



NORTH DAKOTA DEPARTMENT OF  
**PUBLIC INSTRUCTION**

DIVISION OF STUDENT SUPPORT & INNOVATION

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**HOMELESS PROGRAM  
SAMPLE MONITORING  
DOCUMENTATION**

**H01-H07**

**2019-2020**

## Sample Monitoring Documentation for Homeless Program

Nationally, Title I receives a significant amount of funds from the federal government. The Office of Educational Equity & Support is required by law to monitor local Title I programs to ensure compliance with procedures and regulations. The U.S. Department of Education (USDE) is clearly enforcing this regulation. It is the responsibility of the state to ensure that states, districts, and schools are held accountable in regard to Title I and *Every Student Succeeds Act* regulations.

The purpose of this document is to provide assistance to schools and districts as they complete the Federal Title Programs monitoring process. This document walks through each requirement outlining details on the requirement itself, the documentation necessary, special alerts to take into consideration, and additional resources available. Below is a summary of each category.

### **“Requirements” Section**

This section outlines the specific requirements mandated by the federal law, state law, or the Office of Educational Equity & Support. This section provides an explanation of the requirements to assist schools in understanding the requirement’s rationale.

### **“Documentation” Section**

This section explains the type of documentation necessary to adequately meet the monitoring requirement.

Please Note: This section offers relevant information relating to the requirement. This section may simply indicate that the requirement relates to other federal programs or outlines common issues regarding the submission or documentation.

### **“Alerts” Section**

This section offers alerts to note regarding the requirement or outlines common issues regarding the submission or documentation.

### **“Resources” Section**

This section outlines current resources available on the particular requirement

## Submission H01 – Appropriate Assignment of District Homeless Liaison & Capacity

### Requirement

Every LEA, 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 youths enroll in school and have the opportunity to succeed academically.

42 USC §11432(g)(1)(J)(ii)

The McKinney-Vento Act requires every local educational agency 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 youths are identified by school personnel through outreach and coordination activities with other entities and agencies;
- Homeless children and youths are enrolled in, and have full and equal opportunity to succeed in, the school or schools of the LEA;
- Homeless families and homeless children and youths have access to and receive educational services for which such families, children, and youths 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 LEA;
- Homeless families and homeless children and youths receive referrals to health, dental, mental health, and substance abuse services, housing services, and other appropriate services;
- Parents or guardians of homeless children and youths 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 youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians and unaccompanied youths;
- Enrollment disputes are mediated in accordance with the requirements of the McKinney-Vento Act;
- Parents and guardians and unaccompanied youths 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 youths are enrolled in school, have opportunities to meet the same challenging State academic standards as the State establishes for other children and youths, are informed of their status as independent students under section 480 of the Higher Education Act of 1965 (HEA) (20 U.S.C. 1087vv), and their right to receive verification of this status from the local liaison.

### Documentation

- School board meeting minutes naming the district homeless liaison
- District job description for the Homeless Liaison
- A narrative outlining
  - Documentation of hours per week dedicated to the homeless liaison position

- Other job responsibilities of the homeless liaison and corresponding hours allocated
- Structure of position

## Alerts

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 required professional development offered by NDDPI.

## Resources

**Location:** NDDPI Homeless Education Program Share Point\*

- Homeless District Liaison Job Description (sample)
- School Board Meeting Minutes (sample)

\*All liaisons should have access to the NDDP HEP SharePoint. If you do not have access, please contact [Beth Larson-Steckler](#) at (701) 328-3544.

## Submission H02 – Enrollment Policies & Procedures

### 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.

### Documentation

- Housing questionnaire
- Narrative of the enrollment process at the district

### Alerts

All districts should provide a housing/residency questionnaire at start of each year to be provided to ALL students. If a new student moves in, this questionnaire should also be provided. The district should have an outlined protocol regarding how students are identified utilizing the questionnaire, which should also indicate next steps.

### Resources

**Location:** NDDPI Homeless Education Program Share Point\*

- Housing Questionnaire (Sample)
- Student Residency Questionnaire (Sample)

\*All liaisons should have access to the NDDP HEP SharePoint. If you do not have access, please contact [Beth Larson-Steckler](#) at (701) 328-3544.

## Submission H03 – Dispute Resolution & Homeless Education Policies

### Requirement

42 USC §722(g)(1)(I)

42 USC §11432(g)(1)(I)

Districts are required to review policies or practices consistently that may act as barriers to the identification, enrollment, attendance, and school success of homeless children and youths, including barriers due to outstanding fees, fines, or absences. The review of policies should be done in collaboration with homeless parents, youths, 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 for which they are entitled. Districts are required to continually review and update policies and procedures to ensure there are no barriers to the identification of students experiencing homelessness and their full participation in school.

### Documentation

- District's current dispute resolution policy for youth experiencing homelessness
- District's current homeless education policy

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

### Alerts

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

Policies should be reviewed at a minimum every five (5) school years. Policy should reflect date adopted and date revised.

### Resources

**Location:** NDDPI Homeless Education Program Share Point\*

- NDSBA Dispute Resolution Policy (sample)
- NDSBA Homeless Education Policy (sample)

\*All liaisons should have access to the NDDP HEP SharePoint. If you do not have access, please contact [Beth Larson-Steckler](#) at (701) 328-3544.

## Submission H04 – Public Notice of Rights

### Requirement

42 USC §722 (g)(6)(A)(vi)

42 USC §11432(g)(6)(A)(v)

Requires that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents or guardians of such youth, and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner that is understandable.

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

### Documentation

- Pictures of public notices in all school buildings
- List of locations of public notice of rights

### Alerts

There are no alerts for this submission.

### Resources

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

## Submissions H05 – Coordination of Services

### Requirement

42 USC §722(g)(6)(C)

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

Collaboration and coordination with other service providers, including 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
- Narrative describing the process the district utilizes to assure that youth identified as experiencing homelessness receive necessary supports and services within the school district.

### Alerts

Liaisons should have a list with updated and relevant contacts for other agencies that can assist in supplying supports for children, youth and families experiencing homelessness. The liaison should at minimum contact each agency every year, identifying self and role as homeless liaison.

### Resources

## Submission – H06 Professional Development

### 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 LEA, 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 youths enroll in school and have the opportunity to succeed academically.

Liaisons must ensure that school personnel receive professional development and other support.

#### McKinney-Vento Non-Regulatory Guidance

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

### Documentation

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

### Alerts

Liaisons must attend five (5) webinars or one (1) face-to-face approved meeting and three (3) webinars. All professional development should be documented and copies of agenda, hand-outs and or certificates should be kept for monitoring purposes.

Liaison must provide at minimum an annual professional development on the experience of student homelessness. The topic can be determined by the local liaison based on the district's needs. Documentation should be recorded of the professional development along with supporting evidence of agenda, sign-in sheet, power point.

Professional development and training for school staff should be inclusive of teachers, paraprofessionals and school support staff. Professional development must be provided at minimum annually. The focus of professional development is local decision made by 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

### Resources

## Submission H07 – Sub-Grant LEA Progress

### Requirement

Describe how the LEA has expanded or improved services for children and youth experiencing homelessness through the McKinney-Vento funds provided. Describe funds provided through sub-grants.

### Documentation

***Must*** provide the following:

- Summary of the progress of your McKinney-Vento sub-grant, and the action plans detailed in your most recent sub-grant application as evidenced by documents demonstrating goals, objectives, and expectations for obtaining data, and results to date.
- Business manager summary report and expenditure reports
- Fixed time and effort logs for those being paid with McKinney-Vento funds

### Alerts

There are no alerts for this submission.

### Resources

- [McKinney-Vento Guidance](#)