

McKinney-Vento Homeless Assistance Act District Monitoring



Monitoring Form

Introduction

The purpose of the McKinney-Vento Homeless Assistance Act is to ensure that all homeless children and youth have equal access to the same free, appropriate public education, including public preschool education, provided to other children and youth. The primary focus of this program is to facilitate the enrollment, attendance and success of homeless children and youth in public schools.

The following form is used to evaluate a district's activities and procedures. Program compliance and/or effectiveness are determined based on district responses to indicators and supporting evidence for each monitoring question. Each section contains several monitoring questions that will be evaluated individually. When reviewing and completing the form, please note that each item evaluated contains suggested documentation with examples of records that may be submitted for review. This monitoring will include a mandatory review of a detailed Munis report for the program. Evidence should reflect activities since the beginning of the grant. Each section also contains statutory and regulatory authorities for reference during completion.

Directions

Please review and complete the sections in the form using the previous year's published data. Upon completion, please upload the completed self-assessment and all supporting documentation to your district's secure SharePoint site.

Key Abbreviations

American College Testing (ACT), Advanced Placement (AP), District Assessment Coordinator (DAC), Effective Instructional Leadership Act (EILA), Family Resource and Youth Services Centers (FRSYSC), for example (e.g.), General Educational Development Test (GED), Grant Management Application and Planning (GMAP), International Baccalaureate (IB), Infinite Campus (IC), Homeless Children and Youth (HCY), Local Education Agency (LEA), Scholastic Aptitude Test (SAT), that is (i.e.), and United States (US)

McKinney-Vento Homeless Assistance Act District Monitoring

1. Academic Assessment

Please use homeless and state assessment data from the previous school year to complete the Academic Assessment before the monitoring interview. This information will be referred to throughout the document.

Demographic Information

A. District name:

B. School year represented in data:

C. Total number of homeless students:

D. Number of homeless students scoring distinguished in reading:

E. Number of homeless students scoring proficient in reading:

F. Number of homeless students scoring apprentice in reading:

G. Number of homeless students scoring novice in reading:

H. Number of homeless students scoring distinguished in math:

I. Number of homeless students scoring proficient in math:

J. Number of homeless students scoring apprentice in math:

K. Number of homeless students scoring novice in math:

McKinney-Vento Homeless Assistance Act District Monitoring

Kentucky Department of Education Notes

2. HCY Academic Performance

Federal and state laws and federal non-regulatory guidance, hyperlinked below, provide expectations for HCY students regarding academic performance, academic standards, and student participation. The responses in this section should reflect the data reported in Section One.

[42 USC CHAPTER 119, SUBCHAPTER VI, Part B\(Federal McKinney-Vento Act\)](#)

[704 KAR 7:090\(2\)\(4\) \(Kentucky Homeless Education Law\)](#)

[“Education for Homeless Children and Youths Program Non-Regulatory Guidance”](#)

- A. The McKinney-Vento Homeless Assistance Act requires that HCY have opportunities to meet the same challenging state academic standards as the state establishes for other children and youth. Based on the data you entered in the previous section on the monitoring form, how do HCY perform academically compared to their non-HCY students in your district?
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- B. How are HCY students performing in comparison to the state average for all students?
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- C. Section 6 of Kentucky’s 704 KAR 7:090 requires that “not less than 50% of amounts provided under a grant to LEAs shall be used to provide primary services of tutoring, remedial education services, or other education services to homeless children or unaccompanied youth.” What targeted interventions and practices does the district have in place to ensure HCY students are reaching proficiency?
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McKinney-Vento Homeless Assistance Act District Monitoring

D. How does your program address the identified gaps between HCY students and non-HCY students?

E. What are the trends and patterns of academic performance over the last three years for HCY students?

F. How does the chronic absenteeism rate of HCY compare to their non-HCY in your district?

G. What is the district doing to reduce chronic absenteeism and support HCY students?

H. Describe how HCY are awarded credit, including partial credit, for all coursework satisfactorily completed under the methodology provided by 704 KAR 7:090(2)(4).

I. The U.S. Department of Education's "Education for Homeless Children and Youths Program Non-Regulatory Guidance" includes a table (p. 37) regarding supporting positive discipline and school climate for HCY students. How does the overall rate of disciplinary referrals and suspensions for HCY students compare to that of non-HCY students? What does the district do to reduce any higher rates of disciplinary referrals or suspensions?

Suggested Documentation

School Report Card (SRC) data, data analysis, meeting minutes, interview with DAC, annual performance reports, IC Early Warning Tool reports

Kentucky Department of Education Notes

McKinney-Vento Homeless Assistance Act District Monitoring

3. Removal of Barriers to School Enrollment

The McKinney-Vento Homeless Assistance Act requires that schools “review and revise any policies that may act as barriers to the identification of homeless children and youths or the enrollment of homeless children and youths.” Both the U.S. Department of Education’s Non-Regulatory Guidance and Kentucky’s 704 KAR 7:090 reinforce the removal of barriers for the educative needs of HCY students. The following questions relate to common barriers identified in the laws and regulations. Please use them to explain how your district serves HCY students.

Relevant Resources with hyperlinks:

[42 USC CHAPTER 119, SUBCHAPTER VI, Part B \(Federal McKinney-Vento Act\)](#)

[704 KAR 7:090\(2\)\(4\) \(Kentucky Homeless Education Law\)](#)

[“Education for Homeless Children and Youths Program Non-Regulatory Guidance”](#)

- A. The McKinney-Vento Homeless Assistance Act requires districts to “identify and remove any barriers that exist in schools within the agency’s jurisdiction...” Describe the district’s efforts to eliminate barriers to the enrollment, attendance and success of HCY students in the district.

 - B. The McKinney-Vento Homeless Assistance Act requires that “...where compulsory residency requirements or other requirements, in laws, regulations, practices or policies, may act as a barrier to the identification of, or the enrollment, attendance or success in school of, homeless children and youths [districts] in the state will review and undertake steps to revise such laws, regulations, practices or policies to ensure that homeless children and youths are afforded the same free, appropriate public education as provided to other children and youths.” Has the district implemented and reviewed or revised policies to eliminate barriers to the enrollment, attendance and success of HCY students?

 - C. The McKinney-Vento Homeless Assistance Act requires that, “homeless children and youths shall be provided comparable services described in the subsection, including transportation services.” This is echoed by Kentucky’s 704 KAR 7:090 which states that schools and districts must assist “the homeless student or unaccompanied youth to obtain the appropriate program and services, including transportation.” Explain the district’s efforts to provide transportation for HCY students that are at least comparable to regular students (including transportation needs related to extracurricular activities).
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McKinney-Vento Homeless Assistance Act District Monitoring

- D. Federal Non-Regulatory Guidance Question J-1 (p.27) addresses circumstances to consider when weighing the transportation interests of the student. Does the district provide transportation to homeless children or youth to the school of origin if this is deemed in the best interest of the student?
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Suggested Documentation

District policies and procedures that do not create enrollment and school attendance barriers, board meeting agendas and minutes, interviews, communication from the transportation director to appropriate personnel, cost reimbursement forms, MUNIS reports, written agreements with parents, best interest determination documentation, information provided to parents, documentation of assistance, completed records indicating that homeless students are receiving transportation to and from the school of origin (i.e., via bus, mileage reimbursement, purchase orders for gas cards)

Kentucky Department of Education Notes

4. Eligibility, Information, and Enrollment

Federal and state laws and federal non-regulatory guidance, hyperlinked below, explicitly define the eligibility for homelessness based on a student's nighttime residence. Examples of free and for-purchase posters can be found at <https://nche.ed.gov/downloads/>. The questions in this section should reflect the data reported in Section One.

Relevant Resources with hyperlinks:

[42 USC CHAPTER 119, SUBCHAPTER VI, Part B \(Federal McKinney-Vento Act\)](#)

[704 KAR 7:090\(2\)\(4\) \(Kentucky Homeless Education Law\)](#)

["Education for Homeless Children and Youths Program Non-Regulatory Guidance"](#)

- A. Do the students receiving services meet the definition of homelessness?

Yes

No

MV definition: Children or youth who lack a fixed, regular and adequate night-time residence.

McKinney-Vento Homeless Assistance Act District Monitoring

- B. Describe the processes you use to ensure homeless children and youth are effectively identified by school personnel and through coordinated activities with other entities and agencies.
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- C. How do your enrollment and identification numbers compare to surrounding LEAs, and why do you think you have similarities or differences?
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- D. Which type of living situation(s) is most prevalent? Examples of each type of living situation can be found the non-regulatory guidance Question A-1 (p.5).

Types of homeless living situations:

doubled-up

shelters and transitional housing

unsheltered (inadequate housing)

hotels/motels

- E. Are homeless education posters placed at each school and at the district office (both English and Spanish versions [if applicable])?

Yes

No

- F. Are the posters in a location where parents can easily see them?

Yes

No

- G. Section E of the McKinney-Vento Homeless Assistance Act, Section 4 of Kentucky 704 KAR 7:090, and Non-Regulatory Question K-1 address the dispute resolution process (p. 31). How are the HCY students and families made aware of the right to challenge placement and enrollment decisions?
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- H. If a dispute arises over school selection or enrollment, is the HCY student immediately enrolled in the school of choice pending dispute resolution? If you mark no, please describe the policies and procedures and the process and documentation provide documentation.

Yes

No

McKinney-Vento Homeless Assistance Act District Monitoring

- I. The McKinney-Vento Homeless Assistance Act requires that “each local educational agency liaison for homeless children and youth, designated under paragraph (1)(J)(ii), shall ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents or guardians of such children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians of homeless children and youths, and unaccompanied youths” Does the LEA liaison ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents or guardians of such children and youths and unaccompanied youths, including schools, shelters and soup kitchens, in a manner and form understandable to the parents and guardians of homeless children and youths and unaccompanied youth? Please provide documentation of these efforts. If you mark no, please describe the reason why this was not completed.

Yes

No

- J. The McKinney-Vento Homeless Assistance Act requires:
- K. “The local educational agency serving each child or youth to be assisted under this part shall, according to the child's or youth's best interest—
- continue the child's or youth's education in the school of origin for the duration of homelessness—
 - in any case in which a family becomes homeless between academic years or during an academic year; and
 - for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year”

Are students who cease to be homeless permitted to receive services until the end of the period for which service was originally intended— which may be the end of the school year or the end of a program cycle (preschool)? If you mark no, please describe the reason why this was not completed.

Yes

No

McKinney-Vento Homeless Assistance Act District Monitoring

Suggested Documentation

Enrollment posters, written statements of school placement decision and the appeal rights, district enrollment policies, posters, flyers, brochures and notifications posted in public places, intake forms, exit forms, and interviews, annual homeless count and trend data, data from Infinite Campus, district policy on identifying homeless families, training minutes, poverty data compared to homeless data (with high poverty you would expect higher rates of homelessness)

Kentucky Department of Education Notes

5. Local Liaison

Federal and state laws and federal non-regulatory guidance, hyperlinked below, describe the role and responsibility of the local homeless liaison in full detail. The questions in this section should reflect the data reported in Section One.

Relevant Resources with hyperlinks:

[42 USC CHAPTER 119, SUBCHAPTER VI, Part B \(Federal McKinney-Vento Act\)](#)

[704 KAR 7:090\(2\)\(4\) \(Kentucky Homeless Education Law\)](#)

[“Education for Homeless Children and Youths Program Non-Regulatory Guidance”](#)

- A. The McKinney-Vento Homeless Assistance Act requires that each district have a local liaison. Non-Regulatory Guidance Question F-1 (p. 16) outlines the responsibilities of the local liaisons. What person or persons was responsible for this role during the school year? Were there any lapses when there was not a liaison in place, or an interim liaison was in place? If so, please list the time and describe the transition.

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- B. Non-Regulatory Guidance Question F-1 (p.16) explains possible locations and ways to advertise the homeless liaison and services. How has the district communicated to students, families, school and district staff, shelter workers, and other community service providers that there is a designated local homeless liaison within the district to serve as a primary contact for identifying homeless families or for obtaining/providing services to those families (whether or not it receives a McKinney-Vento grant)?
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McKinney-Vento Homeless Assistance Act District Monitoring

- C. The McKinney-Vento Homeless Assistance Act requires, “homeless children and youths are identified by school personnel through outreach and coordination activities with other entities and agencies.” Explain and provide examples of how the homeless liaison coordinates services with other agencies.
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- D. Non-regulatory Questions F-2 (p. 17), H-1 (p.20), and M-4 (p.40) discuss services that homeless students are eligible to receive. What processes are in place to ensure that homeless students are linked to all services for which they are eligible, including tutoring and other academic support services?
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Suggested Documentation: Meeting minutes, agendas, emails, brochures promoting services and/or other programs, interview with the liaison and/or Title I coordinator, newspaper postings/articles and other examples of communication, student handbook information, flyers, district’s website

Kentucky Department of Education Notes

6. Provisions and Coordination of Services

Federal and state laws and federal non-regulatory guidance, hyperlinked below, describe the expectations regarding coordination of services for HCY students. Coordination of these services are an important part in the removal of barriers to learning. The questions in this section should reflect the data reported in Section One.

Relevant Resources with hyperlinks:

[42 USC CHAPTER 119, SUBCHAPTER VI, Part B \(Federal McKinney-Vento Act\)](#)

[704 KAR 7:090\(2\)\(4\) \(Kentucky Homeless Education Law\)](#)

[“Education for Homeless Children and Youths Program Non-Regulatory Guidance”](#)

- A. According to the Federal Non-Regulatory Guidance Question M-8 (p.43), “Under section 1112(b)(6) of the ESEA, an LEA must describe in its Title I, Part A plan the services it will provide homeless children and youths, including services provided with funds reserved under section 1113(c)(3)(A) of the ESEA, to support the enrollment, attendance and success of these children and youths. An LEA’s Title I, Part A application also should include a description of the method used for determining the amount reserved, whether by a needs assessment or some other method (e.g., past homeless student

McKinney-Vento Homeless Assistance Act District Monitoring

enrollment and support service cost data), and how the liaison was consulted or involved in determining the set-aside.” How is your district using Title I funds reserved in the district set-aside category for homeless?

- B. Federal Non-Regulatory Question M-5 (p. 41) explains that the funds can be used at Title I and non-Title I schools. Please describe the types of schools in your district where the funds are being used.
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- C. It is suggested by the Federal Non-Regulatory Guidance in “Tips for Facilitating Collaboration Between Title I and McKinney-Vento Act Programs (p.43)” that local liaisons and Title I coordinators collaborate to promote student needs. How is the homeless liaison working with the Title I coordinator to ensure the reservation is sufficient and aligned with student needs?
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- D. The McKinney-Vento Homeless Assistance Act requires that “that homeless children and youths shall be provided comparable services described in subsection (g)(4), including transportation services, educational services and meals through school meals programs.” How does the district offer comparable services to homeless students that are afforded to other students regarding transportation, educational services and meals?
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- E. According to Federal Non-Regulatory Guidance Question M-4 (p.40), “Title I, Part A funds may be used to provide a wide variety of services to homeless students. In addition to providing services to assist homeless students in meeting the state’s challenging academic standards, Title I, Part A funds may be used to provide services to homeless children and youths, including those in Title I schools, that may not ordinarily be provided to other Title I students. (ESEA section 1113(c)(3)(C)(ii)). For example, to help homeless students effectively take advantage of educational opportunities, an LEA may use Title I, Part A funds to provide, where appropriate, items or services...” Lastly, districts should be sure to review 702 KAR 3:220 which establishes that the mandatory waiver of fees shall apply to all charges, direct or indirect, which would otherwise be required for participation in school-sponsored courses, activities, programs, events or services, such as graduation fees required for participation (i.e., caps/gowns). Please check all the services your district provides and provide supporting evidence.

Birth certificates

Career and technical education

McKinney-Vento Homeless Assistance Act District Monitoring

Counseling and services to address anxiety impeding learning

Clothing and shoes [necessary to participate in physical education classes or particularly if necessary to meet a school's dress or uniform requirement]

Extended learning time

Extended school services

Extracurricular activities

Eyeglasses and hearing aids

Fees for AP and IB testing

Fees for college entrance exams such as SAT or ACT

Food

FRYSC's

GED testing for school-age students

Gifted services

Health referrals

Immunizations

Medical and dental services

Nutrition programs

Outreach services to students living in temporary residences

Parenting classes

Parental involvement

Personal school supplies such as backpacks and notebooks

Preschool programs

Special education

Student fees necessary to participate in the general education program

Transportation

Tutoring services, especially in shelters or other locations where homeless students live

McKinney-Vento Homeless Assistance Act District Monitoring

- F. For programs and services that are checked above (Question 5E), please explain how these are effective at meeting the needs of homeless students in your district. Also, please include documentation.
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Please describe the types of professional development related to homeless education and the McKinney-Vento Homeless Assistance Act offered in your district and upload documentation to support this work.

Our district offers:

Programs to raise the awareness among **educators and pupil services personnel** of the rights of homeless children.

Programs to raise the awareness among **educators of the special needs** of homeless children.

Programs to raise the awareness among **faculty and staff** for identifying and reporting suspected homelessness to the liaison.

Other:

- G. Is the district operating its McKinney-Vento grant program according to the approved application?

Yes, we wish to keep the application the same.

No, we need to discuss amendments to the application.

Suggested Documentation: District set-aside on the Title I GMAP application, detailed MUNIS budget, sign-in sheets, EILA certificates, agendas, minutes, approved application(s), interviews, financial reports, grant performance reports

Kentucky Department of Education Notes