

McKinney-Vento Homeless Assistance Act Compliance Review

– Guidance –



**State of Wisconsin
Department of Public Instruction**

**Carolyn Stanford Taylor
State Superintendent**

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Education for Homeless Children and Youth
Title I and School Support
Wisconsin Department of Public Instruction
125 South Webster Street
Madison, WI 53703
(608) 267-3721

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I. McKinney-Vento Compliance Overview

The Department of Public Instruction's (DPI) Education for Homeless Children and Youth (EHCY) program's major responsibility is to implement the McKinney-Vento Homeless Assistance Act as amended by the Every Student Succeeds Act (ESSA). Children, youth, and unaccompanied youth experiencing homelessness must have access to public school educational programs and services that allow them to meet the same challenging state student academic achievement standards to which all students are held.

While the majority of Wisconsin public school districts and independent charter schools [henceforth referred to as local educational agencies (LEAs)] do not receive grant funds to implement the requirements of the McKinney-Vento Act, all LEAs are required to be in full compliance with legislative requirements.

In addition to ensuring every LEA is in compliance with McKinney-Vento Act requirements and the supervision of grant-funded programs, the United States Department of Education (ED), as authorized by the *Every Student Succeeds Act, Title IX, Part A - Homeless Children and Youths, Sec.722 (f)(5)*, also requires the DPI EHCY program to monitor both funded and non-funded LEAs to ensure compliance with federal education regulations for children and youth experiencing homelessness.

ED requires the following elements in the DPI EHCY program monitoring process:

- Technical assistance;
- Review protocol, including interview questions;
- Documentation of the review with a written report of whether requirements were met or corrective actions are required; and
- A process for resolving required corrective actions and possible follow-up if LEAs need assistance with compliance.

Annual Monitoring Schedule

EHCY program staff annually notify Wisconsin LEAs scheduled for a remote compliance review. Every LEA must be able to produce documentation that demonstrates compliance with the McKinney-Vento Act.

Formal EHCY On-Site Monitoring/Review Protocol (Grant-funded LEAs/consortia)

All grant-funded LEAs/consortia receive on-site monitoring at least once during the three-year grant cycle. All EHCY grant-funded LEAs/consortia are monitored through:

- document reviews,
- interviews with program staff,
- mid-year reports,

- end-of-year reports, and
- student identification data.

Compliance Review Protocol

1. DPI contacts the LEA's homeless liaison with notification of the McKinney-Vento compliance review for the current school year. The liaison will receive this guidance document and a timeline to submit required documentation for the McKinney-Vento compliance review. DPI remotely reviews approximately 25 LEAs annually.
2. The LEA homeless liaison is instructed to submit supporting documentation to the EHCY grants specialist for compliance items listed in Section II (McKinney-Vento Compliance Monitoring Requirements and Guiding Questions) through the LEA's unique Google Drive folder by following these [instructions for uploading documentation](#). The McKinney-Vento Compliance Review Google folder contains a subfolder for each of the eight sections addressed in Section II: Requirements and Guiding Questions. Documentation must be uploaded for each of the eight sections. The LEA has four weeks to submit documentation. The LEA may contact the EHCY grants specialist with questions during this time.
3. The EHCY grants specialist will review submitted documentation within three weeks. The EHCY grants specialist may contact the LEA during this time to obtain more information regarding the submitted documentation.
4. When the LEA receives the notification for compliance monitoring, the grants specialist will also send a Google Form to schedule a 60-minute phone call. The phone call will take place after the EHCY grants specialist has reviewed all the LEA's submitted documentation. The EHCY grants specialist will confirm the date and time of the phone call appointment before the end of the document submission period. During the phone call, the EHCY grants specialist will ask guiding questions found in the McKinney-Vento Compliance Monitoring Requirements and Guiding Questions document. The LEA homeless liaison is expected to take part in this call and should consider inviting other personnel connected to students experiencing homelessness in the LEA.
5. After the phone call, the EHCY grants specialist may request additional documentation if the submitted documentation is insufficient or absent and will provide a written request specifying the documentation required. The LEA has one week to respond to the request. The EHCY grants specialist will review the LEA's additional or clarified documentation within two weeks.
6. If the LEA does not successfully complete the review, the grants specialist will send a report and letter to the LEA stating the legislative requirements under the McKinney-Vento Act have not been met. The report lists what requirements the LEA needs to comply with, provides the legislative reference, provides technical assistance on how the LEA can reach compliance, and details the corrective action process. The LEA will receive additional information from the EHCY grants specialist with a timetable to achieve compliance.

7. Once the review is successfully completed, the EHCY grants specialist will send a report and letter to the homeless liaison indicating that the McKinney-Vento compliance review is complete.

Compliance Monitoring Review Timeline	
Week 1:	LEA is notified and schedules a phone call
Week 1-4:	LEA gathers and submits evidence in Google Drive
Week 4:	Submitted evidence is due
Week 4-6:	Evidence under DPI review
Week 5-7:	DPI conducts a 60-minute phone call with LEA
Week 8-10:	DPI sends the final report <u>OR</u> LEA addresses additional required documentation

Technical Assistance

Prior to providing documentation for the compliance review process, DPI recommends reviewing information on the [DPI EHCY website](#). Beneficial resources may include viewing the recorded [McKinney-Vento overview webinar](#) presented by the EHCY state coordinators and [The McKinney-Vento Act as Amended by the Every Student Succeeds Act \(ESSA\) of 2015 video](#) for a summary of the changes to the McKinney-Vento Act since the implementation of ESSA in October 2016.

Materials created by DPI and LEAs can be found on the [DPI EHCY Example Forms and Documentation webpage](#). DPI highly recommends reviewing, adapting, and modifying these materials as needed for your own LEA.

DPI also recommends the following resources for maintaining a successful homeless education program:

- [National Center for Homeless Education \(NCHE\) Products and Publications](#)
- [NCHE's Homeless Liaison Toolkit | 2017 Edition](#)
- [National Association for the Education of Homeless Children and Youth \(NAEHCY\)](#)

LEAs are encouraged to contact the EHCY grants specialist, Clara Pfeiffer, at clara.pfeiffer@dpi.wi.gov or (608) 261-6324 or the [EHCY state coordinators](#) for further technical assistance on requirements under the McKinney-Vento Act or on the compliance review process.

II. McKinney-Vento Compliance Monitoring Requirements and Guiding Questions

The following eight sections detail the LEA's responsibilities under the McKinney-Vento Act. Each LEA must be able to demonstrate compliance with each aspect of the McKinney-Vento Act as listed below.

LEAs are encouraged to review the "acceptable LEA evidence" column under each requirement for examples of documents to submit for evidence. LEAs are not required to submit evidence for all examples listed under each requirement. Although there is not a specific number of items an LEA is required to submit for evidence, LEAs should submit enough documentation as to ensure the grants specialist understands how the evidence provided meets the requirements under the McKinney-Vento Act. The same piece of evidence may be submitted for multiple requirements/sections, such as a district policy for students experiencing homelessness.

LEAs are not required, but may choose to answer the questions in the "guiding questions" column for each section. Answering the guiding questions may assist LEAs in determining evidence to submit and discussion points to cover during the required technical assistance phone call with the EHCY grants specialist.

Please note: The implementation of the amendments to the McKinney-Vento Act under the Every Student Succeeds Act (ESSA) in October 2016 may impact existing LEA policies and procedures regarding children, youth, and unaccompanied youth experiencing homelessness if policies and/or procedures have not been updated since that time. [A summary of the major amendments to the McKinney-Vento Act is available from NAEHCY](#) and may assist LEAs with policy and procedure reviews. This affects policies regarding, but not limited to, professional development, credit accrual, privacy, coordination with housing agencies, as well as the removal of "awaiting foster care placement" from the definition of homelessness effective December 10, 2016. LEAs must demonstrate that policies regarding children, youth, and unaccompanied youth experiencing homelessness have been reviewed/revised since ESSA went into effect.

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1. Staff Awareness			
Provide documentation of the LEA's efforts to inform school personnel of the educational rights of children, youth, and unaccompanied youth experiencing homelessness, the duties of and contact information for the LEA homeless liaison, and the LEA's procedures for referring students experiencing homelessness to the homeless liaison.			
Requirement	Acceptable LEA Evidence	Guiding Questions	Response/Comments
1.1 An appropriate staff person has been designated as the LEA Homeless Liaison to carry out the duties described in Title X, Part C. §722(g)(1)(J)(ii)	<ul style="list-style-type: none"> • LEA staff directory that identifies the liaison • LEA web site that identifies the liaison • Other materials or posters bearing the homeless liaison's contact information or that identify the liaison 	<ul style="list-style-type: none"> • What was the rationale for selecting the current homeless liaison? • How does the homeless liaison learn about their responsibilities under McKinney-Vento? • In what McKinney-Vento related professional development activities has the liaison participated? • How often has the LEA designated a new homeless liaison? 	
1.2 The LEA Homeless Liaison must inform school personnel about the educational rights of homeless children, youth, and unaccompanied youth annually. §722(g)(6)(A)(v) §722(g)(6)(B)	<ul style="list-style-type: none"> • Sign-in sheets/agendas/email confirmations from relevant school personnel trainings • Presentations or materials given to school personnel at trainings • Materials explaining educational rights of children, youth, and unaccompanied youth experiencing homelessness (e.g., original posters, flyers, brochures) bearing the homeless liaison's contact and other LEA-specific information that are located in schools and a list of locations in the LEA 	<ul style="list-style-type: none"> • Which school personnel receive training? • How frequently is McKinney-Vento information shared with school personnel? • How do school personnel receive appropriate information and technical assistance on the educational rights and needs of students experiencing homelessness? 	

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2. Community Coordination and Collaboration Provide documentation of the LEA disseminating public notice of educational rights of children, youth, and unaccompanied youth experiencing homelessness in places where families and youth are likely to be present and in formats understandable to the intended audience. Additionally, provide documentation of the LEA's coordination with local service providers to ensure children, youth, and unaccompanied youth experiencing homelessness are promptly identified, have access to available education and related support services, and raise the awareness of local service providers and community members of the challenges associated with homelessness.			
Requirement	Acceptable LEA Evidence	Guiding Questions	Response/Comments
2.1 Public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents or guardians of such children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to parents and guardians of homeless children and youth, and unaccompanied youth. §722(g)(6)(A)(v), §722(g)(6)(B)	<ul style="list-style-type: none"> • Materials such as posters or brochures explaining the educational rights of children, youth, and unaccompanied youth experiencing homelessness and a list of locations where available • Annual public notice posted on the LEA website, handbooks, or newsletters • Evidence that the Homeless Liaison or LEA staff conducts outreach to relevant community groups to inform them of McKinney-Vento rights and services for children, youth, and unaccompanied youth experiencing homelessness, such as copies of agenda, minutes, handouts, or notes • Participation in local Continuum of Care or coordination with state or local housing agencies 	<ul style="list-style-type: none"> • How is public notice of the educational rights of children, youth, and unaccompanied youth experiencing homelessness disseminated? • Is this information disseminated in places where children, youth, and unaccompanied youth experiencing homelessness receive services such as family shelters, food pantries, or libraries? Where? • What community activities are conducted to raise awareness of McKinney-Vento rights? • What community partnerships have been established to provide a coordinated approach to identification and referral of children, youth, and unaccompanied youth experiencing homelessness? • How do service providers and advocates working with families experiencing homelessness receive appropriate information and technical assistance on the educational rights and needs of students experiencing homelessness? 	

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3. Identification and Referral			
Provide documentation of the LEA's procedures for identifying and referring children, youth, and unaccompanied youth experiencing homelessness to the homeless liaison, ensuring that children, youth, and unaccompanied youth experiencing homelessness receive the educational services for which they are eligible, including referrals to appropriate community services.			
Requirement	Acceptable LEA Evidence	Guiding Questions	Response/Comments
3.1 Homeless children and youth are identified by school personnel through outreach and coordination activities. §722(g)(6)(A)(i)	<ul style="list-style-type: none"> • Residency questionnaires or enrollment forms documenting initial primary nighttime residence of students experiencing homelessness • Collaboration with other LEA programs (e.g., Child Find) • Procedure for ensuring students identified as experiencing homelessness are entered as such in the district student information system (SIS) and collected in WISEdata • LEA policy regarding students experiencing homelessness 	<ul style="list-style-type: none"> • Does the LEA use a residency questionnaire during enrollment and during back-to-school activities? • How are students identified throughout the year (not just at initial enrollment)? • How are preschoolers identified and reported? • How are out of school youth identified and reported? • What is the LEA's process for staff to refer students to the Homeless Liaison? • What are the LEA's processes for verifying the accuracy of data for students experiencing homelessness? 	
3.2 Children/youth and families of youth experiencing homelessness are given their McKinney-Vento educational rights in a written and understandable format. §722(g)(3)(E)	<ul style="list-style-type: none"> • Materials such as posters or brochures explaining the educational rights of children, youth, and unaccompanied youth experiencing homelessness • Annual public notice posted on the LEA website 	<ul style="list-style-type: none"> • How do families and unaccompanied youth receive their McKinney-Vento educational rights in a written format? 	
3.3 The LEA Homeless Liaison ensures that homeless children and youth enroll in, and have equal	<ul style="list-style-type: none"> • Sample letters and/or meeting agendas with Head Start, early childhood special education, or early intervention 	<ul style="list-style-type: none"> • Do preschool-aged children experiencing homelessness receive educational services for which they are eligible, including access to 	

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<p>opportunity to succeed in, schools in the LEA including:</p> <ul style="list-style-type: none"> • ensuring access to services through Head Start programs (including early head start programs) and early intervention services under part C of IDEA. • comparable services including programs in career and technical education; programs for gifted and talented students; and school nutrition programs. • giving special attention to ensuring the enrollment and attendance of homeless unaccompanied or out-of-school youth. <p>§722(g)(4), §722(g)(6)(A)(iii), §722(g)(7)(C)</p>	<ul style="list-style-type: none"> • Referrals to early childhood programs • Referrals to vocational or technical education programs • Referrals to gifted and talented programs • Referral forms for school nutrition • Sample letters and/or meeting agendas regarding unaccompanied or out-of-school youth • On-time graduation and dropout rates disaggregated by homeless status • LEA policy with evidence of providing comparable services 	<p>Head Start and preschool programs administered by the LEA?</p> <ul style="list-style-type: none"> • What is the referral policy for preschool-aged students if there are no preschool programs administered by the LEA? • How does the LEA ensure students experiencing homelessness are allowed free participation in school nutrition programs? • Does the LEA homeless liaison assist unaccompanied youth with school placement decisions? • Does the LEA have systems or staff for unaccompanied youth experiencing homelessness that support graduation? (e.g., graduation coach) • Are the needs of youth and unaccompanied youth experiencing homelessness addressed in high school retention efforts? • How does the LEA use statewide assessment data to identify needs of students experiencing homelessness? 	
<p>3.4 Homeless families and homeless children and youths receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services.</p> <p>§722(g)(6)(A)(iii)</p>	<ul style="list-style-type: none"> • Community resource guide • Referrals to community agencies • Data share agreements between LEA and community agencies/ Continuum of Care 	<ul style="list-style-type: none"> • Are families given assistance in contacting or connecting with appropriate services in the community? • Does the LEA have any established partnerships or data sharing agreements with mental health or affordable housing agencies? 	

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4. Policy and Procedure Review/Revision			
Provide documentation of the LEA's review and revision of policies and procedures pertaining to students experiencing homelessness, including policies that could act as barriers to the identification, enrollment, attendance, and academic success of children, youth, and unaccompanied youth experiencing homelessness. In reviewing and revising policies, consideration should be given to issues concerning transportation, immunization, residency, birth certificates, school records, and guardianship.			
Requirement	Acceptable LEA Evidence	Guiding Questions	Response/Comments
<p>4.1 LEA shall review and revise any policies that may act as barriers to the identification or enrollment of homeless children and youth. LEA has adopted policies and practices to ensure that homeless children and youth are not stigmatized or segregated on the basis of their homeless status.</p> <p>§722(g)(7)(A)(B) §722(g)(1)(J)(i)</p>	<ul style="list-style-type: none"> • LEA policy regarding students experiencing homelessness • Meeting agendas supporting review of district policy and procedures, and projected date the updated policy will be adopted • Procedures for removing barriers for fees, fines, and absences • 	<ul style="list-style-type: none"> • Was the LEA policy regarding students experiencing homelessness updated since October 1, 2016? • How frequently is the LEA policy updated? • Does the LEA have procedural documents regarding students experiencing homelessness? • Do policies and procedures reference the McKinney-Vento Act? 	

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5. Transportation to and from School of Origin			
Provide documentation of the LEA's efforts to continue children, youth, and unaccompanied youth experiencing homelessness in the school of origin (including a preschool) for the duration of homelessness and for the remainder of the academic year if the child, youth, or unaccompanied homeless youth becomes permanently housed during an academic year according to the child's or youth's best interest. Provide documentation of the LEA providing transportation, at the parent/guardian/homeless liaison's request to and from the school of origin.			
Requirement	Acceptable LEA Evidence	Guiding Questions	Response/Comments
5.1 LEA ensures that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin. §722(g)(1)(J)(iii)	<ul style="list-style-type: none"> • LEA policy stating that students experiencing homelessness have the right to remain in their school of origin and to receive transportation through the end of the school year • Transportation referral forms • School selection forms with request for transportation • Transportation agreements between families and LEA • Inter-district transportation agreements 	<ul style="list-style-type: none"> • How is transportation provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the LEA homeless liaison), to and from the school of origin? • How does the LEA ensure the mode of transportation is in the child/youth's best interest? Comparable? • Does the LEA ensure school of origin transportation also is applied for LEA administered preschool programs? 	

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6. Immediate Enrollment			
Provide documentation of the LEA immediately enrolling children, youth, and unaccompanied youth experiencing homelessness in a public school in which permanently housed students are eligible to attend, even if the children, youth, or unaccompanied youth experiencing homelessness lack the records ordinarily required for enrollment or have missed application or enrollment deadlines (do not include personally identifiable information with documentation) .			
Requirement	Acceptable LEA Evidence	Guiding Questions	Response/Comments
<p>6.1 LEA must immediately enroll homeless children or youth pending eligibility, school selection or enrollment disputes. §722(g)(3)(E)</p>	<ul style="list-style-type: none"> • Enrollment forms • Procedures to facilitate immediate enrollment • Procedures to ensure timely transfer of student records • LEA policy stating that students shall be immediately enrolled without required documentation and procedure for obtaining proper documentation • Information release forms 	<ul style="list-style-type: none"> • How does the LEA review and revise policies and practices to ensure they do not act as barriers when enrolling students experiencing homelessness? • Is there a written procedure for immediate enrollment of children, youth, and unaccompanied youth experiencing homelessness? • Does the LEA enrollment form request information about younger siblings (preschool)? 	
<p>6.2 LEA ensures homeless students are immediately enrolled and assisted with basic school requirements (e.g., records transfer, health and immunization records, and residency). §722(g)(3)(C)</p>	<ul style="list-style-type: none"> • Evidence that the LEA annually reviews and revises policies and practices to ensure they do not act as barriers to enrolling students experiencing homelessness, such as agenda, minutes, or notes from meetings where these reviews occur • Agreements with other LEAs to provide timely transfer of relevant academic and health records • Efficient recordkeeping procedures to ensure timely transfer of academic and health records 	<ul style="list-style-type: none"> • What is the procedure for transferring and obtaining student records? • What data (barrier logs, technical assistance logs, etc.) are used to inform practices? • What processes are in place to address barriers and other challenges identified? • How does the LEA provide assistance in obtaining any missing enrollment documents? 	

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7. Dispute Resolution			
Provide documentation of the LEA's procedure for the resolution of disagreements, including specific, written procedures including the rights of the parent, guardian, or unaccompanied youth to appeal any decisions made by the school, LEA, or DPI regarding eligibility, or school selection or enrollment. Dispute resolution procedures must allow for immediate enrollment in the school in which enrollment is sought, including receiving transportation to and from the school of origin (including a preschool). Procedures must include providing a written explanation of any decisions made by the school, LEA, or DPI to the parent, guardian, or youth.			
Requirement	Acceptable LEA Evidence	Guiding Questions	Response/Comments
<p>7.1 LEA must provide unaccompanied youth and parents/guardians of youth with a written explanation of the eligibility, school selection or enrollment determination and information regarding the right to appeal in an understandable format. §722(g)(3)(E)(ii)</p>	<ul style="list-style-type: none"> • LEA written policy regarding the dispute or appeals process regarding eligibility or student placement decisions • Dispute forms for a family or youth to complete to begin the dispute process including directions and timelines for completion • Examples of written notification to parents and unaccompanied youth experiencing homelessness regarding decisions • Evidence that the LEA implements a process for the prompt resolution of disputes, such as a phone log, notes, or e-mail messages 	<ul style="list-style-type: none"> • How does the district provide families with written notice of enrollment determinations and the dispute procedure? • What is the district process when a parent/guardian or unaccompanied youth appeals a district decision and who is involved in each step of that process? 	

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8. LEA Internal Collaboration			
Requirement	Acceptable LEA Evidence	Guiding Questions	Response/Comments
<p>8.1 LEA ensures youth receive assistance from counselors to improve readiness for college and career. §722(g)(1)(K) §721(4)</p>	<ul style="list-style-type: none"> • Training by the homeless liaison for school counselors to be prepared to improve readiness for college or career for students experiencing homelessness • Data (not student-level) 	<ul style="list-style-type: none"> • How is the district utilizing ACP for students experiencing homelessness? • Has the LEA explored credit accrual strategies? • How do the rates of graduation compare to other subgroups? • How do the absenteeism rates compare to other subgroups? 	
<p>8.2 LEA ensures coordination among LEA programs to serve students experiencing homelessness, including Title I, Part A, students with disabilities, and English learners. §722(g)(5)(D) §722(g)(4)(B) 1113(c)(3)</p>	<ul style="list-style-type: none"> • Description of how funds are utilized through the LEA Title I, Part A reservation for students experiencing homelessness or evidence of a meeting to discuss the Title I, Part A reservation. • Evidence that the LEA ensures coordination among programs (e.g., schedules, agendas, minutes, notes or handouts) 	<ul style="list-style-type: none"> • How does the LEA determine its Title I, Part A reservation for students experiencing homelessness? • How will the Title I, Part A reservation be used in the coming school year? • How does the LEA ensure coordination with programs for students with disabilities? • How does the LEA ensure coordination programs for English learners? • What are some examples of successful academic services provided to students experiencing homelessness? 	