**REGULATORY COMPLIANCE OF EDUCATION OF HOMELESS CHILDREN AND YOUTH (EHCY) PROGRAMS**

***DIRECTIONS: Click IN each shaded box and type your information.***

**LEA/ISD/PSA NAME:       District Code #:** **ISD NAME:**

**OFS REGIONAL TEAM #:** **OFS Regional Consultant Name:**

**District Address:** **City:** **Zip Code:** **District Web Address:**

**Superintendent/School Leader:** **Superintendent/School Leader Email Address:**

**State & Federal Programs Coordinator/Director:       State/Fed Program Coord Email:**

**District Homeless Education Liaison:** **Additional LEA Title/Role of Homeless Liaison:**

**Liaison E-mail:** **Liaison Phone:** **Ext:** **Liaison Fax:**

**The Michigan Department of Education (MDE) Office of Field Services (OFS) is responsible for the administration and supervision of all Education of Homeless Children and Youth (EHCY) programs, WHETHER OR NOT A DISTRICT RECEIVES FUNDS UNDER SUBTITLE B OF TITLE VII OF THE McKINNEY-VENTO (MV) HOMELESS ASSISTANCE ACT (TITLE X, PART C OF THE ESEA) and WHETHER OR NOT A DISTRICT PARTICIPATES AS A MEMBER OF A MV GRANT CONSORTIUM. THIS FEDERAL MANDATE APPLIES TO ALL PUBLIC SCHOOL DISTRICTS: Local Educational Agencies (LEAs), Intermediate School Districts (ISDs), and Public School Academies/Charter Schools (PSAs).**

**The purpose of this assessment instrument is to monitor regulatory compliance of educational services to homeless children and youth in the district or service area in order to enhance and increase the educational achievement of homeless children and youth. This District Self Assessment is required to be completed by all public school districts ONLY ONCE PER THREE-YEAR MV GRANT CYCLE.**

**THE DISTRICT MV HOMELESS EDUCATION LIAISON IS TO COMPLETE THIS FORM WITH A DISTRICT TEAM, INCLUDING THE STATE/FEDERAL PROGRAMS COORDINATOR, ADMINISTRATIVE STAFF, INSTRUCTIONAL STAFF, PUPIL ACCOUNTING STAFF, AND OTHER PERTINENT DISTRICT DEPARTMENTS. The Liaison is to compile relevant data, documentation and evidence from District/Program files and to submit ALL to the MDE Grants Electronic Monitoring System (GEMS) NO LATER THAN DECEMBER 15, 2014. (ALL Local District MV Liaisons and MV Grant Coordinators MUST BE REGISTERED AS USERS in the district’s GEMS profile in order to complete this assessment.)**

|  |  |
| --- | --- |
| **Regulatory Compliance**  **Title X, Part C, ESEA/NCLB (2001)**  **McKinney-Vento Homeless Assistance Act** | **Suggested Items for Documentation/Evidence**  **PLEASE LABEL ALL DOCUMENTS submitted with this MV Self Assessment with the**  **FULL NAME OF THE LEA/PSA/ISD, a descriptive title, and effective date**  **(THESE ARE SUGGESTED ITEMS; NOT EVERY ITEM LISTED IS REQUIRED TO BE INCLUDED!)** |
| **The district must complete a McKinney-Vento (MV) District Self Assessment once per 3-year MV grant cycle and submit with documentation of compliance to the Michigan Department of Education (via GEMS online program).**  [Sec. 722 (g)(2)(A) and MDE Memorandum, 09-27-2010]  *(Citations below refer to the McKinney-Vento Act, ESEA, Title X-Part C, unless otherwise specified.)* | **Evidence to document the elements of the District Homeless Education Program MUST ACCOMPANY this completed Self Assessment in order for MDE reviewers to evaluate the program and activities for not only compliance with the law, but to provide appropriate technical assistance to ensure adequate academic progress for homeless children and youth.**  **PLEASE LABEL ITEMS CLEARLY WITH SECTION LETTER AND ITEM NUMBER BEFORE UPLOADING DOCUMENTS INTO GEMS. Example: “A-1: LEA Liaison EEM entry” (see below)**  **THE SAME FORM/DOCUMENT MAY BE USED AS EVIDENCE FOR MULTIPLE CATEGORIES, BUT LEA MUST NOTE IT IN EACH APPLICABLE SECTION (i.e., “See item C-16”)**  **USE COMMENT BOX TO EXPLAIN OR DESCRIBE HOW FORMS/DOCUMENTS ARE USED, HOW PROCESSES ARE IMPOLEMENTED, WHO IS RESPONSIBLE, ETC.** |
| 1. **Local MV Homeless Education Liaison Designation** |  |
| The district must designate a Local Homeless Liaison to assist homeless students, including unaccompanied youth, in enrolling, attending, participating and succeeding in school.  [Sec. 722 (g)(1)(J)(ii), Sec. 722 (g)(6)(A)]; MDE Guidance | 1. Local Homeless Liaison is registered in the online MDE Educational Entity Master (EEM). Submit copy of LEA entry screen or EEM spreadsheet line. ( An EEM screenshot is acceptable.) 2. Evidence that the identified Liaison meets criteria recommended by MDE so that required duties can be accomplished. MDE Liaison criteria available on Homeless Education Program web site at <http://www.michigan.gov/homeless>. |
| **COMMENTS:** | |
| 1. **District Outreach and Identification of Homeless Students** |  |
| The district must establish a procedure to locate and identify homeless children/youth of school age within the district, whether or not they are enrolled (i.e., preschool-aged siblings, dropout youth, street youth, etc.).  [Sec. 722(g)(1)] | 1. Written procedures, enrollment forms, agendas or meeting minutes to document communication or training with social welfare service agencies, shelters, churches, etc.   NOTE: The procedure must detail district outreach and identification efforts to homeless families, children and youth, whether or not they are enrolled, including responsibilities and general timelines for actions. |
| The district must inform school personnel, service providers, and advocates working with the homeless of the duties of the Local Liaison and how to refer students to the Liaison.  [Sec. 722 (g)(6)(B)] | 1. Samples of materials used to inform these groups of Liaison duties, such as calendar of liaison activities, minutes of staff meetings, list of Liaison presentations to school or community groups, agendas of professional development sessions on homeless education, etc. 2. Sample of any form/brochure used to refer families or youth to a Local District Liaison   NOTE: If MV Grant Coordinator does majority of outreach, provide evidence of informing all Liaisons of the agencies/service providers/advocates reached by Coordinator. |
| The district must ensure that children and youth in homeless situations are located, identified, and referred by school personnel to the Local Liaison.  [Sec. 722 (g)(6)(A)(i)] | 1. LEA referral and/or identification forms used by school personnel to inform Liaison of homeless children/youth 2. LEA enrollment form, showing living situation options (used to identify potential homeless students) 3. LEA Residency Questionnaire (sample form, in languages used in school community) 4. Agendas, materials and sign in sheets of meetings, professional development or training of LEA staff in MV definition and identification.   NOTE: Liaisons must train staff within own district with Grant Coordinator support. |
| The district must disseminate public notice of the educational rights of homeless students, containing current Liaison contact information, in all school buildings, as well as in places where homeless families/youth are likely to be present.  [Sec. 722 (g)(6)(A)(v)] | 1. Written list of specific locations where posters are placed in school buildings and in the community (No photos of posters) 2. Postings include notice of rights in event of foreclosure; must include current and complete LEA Liaison contact information 3. Locations include shelters, motels, soup kitchens, food banks, libraries, etc. 4. Documentation that posters/materials are available in Spanish and other prevalent languages (Be aware of literacy/reading levels used.) 5. Sample of LEA/ISD/Grant Consortium’s own homeless education brochure, if applicable |
| The district must maintain a cumulative count of the number of homeless children and youth who reside in the district and who are enrolled or not enrolled in school. (May be in collaboration with Census, CoC or other community agencies, as necessary)  ESEA [Sec. 1111(a)(1)] | 1. Proof of records accounting for homeless students by age/grade level (Birth to 2 yrs, 3-5 yrs, not K, Pre-K-12, UHY, Out of School, etc.) and by nighttime residence, per the Michigan Student Database System (MSDS) and/or district pupil accounting system 2. Samples of liaison or LEA records on homeless students identified by and served by the district, including services provided, and whether students are enrolled or served by LEA. |
| **COMMENTS:** | |

|  |  |
| --- | --- |
| 1. **School Selection for Homeless Students** |  |
| The district must ensure that students are kept and served in their school of origin, when feasible, unless it is against the parent’s, guardian's or unaccompanied homeless youth’s wishes.  [Sec. 722 (g)(3)(B)(i)] | 1. Sample records of individual homeless students showing school of origin, current school attending, services provided, length of time served, etc. (STUDENT NAMES REDACTED) 2. District referral checklist or other forms indicating that services to homeless students are tracked by the district liaison. (Sample forms available on MDE MV website.) |
| The district must ensure that students are allowed to attend their school of origin the entire time they are homeless AND until the end of any academic year in which they become permanently housed.  [Sec. 722 (g)(3)(A)(i)]; [Sec. 722(g)(3)(A)(i)(II)] | 1. Sample records of individual homeless students showing school of origin and current school attending, services provided, length of time served, etc. (LEA may also include a sample of the NCHE Best Interest School Selection Checklist, if used, for determination of student placement.) |
| The district must ensure that students who become homeless between academic years are allowed to attend the school of origin for the next academic year.  [Sec. 722 (g)(3)(A)(i)(I)] | 1. Records of homeless students showing, school of residence, school of origin, current school attending, services provided, length of time served, etc. |
| **COMMENTS:** | |
| 1. **Enrollment of Homeless Students** |  |
| The district must immediately enroll students in school, even if they lack records that are normally required for enrollment.  [Sec. 722 (g)(3)(C)(i)]; [Sec. 722 (g)(3)(C)(iii)] | 1. Sample of enrollment records, including timeline showing date of receiving student and date enrolled 2. Documentation that “immediate enrollment” is understood to include attending and participating in school activities |
| The district must ensure that homeless students are immediately enrolled in and have full and equal opportunity to succeed in school.  [Sec. 722 (g)(6)(A)(ii)] | 1. List of homeless students and the district programs in which they participate 2. Service referral forms used in the LEA; LEA referral checklist   (STUDENT LISTS MUST HAVE NAMES REDACTED.) |
| The district must review and revise policies and procedures which could act as barriers to the enrollment, attendance, participation, and success of homeless children and youth.  [Sec.722 (g)(1)(G)] | 1. Copy of LEA School Board policy (policies) related to homeless students or services to homeless students, if one is in place 2. Current records documenting the most recent LEA School Board review of LEA policies and procedures on homeless students 3. Copies of any revised policies and procedures implemented to remove barriers for homeless students |
| The district must automatically qualify and start homeless students to participate in free school nutrition programs upon enrollment.  [Sec. 722 (g)(4)]; Child Nutrition & WIC Act [Sec. 104(5)(A)(i), (iii), & (iv)] and [Sec. 107 (a)(3)(iv-vi)] | 1. Sample of any special notification or form provided to Food Service Director for certification of homeless students’ eligibility for free meals, and lists of homeless students utilizing free nutrition programs |
| The district must facilitate in obtaining records as soon as possible from the students' previous school.  [Sec. 722 (g)(3)(C)(ii)] | 1. Written records of communication with other schools to obtain records, including date(s) of contact (a sample or form is sufficient) |
| The district must assist in obtaining necessary documentation, communications or medical records for homeless children and youth who do not have immunizations/medical records.  [Sec. 722 (g)(3)(C)(iii)] | 1. Sample of records or tracking forms used to obtain Immunization records for homeless students 2. Liaison records that document assistance provided in obtaining immunizations and/or medical records for homeless students |
| The district must maintain student records (academic, immunization, medical, birth certificates, guardianship records, special evaluations) so they are readily available.  [Sec. 722 (g)(3)(D)] | 1. Sample of student records or Liaison files for homeless students or other record of providing copies to parents/guardians, documentation of fees paid to obtain any such records (i.e., birth certificates) for homeless students   NOTE: Include a statement documenting privacy/confidentiality of these records – FERPA. |
| The district must consider every homeless student attending a non-Title I school eligible for Title I services, based on their status as homeless, and not dependent on low academic achievement. Homeless students are categorically eligible for Title I services.  [Consolidated Appropriations Act of 2014; USED Guidance 3-21-14, 5-22-14, and 7-22-14] | 1. List of homeless students attending non-Title I schools, with Title I services received by each 2. Referral forms used by LEA for participation in Title I program 3. Records of homeless students enrolled in Title I tutoring 4. Records of homeless students NOT participating in Title I services and rationale for this.   (STUDENT LISTS MUST HAVE NAMES REDACTED.) |
| **COMMENTS:** | |
| 1. **Dispute Resolution Procedures for Homeless Students** |  |
| The district must provide a written process to parents/youth for the prompt resolution of disputes regarding the educational placement of homeless students.  [Sec. 722 (g)(3)E] | 1. Current LEA dispute resolution policy, procedures, and the written materials provided to homeless parents/youth – must be MDE approved prior to implementation 2. Current MDE Dispute Resolution Policy and Procedures, if LEA uses this in lieu of a district-level policy |
| The district must provide written explanation if students are sent to a school other than the school of origin or the school requested by the parent or guardian, including information on their right to appeal the decision.  [Sec.722 (g)(3)(B)(ii)] | 1. Samples of parent/guardian notification of denial of enrollment in school of origin or school requested for each occurrence 2. Summary of any homeless education disputes or appeals filed, resolved, and/or further appealed – up to the date of the filing of Self Assessment, or the MV Monitoring Review (Available on MDE MV website) |
| The district must provide homeless families/youth with written information on their right to dispute eligibility, placement and enrollment decisions, as well as the procedure for doing so.  [Sec. 722 (g)(3)E and (g)(3)(B)(ii)] | 1. Current LEA dispute resolution policy, procedures, and the written materials provided to homeless parents/youth – must be MDE approved prior to implementation 2. Current MDE Dispute Resolution Policy and Procedures, if LEA uses this in lieu of a district-level policy |
| The district must immediately enroll a homeless student in the school of origin or residence (as selected by parent/youth), pending the resolution of any dispute.  [Sec. 722 (g)(3)E] | 1. Student records documenting immediate enrollment of homeless student while dispute resolution is pending (if any has occurred)   (STUDENT LISTS MUST HAVE NAMES REDACTED.) |
| The district’s Local Liaison must initially mediate enrollment disputes.  [Sec. 722 (g)(3)(E)] | 1. Documentation of a LEA dispute appealed at to the SEA level, if any (LEA must submit the procedure and forms to be used for disputes, if no disputes have been filed to date.) |
| **COMMENTS:** | |
| 1. **Transportation for Homeless Students** |  |
| The district must ensure that homeless families/youth are fully informed of all transportation services to school (school of origin or school of residence) and assists in accessing the transportation services.  [Sec. 722 (g)(6)(A)(vii)] | 1. LEA written procedure for arranging transportation within LEA, across LEAs, and/or through M-V Grant Consortium Coordinator 2. Samples of any materials used to inform parents/youth of transportation services available and the method of distribution to parents/youth (i.e., in writing, verbally, etc.) 3. Samples of transportation forms used, including for tracking of services provided to individual homeless students, email or fax communications, gas card/bus token/taxi vouchers or forms, etc.   NOTE: LEA may determine the mode of transportation. This is not disputable. |
| The district must provide transportation to the school of origin at the request of the parent/homeless youth.  [Sec.722 (g)(1)(J)(iii)] | 1. SAME DOCUMENTATION AS ABOVE |
| The districts involved (school of origin & school of residence) must share costs if transportation to school of origin is across district lines. If LEAs cannot agree on a shared method of transportation, they must share the costs equally.  [Sec. 722 (g)(1)(J)(iii) and (g)(4)(A)(II)] | 1. SAME DOCUMENTATION AS ABOVE |
| **COMMENTS:** | |
| 1. **Segregation of Homeless Students** |  |
| The district must adopt policies and practices to ensure that homeless children and youth are not segregated or stigmatized on the basis of their homeless status.  [Sec. 722 (g)(1)(J)(i)] | 47. Written statement of non-segregation of homeless children and youth in district or board policies, student handbook, etc.  48. Sample records of placement of homeless students in a wide variety of class settings within the district. (No “special” programs, classes or settings just for homeless students) |
| **COMMENTS:** | |

|  |  |
| --- | --- |
| 1. **Unaccompanied Homeless Youth (UHY)** |  |
| The district must assure that unaccompanied youth have equal access to all programs administered by the LEA/SEA. (This applies to all federal, state, local public school programs, including before- and after-school programs, etc.)  [Sec.722 (g)(3)(B)(iii)] | 49. Records of UHY documenting program and course selection, referrals and participation.  NOTE: Include extracurricular activities and support in this section, as well. |
| The district must act as parentis in loco to assist unaccompanied youth in school selection/enrollment decisions.  [Sec.722 (g)(3)(B)(iii)] | 1. SAME DOCUMENTATION AS ABOVE 2. Written evidence that MV Liaison has acted as advocate for UHY in these or other decisions.   NOTE: Liaisons may authorize school activities, field trips, absences, tardies, etc. for UHY, BUT MAY NOT AUTHORIZE ANY MEDICAL SERVICES OR TREATMENT, including athletic participation. |
| The district must assist unaccompanied youth in requesting transportation to the school of origin.  [Sec. 722 (g)(1)(J)(iii)] | 1. SAME DOCUMENTATION AS ABOVE 2. Samples of any materials used to inform UHY of transportation services available and the method of distribution to UHY (i.e., in writing, verbally, etc.) 3. Sample of transportation records for UHY enrolled in district (STUDENT NAMES REDACTED) |
| The district’s Local Liaison must provide documentation of homeless status, upon request, for graduating unaccompanied homeless youth to use as verification of Independent Student status on the FAFSA.  [USED 2011-12 Application and Verification Guide, Federal Student Aid Handbook, Pg. 28-30] | 1. Sample of a completed FAFSA Verification form for a UHY in most recent school year (MDE form recommended is available on MDE-OFS-Homeless Education website: [www.michigan.gov/homeless](http://www.michigan.gov/homeless)). 2. Documentation of UHY participation in College Goal Sunday event to support completion of FAFSA, college visits or tours, orientation sessions, college fairs, etc. 3. Documentation of any college application fees paid or waived by LEA or MV Grant for graduating UHY |
| **COMMENTS:** | |

|  |  |
| --- | --- |
| 1. **Preschool-Aged Homeless Students** |  |
| The district must assure that homeless preschool-aged children have equal access to preschool programs administered or funded by the LEA/SEA. (This applies to all federal, state/local public before- and after-school programs, including Head Start, Early Head Start, Even Start, etc.)  NOTE: ALSO INCLUDES GREAT START/GSRP | 1. Sample of materials given to homeless parents on the educational rights of preschool children 2. District/ISD referral checklist, including preschool services and programs, including GSRP 3. Sample of form/materials showing preschool referrals provided for homeless students 4. Samples of shared referrals between LEA Liaison, GSRP, Head Start, local preschools and other K-12 schools for homeless students’ siblings to document coordination and collaboration of services 5. Meeting minutes and sign in sheets of LEA collaboration with ISD, LEA, K-12 schools and area preschool programs |
| **COMMENTS:** | |
| 1. **Homeless Students with Disabilities** |  |
| The district must ensure that children with disabilities who are homeless have the same right to FAPE under Part B as non-homeless children with disabilities. Homeless children with disabilities and their parents are subject to the same IDEA protections and requirements as children with disabilities and their parents who are not homeless.  [IDEA, Part B-34 CFR, Sec. 104.33 (b)(2)] | 1. District/ISD referral checklist, including Special Education services, programs and/or evaluations 2. Sample of form/materials showing Special Education referrals provided for homeless students 3. Documentation of expedited evaluations/assessments for homeless students with suspected or determined disabilities 4. Samples of emails, letters, etc. from Liaison to Special Education Director (LEA and/or ISD), school psychologist, phone log of referrals, etc. 5. Meeting minutes and sign in sheets of LEA collaboration with LEA/ISD Special Education staff and programs |
| **COMMENTS:** | |

|  |  |  |
| --- | --- | --- |
| 1. **Children and Youth “Awaiting Foster Care Placement”** |  | |
| The district must ensure that children in the first 6 months of any new foster care placement foster care placement (as defined in MDE Guidance) are identified and served as homeless students.  [MDE Guidance on Foster Care and Awaiting Foster Care Placement, Revised 8/13; MI Law P.A. 086 on Foster Care and Education and Placement, Dec. 2008] | 1. Samples records of youth in their inclusion in the LEA/ISD Student Information System or MSDS 2. Samples of any materials used to collaborate with DHS Foster Care Education Planners or Caseworkers and the method of distribution to foster parents/guardians and youth (i.e., in writing, verbally, etc.; meeting minutes, etc.) Sample available on 2014 Special Populations Conference flash drive and MDE MV website 3. Sample of transportation records for foster youth enrolled in district, particularly in collaboration with DHS-provided transportation after 6-month stability period | |
| The district must collaborate and coordinate with the MI Dept. of Human Services, Foster Care Division and/or Foster Care Caseworkers and/or Education Planners to serve eligible foster care students.  [MDE Guidance on Foster Care and Awaiting Foster Care Placement, Revised 8/13; MI Law P.A. 086 on Foster Care and Education and Placement, Dec. 2008] | 1. SAME DOCUMENTATION AS ABOVE Samples of any materials used to collaborate with DHS Foster Care Education Planners or Caseworkers and the method of distribution to foster parents/guardians and youth (i.e., in writing, verbally, etc.; meeting minutes, etc.) 2. SAME DOCUMENTATION AS ABOVE Sample of transportation records for foster youth enrolled in district, particularly in collaboration with DHS-provided transportation after 6-month stability period | |
| **COMMENTS:** | | |
| 1. **Comparable Services and Academic Standards for Homeless** | |  |
| The district must assure that homeless children/youth are provided services/programs comparable to those received by other students in the LEA, including transportation, special education, Title I-A, advanced/accelerated, ELL, vocational/technical education, gifted/talented, school nutrition, before-and after-school, and preschool programs, etc.  [Section 722 (g)(4) and USED July 2004 M-V Guidance,M-3, M-4, and Appendix B; Consolidated Appropriations Act of 2014; USED Guidance 3-21-14, 5-22-14, and 7-22-14] | | 1. Samples of records of homeless students served in all LEA programs mentioned at left, indicating comparable levels of services being provided to both (also provide a sample for a non-homeless student, as comparison) STUDENT NAMES REDACTED 2. LEA’s CURRENT Title I – MV Homeless Reservation Template, indicating the amount of Title I funds set aside/reserved) for providing comparable Title I services to homeless students attending non-Title I school buildings in the LEA by the reserved Title I funds (This form is required, even if no funds must be reserved, and may be located in the LEA’s Consolidated Application 2014-15.) 3. LEA records of other services provided for homeless students by Title I funds. 4. Documentation of LEA Liaison efforts to ensure that homeless students participate in State Assessments with non-homeless students |
| The district must ensure that homeless families, children and youth receive all educational services for which they are eligible  [Sec. 722 (g)(6)(A)(iii)]  NOTE: This includes Head Start, Early Head Start, Migrant Head Start, Great Start Readiness Program (GSRP), special education, Title III English Language support, Title I-A academic support, academically talented, advanced proficiency courses, etc., as well as referrals to services for health, mental health, dental health, etc. | | 1. Sample of District Referral Checklist provided to parents/youth, listing district and community services available to homeless families, children and youth 2. Samples of completed checklist or form, showing referrals provided for students, both homeless and non-homeless 3. Copies of emails, letters, etc. from Liaison to Title I Coordinator, Special Ed. Coordinator, Counselor, GSRP Coordinator, etc., phone log of referrals, etc., to document coordination and collaboration of services |
| **COMMENTS:** | | |
| 1. **Coordination of Services for Homeless Students** | | **THIS SECTION APPLIES TO ALL DISTRICTS THAT RECEIVE FEDERAL TITLE I, PART A FUNDING** |
| The district must have a plan describing the coordination of services provided to homeless children/youth, including transportation, special education, Title I-A, advanced/accelerated, ELL, vocational/technical education, gifted/talented, school nutrition, before-and after-school, and preschool programs, etc., as well as any services provided with funds from the Title I, Part A Homeless Reservation/Set-Aside.  [Sec. 1112 (a)(1), Sec. 1112 (b)(1)(O)]  NOTE: THIS SECTION DOCUMENTS SOME OF THE REQUIRED MV LIAISONS CAPACITY BUILDING ACTIVITIES FOR MV GRANTS. | | 1. Copy of any sections of the District Improvement Plan (DIP) that address homeless students’ academic needs. (Title I funds may only be spent on activities that are listed in the DIP.) 2. Sample records of homeless students served in all LEA programs mentioned at left, indicating comparable levels of services being provided to both (also provide a sample for a non-homeless student, as comparison) See item 73. 3. LEA’s CURRENT Title I – MV Homeless Reservation Template, indicating the amount of Title I funds set aside/reserved) for providing comparable Title I services to homeless students attending non-Title I school buildings in the LEA by the reserved Title I funds (This form is required, even if no funds must be reserved, and may be located in the LEA’s Consolidated Application 2014-15.) See item 74. 4. LEA records of other services provided for homeless students by reserved Title I funds (i.e., Liaison salary, incidental transportation, or additional support for homeless students). |
| 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.  [Sec. 722(g)(6)(C)]  NOTE: MV Grant Coordinators must be contacted/involved before issues go to the MV State Coordinator. | | 1. Samples of meeting minutes and agendas documenting the participation of Liaison, MV Grant Coordinator and/or district representatives on local committees. Must include the Continuum of Care (CoC) in evidence. 2. Samples of emails between the Liaison and MV Grant Coordinator (for MV Consortium members) and/or State Coordinator regarding LEA homeless students |
| The district must coordinate services with other LEAs on inter-district issues. This coordination ensures that homeless children have access and proximity to all education and support services, as well as raises awareness of homeless issues among school personnel and service providers.  [Sec. 722 (g)(5)(A)(ii) and (g)(5)(C)] | | 1. Samples of meeting minutes and agendas documenting the participation of Liaison at MV Consortium meetings and trainings or NCHE meetings or trainings 2. Written evidence of Liaison communications and/or meetings with MV Grant Coordinator (for MV Consortium members) and/or MV Monitor or State Coordinator regarding LEA Homeless Education Program, homeless students, etc. 3. Samples of inter-district or consortium agreements, Memoranda of Understanding, etc. related to coordination of homeless education practices, procedures, and programs or policies |
| The district must coordinate services with local social services and other agencies providing assistance to homeless children and youth.  [Sec. 722 (g)(5)(A)(i) and (g)(5)(C)] | | 1. Samples of meeting minutes and agendas documenting the participation of Liaison or district representative at meetings and trainings with local human service agencies and organizations 2. SAME AS ITEMS 87 & 88, ABOVE |
| The district must coordinate services with state and local housing agencies to minimize educational disruption for children and youth who become homeless, and to ensure homeless children have access and proximity to all education and support services, as well as to raise the awareness of school personnel and service providers.  [Sec 722(g)(5)(B)] and [Sec. 722 (g)(5)(C)] | | 1. Samples of meeting minutes and agendas documenting the participation of Liaison, MV Grant Coordinator or district representative at meetings and trainings with local housing agencies and organizations 2. SAME AS ITEMS 87 & 88, ABOVE |
| **COMMENTS:** | | |
| 1. **Engagement of Homeless Parents/Guardians** | |  |
| The district must ensure that parents are informed of the educational rights of their children and are provided with meaningful opportunities to participate in the child's education.  [Sec. 722 (g)(6)(A)(vi)] | | 1. Sample of the materials given to parents/youth that list the educational rights of homeless students - including a list of the languages in which this material is available 2. Sample of District Referral Checklist provided to parents/youth, listing district and community resources and services available to homeless families, children and youth (Must include current contact information for agencies and services.) 3. Sample of Liaison records indicating those district and/or community services that enrolled homeless students and their families are utilizing 4. Sample document/form indicating the specific ways homeless parents are helped to be engaged (i.e., transportation to school for meetings or events, inclusion in field trips, game nights, chaperoning school events, etc.). 5. Minutes, sign in sheets and flyers from any parent education events held to inform parents (homeless or not) of the educational rights of students experiencing homelessness |
| **The district must provide written notice, at the time of enrollment, and at least twice while the child/youth is enrolled, to the parent, guardian or unaccompanied homeless youth that sets forth general educational rights of homeless children and youth, is signed by parent/guardian/youth, and that specifically states the choice of schools eligible to the student, the non-segregation policy for homeless students, that homeless students should not be stigmatized by school personnel, the right to all comparable services provided by the district…**  **[Sec. 722 (e)(1)(C)]** | | 1. **NEW ITEM: Sample of the materials given to parents/youth that list the educational rights of homeless students - including a list of the languages in which this material is available** 2. **Schedule of times or events that this information is shared with all parents (twice while MV student is enrolled, typically at the beginning and end of each school year).** 3. **Samples of several LEA parent notification forms (signed, if implemented at time of submission)**   **NOTE: This item is an element of MV Law not previously included in the MDE MV Self Assessment. A sample MV Rights Notification Form will be available by 9/30/14 on MDE MV website.)** |
| **COMMENTS:** | | |
| 1. **FINANCIAL REVIEW – ALLOWABLE USE OF FUNDS** | | **THIS SECTION APPLIES TO ALL MICHIGAN PUBLIC SCHOOLS – LEAs, ISDs, and PSAs** |
| The district must provide documentation of any LEA General Funds expenditures for services to homeless students (school transportation, non-Title I-A tutoring, child care or after-school program tuition or discounts, field trip fees, clothing, food, emergency lodging, event tickets, other fees, etc.).  [MDE Title I - MV Guidance, June 2014] | | 1. Written documentation listing general fund expenditures for homeless student services or support for the current or previous school year (transportation, fee waivers, field trips, etc.) 2. Samples of any materials promoting or sharing fundraising activities to support homeless education or homeless students in the LEA 3. Evidence of expenditures for any additional grants or donations to the LEA for the support of homeless education or homeless students in the LEA |
| The district must provide documentation of any State 31-a/At Risk funds expenditures for services to homeless students (tutoring, academic support, other fees, etc.).  [MDE Title I - MV Guidance, June 2014] | | 1. Listing of 31-a expenditures for homeless student services or support for the current or previous school year. 2. Copies of the Eligibility Worksheets for homeless students qualified for services provided by 31-a funding |
| The district must provide documentation of any Title I, Part A Homeless Setaside funds expenditures for services to homeless students (tutoring, academic support, other fees, etc.).  [MDE Title I - MV Guidance, June 2014; Consolidated Appropriations Act of 2014; USED Guidance 3-21-14, 5-22-14, and 7-22-14] | | 1. SAME AS ITEMS 82 & 83 ABOVE |
| **COMMENTS:** | | |
| 1. **OTHER LEA EVIDENCE**   **THIS SECTION PROVIDES SPACE FOR THE LEA TO ADD ANY EVIDENCE/DOCUMENTATION NOT SPECIFICALLY LISTED IN PREVIOUS SECTIONS THAT WILL AID IN UNDERSTANDING THE LEA’S MV HOMELESS EDUCATION PROGRAM.** | | **Please also reference the section and item number of each document added here in the Comment Box of the appropriate section of the Self Assessment. Number each item added in this section. Additional comments may also be added.**  **ENTER IN THIS COMMENT BOX: “Additional ABC Schools Evidence for G-6”**  **ENTER IN G-6 COMMENT BOX: “See ABC Schools Additional Evidence in Section P”** |
|  | | |
| **COMMENTS:** | | |
| 1. **MDE PROGRAM APPLICATION REVIEW** | | **THIS SECTION APPLIES TO MV FISCAL AGENTS ONLY** |
| **The fiscal agent for MV Homeless Education Grant must complete and submit the MV Consortium Management form upon notification of a MDE-OFS monitoring date by the Special Populations Unit Manager.**  **Samples of the form will be provided to all MV fiscal agents and MV Grant Coordinators annually.** | | 1. The MV Consortium Management form contains questions in the following areas:  * MV Grant Coordinator Functions and Duties - FTE, specific duties and functions * Program Application Review - alignment of grant activities with grant application timeline * Financial Review - copies of complete evidence of two types of expenditures, tracked from initiation to completion, to include transportation expenditure as one example * MV Program Review –   + Local Liaisons (list, length of service, documentation of training &capacity)   + Coordination of Services (examples within & outside consortium)   + Title I Coordination and Funding (list of setasides & services by district)   + Technical Assistance and Training to member districts (list of events, agendas, minutes, sign in sheets, Liaison Capacity Chart, etc.)   + Strengths and Challenges (grant coordinator’s perspective) * Consortium Success Story (1-2 examples) |