompanied homeless youth informed of the educational opportunities available and provided meaningful opportunities to participate in educational decision-making?
* How does the LEA conduct best interest determinations for placement decisions?

#### Local Educational Agency Response

Click or tap here to enter text.

#### State Educational Agency Response

#### Sufficient Documentation

Yes  No  NA

### Guiding Question

### 2.6 How does the LEA ensure transportation to the school of origin? §722(g)(1)(J)(iii), §722(g)(5)(A)(ii), & §722(g)(6)(A)(viii)

#### Acceptable Evidence

* Evidence that the LEA ensures that transportation to the school of origin is provided upon request
* Transportation referral forms
* Invoices and receipts for transportation to the school of origin

#### Interview Question

* How is transportation provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the LEA homeless liaison), to and from the school of origin?

#### Local Educational Agency Response

Click or tap here to enter text.

#### State Educational Agency Response

#### Sufficient Documentation

Yes  No  NA

### Guiding Question

### 2.7 What special activities are undertaken on behalf of preschool children experiencing homelessness? §722(g)(1)(F)(i) and §722(g)(6)(A)(iii)

#### Acceptable Evidence

* Sample letters and/or meeting agendas with Head Start, Early Childhood Special Education, Virginia Preschool Initiative, and Early Intervention
* Enrollment data for preschoolers
* Case notes
* Referrals to early childhood programs

#### Interview Question

* Does the LEA enrollment form and/or MV housing questionnaire request information about younger siblings?
* How does the liaison coordinate with early intervention and preschool programs, including community agencies?
* Do preschool-aged s children experiencing homelessness receive educational services for which they are eligible, including access to Head Start and preschool programs administered by the LEA?

#### Local Educational Agency Response

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#### State Educational Agency Response

#### Sufficient Documentation

Yes  No  NA

### Guiding Question

### 2.8 What special activities are undertaken on behalf of unaccompanied or out-of-school youth experiencing homelessness? How do students experiencing homelessness receive assistance from counselors to advise such youth, and prepare and improve their readiness for college? §721(4), §722(g)(1)(F)(ii), §722(g)(1)(K), §722(g)(6)(A)(x), §722(g)(7)(C)

#### Acceptable Evidence

* Sample letters and/or meeting agendas
* Credit accrual strategies/policies
* Evidence unaccompanied homeless youth are notified of their independent status on the FAFSA.
* On-time graduation and dropout rates disaggregated by homeless status (See Cover Sheet)
* Review of academic and career plans for youth experiencing homelessness

#### Interview Question

* Does the LEA homeless liaison assist unaccompanied homeless youth with school placement decisions?
* How are the needs of homeless youth addressed in high school retention efforts?
* How do the rates of graduation compare to other LEA subgroups?
* Does the LEA monitor graduation rates and college and career ready status for students experiencing homelessness?

#### Local Educational Agency Response

Click or tap here to enter text.

#### State Educational Agency Response

#### Sufficient Documentation

Yes  No  NA

## III. The LEA has a system for ensuring the prompt resolution of disputes.

### Guiding Question

**3.1 Does the LEA have a written LEA dispute resolution process, and does it track pre-dispute inquiries concerning barriers to enrollment? §722(g)(1)(C) and §722(g)(3)(E)**

#### Acceptable Evidence

* Written dispute resolution policy
* Examples of written notification to parents and unaccompanied homeless youth regarding placement decisions when they are different from what was requested
* Evidence that LEA implements a process for the prompt resolution of disputes, such as a phone log, notes, or e-mail messages

#### Interview Questions

* What is the local process for providing written notice?
* Are enrollment disputes mediated in accordance with Virginia’s dispute resolution process?

#### Local Educational Agency Response

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#### State Educational Agency Response

#### Sufficient Documentation

Yes  No  NA

### 3.2. What is the LEA’s process to review or investigate disputes brought by parents/youth? §722(g)(1)(C) and §722(g)(3)(E)

#### Acceptable Evidence

* Records indicating that enrollment disputes are investigated and resolved in a timely manner
* Evidence that students are enrolled and provided transportation during the dispute resolution process

#### Interview Questions

* How are parent/unaccompanied homeless youth appeals resolved?

#### Local Educational Agency Response

Click or tap here to enter text.

#### State Educational Agency Response

#### Sufficient Documentation

Yes  No  NA

## IV. The LEA monitors academic progress and success of students experiencing homelessness.

### Guiding Question

### 4.1. How does the LEA ensure that students experiencing homelessness are included in statewide assessments? §722(g)(1)(A)

#### Acceptable Evidence (See Cover Sheet)

* Reports of statewide assessment performance of students experiencing homelessness enrolled in the LEA for the last school year
* Disaggregated SOL performance by homeless flag
* Disaggregated attendance rates
* See 2.6 for additional older youth data/documentation

#### Interview Questions

* How does the LEA use statewide assessment data to identify the needs of students experiencing homelessness?
* How are students experiencing homelessness included in chronic absenteeism efforts?

#### Local Educational Agency Response

Click or tap here to enter text.

#### State Educational Agency Response

#### Sufficient Documentation

Yes  No  NA

## V. LEA subgrant plans for services to eligible homeless students meet all requirements. [§723]

### Guiding Question

### 5.1. Does the LEA conduct program evaluation to determine its effectiveness? §723(b)(1)

#### Acceptable Evidence

* Most recent reports of statewide assessment performance of students experiencing homelessness enrolled in the LEA for the last school year
* Progress on standards and indicators

#### Interview Question

* Are student academic outcomes addressed in the LEA’s McKinney-Vento subgrant application and annual report? How are these data used for program improvement?

#### Local Educational Agency Response

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#### State Educational Agency Response

#### Sufficient Documentation

Yes  No  NA

### Guiding Question

### 5.2. What kind of internal fiscal controls does the LEA have in place to account for the use of subgrant funds in a way that meets federal requirements? §723(a)(2)(A)(iii) & §723(a)(3)

#### Acceptable Evidence

* Evidence the subgrant expands/improves services provided as part of regular academic program
* Written contracts for any LEA subcontracts of EHCY activities to third-party organizations
* Evidence the LEA implements required and authorized activities (e.g., budget reports at the end of a fiscal year, records of expenditures, carryover, and other summary reports)
* A current list of all personnel (instructional and administrative staff) paid with McKinney-Vento subgrant funds

#### Interview Questions

* How does the LEA conduct its needs assessment, action planning, and program evaluation as part of the McKinney-Vento subgrant process?
* Does the subgrant expand or improve services provided as part of the regular academic program?
* Does the LEA subcontract with third party organizations? If so, what is the decision-making process used for making awards and monitoring performance?
* Are reimbursement requests, amendments, and other fiscal requirement processes followed?
* Are LEA personnel paid with the McKinney-Vento subgrant funds? If so, how are these salaries calculated and reimbursed?

#### Local Educational Agency Response

Click or tap here to enter text.

#### State Educational Agency Response

#### Sufficient Documentation

Yes  No  NA

## VI. LEA use of American Rescue Plan-Homeless Children and Youth Funds

### Guiding Question

### 6.1. Is the LEA using ARP-HCY funds to enhance identification and services provided to students experiencing homelessness?

#### Acceptable Evidence

* Year-to-date McKinney-Vento counts compared to previous years
* Case notes
* Enhanced planning since the initial application
* Agendas/minutes related to implementation and use of funds
* Reimbursements and amendments submitted

#### Interview Question

* How are the funds being used? For what purposes?
* Have funds been expended? If so, what percentage of the award?
* Is the LEA collaborating with community-based organizations (CBOs)? Is this collaboration to reach historically underserved populations?
* What questions or suggestions need state assistance in using these funds?

#### Local Educational Agency Response

Click or tap here to enter text.

#### State Educational Agency Response

#### Sufficient Documentation

Yes  No  NA

### Guiding Question

### 6.2. Is the LEA monitoring the impact of ARP-HCY funds on attendance, student/family engagement, student success, or other outcomes?

#### Acceptable Evidence

* Logic Model and documentation collected
* Survey results
* Pre- post-results for attendance related to a funded intervention(s)

#### Interview Question

* Does the LEA participate in the ARP-HCY Communities of Practice?
* What data is being collected to monitor progress?
* Are there anecdotal stories demonstrating the impact of these additional funds?

#### Local Educational Agency Response

Click or tap here to enter text.

#### State Educational Agency Response

#### Sufficient Documentation

Yes  No  NA