

SOUTH CAROLINA DEPARTMENT OF EDUCATION
OFFICE OF FEDERAL AND STATE ACCOUNTABILITY

2015–16 MCKINNEY-VENTO MONITORING INSTRUMENT

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

District:	Monitoring Date:
Liaison:	Monitor:
	Monitor:
Also Interviewed:	Also Interviewed:
Title:	Title:

The South Carolina Department of Education (SCDE) Office of Federal and State Accountability (OFSA) 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 (M-V) Homeless Assistance Act (Title X, Part C of the 2001 Reauthorized Elementary and Secondary Education Act). This federal mandate applies to all public school districts and public charter schools.

The purpose of this instrument is to monitor regulatory compliance of educational services in addition to the identification and attendance of children and youth experiencing homeless in the district in order to enhance and increase the educational achievement of homeless children and youth. Monitoring is required to be completed with all school districts every three years.

REGULATORY COMPLIANCE	Suggested Items for Documentation/Evidence	STATUS
Title X, Part C, ESEA/NCLB (2001) McKinney-Vento Homeless Assistance Act	<p><u>Compliance Status</u> C – Evidence submitted is in compliance P – Evidence submitted in partially compliant O – Evidence or lack of evidence is Out of Compliance N/A – Not applicable</p>	
(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 document in order 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.	

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REGULATORY COMPLIANCE	SUGGESTED ITEMS FOR DOCUMENTATION/EVIDENCE	STATUS
A. Local M-V Homeless Education	Options for Evidence or Documentation	Status
<p>The district must designate a Local Homeless Liaison to assist homeless students, including unaccompanied youth, in enrolling, attending, participating and succeeding in school.</p> <p>[Sec. 722 (g)(1)(J)(ii), Sec. 722 (g)(6)(A)]</p>	<ul style="list-style-type: none"> The McKinney-Vento Local Homeless Liaison has submitted the contact information to the SCDE at the beginning of each school year upon request. Submit a copy of the confirmation email or the SCDE spreadsheet line or screenshot of the line. 	
COMMENTS:		
B. District Outreach and Identification of Homeless Students	Options for Evidence or Documentation	Status
<p>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.</p> <p>[Sec. 722 (g)(6)(B)]</p>	<ul style="list-style-type: none"> Samples of materials used to inform these groups of Liaison duties, such as an annual notification letter or email with the name, contact information, and duties of the liaison, 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. Sample of any form/brochure used to refer families or youth to a Local District Liaison NOTE: If M-V Grant Coordinator does majority of outreach, provide evidence of informing all Liaisons of the agencies/service providers/advocates reached by Coordinator. 	
<p>The district must establish a procedure to locate and identify homeless children/youth of school age within the district, <u>whether or not they are enrolled</u> (i.e., preschool-aged siblings, dropout youth, street youth, etc.).</p> <p>[Sec. 722(g)(1)]</p>	<ul style="list-style-type: none"> <i>Written</i> document on identification procedures, enrollment forms, residency questionnaires, agendas or meeting minutes to document communication or training with school staff, 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. 	

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B. District Outreach and Identification of Homeless Students (continued)	Options for Evidence or Documentation	Status
<p>The district must ensure that children and youth in homeless situations are located, identified, and referred by school personnel to the Local Liaison.</p> <p>[Sec. 722 (g)(6)(A)(i)]</p>	<ul style="list-style-type: none"> • LEA referral and/or identification forms used by school personnel to inform Liaison of homeless children/youth • LEA enrollment form, showing living situation options (used to identify potential homeless students) • LEA Residency Questionnaire (sample form, in languages used in school community) • Agendas, materials and sign in sheets of meetings, professional development or training of LEA staff in M-V definition and identification. • NOTE: Liaisons must train staff within own district. 	
<p>The district must <u>disseminate public notice of the educational rights of homeless students</u>, containing current Liaison contact information, in all school buildings, as well as in places where homeless families/youth are likely to be present.</p> <p>[Sec. 722 (g)(6)(A)(v)]</p>	<ul style="list-style-type: none"> • Written list of specific locations where posters are placed in school buildings and in the community • Postings include notice of rights in event of foreclosure; must include current and complete LEA Liaison contact information • Locations include shelters, motels, soup kitchens, food banks, libraries, etc. • Documentation that posters/materials are available in Spanish and other prevalent languages • Sample of LEA/ISD/Grant Consortium’s own homeless education brochure, if applicable 	
<p>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)</p> <p>ESEA [Sec. 1111(a)(1)]</p>	<ul style="list-style-type: none"> • 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 PowerSchool • 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. 	
<p>COMMENTS:</p>		

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C. School Selection for Homeless Students	Options for Evidence or Documentation	Status
<p>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.</p> <p>[Sec. 722 (g)(3)(B)(i)]</p>	<ul style="list-style-type: none"> • District referral checklist or other forms indicating that services to homeless students are tracked by the district liaison. • Copy of rights to school of origin documentation shared with parent, guardian, or unaccompanied youth • Copies of all documents where transportation policies are described in writing • Copies of inter-district transportation agreements to serve students experiencing homelessness. • Sample records of individual homeless students showing school of origin, current school attending, transportation request form, services provided, length of time served, etc. (Students name must be redacted). • A sample of the NCHS Best Interest School Selection Checklist or similar document, if used, for determination child-centered best interest in student placement. 	
<p>The district must ensure that students are allowed to attend their school of origin <u>the entire time they are homeless AND until the end of any academic year</u> in which they become permanently housed.</p> <p>[Sec. 722 (g)(3)(A)(i)]; [Sec. 722(g)(3)(A)(i)(II)]</p>		
<p>The district must ensure that students <u>who become homeless between academic years</u> are allowed to attend the school of origin for the next academic year.</p> <p>[Sec. 722 (g)(3)(A)(i)(I)]</p>		
<p>COMMENTS:</p>		

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D. Enrollment of Homeless Students	Options for Evidence or Documentation	Status
<p>The district must immediately enroll students in school, even if they lack records that are normally required for enrollment.</p> <p>[Sec. 722 (g)(3)(C)(i)]; [Sec. 722 (g)(3)(C)(iii)]</p>	<ul style="list-style-type: none"> • Copies of all documents where enrollment policies or procedures are described in writing • Documentation that “immediate enrollment” is understood to include attending and participating in school activities • Sample of enrollment records, including timeline showing date of receiving student and date enrolled • Number of homeless students by number of days enrollment processing took 	
<p>The district must ensure that homeless students are immediately enrolled in and have full and equal opportunity to succeed in school.</p> <p>[Sec. 722 (g)(6)(A)(ii)]</p>	<p style="text-align: center;">SAME DOCUMENTATION AS ABOVE</p>	
<p>The district must <u>review and revise policies and procedures which could act as barriers</u> to the enrollment, attendance, participation, and success of homeless children and youth.</p> <p>[Sec.722 (g)(1)(G)]</p>	<ul style="list-style-type: none"> • Copy of LEA School Board policy (policies) related to homeless students or services to homeless students • Current records documenting the <u>most recent</u> LEA School Board review of LEA policies and procedures on homeless students • Copies of any <u>revised</u> policies and procedures implemented to remove barriers for homeless students 	
<p>The district must automatically qualify and start homeless students to participate in free school nutrition programs upon enrollment.</p> <p>[Sec. 722 (g)(4)]; Child Nutrition & WIC Act [Sec. 104(5)(A)(i), (iii), & (iv)] and [Sec. 107 (a)(3)(iv-vi)]</p>	<ul style="list-style-type: none"> • Copy of policy or written procedures for notifying school nutrition office of new homeless students. • Sample of any special notification or form provided to Food Service Director for certification of homeless students’ eligibility for free meals • Aggregate list of homeless students utilizing free nutrition programs 	
<p>The district must facilitate in obtaining records as soon as possible from the students' previous school.</p> <p>[Sec. 722 (g)(3)(C)(ii)]</p>	<ul style="list-style-type: none"> • Copy of policy or written procedures for obtaining records from previous school. • Written records of communication with other schools to obtain records, including date(s) of contact 	

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D. Enrollment of Homeless Students (continued)	Options for Evidence or Documentation	Status
<p>The district must assist in obtaining necessary documentation, communications or medical records for homeless children and youth who do not have immunizations/medical records.</p> <p>[Sec. 722 (g)(3)(C)(iii)]</p>	<ul style="list-style-type: none"> • Sample of records or tracking forms used to obtain Immunization records for homeless students • Liaison records that document assistance provided in obtaining immunizations and/or medical records for homeless students 	
<p>The district must maintain student records (academic, immunization, medical, birth certificates, guardianship records, special evaluations) so they are readily available.</p> <p>[Sec. 722 (g)(3)(D)]</p>	<ul style="list-style-type: none"> • Copy of policy or written procedures for maintaining easily accessible school records for students experiencing homelessness • 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 records (i.e., birth certificates) for students experiencing homelessness 	
<p>The district must consider every homeless student attending a non-Title I school <u>eligible</u> for Title I services, <u>based on their status as homeless, and not dependent on low academic achievement</u>. Homeless students are categorically eligible for Title I services.</p> <p>[Consolidated Appropriations Act of 2014; USED Guidance 3-21-14, 5-22-14, and 7-22-14]</p>	<ul style="list-style-type: none"> • List of homeless students attending non-Title I schools, with Title I services received by each • Referral forms used by LEA for participation in Title I program • Records of homeless students enrolled in Title I tutoring • Records of homeless students NOT participating in Title I services and rationale for this. (STUDENT LISTS MUST HAVE NAMES REDACTED.) 	
<p>COMMENTS:</p>		

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E. Dispute Resolution Procedures for Homeless Students	Options for Evidence or Documentation	Status
<p>The district must provide a written process to parents/youth for the prompt resolution of disputes regarding the educational placement of homeless students.</p> <p>[Sec. 722 (g)(3)E]</p>	<ul style="list-style-type: none"> • Copy of LEA dispute resolution policy or procedures • Copy of written materials regarding the education rights of homeless students, including the right to appeal, provided to parents, guardians and unaccompanied youth. • Samples of parent/guardian notification of denial of eligibility, enrollment in school of origin or school requested for each occurrence 	
<p>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.</p> <p>[Sec.722 (g)(3)(B)(ii)]</p>	<ul style="list-style-type: none"> • Samples of parent/guardian notification of denial of eligibility, enrollment in school of origin or school requested for each occurrence • Summary of any homeless education disputes or appeals filed, resolved, and/or further appealed – up to the date of the M-V Monitoring Review 	
<p>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.</p> <p>[Sec. 722 (g)(3)E and (g)(3)(B)(ii)]</p>	<ul style="list-style-type: none"> • Current LEA dispute resolution policy, procedures, and the written materials provided to homeless parents/youth • Current SCDE Dispute Resolution Policy and Procedures 	
<p>The district must <u>immediately</u> enroll a homeless student in the school of origin or residence (as selected by parent/youth), <u>pending the resolution of any dispute</u>.</p> <p>[Sec. 722 (g)(3)E]</p>	<ul style="list-style-type: none"> • Student records documenting immediate enrollment of homeless student while dispute resolution is pending (if any has occurred) (STUDENT LISTS MUST HAVE NAMES REDACTED.) 	
<p>The district’s Local Liaison must initially mediate enrollment disputes.</p> <p>[Sec. 722 (g)(3)(E)]</p>	<ul style="list-style-type: none"> • Documentation of a LEA dispute appealed 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.) 	

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COMMENTS:		
F. Transportation for Homeless Students	Options for Evidence or Documentation	Status
<p>The district must ensure that homeless families/youth are <u>fully informed of all transportation services to school</u> (school of origin or school of residence) <u>and assists in accessing</u> the transportation services.</p> <p>[Sec. 722 (g)(6)(A)(vii)]</p>	<ul style="list-style-type: none"> • Copy of LEA policy regarding transportation for students experiencing homelessness. • Written procedure for arranging transportation within LEA, across LEAs, and/or through • Samples of any materials used to inform parents or youth of transportation services available and the method of distribution • 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. 	
<p>The district must provide transportation to the school of origin at the request of the parent/homeless youth.</p> <p>[Sec.722 (g)(1)(J)(iii)]</p>	<ul style="list-style-type: none"> • SAME DOCUMENTATION AS ABOVE 	
<p>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.</p> <p>[Sec. 722 (g)(1)(J)(iii) and (g)(4)(A)(II)]</p>	<ul style="list-style-type: none"> • SAME DOCUMENTATION AS ABOVE 	
COMMENTS:		

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G. Segregation of Homeless Students	Options for Evidence or Documentation	Status
<p>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.</p> <p>[Sec. 722 (g)(1)(J)(i)]</p>	<ul style="list-style-type: none"> • Written statement of non-segregation of homeless children and youth in district or board policies, student handbook, etc. • 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:		
H. Unaccompanied Homeless Youth	Options for Evidence or Documentation	Status
<p>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.)</p> <p>[Sec.722 (g)(3)(B)(iii)]</p>	<ul style="list-style-type: none"> • Records of UHY documenting program and course selection, referrals and participation. <p>NOTE: Include extracurricular activities and support in this section, as well.</p>	
<p>The district must act as parentis in loco to assist unaccompanied youth in school selection/enrollment decisions.</p> <p>[Sec.722 (g)(3)(B)(iii)]</p>	<ul style="list-style-type: none"> • Written evidence that M-V Liaison has acted as advocate for UHY in these or other decisions. • SAME DOCUMENTATION AS ABOVE 	
<p>The district must assist unaccompanied youth in requesting transportation to the school of origin.</p> <p>[Sec. 722 (g)(1)(J)(iii)]</p>	<ul style="list-style-type: none"> • 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.) • Sample of transportation records for UHY enrolled in district (STUDENT NAMES REDACTED) • SAME DOCUMENTATION AS ABOVE 	

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I. Unaccompanied Homeless Youth (continued)	Options for Evidence or Documentation	Status
<p>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.</p> <p>[USED 2011-12 Application and Verification Guide, Federal Student Aid Handbook, Pg. 28-30]</p>	<ul style="list-style-type: none"> • Sample of a completed FAFSA Verification form for a UHY in most recent school year • Documentation of UHY participation in event to support completion of FAFSA, college visits or tours, orientation sessions, college fairs, etc. • Documentation of any college application fees paid or waived by LEA or M-V Grant for graduating UHY 	
COMMENTS:		
J. Preschool-Aged Homeless Students	Options for Evidence or Documentation	Status
<p>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.)</p>	<ul style="list-style-type: none"> • Sample of materials given to homeless parents on the educational rights of <u>preschool</u> children • District/ISD referral checklist, including preschool services and programs, including GSRP • Sample of form/materials showing preschool referrals provided for homeless students • 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 • Meeting minutes and sign in sheets of LEA collaboration with ISD, LEA, K-12 schools and area preschool programs 	
COMMENTS:		

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K. Homeless Students with Disabilities	Options for Evidence or Documentation	Status
<p>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.</p> <p>[IDEA, Part B-34 CFR, Sec. 104.33 (b)(2)]</p>	<ul style="list-style-type: none"> • District/ISD referral checklist, including Special Education services, programs and/or evaluations • Sample of form/materials showing Special Education referrals provided for homeless students • Documentation of expedited evaluations/assessments for homeless students with suspected or determined disabilities • Samples of emails, letters, etc. from Liaison to Special Education Director (LEA and/or ISD), school psychologist, phone log of referrals, etc. • Meeting minutes and sign in sheets of LEA collaboration with LEA/ISD Special Education staff and programs 	
COMMENTS:		
L. Comparable Services and Academic Standards for Homeless	Options for Evidence or Documentation	Status
<p>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.</p> <p>[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]</p>	<ul style="list-style-type: none"> • 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 • LEA's CURRENT Title I – M-V 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 • LEA records of other services provided for homeless students by Title I funds. • Documentation of LEA Liaison efforts to ensure that homeless students participate in State Assessments with non-homeless students 	

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L. Comparable Services and Academic Standards for Homeless	Options for Evidence or Documentation	Status
<p>The district must ensure that homeless families, children and youth <u>receive all educational services for which they are eligible</u></p> <p>[Sec. 722 (g)(6)(A)(iii)]</p> <p>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.</p>	<ul style="list-style-type: none"> • Sample of District Referral Checklist provided to parents/youth, listing district and community services available to homeless families, children and youth • Samples of completed checklist or form, showing referrals provided for students, both homeless and non-homeless • 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:		
M. Coordination of Services for Homeless Students	Options for Evidence or Documentation	Status
<p>The district must have a plan describing the coordination of services provided to homeless children and 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.</p> <p>[Sec. 1112 (a)(1), Sec. 1112 (b)(1)(O)]</p>	<ul style="list-style-type: none"> • Copies of meeting minutes, emails, agenda and sign in sheets that verify coordination between the Title I Director and LEA Homeless Liaison. • Copy of all sections of the Title I Application or District Improvement Plan that address homeless students' and their academic needs. • Documentation of set-aside funding, and <i>the method or formula</i> used to determine the amount • Documentation of services provided with Title I A funds • LEA's Current Title I – M-V 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 • 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). 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) 	

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M. Coordination of Services for Homeless Students (continued)	Options for Evidence or Documentation	Status
<p>The district must collaborate and coordinate <u>with the M-V State Coordinator, local community, and school personnel</u> for the education and services provided to homeless students.</p> <p>[Sec. 722(g)(6)(C)]</p>	<ul style="list-style-type: none"> • Samples of meeting minutes and agendas documenting the participation of Liaison and/or district representatives on local committees. Examples could include the Continuum of Care (CoC). • Samples of emails between the Liaison, other LEA liaisons, the National Center for Homeless Education Helpline and/or State Coordinator regarding LEA homeless students 	
<p>The district must coordinate services <u>with other LEAs</u> 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.</p> <p>[Sec. 722 (g)(5)(A)(ii) and (g)(5)(C)]</p>	<ul style="list-style-type: none"> • Samples of meeting minutes and agendas documenting the participation of Liaison at M-V Consortium meetings and trainings or NCHE meetings or trainings • Written evidence of Liaison communications with other LEA Liaisons and/or State Coordinator regarding LEA Homeless Education Program, homeless students, etc. • Samples of inter-district or consortium agreements, Memoranda of Understanding, etc. related to coordination of homeless education practices, procedures, and programs or policies 	
<p>The district must coordinate services <u>with local social services and other agencies</u> providing assistance to homeless children and youth.</p> <p>[Sec. 722 (g)(5)(A)(i) and (g)(5)(C)]</p>	<ul style="list-style-type: none"> • Samples of meeting minutes and agendas documenting the participation of Liaison or district representative at meetings and trainings with <u>local human service agencies and organizations</u> • SAME AS ITEMS 87 & 88, ABOVE 	
<p>The district must coordinate services <u>with state and local housing agencies</u> 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.</p> <p>[Sec 722(g)(5)(B)] and [Sec. 722 (g)(5)(C)]</p>	<ul style="list-style-type: none"> • Samples of meeting minutes and agendas documenting the participation of Liaison or district representative at meetings and trainings with <u>local housing agencies and organizations</u> 	

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COMMENTS:		
N. Engagement of Homeless Parents/Guardians	Options for Evidence or Documentation	Status
<p>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.</p> <p>[Sec. 722 (g)(6)(A)(vi)]</p>	<ul style="list-style-type: none"> • 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 • 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.) • Sample of Liaison records indicating those district and/or community services that enrolled homeless students and their families are utilizing • Sample document/form indicating the <u>specific ways</u> 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.). • 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 	
COMMENTS:		