

The background is a collage of two images. The top-left portion shows a line of yellow school buses, with the word 'SCHOOL BUS' visible on the front of one. The bottom-right portion shows a classroom with blue walls, decorated with colorful balloons and framed pictures. There are several desks and chairs arranged in the room.

# Title I, Part A District Coordinator Webinar

May 25, 2023



Kentucky Department of  
**EDUCATION**

# Logistics

- Submit questions or comments in the chat or send an email to [erin.sudduth@education.ky.gov](mailto:erin.sudduth@education.ky.gov).
- The webinar will be recorded and posted on the Title I Documents and Resources webpage.

# Recap from April Webinar

- Review and discussion of new [Title I, Part A Carryover Information](#) document available on the Kentucky Department of Education (KDE) Title I, Part A Documents and Resources webpage.
  - Background information and explanation of terms
  - Title I, Part A 15% carryover limitation
  - Spending carryover funds/Carryover of required reservations
  - Carryover limitation waiver
  - Creating a process for monitoring carryover

# Agenda

- Reminders
- Statewide federal programs training
- Updating Person Role Manager
- In this month's Title I newsletter
- Students experiencing homelessness

# Reminders

- Check the status of your open applications in the Grant Management Application and Planning system (GMAP) to ensure any outstanding items have been addressed and the application has been marked “KDE Consolidated Consultant Approved.”
  - Don’t forget to check applications from previous years.
- All fiscal year (FY) 2021 funds must be **obligated by June 30, 2023**, as stated on the [FY 2021 award notification](#).
  - FY2021 includes projects 310G, 310GM, 310GN, 310GP.

# Statewide Federal Programs Training

- June 13-15, 2023 (same content offered three different days)
- Central Bank Center in downtown Lexington
- Training provided by [The Bruman Group](#) (formerly Brustein & Manasevit)
- We strongly encourage the district superintendent, finance officer and federal programs coordinator to attend.
- The [registration form](#) will remain open until the training, please register early to secure a spot for your preferred date.

# Person Role Manager

- KDE's list of recipients for Title I emails is generated by a program called Person Role Manager.
- District contacts listed in Person Role Manager feed into the [Open House](#) website.
- Districts must check and update, if necessary, the name of the Title I coordinator for their district to ensure the correct person receives communication from KDE in a timely manner. This process includes adding new coordinators, as well as removing coordinators no longer working with the Title I, Part A program.
- Updates are made by the district Web Apps Admin Point of Contact (WAAPOC).

# Updating Person Role Manager

- Verify the Title I coordinator by selecting your district on the [Open House](#) website.
- If the role is blank or incorrect, the update must be made in Person Role Manager via [KDE Web Applications](#).
- For Title I coordinators who are listed but no longer should be, their Role Status must be changed to “inactive” and a Role End Date entered via KDE Web Applications | Person Role Manager.
- To add a Title I coordinator, the Role Status must be set to “active” and a Role Start Date entered. Also ensure an email address is entered on the demographic screen. This should be done via KDE Web Applications | Person Role Manager as well.



# In This Month's Title I Newsletter

- Make sure you didn't miss our [May Title I newsletter!](#)
  - The Bruman Group training registration
  - Reviewing and revising school parent and family engagement policies and compacts
  - Wrapping up equitable services for private schools
  - Reminder: Ask your consultant about allowability
  - Reminder: Final FY2023 allocations
  - House Bill 32 and paraeducator requirements

# Homeless Definition

- Under Section 11434(a) of the McKinney-Vento Act, the term “homeless children and youths” means individuals who lack a fixed, regular and adequate nighttime residence. This may include:
  - Sharing the housing of other persons due to the loss of housing, economic hardship or a similar reason (“doubled up”)
  - Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations
  - Living in emergency or transitional shelters
  - Abandoned in hospitals
  - Primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings
  - Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings

# Homeless Liaison

- Section 11432(g)(1)(J)(ii) of the McKinney-Vento Act requires local educational agencies (LEAs) to designate an appropriate staff person as the LEA liaison for homeless children and youths.
  - [Local Homeless Education Liaisons: Understanding Their Role Brief](#)
- The name and contact information for the homeless liaison must be up to date in [Open House](#).
- [704 KAR 7:090](#) requires all homeless liaisons complete the annual training approved by KDE for the current year.

# Homeless Education Posters

- Homeless Education posters (both English and Spanish) versions are on display throughout the district in appropriate locations where they can be easily seen by students and families.
  - Schools, shelters, public libraries, soup kitchens, etc.
- Districts may order up to 10 new posters each school year at no charge from the [National Center for Homeless Education](#) (NCHE).
- Ensure the district and state homeless liaison contact information on each poster is accurate.
  - State contact information available on KDE's [Title IX, Part A – Education for Homeless Children and Youth](#) webpage.

# Awarding Credit and Diplomas

- Consistent with [KRS 156.160\(1\)\(p\)](#), and to the extent feasible, homeless children and unaccompanied youth should be awarded credit, including partial credit, for all coursework satisfactorily completed. [See [704 KAR 7:090\(2\)\(4\)](#).]
- The district must adopt **written procedures** to ensure credit, including partial credit, is awarded for all coursework satisfactorily completed by homeless children and unaccompanied youth. [See [704 KAR 7:090\(2\)\(5\)](#).]
- The district must adopt **written procedures** for awarding a high school diploma to homeless children and unaccompanied youth who transfer after the completion of the second year of high school and meet the requirements outlined in KRS 156.160(1)(p). [See [704 KAR 7:090\(2\)\(7\)](#).]

# Credit Procedure Requirements

- Full list of required components available on the [Title I, Part A District Consolidated Monitoring Checklist](#)
  - Tool or methodology the district shall use to calculate credit
  - Consolidation of partial credit
  - Provide access to extracurricular and summer programs, credit transfer and electronic course services, after-school tutoring and other extended school services at no cost
- NCHE's [Maximizing Credit Accrual and High School Completion for Homeless Students](#) and SchoolHouse Connection's [Awarding and Accepting Partial Credits for Students Experiencing Homelessness](#) are both great resources to consult.

# Homeless Set Aside Funds

- Section 1113(c)(3)(A) of the Every Student Succeeds Act (ESSA) requires all districts set aside a reasonable and necessary amount to provide services for homeless children at Title I and non-Title I schools.
  - Must be used to provide comparable services to those provided to children in Title I schools.
  - May be used to remove barriers that prevent regular attendance or provide additional support such as tutoring, before/after/summer school programs.
  - May be used to meet basic needs of students experiencing homelessness so they may participate more fully in school (clothing, supplies, health).
  - May be used to provide transportation to a homeless student's school of origin.

# Determining the Set Aside Amount

- No set formula for determining the amount, but the methodology used must be included in the homeless narrative on the district set-aside page in GMAP. Possible methodologies include:
  - Needs assessment
  - Per pupil amount
  - Specific percentage based on the district's poverty level or total Title I, Part A allocation
  - Historical homeless expenditure data
- **Once the district has determined the appropriate amount to reserve and the application receives KDE approval, that amount cannot be decreased.**



# Uses of Funds

- Supplemental
- Expenditures must be reasonable, allocable and necessary
- Addressing identified needs
- Focus on educational programming
- NCHE's [Serving Students Experiencing Homelessness Under Title I, Part A](#) brief contains some example allowable uses of funds

# Supporting Documentation

- Policies
- Written processes and procedures specific to your district
- Evidence of training (agendas, sign-in sheets, training materials)
  - Example topics: Identification and enrollment; procedures for awarding credit and diplomas; trauma-informed care; etc.
- Posters on display
- Purchase orders, invoices, receipts

# Questions?

# Upcoming Webinar Dates

- Thursday, June 29, 10-11 a.m. ET
- Thursday, July 20, 10-11 a.m. ET
- Thursday, Aug. 31, 10-11 a.m. ET
- Thursday, Sept. 28, 10-11 a.m. ET
- Thursday, Oct. 26, 10-11 a.m. ET
- Thursday, Nov. 16, 10-11 a.m. ET
- Thursday, Dec. 14, 10-11 a.m. ET