



NORTH DAKOTA DEPARTMENT OF **PUBLIC INSTRUCTION**

2023-2024 Homeless Education Program Report **H01-H06**

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Kirsten Baesler
State Superintendent
Department of Public Instruction
600 East Boulevard Avenue Dept. 201
Bismarck, ND 58505-0440
nd.gov/dpi

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Submission H01 – Appropriate Assignment of District Homeless Liaison and Capacity

- Submit documentation for each of the following requirements:
 - School board meeting minutes to reflect the designation of the homeless education liaison. Highlight the portion reflecting the designation of the homeless education liaison.
 - The district job description and responsibilities for the homeless education liaison. The job description should be on district letterhead.
 - The schedule/effort and time of the designated homeless liaison to ensure sufficient time and capacity to implement the required mandates of McKinney-Vento. The schedule/effort and time should be on district letterhead.

Label as Submission H01.

Requirement

Every district, whether or not it receives a McKinney-Vento subgrant, is required to designate a homeless liaison for the district. (Section 722(g)(1)(J)(ii)). The liaison coordinates services to ensure that homeless children and youth enroll in school and have the opportunity to succeed academically.

42 USC §11432(g)(1)(J)(ii)

The McKinney-Vento Act requires every district to "designate an appropriate staff person" who is **able to carry out their McKinney-Vento duties** to serve as a liaison.

Local liaisons must ensure that:

- Homeless children and youth are identified by school personnel through outreach and coordination activities with other entities and agencies;
- Homeless children and youth are enrolled in, and have full and equal opportunity to succeed in, the school or schools of the district;
- Homeless families, children, and youth have access to and receive educational services for which such families, children, and youth are eligible, including services through Head Start programs (including Early Head Start programs), early intervention services under Part C of the IDEA, and other preschool programs administered by the district;
- Homeless families, children, and youth receive referrals to health, dental, mental health, and substance abuse services, housing services, and other appropriate services;
- Parents or guardians of homeless children and youth are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- Public notice of the educational rights of homeless students is disseminated in locations frequented by parents and guardians of such children and youth, and unaccompanied youth, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians and unaccompanied youth;
- Enrollment disputes are mediated in accordance with the requirements of the McKinney-Vento Act;
- Parents and guardians and unaccompanied youth are fully informed of all transportation services, including transportation to and from the school of origin, and are assisted in accessing transportation services;
- School personnel receive professional development and other support, and
- Unaccompanied youth are enrolled in school, have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth, and are informed of their status as independent students under section 480 of the Higher Education Act of 1965 (HEA) (20 USC 1087v), and their right to receive verification of this status from the local liaison.

Even if the district has not identified any students as experiencing homelessness, the liaison still needs the capacity to implement and maintain programmatic elements, provide professional development to school personnel, and attend the required professional development offered by NDDPI.

Documentation

- School board meeting minutes naming the district homeless liaison (highlight the appropriate section).
- District job description for the Homeless Liaison (on district letterhead)
- A narrative (on district letterhead) outlining
 - Documentation of the schedule/time and effort of the homeless liaison position
 - Other job responsibilities of the homeless liaison and corresponding hours allocated
 - Structure of position

Resources

- [NDDPI Homeless Education Program](#) (under Resources and Links, Annual Record-Keeping Assistance)

Submission H02 – Enrollment Policies & Procedures

- Submit a copy of the residency questionnaire given to all students at registration or when a new student is enrolled into the school district. The residency questionnaire should be on district letterhead.
- Submit a narrative of the district’s enrollment process (on district letterhead) that includes:
 - The district’s enrollment process, and
 - How the district identifies students experiencing homelessness through the enrollment process and residency questionnaire.

Label as Submission H02.

Requirement

42 USC §722 (g)(6)(A)(i)

The district must ensure that children and youth in homeless situations are located, identified, and referred by school personnel to the local liaison.

All districts should provide a housing/residency questionnaire to ALL students at the start of each year. The housing/residency questionnaire must also be provided if a new student moves in. The district should have an outlined protocol for identifying students using the questionnaire, indicating the next steps. An example would include:

The answer you give below will help the district determine what services you or your child may be able to receive under the McKinney-Vento Act. Students who are protected under the McKinney-Vento Act are entitled to immediate enrollment in school even if they don’t have the documents normally needed, such as proof of residency, school records, immunization records, or birth certificate. Students who are protected under the McKinney-Vento Act may also be entitled to free transportation and other services.

Where is the student currently living? (Please check one box.)

In a shelter

With another family or other person because of loss of housing or as a result of economic hardship (sometimes referred to as “doubled-up”)

In a hotel/motel In a car, park, bus, train, or campsite

Other temporary living situation

Documentation

- Housing/Residency questionnaire (on district letterhead).
- Narrative of the enrollment process for the district that also includes how students experiencing homelessness are identified.

Resources

- [NDDPI Homeless Education Program](#) (under Resources and Links, Annual Record-Keeping Assistance)

Submission H03 – Homeless Education Policies & Procedures

- Submit documentation for each of the following requirements:
 - A copy of the district’s current homeless education policy. The homeless education policy should be on district letterhead AND approved by the school board.
 - A copy of the district’s current dispute resolution policy AND procedure specific to students experiencing homelessness. Dispute resolution documents should be on district letterhead.

Label as Submission H03.

Requirement

42 USC §722(g)(1)(I)

42 USC §11432(g)(1)(I)

Districts must ensure that the dispute resolution must not exceed fifteen (15) days at each level of resolution. Stability is critical to families and youth experiencing homelessness, and it is imperative that disputes are promptly resolved.

Districts should review policies at a minimum every three (3) to five (5) school years. The policy should reflect the date adopted and the date revised by the school board.

Districts must review policies or practices every three years that may act as barriers to the identification, enrollment, attendance, and school success of homeless children and youth, including barriers due to outstanding fees, fines, or absences. Policy review should be done in collaboration with homeless parents, youth, and advocates so that new barriers (or barriers the district staff may be unaware of) do not prevent children and youth from receiving the free, appropriate public education to which they are entitled. Districts must continually review and update policies and procedures to ensure there are no barriers to identifying students experiencing homelessness and their full participation in school.

Documentation

- District's current homeless education policy on district letterhead
- District's current dispute resolution policy for youth experiencing homelessness (on district letterhead)

Please Note: Policies may include dispute resolution policy and process, transportation policy, homeless education policy, enrollment policy and process, and unaccompanied homeless youth policy.

Resources

- [NDDPI Homeless Education Program](#) (under Resources and Links, Annual Record-Keeping Assistance)

Submission H04 – Public Notice of Rights

- Submit a list of locations where the required notice of rights for students experiencing homelessness is displayed in the district AND in the community. Provide two to three photos of hanging notice of rights with correct information for both district and state contacts.

Label as Submission H04.

Requirement

42 USC §722 (g)(6)(A)(vi)

42 USC §11432(g)(6)(A)(v)

Public notice of the educational rights of homeless children and youth is required in locations frequented by parents or guardians of such youth, and unaccompanied homeless youth, including schools, shelters, public libraries, food pantries/soup kitchens, and other community entities, in an understandable manner.

The McKinney-Vento Homeless Education Assistance Act states that school districts shall ensure that public notice of the educational rights of homeless children and youth is disseminated where such children and youth receive services under this Act, such as schools, family shelters, libraries, food pantries/soup kitchens, and other community entities.

Documentation

- Pictures of public notices, with correct district and state contact information, in all school buildings
- List of community locations where public notice of rights are hung

Resources

- [Parent and Youth Posters](#) from the National Center for Homeless Education (NCHE)

Submission H05 – Coordination of Services & Supports

- Submit documentation for each of the following requirements:
 - The list of agencies that provide community support/services (updated yearly by the homeless education liaison).
 - The district's detailed ledger to show Title I set-aside funds are being utilized to ensure that students experiencing homelessness have access to and receive the necessary Title I supports/services.
 - A narrative (on district letterhead) of the district's process to ensure coordination within the school district to identify appropriate supports and services for youth experiencing homelessness.

Label as Submission H05.

Requirement

42 USC §722(g)(6)(C)

The district must collaborate and coordinate with the McKinney-Vento State Coordinator, local community, and school personnel for the education and services provided to homeless students.

Liaisons should have a list of annually updated and relevant contacts for other agencies to support children, youth, and families experiencing homelessness. The liaison should, at minimum, contact each agency every year, identifying themselves and their role as homeless liaison.

Districts must ensure that youth identified as experiencing homelessness receive the necessary supports and services to obtain college and career readiness. A district must show evidence that the Title I set-aside funds address the needs of students experiencing homelessness.

A district must provide services to each homeless child and youth that are comparable to services offered to other students in the district (Section 722(g)(4)). These services include public preschool programs and other educational programs or services for which a homeless student meets the eligibility criteria, such as programs for children with disabilities, programs for English learners, programs in career and technical education, programs for gifted and talented students, before-and after-school programs, school nutrition programs, and transportation. (Section 722(g)(4)).

Collaboration and coordination with other service providers include public and private child welfare and social services agencies; law enforcement agencies; juvenile and family courts; agencies providing mental health services; domestic violence agencies; child care providers; runaway and homeless youth centers; providers of services and programs funded under the Runaway and Homeless Youth Act; and providers of emergency, transitional, and permanent housing, including public housing agencies, shelter operators, and operators of transitional housing facilities.

Documentation

- List of community resources/contacts
- Ledger for Title I Set-Aside
- A narrative that describes the district's process to ensure that identified youth experiencing homelessness receive necessary support and services within the school district.

Submission H06 – Professional Development

- Submit documentation for professional development the homeless education liaison has attended (a minimum of five (5) hours is strongly encouraged).
- Submit documentation that the homeless education liaison has provided required professional development to district personnel (agenda, presentation materials, AND sign-in sheet).

Label as Submission H06.

Requirement

Section 722(g)(1)(J)(ii)

The local liaison serves as one of the primary contacts between homeless families and school staff, district personnel, shelter workers, and other service providers. Every district, whether or not it receives a McKinney-Vento subgrant, is required to designate a local liaison. (Section 722(g)(1)(J)(ii)). The liaison coordinates services to ensure that homeless children and youth enroll in school and have the opportunity to succeed academically.

Liaisons must attend professional development AND ensure that school personnel receives professional development and other support.

Liaisons are strongly encouraged to attend five (5) professional development opportunities. Liaisons should document all professional development with copies of agendas, hand-outs, and/or certificates kept on file for program best practices and monitoring purposes.

Liaisons are required to provide an annual professional development (at a minimum) to district staff on the experience of student homelessness. Professional development and training for district staff should include administrators, teachers, paraprofessionals, and school support staff. The focus of professional development is a local decision made by the liaison based on district needs. The focus of professional development could include the definition of homelessness, signs of homelessness, the impact of homelessness on students, and the steps that should be taken once a potentially homeless student is identified, including how to connect the student with appropriate housing and service providers. Documentation should include an agenda, sign-in sheet, and PowerPoint.

McKinney-Vento Non-Regulatory Guidance

The McKinney-Vento Act highlights the need for SEAs and districts to provide adequate training to State Coordinators and local liaisons and ensure that State Coordinators and liaisons have sufficient capacity to carry out their duties.

Documentation

- Documentation of professional development attended could include copies of PowerPoints, agendas, sign-in sheets, etc.
- Documentation of professional development provided to school personnel should include copies of PowerPoints, agendas, and sign-in sheets, etc.

Please contact Jen Withers at jwithers@nd.gov or (701) 328-4612 with questions about Homeless Program submissions.