

McKinney-Vento Homeless Education (Title X) Onsite Program Review

District: _____

Date: _____

Interview with District McKinney-Vento Homeless Education Liaison			
Compliance Indicator	Regulatory Reference	Evidence Examples: Interviews and Documents	Notes:
1. Does the LEA collect and report to CDE data on children and youth experiencing homelessness?	Title X Section 722(f)(3)	<i>Interview will include an overview of the process by which McKinney student data is collected and how the liaison connects with district data staff to ensure data accuracy and consistency with October Count and End of Year CDE reporting.</i> <i>Documentation should include evidence that the LEA collects information on the number of homeless children and youth enrolled in the LEA, including places of residence, and submits year-end reports to CDE.</i>	
2. Has the LEA designated a Liaison to assist homeless students in enrolling and succeeding in school?	Title X Section 722 (g)(6)(A)	<i>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.</i> <i>Documentation may include job description and other information about the liaison role and duties at the district.</i>	
3. Has the LEA informed school personnel, local service providers and advocates of the office and duties of the local McKinney-Vento Liaison?	Title X Section 722 (g)(6)(B)	<i>Documentation should include a list of staff trainings and attendance, agendas from meetings with local services providers, and documentation from trainings with other agencies.</i>	
4. 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 X Section 722(g)(1)	<i>Interview will include the process by which McKinney students are identified in the district.</i> <i>Documentation should include McKinney-Vento identification/verification forms.</i>	
5. 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 X Section 722(g)(6)	<i>Interview will include the process by which the liaison confirms posting of McKinney student rights.</i> <i>Documentation should include sample posters and brochures and a list of locations where student rights materials are posted.</i>	

6. 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 X Sections 722 (g)(3)(C); 722 A(1)	<i>Interview will include a discussion on district enrollment procedures. Documentation should include enrollment forms, as well as instructions, policies and/or training materials provided to district and school enrollment staff.</i>	
7. Has the LEA reviewed and revised policies/procedures that could act as barriers to the enrollment, attendance and success of homeless children and youth?	Title X Section 722 (g)(7)	<i>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.</i>	
8. Does the district, to the extent feasible, 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?	Title X Section 722(g)(3)(B)	<i>Interview will include the process for determining best interest and school of origin feasibility decisions. 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.</i>	
9. 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 X Section 722(g)(3)(E)	<i>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. Documentation should include information on past disputes and resolution outcomes.</i>	
<i>Interview with Title IA Director and McKinney-Vento Liaison</i>			
10. 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)	<i>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 submitted in the Consolidated Application.</i>	
11. 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-A Section 1113	<i>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 reservation. Documentation should include the amount of district Homeless Title IA set-aside budgeted vs. spent each for the 2011-12 and 2012-13 school years, with figures to date on the 2013-14 school year. Documentation should include information on the primary uses for the Homeless Title IA set-aside.</i>	

Interview with Director of Transportation and McKinney-Vento Liaison

<p>12. Does the district provide transportation for students experiencing homelessness in the following situations?</p> <p>a) 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</p> <p>b) 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.</p>	<p>Title X Sections: 722(g)(1)(J)(iii) and 722 (g)(4)(A)</p>	<p><i>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.</i></p> <p><i>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, including the formula for calculating costs (approximate numbers and costs should be provided if actual data are not available).</i></p>	
<p>13. What is the process for the provision of McKinney student transportation if the student is crossing district boundaries to attend their school of origin?</p>	<p>Title X Section 722(g)(1)(J)(iii)</p>	<p><i>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? Discussion should include past examples of how transportation and costs have been split.</i></p>	

Interview with Director of Food and Nutrition Services and McKinney-Vento Liaison

<p>14. Are McKinney students in the district automatically eligible through direct certification (without documenting income or filling out an application) for free school meals when identified by a McKinney-Vento liaison or shelter director?</p>	<p>Child Nutrition & WIC Reauthorization Act of 2004 P.L. 108-265</p>	<p><i>Interview to include the McKinney student approval process for free school meals.</i></p> <p><i>Documentation should include the type of McKinney-Vento verification information sent from the liaison to district food and nutrition services.</i></p>	
<p>15. 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>	<p>P.L. 108-265 USDA Memoranda: SP 11-2014 (12/3/13) SP4 (7/19/04)</p>	<p><i>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? Are students or families charged meals during processing time? Are unpaid dues waived so as not to delay student access to school meals?</i></p>	

Exit Interview

16. Additional Questions, Comments and Suggestions for CDE, Title X office:

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: _____