**McKinney-Vento Homeless Education (Title IX, Part A) Onsite Program Review**

District: Date:

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| Interview with District McKinney-Vento Homeless Education Liaison |
| Compliance Indicator | **Regulatory Reference** | **Evidence Examples:****Interviews and Documents** | **Notes:** |
| 1. Does the LEA collect data and report to CDE data on children and youth experiencing homelessness?
 | Title IX, Part ASection 722(f)(3) 722(g)(6)(C) | *Interview will include an overview of the process by which McKinney student data is collected and how the liaison coordinates with district data staff (LAM) to ensure data accuracy, reliability, and consistency with October Count and End of Year CDE reporting.* *Documentation should include:* * *Evidence that the LEA collects information on the number of homeless children and youth enrolled in the LEA, including primary nighttime residence*
* *Documentation on local data coordination*
* *Year-end reports to CDE*
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| 1. Has the LEA designated a Liaison to carry out the duties designated in 722(g)(6)?
 | Title IX, Part ASection 722(g)(6)(A)(i-x) | *Interview will include a discussion on the primary duties performed by the district liaison and discussion on student numbers and current FTE capacity assigned for liaison responsibilities.**Documentation may include:** *A job description*
* *Other information about the liaison role and duties at the district*
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| 1. Has the LEA informed school personnel, local service providers and advocates, parents and guardians of homeless children and youths, and homeless children and youths of the office and duties of the local McKinney-Vento Liaison?
 | Title IX, Part ASection 722(g)(6)(B) | *Documentation should include:* * *A list of staff trainings and attendance*
* *Notices provided to parents/guardians/unaccompanied homeless youth*
* *Documentation from trainings/meetings with outside agencies*
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| 1. Does the LEA have procedures in place to identify homeless children and youth and determine whether or not they are attending and succeeding in school?
 | Title IX, Part ASection 722(g)(1) | *Interview will include the process by which McKinney students are identified in the district.* *Documentation should include:** *McKinney-Vento identification/verification forms*
* *Dispute resolution process*
* *Staff trainings*
* *Copies of local board policy, etc.*
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| 1. Does the LEA post the educational rights of homeless children and youth in places within the district and local community where families and youth are likely to be present (e.g., schools, shelters, soup kitchens)?
 | Title IX, Part ASection 722(g)(6)(vi) | *Interview will include the process by which the liaison confirms posting of McKinney student rights.* *Documentation should include:* * *Sample posters and brochures*
* *A list of locations where student rights materials are posted*
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| 1. Does the district enroll students experiencing homelessness immediately, even if the student is unable to provide documents that are typically required for enrollment? Enroll means permitting the student to attend classes and participate fully in school activities.
 | Title IX, Part ASections722 (g)(3)(C);722 (g)(3)(A) | *Interview will include a discussion on district enrollment procedures.* *Documentation should include:* * *Enrollment forms*
* *Instructions, policies and/or training materials provided to district and school enrollment staff*
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| 1. Has the LEA reviewed and revised policies/procedures that could act as barriers to the enrollment, attendance, identification and success of homeless children and youth?
 | Title IX, Part ASection 722 (g)(7)  | *Interview will include the process and timeline for reviewing McKinney-Vento district policy and procedures.**Documentation should include:** *Copies of McKinney-Vento district policies and procedures with revision dates*
* *Documentation may include dated meeting notes, agendas, and sign-ins for revision meetings*

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| 1. Does the district keep eligible children in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian or is not in the child’s or youth’s best interest? If the best interest determination finds that it is not in the best interest to remain at the school of origin or school requested by the parent/guardian/unaccompanied youth, does the LEA provide a written explanation of the reasons for its determination, in a manner and form understandable, and include information on the right to appeal?
 | Title IX, Part ASection 722(g)(3)(B) | *Interview will include the process for determining best interest and school of origin feasibility decisions and the student-centered factors utilized in the decision process.* *Documentation should include:** *The number of students staying in the school of origins that are outside of their attendance area, if data is available*

*\*Approximate numbers can be discussed if data is not available.* * *The written explanation and information on the right to appeal in a manner and form understandable*
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| 1. If a parent, guardian, or unaccompanied youth disputes a McKinney-Vento eligibility, school placement or enrollment decision, does the LEA provide the parent, guardian, or unaccompanied youth with a written explanation of its decision and notice of the right to appeal the decision?
 | Title IX, Part ASection 722(g)(3)(E) | *NOTE: Even if placement disputes have not occurred before, the LEA should have a written plan on how to proceed in the event resolution/appeal is sought.**Interview will include disputes to date at the district.* *Documentation should include:* * *A written LEA dispute resolution procedure that corresponds to the state’s dispute procedure*
* *Information on past disputes and resolution outcomes*
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| 1. How do homeless youths receive assistance from counselors to advise such youths, and prepare and improve the readiness of such youths for college?
 | Title IX, Part A (g)(1)(K) | *Interview will include a description of the services provided to McKinney-Vento students through counselors.* *Documentation should include:** *Event materials for students such as FAFSA nights*
* *Documentation of coordination with school counselors*
* *Documentation may include: data on the number of UHY completing the FAFSA or applying for college, coordination with SPOCs (Single Points of Contact) in higher education, etc.*
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| 1. How does the LEA help remove barriers that prevent youths from receiving full or partial coursework satisfactorily completed while attending a prior school, in accordance with State, local, and school policies?
 | Title IX, Part A (g)(1)(F)(ii) | *Interview will include the process the district utilizes in removing barriers related to credit accrual in accordance with State, local, and school policies.* *Documentation should include:* * *Trainings for school counselors related to credit accrual*
* *District or school-level policies or procedures on awarding full or partial coursework, transcript evaluation procedures, etc.*
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| 1. How does the LEA provide access to public preschool programs as provided to other children and remove barriers to accessing academic and extracurricular activities, including magnet school, summer school, career and technical education, advanced placement, on-line learning, and charter school programs, if such programs are available at the local level?
 | Title IX, Part A (g)(F)(i) and (iii) | *Interviews will include a description of how the LEA provides access and removes barriers.* *Documentation may include:** *Enrollment forms identifying preschool-age children and number enrolled*
* *Use of subgrantee or Title I, Part A set aside funds utilized for access to programs*
* *Transportation provided for participation or other efforts by the district to remove barriers*
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| 1. What is the process for ensuring access to free school meals to McKinney students “as soon as possible” once students are verified by the liaison or other district/school McKinney representatives?
 | P.L. 108-265 USDA Memoranda:SP 11-2014 (12/3/13)SP4 (7/19/04)  | *Interview to include the process and timeline from McKinney identification to approval and access to free school meals. Do students have access to free meals during district processing time without having to complete the application? Are students or families charged meals during processing time? Are unpaid dues waived so as not to delay student access to school meals?**Documentation should include:* * *Examples of correspondence between liaison and food and nutrition*
* *Examples may include meeting notes and agendas reviewing procedures*
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| *Interview with Title IA Director and McKinney-Vento Liaison* |
| 1. Does the LEA have a plan for providing services to homeless children and youth and provides comparable services for homeless students attending non-Title I schools?
 | Title I-A Sections 1112(b)(1)(O); 1113(c)(3)(a)  | *Interview will include the description of the provision of comparable services for homeless students attending Title I and non-Title I schools.* * *Documentation should include the LEA homeless plan information*
* *Title I, Part A Set Aside budget as submitted in the Consolidated Application*
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| 1. Has the LEA reserved Title I-A funds necessary to provide services comparable to those provided to children in Title I funded schools to serve homeless children?
 | Title I-ASection 1113 | *Interview will include the formula for how homeless set-aside is determined and shows evidence that the LEA Title I office collaborates with the homeless liaison on uses of the Title I, Part A reservation of funds.**Documentation should include:* * *The amount of district Homeless Title IA set-aside budgeted vs. spent each for the 2014-2015, 2015-2016 school years, with figures to date on the 2016-17 school year*
* *The activities for the Homeless Title IA set-aside*
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| *Interview with Director of Transportation and McKinney-Vento Liaison* |
| 1. Does the district provide transportation for students experiencing homelessness in the following situations?
2. To the school of origin upon the request of a parent or guardian, or in the case of an unaccompanied youth, upon the request of the McKinney-Vento liaison
3. For other transportation (other than to the school of origin), transportation comparable to that provided to housed students. For example, If the district transports housed students to a summer program, it must also transport students experiencing homelessness.
 | Title IX, Part A Sections:722(g)(1)(J)(iii)and722 (g)(4)(A) | *Interview will include the process on how McKinney student transportation situations are communicated and resolved between the liaison (or other district McKinney representatives) and the district’s transportation department. Discussion to include the modes of transportation used and processes for how transportation modes are determined; the average time between McKinney student identification and provision of transportation; and the interim strategies in place to ensure immediate access to school.* *Documentation should include:* * *The number of students transported out of and into the district to attend the school of origin and excess transportation costs to keep students in schools of origin*
* *The formula for calculating costs (approximate numbers and costs should be provided if actual date are not available).*
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| 1. What is the process for the provision of McKinney student transportation if the student is crossing district boundaries to attend their school of origin?
 | Title IX, Part A Section 722(g)(1)(J)(iii) | *Interview will include the process for communicating and resolving McKinney student transportation situations and how cost sharing is approached with other districts. Generally, how is agreement reached? Documentation should include:* * *Past examples of how transportation and costs have been split*
* *District-to-district correspondence*
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| Exit Interview |
| 1. Additional Questions, Comments and Suggestions for CDE, Title IX, Part A office:
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### CDE Reviewer Name and Title:

### LEA Homeless Liaison:

**Other LEA Staff Name and Title:**

**Other LEA Staff Name and Title:**

**Other LEA Staff Name and Title:**