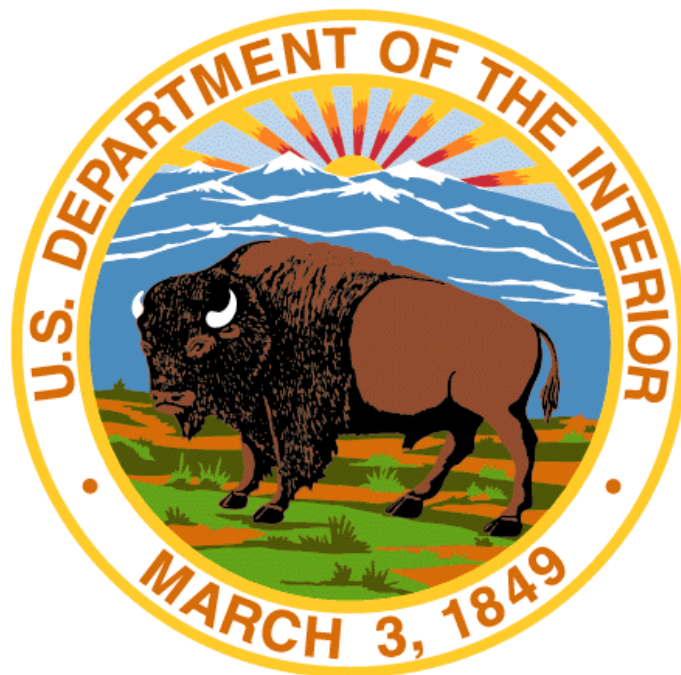


8/6/2014

BIE

McKinney-Vento Homeless Assistance -
Education of Homeless Children & Youth



School Name: _____

School Year: _____

On-Site Review Date: _____

Award Amount (Subgrantee ONLY): _____

School Administrator: _____

McKinney-Vento Subgrant Coordinator: _____

Homeless Liaison: _____

Email: _____ Phone# _____ Fax# _____

Monitoring Status: *(Please check the appropriate box)*

Closed

Closed with Recommendations

Must submit Approved Compliance Action Plan

Required Signatures:

School Administrator: _____ Date: _____

MCV Subgrant Coordinator: _____ Date: _____

SEA McKinney-Vento Project Director: _____ Date: _____

Education Line Officer: _____ Date: _____

MCKINNEY-VENTO HOMELESS EDUCATION MONITORING

The McKinney-Vento Homeless Assistance Act (Title X, Part C, of ESEA) requires that the State Education Agency (SEA) conduct monitoring of Local Education Agencies (LEAs) with and without subgrants. The monitoring must be sufficient to ensure compliance with McKinney-Vento program requirements. [§722 (g) (2) (A) and (B)].

The goals of the on-site monitoring will be used to:

1. Provide LEAs with McKinney-Vento subgrants technical assistance and support in administering their Homeless Education program.
2. Ensure that LEAs with McKinney-Vento subgrants have implemented their projects according to the application it submitted to the SEA.
3. Ensure that all LEAs have implemented a program that assures and supports the enrollment, attendance, and school success of homeless students.
4. Ensure that all LEAs are in compliance with federal & fiscal requirements concerning the program.

The monitoring will address the following requirements:

SEA Requirements

- The SEA monitors and evaluates all schools in the BIE with and without subgrants to ensure compliance with the McKinney-Vento Program requirements [§722 (g) (2) (A) and (B)].
- The SEA implements processes to address the identification, enrollment and retention of homeless students through the coordination and collaboration with various programs and agencies within the community. [Title X, §722 (e)(3)(E) and §722 (g)(3)]
- The SEA provides technical assistance to LEAs so that schools are meeting the requirements of the statute and implement programs to support homeless students. [§722 (g)]
- The SEA must ensure that the plans of the LEAs receiving subgrants are servicing eligible homeless students and meet all requirements. [§723]
- The SEA has a system for ensuring disputes are addressed in a timely manner. [§722 (g)(3)(E)]

LEA Requirements (All BIE Schools)

- The school has a procedure in place to identify school-age homeless children and youth and ensure that they are attending and succeeding in school.
- The school has an evaluation process for programs supported by the subgrant
(SUBGRANTEES ONLY)
- Public notice of educational rights of homeless children and youth is disseminated by LEA in places where families and youth are likely to be present (e.g., schools, shelters, soup kitchens), and in comprehensible formats (e.g., in Native Language, geared for low literacy, or other community need).
- Describe local partnerships and collaborations in which the project is engaged.
- The school has designated a staff person as the liaison for homeless children and youths, to carry out the duties described in paragraph (6)(A) of Title X, Part C, Sec. 1032, Subtitle B Sec. 722(g)(1)(j)(i) through (vii) . All schools, local service providers, and advocates are informed of the liaison’s duties, the definition of homeless, and Title X requirements.
- The school has a homeless education policy for the purpose of removing enrollment and retention barriers of homeless children and youth; the policy includes assurance that homeless children and youth are not stigmatized or segregated.
- The school’s homeless education policy includes a section addressing dispute resolution.
- The school’s homeless education policy describes how the school ensures the enrollment in school of origin, if feasible and in the best interest of the child, and provides transportation when requested.
- Homeless youth & children goals are integrated in Schoolwide Plan and Consolidated Schoolwide Budget
- Title I Set-Asides (recommended .5%)
- The school identifies their internal fiscal controls which accounts for the use of the subgrant funds that meet federal requirements. (SUBGRANTEES ONLY)

This on-site monitoring tool will be used for each Education of Homeless Children and Youth project on a rotating schedule to ensure compliance. The rotation will be once every five years for all BIE schools, or more often, if necessary. Also, the rotation will be once every grant cycle for LEAs that are receiving the subgrant.

PART I-The SEA implements processes to address the identification, enrollment and retention of homeless students through the coordination and collaboration with various programs and agencies within the community. [Title X, §722 (e)(3)(E) and §722 (g)(3)]

1. Total number of students identified: _____
2. Does this number appear to appropriately reflect the poverty indicators for this community?
3. Has the LEA set aside funds from its Title I, Part A allocation as required by ESEA?
 - Yes
 - No
4. If “yes”, please provide the amount that was set-aside and provide statement below on how it was used. \$ _____

 - a. If ‘No’, please clarify reason for no Title 1A set-aside.

(Pre-12)	Male	Female	Public Shelter	Private Shelter	“Doubling Up” Family lives with extended family, friends, or non-relatives	Other (Cars, Motels, Campgrounds, Substandard home, etc.)
Pre-K						
K-5						
6-8						
9-12						

HOMELESS LIAISON INDICATOR(S)	YES	NO	EVIDENCE
1. Provide the name and title of the Liaison designated for the LEA:			
2. Has the LEA established a procedure to assist designated school personnel in identifying homeless children? Describe procedure.			
Describe:			
3. Is there evidence how LEA informs parents of educational rights of their children and provides meaningful opportunities to participate in the child's education?			
Describe:			
4. Does the LEA have a formal plan for disseminating information about programs for homeless children and youth?			
Describe:			

ENROLLMENT INDICATOR(S)	YES	NO	EVIDENCE
1. Does the LEA have written policies and procedures for enrollment, attendance, and school success of homeless children and youth?			
Describe:			
2. Are homeless children enrolled immediately without records that are normally required for enrollment (i.e. permanent address, proof of residency, records from previous school, proof of immunization, etc)?			
Describe:			
3. What are the procedures that the LEA follows to identify whether a student is in a homeless situation? Is there a document used?			
Describe:			
4. Are homeless students' records protected from inappropriate disclosure? If so, describe the policies that are in place to protect students' privacy.			
Describe:			
5. Does the LEA have policies and procedures that ensure that homeless students are not stigmatized or segregated because of their homeless status?			

Describe:			
6. Does the LEA allow homeless students to enroll if they are not living with a parent or legal guardian?			
Describe:			
7. Does the LEA have a process in transferring a homeless student's school records to another school?			
Describe:			
8. Does the LEA engage parents and/or guardians of homeless students and encourage their participation in their children's education? What kinds of supports are provided?			
Describe:			
9. Does the Homeless Policy provide guidance on communication with parents and/or guardians to conference with the liaison, teacher, guidance counselor, or social worker?			
Describe:			
10. Does the Homeless Policy describe how parents and/or guardians are provided reports regarding their student's progress?			
Describe:			

11. Does the school ensure that homeless students participate in services available to other students? Please name those services.			
Describe:			

COMMUNITY COLLABORATION/PARTNERSHIPS INDICATOR(S)	YES	NO	EVIDENCE
1. Does the school collaborate and partner with programs, organizations, or service providers on services provided to homeless students and their families?			
Describe:			
2. Have the coordinating activities been successful?			
Describe:			
3. Does the BIE Homeless Liaison communicate/collaborate with Homeless Liaisons in neighboring public school districts?			
Describe:			

FINANCIAL/PROGRAM INDICATOR(S)	YES	NO	EVIDENCE
1. Does the school indicate the amount spent on homeless education from the Title IA funds on the Consolidated Schoolwide Budget?			
Describe:			
2. Are the programs provided to homeless students described in the school's Title I Schoolwide Plan?			

Describe:			
3. What kinds of supports/services are provided with Title IA funds?			
Describe:			

PART II-SUBGRANTEES The BIE administers and awards the McKinney-Vento (MCV) subgrant. The MCV is awarded in a three (3) year cycle. Seventy-five percent (75%) of funds received will be distributed to schools (LEAs) on a competitive basis. Subgrant recipients must comply with requirements of the McKinney-Vento Act which apply to all schools (LEAs). Further, the indicators will also be reviewed in addition to the indicators provided in Part I.

PROJECT ACTIVITIES INDICATOR(S)	YES	NO	EVIDENCE
1. Has the school been implementing the activities in their subgrant?			
Describe:			
2. Has the school been implementing the service learning activities in their subgrant? SERVICE LEARNING ONLY			
Describe:			
3. Does the school indicate the amount spent on homeless education from the Title I funds on the Consolidated Schoolwide Budget?			
Describe:			
4. Does the school administrator, homeless liaison attend webinar trainings provided throughout the year?			
Describe:			

PROJECT EVALUATION INDICATOR(S)	YES	NO	EVIDENCE
1. Are activities that the school is providing evaluated?			
Describe:			
2. Has school been consistent in submitting reporting documents?			
Describe:			
3. Has school been submitting data into NASIS?			
Describe:			
4. How does school track academic progress of homeless students?			
Describe:			

FINANCIAL INDICATOR(S)	YES	NO	EVIDENCE
1. Are the activities found in the approved application evaluated?			
Describe:			
2. Has school been consistent in submitting reporting documents? (ie. MCV, Native Star)			
Describe:			
3. Has school been submitting data into NASIS?			
Describe:			
4. Does school track academic progress of homeless students?			
Describe:			
5. Are McKinney funds being used to supplement and not supplant other federal, state, or local funds?			
Describe:			
6. Are grant expenditures consistent with the approved budget found in the grant application?			

7. Is the budget from the McKinney-Vento grant application included in the Consolidated Schoolwide Budget?			
Describe:			