## School Support and Accountability (SSA)

## Education for Homeless Children and Youths Program

## State Educational Agency (SEA)

## Performance Review Self-Assessment and

## On-Site/Desk Review Protocol

Subtitle VII-B of the McKinney-Vento Homeless Assistance Act [42 U.S.C. § 11431 et seq.]

Title I, Part A of the Elementary and Secondary Education Act of 1965 [20 U.S.C. § 6301 et seq.]

U.S. Department of Agriculture regulations [7 C.F.R. § 245.6(b)(6)(ii)]

Description: Subtitle VII-B of the McKinney-Vento Homeless Assistance Act ensures that children and youths experiencing homelessness have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths. State educational agencies (SEAs) and local educational agencies (LEAs) must remove barriers to the identification, enrollment, or success in school of children and youths experiencing homelessness. These children and youths must have access to the education and other services that they need to ensure they have an opportunity to meet the same challenging State academic standards to which all students are held.

Instructions: Please respond to each self-assessment question using the survey. For items requesting a brief response, please provide a narrative answer or submit responsive documentation and indicate in the survey response (a) the document(s) that are responsive to each question and (b) the specific page or pages of the relevant documents that address each question. Based on U.S. Department of Education (Department) review of SEA responses, Department staff will determine appropriate on-site follow up questions.

Recommended Participants: State Coordinators for the SEA’s Office of the Coordinator for the Education for Homeless Children and Youths (EHCY) program; Director of the SEA’s Title I, Part A program

Subtopics:

* State and Local Subgrants
* Functions of the Office of the Coordinator
* Coordination with Title I, Part A
* Coordination with Special Education
* LEA Subgrant Oversight
* LEA Self-Assessment

***SEA***

***Self-Assessment Questions***

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| **Subtopic** | **Citation** | **Questions** | ***SEA Response*** | **Suggested Documentation** |
| State and Local Subgrants | McKinney-Vento Act section 722(e)(1) | 1. Does the State distribute not less than 75 percent in subgrants to LEAs?

**For States funded at the minimum level:** Does the State distribute not less than 50 percent in subgrants to LEAs? | *Enter brief response here or provide responsive documentation here* | * Budget sheets from the past fiscal year showing overall funding and percentage of funding distributed in LEA subgrants
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| State and Local Subgrants | McKinney-Vento Act section 722(e)(2) | 1. What State-level activities do the remaining funds from the State allocation (e.g., State administrative funds) support?
 | *Enter brief response here or provide responsive documentation here* | * Budget sheets from the past fiscal year showing the distribution of funds for State-level activities
* State Coordinator FTE and position description
* Evidence of activities that the State has carried out using its State administrative funds.
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| State and Local Subgrants | McKinney-Vento Act section 722(e)(3) | 1. Are there any public schools in the State that offer educational services that segregate homeless students from nonhomeless students?
 | *Enter names of public schools that operate as separate schools here* |  |
| Functions of the Office of the Coordinator | McKinney-Vento Act section 722(d)(3) | 1. Provide information on the structure of the SEA’s Office of the Coordinator for Education of Homeless Children and Youths.
 | *Enter brief response here. or provide responsive documentation here*  | * Name of the State Coordinator(s) for Homeless Education
* Position description for the State Coordnator(s) for Homeless Education
* SEA’s organizational chart
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| Functions of the Office of the Coordinator | McKinney-Vento Act section 722(f)(1)(A) | 1. Where does the SEA post data on the number of homeless students posted on its website?
 | *Enter brief response here or provide responsive documentation here* | * Screen shot of data posted on the SEA website
* SEA website link
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| Functions of the Office of the Coordinator | McKinney-Vento Act section 722(f)(1)(B) | 1. How has the SEA gathered and made publicly available reliable, valid, and comprehensive information **on the nature and extent of the problems homeless children and youths have in gaining access** to public preschool programs and public elementary schools and secondary schools?
 | *Enter brief response here or provide responsive documentation here*  | * Documents or reports from the SEA on homeless children and youths in the State
* Evidence that the information is publicly available
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| Functions of the Office of the Coordinator | McKinney-Vento Act section 722(f)(1)(C) | 1. How has the SEA gathered and made publicly available reliable, valid, and comprehensive information **on the difficulties in identifying the special needs and barriers to the participation and achievement** of such children and youths?
 | *Enter brief response here or provide responsive documentation here*  | * Documents or reports from the SEA on homeless children and youths in the State
* Evidence that the information is publicly available

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| Functions of the Office of the Coordinator | McKinney-Vento Act section 722(f)(1)(D) | How has the SEA gathered and made publicly available reliable, valid, and comprehensive information **on any progress made by the SEA and LEAs in the State in addressing the special needs and barriers to te participation** of such children and youths? | *Enter brief response here or provide responsive documentation here* | * Documents or reports from the SEA on homeless children and youths in the State
* Evidence that the information is publicly available
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| Functions of the Office of the Coordinator | McKinney-Vento Act section 722(f)(1)(E) | How has the SEA gathered and made publicly available reliable, valid, and comprehensive information on **the success of the EHCY program in identifying homeless children and youths and allowing such children and youths to enroll in, attend, and succeed in school**? | *Enter brief response here or provide responsive documentation here* | * Documents or reports from the SEA on homeless children and youths in the State
* Evidence that the information is publicly available
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| Functions of the Office of the Coordinator | McKinney-Vento Act section 722(f)(4) | What coordinating and collaborative activities does the State Coordinator conduct with educators, service providers, housing providers, local homeless liaisons, and community organizations? What process does the SEA have in place to evaluate whether these coordinating and collaborative activities have improved the provision of services to homeless children and youth and their families? | *Enter brief response here or provide responsive documentation here* | * List of entities with which the SEA coordinates and collaborates
* Agendas from joint trainings and meetings
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| Functions of the Office of the Coordinator | McKinney-Vento Act section 722(f)(5) | What types of technical assistance does the State Coordinator provide to local homeless liaisons to assist them with compliance and programmatic issues? | *Enter brief response here or provide responsive documentation here* | * Email and phone technical assistance logs
* Dates and agendas for local liaison conference calls or online meetings
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| Functions of the Office of the Coordinator | McKinney-Vento Act section 722(f)(6) | What professional development does the State Coordinator provide to LEA personnel and local homeless liaisons to assist in identifying and meeting the needs of homeless children and youths? | *Enter brief response here or provide responsive documentation here* | * Training meeting agendas from the past year
* Sample webinar presentation(s)
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| Functions of the Office of the Coordinator | McKinney-Vento Act section 722(g)(1)-(6) | 1. How does the SEA implement its State Plan to ensure that LEAs comply with each of the following requirements of the law?

(The following bullets align with questions in LEA Self-Assessment.)* Making best interest determinations for school placement for children or youth who are identified as homeless
 | *Enter brief response here or provide responsive documentation here* | * Agendas for LEA professional development that address these areas
* Logs of technical assistance calls and emails related to these areas
* Questions in the monitoring protocol related to the areas
* Guidance or memos to LEAs related to these topics
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| * Immediately enrolling homeless children and youths in school deemed to be in their best interest
 | *Enter brief response here or provide responsive documentation here* |
| * Assisting unaccompanied homeless youths with school selection and enrollment
 | *Enter brief response here or provide responsive documentation here* |
| * Providing transportation to and from the school of origin
 | *Enter brief response here or provide responsive documentation here* |
| * Providing records on request in a timely fashion when a child or youth enters a new school district
 | *Enter brief response here or provide responsive documentation here* |
| * Conducting disputes according to the State and local McKinney-Vento dispute policies
 | *Enter brief response here or provide responsive documentation here* |
| * Providing written notice of disputes regarding the educational placement of homeless children and youths to parents, guardians, or unaccompanied youth
 | *Enter brief response here or provide responsive documentation here* |
| * Maintaining information about a homeless child’s or youth’s living situation as a student education record and not directory information
 | *Enter brief response here or provide responsive documentation here* |
| * Providing transportation services comparable to those provided to other students
 | *Enter brief response here or provide responsive documentation here* |
| * Linking homeless children and youths who meet eligibility criteria to appropriate services, including Title I programs, special education services, education programs for English learners, programs in career and technical education, and programs for gifted and talented students
 | *Enter brief response here or provide responsive documentation here* |
| * Providing free meals expeditiously
 | *Enter brief response here or provide responsive documentation here* |
| * Coordinating with social service, housing, and other local agencies to provide services to homeless children and youths
 | *Enter brief response here or provide responsive documentation here* |
| * Coordinating with other LEAs for interdistrict services, such as transportation of homeless students and the transfer of school records
 | *Enter brief response here or provide responsive documentation here* |
| * Raising the awareness of school personnel and service providers of the effects of short term stays in a shelter and other challenges associated with homelessness
 | *Enter brief response here or provide responsive documentation here* |
| * Carrying out all the duties listed for the local homeless liaison
 | *Enter brief response here or provide responsive documentation here* |
| Functions of the Office of the Coordinator | McKinney-Vento Act section 723(d) | 1. How does the SEA ensure that subgrant funds are spent only on authorized activities?
* What is the process for overseeing expenses?
* What is the process for budget amendments?

What budgetary oversight exists to ensure that subgrant conform to the federal Uniform Guidance and State budgetary oversight requirements? | *Enter brief response here or provide responsive documentation here* | * Budgetary forms that show expense types and amounts for each subgrantee, budget amendment form, State grantee policies that apply to McKinney-Vento subgrant
* Policies or procedures communicated to subgrantees related to budget submission, review and approval, and amendment
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| Functions of the Office of the Coordinator | McKinney-Vento Act section 722(f)(7) | What is the process for responding to calls and emails from parents and guardians of homeless children and youth, and unaccompanied youths? | *Enter brief response here or provide responsive documentation here* | * Telephone and email logs
* Publicly available information for parents and the public to contact the SEA
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| Coordination with Title I, Part A | ESEA section 1112(a)(1)(B); ESEA section 1113(c)(3) | 1. What coordination with the Title I, Part A program exists at the State level to ensure that homeless children and youth are included in LEA Title I, Part A plans?
 | *Enter brief response here or provide responsive documentation here* | * Agendas from joint trainings
* Sample LEA Title I, Part A plans that include services for homeless students
* LEA monitoring protocol with questions related to coordination between Title I and the EHCY program
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| Coordination with Special Education | McKinney-Vento Act section 732(g)(5)(D) | What coordination exists with the special education program at the State level to ensure that LEAs coordinate the provision of EHCY services with the provision of programs for children with disabilities in their LEAs and other involved LEAs? | *Enter brief response here or provide responsive documentation here* | * Joint trainings
* Joint policy memos
* Phone and email contacts related to homeless children and youth with disabilities
* Agendas from IDEA State Intervention Coordinating Council (SICC) and Special Education Advisory Panel meetings that the State Coordinator attended
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| LEA Subgrant Oversight | McKinney-Vento Act section 723(a)(4) | How many years is the EHCY subgrant cycle? Did the last application process take place within the past three years?  | *Enter brief response here or provide responsive documentation here* | * Memos, guidance, and announcements for the most recent subgrant process
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| LEA Subgrant Oversight | McKinney-Vento Act section 723(b) | 1. Does the SEA require that the LEA application include:
* An assessment of the educational and related needs of homeless children and youths in the area served by the LEA
* A description of the services and programs for which assistance is sought to address the needs identified
* An assurance that the LEA’s combined fiscal effort per student, or the aggregate expenditures of that agency and the State with respect to the provision of free public education by such agency for the fiscal year preceding the fiscal year for which the determination is made, was not less than 90 percent of such combined fiscal effort or aggregate expenditures for the second fiscal year preceding the fiscal year for which the determination is made
* An assurance that the applicant complies with or will use requested funds to comply with LEA requirements specified in the McKinney-Vento Act
* A description of policies and procedures that the agency will implement to ensure that activities carried out by the agency will not isolate or stigmatize homeless children and youths
* An assurance that the LEA will collect and promptly provide data specified in the McKinney-Vento Act to the State Coordinator

An assurance that the LEA will meet the LEA requirements specified in the McKinney-Vento Act | *Enter brief response here or provide responsive documentation here* | * LEA subgrant application form
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| LEA Subgrant Oversight | McKinney-Vento Act section 723(c) | How does the SEA ensure that competitive awards were made on the basis of need and quality of the applications? | *Enter brief response here or provide responsive documentation here* | * Policies describing the competitive subgrant process, subgrant application form, description of the application review process, list and qualifications of reviewers
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