



**HOMELESS PROGRAM  
SAMPLE MONITORING  
DOCUMENTATION**

**H01-H06**

**2021-2022**

## Sample Monitoring Documentation for Homeless Program

Nationally, Title I receives a significant amount of funds from the federal government. The NDDPI is required to monitor local Title I programs to ensure compliance with procedures and regulations. The US Department of Education (USED) is enforcing this regulation. The State's responsibility is to ensure that states, districts, and schools are held accountable regarding Title I and *Every Student Succeeds Act* regulations.

The purpose of this document is to assist schools and districts as they complete the Federal Title Programs monitoring process. This document outlines each requirement, 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 federal law, state law, or the Office of Educational Improvement & 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 meet the monitoring requirement adequately.

Please Note: This section offers relevant information relating to the requirement. This section may 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, 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, 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 USC 1087v), 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 NDDPI Homeless Education Program SharePoint. If you do not have access, please contact [Jen Withers](#) at (701) 328-4612.

## 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 the start of each year to ALL students. If a new student moves in, the housing/residency questionnaire must also be provided. The district should have an outlined protocol regarding how students are identified utilizing the questionnaire, indicating the next steps.

### Resources

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

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

\*All liaisons should have access to the NDDPI Homeless Education Program SharePoint. If you do not have access, please contact [Jen Withers](#) at (701) 328-4612.

## 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. Policy review 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 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.

LEAs should review policies at a minimum every five (5) school years. The policy should reflect the date adopted and the 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 NDDPI Homeless Education Program SharePoint. If you do not have access, please contact [Jen Withers](#) at (701) 328-4612.

## 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 an understandable manner.

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

### Resources

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

## Submissions H05 – Coordination of Services and Supports

### 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.

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.

An LEA must provide services to each homeless child and youth that are comparable to services offered to other students in the LEA (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 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 to support children, youth, and families experiencing homelessness. The liaison should at minimum contact each agency every year, identifying self and role as homeless liaison.



## 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 receives 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 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 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 teachers, paraprofessionals, and school support staff. The focus of professional development is a 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. Documentation should include an agenda, sign-in sheet, PowerPoint.