



2017-2018  
 District Monitoring Form  
 McKinney-Vento Homeless Assistance Act

District:	Homeless Liaison:
Date(s) of Monitoring Visit:	KDE Program Monitor(s):

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 in school of homeless children and youth.

The following checklist is used in the evaluation of a district's activities and procedures. Program compliance and/or effectiveness is determined based on responses and supporting evidence for each of the monitoring questions. Each section contains several monitoring questions that will be evaluated individually. The list found beside *Suggested Documentation* within each monitoring question contains examples of documentation that may be submitted for review. Please note that in some cases, all items may not be required. Additionally, only documentation for the current school year must be submitted unless the program monitor(s) request(s) prior year information or it is applicable to the question.

Removal of Barriers to School Enrollment	YES	NO	N/A
<p>1. Has the district implemented <b>and</b> reviewed or revised policies to eliminate barriers to the enrollment, attendance, and success of homeless children and youth in school?</p> <p><b>Suggested Documentation:</b> District policies and procedures that do not create enrollment and school attendance barriers, board meeting agendas and minutes</p> <p><b>Notes:</b></p>			
<p>2. Has the district provided transportation that is comparable to transportation provided to students not experiencing homelessness (including transportation needs related to extracurricular activities)?</p> <p><b>Suggested Documentation:</b> Interviews, communication from the Transportation Director to appropriate personnel, cost reimbursement forms, MUNIS reports</p> <p><b>Notes:</b></p>			
<p>3. 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?</p> <p><b>Suggested Documentation:</b> 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)</p> <p><b>Notes:</b></p>			

School Enrollment	YES	NO	N/A
<p>4. Do homeless students experience delays in enrollment (and being placed in classes) that cause absences and educational disruption?</p> <p><b>Suggested Documentation:</b> Enrollment procedures/policies, intake forms</p> <p><b>Notes:</b></p>			
<p>5. Are Homeless Education posters in place at each school and at the district office (both English and Spanish versions [if applicable])? Are the posters in a location where parents can easily see them?</p> <p><b>Suggested Documentation:</b> Observations of poster</p> <p><b>Notes:</b></p>			
<p>6. Is the family or youth made aware of the right to challenge placement and enrollment decisions? If a dispute arises over school selection or enrollment, is the homeless student immediately enrolled in the school of choice pending resolution of the dispute?</p> <p><b>Suggested Documentation:</b> Written statement of school placement decision and the appeal rights, district enrollment policies</p> <p><b>Notes:</b></p>			

Liaison	YES	NO	N/A
<p>7. Has the district appointed an individual to serve as the homeless liaison?</p> <p><b>Suggested Documentation:</b> Meeting minutes, announcements, district's website</p> <p><b>Notes:</b></p>			
<p>8. Has the district effectively 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 (whether or not it receives a McKinney-Vento grant) to serve as a primary contact for identifying homeless families or for obtaining/providing services to those families?</p> <p><b>Suggested Documentation:</b> Interview with the liaison and/or Title I Coordinator, newspaper postings/articles, student handbook information, flyers, district's website</p> <p><b>Notes:</b></p>			
<p>9. Does the LEA liaison ensure that public notice of 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?</p> <p><b>Suggested Documentation:</b> Posters, flyers, brochures, notifications posted in public places</p> <p><b>Notes:</b></p>			

Liaison	YES	NO	N/A
<p>10. Does the homeless liaison coordinate services with other agencies? 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?</p> <p><b>Suggested Documentation:</b> Meeting minutes, agendas, emails, brochures promoting services and/or other programs</p> <p><b>Notes:</b></p>			
<p>11. Are homeless children and youth effectively identified by school personnel and through coordinated activities with other entities and agencies?</p> <p><b>Suggested Documentation:</b> Intake forms, annual homeless count, data from Infinite Campus, district policy on identifying homeless families, training minutes</p> <p><b>Notes:</b></p>			
<p>12. Are Title I funds reserved and spent to supplement homeless services?</p> <p><b>Suggested Documentation:</b> District set-aside on the Title I GMAP application, detailed MUNIS budget</p> <p><b>Notes:</b></p>			

Provisions and Coordination of Services	YES	NO	N/A
<p>13. Does the district offer comparable services to homeless students that are afforded to other students regarding the following?</p> <p>Please check all that apply and provide supporting evidence.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Preschool programs</li> <li><input type="checkbox"/> Extended School services</li> <li><input type="checkbox"/> Gifted services</li> <li><input type="checkbox"/> Vocation education</li> <li><input type="checkbox"/> Nutrition programs</li> <li><input type="checkbox"/> Transportation</li> <li><input type="checkbox"/> FRYSC's</li> <li><input type="checkbox"/> Special education</li> <li><input type="checkbox"/> Extracurricular activities</li> <li><input type="checkbox"/> Parenting classes</li> <li><input type="checkbox"/> Counseling</li> <li><input type="checkbox"/> Health referrals</li> </ul> <p><b>Notes:</b></p>			
<p>14. How does the district ensure the programs are effective in meeting the identified needs of the homeless students?</p> <p><b>Suggested Documentation:</b> Meeting minutes, agendas, program analysis, evidence of revised policies and procedures</p> <p><b>Notes:</b></p>			

Eligibility	YES	NO	N/A
<p>15. Do the students receiving services meet one of the definitions of homelessness?</p> <p><b>Suggested Documentation:</b> Intake forms, interviews</p> <p><b>Notes:</b></p>			
<p>16. Are students who cease to be homeless permitted to receive services until the end of the period for which service was originally intended?</p> <p><b>Suggested Documentation:</b> Intake forms, exit forms, interviews</p> <p><b>Notes:</b></p>			

Authorized Activities	YES	NO	N/A
<p>17. All LEAs who receive funding under the McKinney-Vento Act are encouraged to provide and implement the services outlined below to ensure that homeless children and youth enroll and succeed in school. Does the district provide the following educational services?</p> <p>Please check all that apply and provide supporting evidence.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Tutoring</li> <li><input type="checkbox"/> Supplemental instruction</li> <li><input type="checkbox"/> Before and after school programs</li> <li><input type="checkbox"/> Summer programs</li> <li><input type="checkbox"/> Homework assistance</li> <li><input type="checkbox"/> Educating parents of homeless children of their rights</li> <li><input type="checkbox"/> Expediting evaluations of homeless children to measure strengths and needs</li> <li><input type="checkbox"/> Early childhood education</li> </ul> <p><b>Notes:</b></p>			
Professional Development	YES	NO	N/A
<p>18. Does the district provide the following Professional Development? If so, please provide supporting evidence.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Programs to raise the awareness among educators and pupil services personnel of the rights of homeless children</li> <li><input type="checkbox"/> Programs to raise the awareness of educators of the special needs of homeless children</li> </ul> <p><b>Suggested Documentation:</b> Sign-in sheets, EILA certificates, agendas, minutes</p> <p><b>Notes:</b></p>			



Comprehensive Services	YES	NO	N/A
<p>19. Does the district provide the following Comprehensive Services? If so, please provide evidence.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Referrals of homeless children to medical, dental,, mental and other health services</li> <li><input type="checkbox"/> Pupil services providing violence prevention counseling</li> <li><input type="checkbox"/> Programs addressing the needs of homeless children that may arise from domestic violence</li> <li><input type="checkbox"/> Transportation: paying the excess cost of transportation not otherwise provided through Federal, State, or local funds, to enable homeless children to attend schools selected under Section 722(g)(3) of the Act</li> <li><input type="checkbox"/> Fees associated with obtaining and transferring necessary school records, which may include the following: birth certificates, immunization records, academic records, etc.</li> <li><input type="checkbox"/> Providing school supplies to non-school facilities serving homeless children, which may include homeless shelters, temporary housing facilities, and other appropriate location</li> </ul> <p><b>Suggested Documentation:</b> Referrals, detailed MUNIS reports</p> <p><b>Notes:</b></p>			
<p>20. To the maximum extent possible, are services for homeless children provided through existing programs and mechanisms that integrate homeless individuals with non-homeless individuals (Section 732(a)(2)?</p> <p><b>Suggested Documentation:</b> Interviews, polices, acceptance letters</p> <p><b>Notes:</b></p>			

Compliance with Approved Application	YES	NO	N/A
<p>21. Is the district operating its program according to the approved application?</p> <p><b>Suggested Documentation:</b> Approved application, district services, detailed MUNIS report, interviews</p> <p><b>Notes:</b> <i>List areas of non-compliance.</i></p>			
Financial Reporting	YES	NO	N/A
<p>22. Are quarterly reports submitted on time?</p> <p><b>Suggested Documentation:</b> Quarterly reports</p> <p><b>Notes:</b></p>			
<p>23. Are quarterly reports accurate?</p> <p><b>Suggested Documentation:</b> Quarterly reports</p> <p><b>Notes:</b></p>			

24. Are funds being spent in congruence with the approved application?

**Suggested Documentation:** Approved application, detailed MUNIS report

**Notes:**

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## Academic Assessment

25. What process/ practices does the district have in place to ensure homeless students are achieving and/or reaching proficiency? How does your program address the gaps?

**Suggested Documentation:** School Report Card, data analysis, meeting minutes, interview with District Assessment Coordinator (DAC)

**Notes:**

26. How does the attendance rate of homeless children and youth compare to the state average? How does your program address the gaps?

**Suggested Documentation:** School Report Card, data analysis, meeting minutes, interview with District Assessment Coordinator (DAC)

**Notes:**

27. What policies and practices enable homeless students to recover credits or complete partial credits attained while attending a prior school?

**Suggested Documentation:** School Report Card, data analysis, meeting minutes, interview with District Assessment Coordinator (DAC)

**Notes:**

28. How does the rate of disciplinary referrals and suspensions for homeless students and youth compare to the state average? How does your program address the gaps?

**Suggested Documentation:** School Report Card, data analysis, meeting minutes, interview with District Assessment Coordinator (DAC)

**Notes:**