**Deadline for Submissions: Wednesday, April 7, 2021**

****

**McKinney-Vento Subgrant Application and Instructions
2021-24**

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# Required Intent to Submit

Please email an “Intent to Submit an Application” notice to carolyn.cobb@iowa.gov by Tuesday, March 16, 2021 This email is for planning purposes only and does not obligate the district to submit an application. The district’s name and “Intent to Submit” should appear in the email subject line. The intent to submit must include the District Data Table below.

Districts will receive an email confirmation of the receipt of their Intent to Submit notice. If a confirmation notice is not received in two business days, please contact carolyn.cobb@iowa.gov or ruth.jones@iowa.gov to verify receipt of the Intent to Submit email.

Consider the information below prior to determining if your district data demonstrates a need to apply for the additional funds this subgrant provides. Research shows a direct correlation between poverty numbers and homelessness.

**District Data Table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criteria | Total Number of All Students Enrolled in District PK-12 | Total Number of Homeless Students Enrolled PK-12 | Percentage of Homeless Students (hand calculated)PK-12 | District Total Low-Income Percentage PK-12 |
| Required Data Source | CASA/Title IA Basic/Selection of Schools 19-20 | SRI 19-20 Spring Submission | Calculated using previous two columns | CASA/Title IA Basic/Selection of Schools 19-20 |
| District Data |  | Data | Data | Data |

\*Districts applying must have identified and reported a minimum of 10 homeless students in Student Reporting in Iowa (SRI) in their Spring 19-20 submission.

“Homelessness stems from desperate poverty combined with unaffordable housing in communities too strapped to support their most troubled members. These circumstances explain why between 5 and 10 percent of poor people experience homelessness in a period as short as a year.” <http://webarchive.urban.org/publications/310305.html>

# Introduction

## Purpose

Through the McKinney-Vento Homeless Assistance Act, as reauthorized by the Every Student Succeeds Act (ESSA) on December 10, 2015, federal funds are available to each state to support programs that meet the needs of homeless children and youth. The Iowa Department of Education must use the funds to competitively distribute subgrants to local educational agencies (LEAs) for the establishment of projects which promote the enrollment, attendance, and success of homeless children and youth. Services provided with McKinney-Vento funds must not replace the regular academic program and must be designed to expand upon or improve services provided to homeless students, as part of the school’s regular academic program.

## Eligible Applicants

All public school districts in Iowa are eligible to apply for this subgrant. Districts applying must have identified and reported a minimum of 10 homeless students in Student Reporting in Iowa (SRI) in their Spring 19-20 submission.

## Selection Criteria

Subgrants are awarded on a highly competitive basis and will be made based on the proposed project’s quality, an assessment of the educational and related needs of students, and the ability of the applicant to meet these needs.

To receive an award, applicants must be in compliance with McKinney-Vento law and applicable state laws related to homelessness. However, the Iowa Department of Education will only fund proposals of exceptionally high quality that go beyond the basic requirements of the McKinney-Vento Act. In addition, proposals must show a well-developed, feasible plan for reaching the needs of homeless children and youth, including but not limited to:

* professional development opportunities
* an evaluation plan
* coordination with district Title I program
* strong collaboration with at least one community-based organization, public agency, or other nonprofit organization.

Each application will be reviewed by knowledgeable persons familiar with school programming and support services for homeless children and youth. The Scoring Rubric is found in Appendix J. Reviewers will rank the applications in order from highest to lowest. The number of subgrants to be awarded will be determined by the Iowa Department of Education based on quality of subgrant application, established need, and available federal funds. Budget negotiation may be necessary to accommodate the obligation of all funds.

## Funding

Use of subgrant funds mandates that these dollars must be used for activities that enable homeless children and youth to enroll in, attend, and/or realize success in school (McKinney-Vento Homeless Assistance Act, Title IX, part A, ESSA). The Education of Homeless Children and Youth program is 100 percent federally funded. A list of authorized activities can be found in Appendix D.

The subgrant funding will be for a three-year period, July 1, 2021 – June 30, 2024, based on the availability of federal funds. Submission of an application does not guarantee an award.

Approximately $486,000 is available statewide to supplement existing services and/or to start new services. Since funds are extremely limited, subgrants are expected to be awarded in the following ranges:

* Tier 1: 10-50 homeless students - Subgrants may range up to $20,000 for each subgrant year.
* Tier 2: 51 or more homeless students - Subgrants may range up to $40,000 for each subgrant year.

Annual requests for continuation during the 3-year subgrant period will be directed and coordinated by the Iowa Department of Education and based on the availability of federal funds.

## Administrative and Fiscal Agents

Applications must be submitted by a local school district. School districts must serve as the administrative fiscal agent. The administering school district must be involved in the planning and implementation of direct and related services, in conducting evaluation activities, in the dissemination of subgrant funds, and in the preparation of reports for submission to the Iowa Department of Education.

## Length of Subgrant Approvals, Annual Requirements, and Monitoring

Grant approvals will be for a three-year period and require submission in CASA of:

* annual subgrant agreement
* annual budget
* annual evaluation report
* quarterly claims for reimbursement

Monitoring will be addressed through submission of these items and may include utilization of a risk matrix to determine a need for a desk audit and/or site visit. Information gathered from the annual evaluation report will be included in a report submitted to the United States Department of Education. The annual report does not replace any data submissions required through SRI.

Any subgrantee receiving an unsatisfactory monitoring report will be given 60 days to submit corrective action and begin implementing necessary changes. Subgrantees receiving unsatisfactory monitoring reports that do not submit or appropriately implement corrective action within the timeframe specified will be ineligible for funding.

## Provision of Services

Local school districts receiving awarded subgrant funding are expected to meet the following criteria:

* Services may be provided through programs on school grounds or at other facilities.
* Services shall, to the maximum extent practicable, be provided through existing programs and mechanisms that integrate homeless children and youth with non-homeless children and youth.
* Services shall not segregate homeless children and youth in a separate school, or in a separate program within a school, based on such child’s or youth’s status as homeless, except as necessary for short periods of time for health and safety emergencies and to provide temporary services to meet the unique needs of homeless children and youth.
* Services shall be designed to expand or improve existing services provided as part of a school’s regular academic program, but not to replace such services provided under such program.
* Services must be provided in such a manner as to meet school placement, best interest and transportation requirements as specified in Appendix E.

NOTE: Subgrant funds must be used in such a manner as to remove barriers and provide services to all identified children and youth who are homeless. To qualify for a subgrant districts must, at their discretion, use Title I funds to support the Education of Homeless Children and Youth (EHCY) program. Subgrant applications are intended to support a comprehensive program. Therefore, transportation costs may be included in subgrant funded authorized activities. However, subgrant funds may not be used exclusively for transportation costs.

## Liaison for Homeless Children and Youth

All local school districts shall designate an appropriate staff person as a liaison for homeless children and youth to carry out the duties described in Appendix F. Liaisons should be involved in the development and the implementation of the subgrant supported under this program.

Procedures Used to Determine Award Approval

Each application will be reviewed by knowledgeable persons familiar with school programs and support services for homeless children and youth. Reviewers will rank the applications in order from highest to lowest. The number of subgrants to be awarded will be determined by the Iowa Department of Education based on quality of subgrant application, established need, and available federal funds. Budget negotiation may be necessary to accommodate the obligation of all funds.

## Appeals

Any applicant of the Iowa McKinney-Vento Education of Homeless Children and Youth 2021-2024 grant funds may appeal the denial of a properly submitted competitive program grant application or the unilateral termination of a competitive program grant to the Director of the Iowa Department of Education. Appeals must be in writing, in the form of an affidavit, received within ten (10) working days of the date of notice of the decision to deny or terminate, and must be based on the contention that the process was conducted outside statutory authority; violated state or federal law, policy or rule; did not provide adequate public notice; was altered without adequate public notice; or involved conflict of interest by staff or committee members. [Administrative Appeal Procedures](https://educateiowa.gov/resources/legal-resources/administrative-appeal-procedures)

## Submission of Application

**Applications must be submitted through email by 4:00 P.M., Wednesday, April 7, 2021.** Applications received after this time and date will be deemed ineligible.

Submit email applications to carolyn.cobb@iowa.gov (original signature forms must have signatures in ink and must be mailed). The district’s name and “McKinney-Vento Subgrant Application” should appear in the subject line of the email.

* Districts will receive an email confirmation of the receipt of the application. If a confirmation is not received in two business days, please contact carolyn.cobb@iowa.gov or ruth.jones@iowa.gov to verify receipt of the Application.

Submit signed assurances and all other original signatures to:

Carolyn Cobb
Education for Homeless Children & Youth
Iowa Department of Education
400 E 14th St.
Des Moines, IA 50319

\*Note, the signed assurances and all other original signatures do not need to be in the Department’s receipt by the April 7, 2021 deadline, but must be received shortly after the application due date.

## Application Timeline

|  |  |
| --- | --- |
| Date | Task |
| February 22, 2021 | IDE releases application to school districts and their partners |
| March 16, 2021 | Applicants send Intent to Submit notice via email to IDE Data |
| April 7, 2021 | Applications are received by IDE no later than 4:00 CDT Data |
| April 25, 2021 | LEAs are notified as to their approval status |
| July 30, 2021 | Grant agreements submitted to IDE |

## Application Checklist

Please check the application for each of these requirements:

\_\_\_\_\_ 1. The following items are completed and submitted by email, in Microsoft Word or PDF format, using
 no less than 11-point Arial or Georgia font.

* Cover Page
* Assurances
* Subgrant Sections 1-4

\_\_\_\_\_ 2. Pages are numbered consecutively.

\_\_\_\_\_ 3. Application is received by email no later than 4:00 PM CDT on Wednesday, April 7, 2021.

\_\_\_\_\_ 4. The district’s name and the words “McKinney-Vento Subgrant Application” are placed in the email
 subject line.

\_\_\_\_\_ 5. Assurances and other original signatures mailed to:

Carolyn Cobb
Education for Homeless Children and Youth
Iowa Department of Education
400 E 14th St
Des Moines, IA 50319

# Application (Complete and Submit)

## Cover Page

**McKinney-Vento Education for Homeless Children and Youth**
(42 U.S.C. § 11431 et seq.)

3-year grant period: 2021-22, 2022-23, 2023-24

|  |
| --- |
| Local Education Agency/District: |
| Mailing Address of District:  |
| District Superintendent Name:  |

|  |  |
| --- | --- |
| McKinney-Vento Homeless Liaison: | Position Title in District: |
| Email: | Phone: |
| Mailing Address: |

|  |  |
| --- | --- |
| Local School Person Supervising Subgrant Activities: | Position Title in the District: |
| Email: | Phone: |
| Mailing Address: |

**District Data Table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criteria | Total Number of All Students Enrolled in District PK-12 | Total Number of Homeless Students Enrolled PK-12 | Percentage of Homeless Students (hand calculated)PK-12 | District Total Low-Income Percentage PK-12 |
| Required Data Source | CASA/Title IA Basic/Selection of Schools 19-20 | SRI 19-20 Spring Submission | Calculated using previous two columns | CASA/Title IA Basic/Selection of Schools 19-20 |
| District Data |  | Data | Data | Data |

## Required Program Assurances

By signing these assurances, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Community School District indicates the requirements have been read and understood.

* An assurance that the local educational agency'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 local educational agency will collect and promptly provide data requested by the State Coordinator pursuant to paragraphs (1) and (3) of section 11432(f) of this title. APPENDIX A (page 20)
* An assurance that the applicant complies with, or will use requested funds to comply with, paragraphs (3) through (7) of section 11432(g) of this title. APPENDIX A (page 20)
* An assurance the district’s official, written notice of rights for homeless students and official, written process for dispute resolution are updated and posted on the district’s web-site. Note: The district’s Dispute Resolution procedure must state that students will remain enrolled and receive transportation pending the dispute.
* An assurance of acknowledgement and agreement of the following
Nondiscrimination Statement:
	+ Children, youth, family members and staff of this activity will not be discriminated against on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identify, and socioeconomic status.
	+ Student data will be collected, processed and analyzed with regard to age, disability, gender and race. Additional data collected will include chronic absenteeism, adjusted cohort graduation rates, academic achievement in reading/language arts, assessment participation in mathematics, reading/language arts, dropouts, and Title I School Wide Participation and Targeted Assistance Participation.
	+ Efforts will be made to implement public relations activities in all parts of the community including homeless populations and minority neighborhoods.
	+ Material utilized for training and public relations will be screened for bias.

I hereby assure that I have read the above and agree to all terms and assurances of this program. I certify that I am authorized to submit this application and that the information submitted in the application is, to the best of my knowledge, true and accurate. I further certify that any program and activity funded by this subgrant will be conducted in accordance with all applicable federal and state laws and regulations, application guidelines and instructions, and assurances.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Local School District Superintendent Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Local School Board President Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Program Coordinator Date

## Subgrant Application Formatting Requirements

* There is no limit to the total number of application pages submitted, with the exception of the Goals Narratives (Section 2). Narrative/answer portions should be brief and concise (utilizing bullet points when appropriate).
* Additional rows may be added to tables, as needed
* Columns in tables may not be changed
* No less than 11-point font, Arial or Georgia
* Number pages consecutively

NOTE: Applications that do not follow this format will NOT be considered for funding.

### Section 1: LEA Homeless Data

**LEA Homeless Coordination with Title I, Part A**

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Actual Dollar Amount Set-Aside on Title IA Budget(refer to budget in CASA/Title I application) | Total Amount of Set-Aside Spent for support of homeless education(refer to budget in CASA/Title I application) | Activities |
| 2019-20 |  |  |  |
| 2020-21 |  |  |  |
| Planned for 2021-22 |  |  |  |

1. What was the process used to determine the amount of the Title I, Part A, Set-Aside for 2019-2021?
2. Other than transportation, what activities were funded using part of the Title I, Part A, set-aside.
3. What mechanisms are in place to ensure ongoing coordination between the Title I, Part A, Set-Aside and McKinney-Vento programs?

**Total Number of Homeless Students Reported on Student Reporting in Iowa (SRI) Spring 2020**

|  |  |
| --- | --- |
| Grade Level | Number of Homeless students ENROLLED in LEASpring 2020 SRI |
| Ages 3-5 (not K) |  |
| K |  |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |
| 9 |  |
| 10 |  |
| 11 |  |
| 12 |  |
| Total Homeless Students |  |

**Type of Primary Nighttime Residence on SRO Spring 2020 Report**

|  |  |  |  |
| --- | --- | --- | --- |
| Shelter(including transitional housing) | Doubled-up(i.e., living with another family) | Unsheltered(e.g., cars, parks, campgrounds, substandard, etc.) | Hotels/Motels |
|  |  |  |  |

### Section 2: Narrative and Action Plan

**Narrative**

Include a narrative that responds to the following two topics. Narrative responses must be kept to no more than one page, double-spaced, total.

1. Is there consensus across the district, including school administration, that homeless students can improve and/or be proficient academically?
2. If yes, how was this consensus reached? If no, how will this be addressed?
3. How does the district coordinate the homeless program using the district and building leadership teams?

**Action Plan**

It is highly recommended that applicants utilize the LEA Reflections on McKinney-Vento Main Themes, Appendix G, to assist in fully and accurately completing the following action plan.

When completing the action plan:

* Three goals are required but up to five may be provided.
* Information provided should be described so that a person unfamiliar with the homeless program can comfortably read and understand it.

**Goal 1: <Insert measurable goal statement>**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action Step to Reach Goal** | **Person(s) Responsible** | **Timeline**When will this action be completed? | **Resources**What resources are needed to support this action? | **Evidence of Implementation**What evidence will be collected to monitor implementation? |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\* Add rows as necessary

Describe how the LEA will assess the impact of the above action steps on reaching goal 1.

**Goal 2: <Insert measurable goal statement>**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action Step to Reach Goal** | **Person(s) Responsible** | **Timeline**When will this action be completed? | **Resources**What resources are needed to support this action? | **Evidence of Implementation**What evidence will be collected to monitor implementation? |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\* Add rows as necessary

Describe how the LEA will assess the impact of the above action steps on reaching goal 2

**Goal 3: <Insert measurable goal statement>**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action Step to Reach Goal** | **Person(s) Responsible** | **Timeline**When will this action be completed? | **Resources**What resources are needed to support this action? | **Evidence of Implementation**What evidence will be collected to monitor implementation? |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\* Add rows as necessary

Describe how the LEA will assess the impact of the above action steps on reaching goal 3.

**Optional Goal 4: <Insert measurable goal statement>**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action Step to Reach Goal** | **Person(s) Responsible** | **Timeline**When will this action be completed? | **Resources**What resources are needed to support this action? | **Evidence of Implementation**What evidence will be collected to monitor implementation? |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\* Add rows as necessary

Describe how the LEA will assess the impact of the above action steps on reaching goal 4.

**Optional Goal 5: <Insert measurable goal statement>**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action Step to Reach Goal** | **Person(s) Responsible** | **Timeline**When will this action be completed? | **Resources**What resources are needed to support this action? | **Evidence of Implementation**What evidence will be collected to monitor implementation? |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\* Add rows as necessary

Describe how the LEA will assess the impact of the above action steps on reaching goal 5.

### Section 3: Budget Proposal - Year One

The budget will be reviewed as to whether or not the goals and activities are reflected in the proposed budget. The budget should show a clear connection between the allocation of funds and the program components. The Budget Alignment Crosswalk can be found in Appendix H.

* Tier 1: 10-50 homeless students: Subgrant range up to $20,000 for each subgrant year.
* Tier 2: 51 or more homeless students: Subgrant range up to $40,000 for each subgrant year.

| **Allowable Activity Section 1143(d)** | **Salaries1xx** | **Benefits2xx** | **Purchased Services3xx through 5xx** | **Supplies6xx** | **Property7xx** | **Debt Service & Misc. Objects8xx** | **Other Items9xx** | **Line Total** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Tutoring, additional instruction, and enriched educational services |  |  |  |  |  |  |  |  |
| Expedited evaluations of homeless children and youths |  |  |  |  |  |  |  |  |
| Homeless education professional development  |  |  |  |  |  |  |  |  |
| Referral services for medical, dental, mental, and other health services |  |  |  |  |  |  |  |  |
| Defray excessive costs of transportation for homeless students |  |  |  |  |  |  |  |  |
| 800-900 Other Expenses (Specify) |  |  |  |  |  |  |  |  |
| Early childhood education programs for pre-school homeless children  |  |  |  |  |  |  |  |  |
| Services to attract, engage, and retain homeless student |  |  |  |  |  |  |  |  |
| Mentoring, summer school, tutoring, homework assistance, supervision, etc. |  |  |  |  |  |  |  |  |
| Payment of fees and costs for transfer of necessary paperwork |  |  |  |  |  |  |  |  |
| Education and training for parents and guardians of homeless children |  |  |  |  |  |  |  |  |
| Coordination between schools and other agencies |  |  |  |  |  |  |  |  |
| Specialized instructional support services |  |  |  |  |  |  |  |  |
| Activities to address particular needs of homeless children and youths |  |  |  |  |  |  |  |  |
| Adaptation of space and purchase of supplies for nonschool facilities to provide homeless services |  |  |  |  |  |  |  |  |
| Provision of school supplies |  |  |  |  |  |  |  |  |
| Provision for emergency situations to enable full participation in school activities |  |  |  |  |  |  |  |  |
| Full or partial salary for homeless liaison |  |  |  |  |  |  |  |  |
| Other (explain here) |  |  |  |  |  |  |  |  |
| **Totals** |  |  |  |  |  |  |  |  |

### Section 4: Stakeholders Providing Input to this Grant Proposal

The required stakeholder group providing input to this grant must include the homeless coordinator and at least one parent, teacher, Title I director, and administrator.

|  |  |
| --- | --- |
| Name | Role Group |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

\* Add rows as necessary

# Appendices

Appendix A - McKinney-Vento Homeless Assistance Act, Subtitle VII-B, Reauthorized December 10, 2015 by Title IX, Part A of Every Student Succeeds Act

Appendix B – Chapter 33, Iowa School Rules “Educating the Homeless”

Appendix C – Definition of Homeless according to the McKinney-Vento Act

Appendix D – Authorized Activities

Appendix E – School placement, best interest, and transportation requirements.

Appendix F – Duties of Homeless Liaison

Appendix G - LEA Reflections on McKinney-Vento Main Themes

Appendix H - Budget Crosswalk

Appendix I- Iowa’s Statewide Continuous Improvement Process

Appendix J - Scoring Rubric

## Appendix A – McKinney-Vento Homeless Assistance Act

**As pertaining to assurances:**

### Paragraphs (1) and (3) of section 11432(f):

(f) Functions of the Office of the Coordinator

The Coordinator for Education of Homeless Children and Youths established in each State shall—

Paragraph (1) gather and make publicly available reliable, valid, and comprehensive information on—

(A) the number of homeless children and youths identified in the State, which shall be posted annually on the State educational agency's website;

(B) the nature and extent of the problems homeless children and youths have in gaining access to public preschool programs and to public elementary schools and secondary schools;

(C) the difficulties in identifying the special needs and barriers to the participation and achievement of such children and youths;

(D) any progress made by the State educational agency and local educational agencies in the State in addressing such problems and difficulties; and

(E) the success of the programs under this part in identifying homeless children and youths and allowing such children and youths to enroll in, attend, and succeed in, school;

P(3) collect data for and transmit to the Secretary, at such time and in such manner as the Secretary may reasonably require, a report containing information necessary to assess the educational needs of homeless children and youths within the State, including data necessary for the Secretary to fulfill the responsibilities under section 11434(h) of this title;

### Paragraphs (3) through (7) of section 11432(g):

11432(g)(3-7)

(1) In general

For any State desiring to receive a grant under this part, the State educational agency shall submit to the Secretary a plan to provide for the education of homeless children and youths within the State. Such plan shall include the following:

(A) A description of how such children and youths are (or will be) given the opportunity to meet the same challenging State academic standards as all students are expected to meet.

(B) A description of the procedures the State educational agency will use to identify such children and youths in the State and to assess their needs.

(C) A description of procedures for the prompt resolution of disputes regarding the educational placement of homeless children and youths.

(D) A description of programs for school personnel (including liaisons designated under subparagraph (J)(ii), principals and other school leaders, attendance officers, teachers, enrollment personnel, and specialized instructional support personnel) to heighten the awareness of such school personnel of the specific needs of homeless children and youths, including such children and youths who are runaway and homeless youths.

(E) A description of procedures that ensure that homeless children and youths who meet the relevant eligibility criteria are able to participate in Federal, State, or local nutrition programs.

(F) A description of procedures that ensure that—

(i) homeless children have access to public preschool programs, administered by the State educational agency or local educational agency, as provided to other children in the State;

(ii) youths described in section 11434a(2) of this title and youths separated from public schools are identified and accorded equal access to appropriate secondary education and support services, including by identifying and removing barriers that prevent youths described in this clause from receiving appropriate credit for full or partial coursework satisfactorily completed while attending a prior school, in accordance with State, local, and school policies; and

(iii) homeless children and youths who meet the relevant eligibility criteria do not face barriers to accessing academic and extracurricular activities, including magnet school, summer school, career and technical education, advanced placement, online learning, and charter school programs, if such programs are available at the State and local levels.

(G) Strategies to address problems identified in the report provided to the Secretary under subsection (f)(3).

(H) Strategies to address other problems with respect to the education of homeless children and youths, including problems resulting from enrollment delays that are caused by—

(i) requirements of immunization and other required health records;

(ii) residency requirements;

(iii) lack of birth certificates, school records, or other documentation;

(iv) guardianship issues; or

(v) uniform or dress code requirements.

(I) A demonstration that the State educational agency and local educational agencies in the State have developed, and shall review and revise, policies to remove barriers to the identification of homeless children and youths, and the enrollment and retention of homeless children and youths in schools in the State, including barriers to enrollment and retention due to outstanding fees or fines, or absences.

(J) Assurances that the following will be carried out:

(i) The State educational agency and local educational agencies in the State will adopt policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless.

(ii) The local educational agencies will designate an appropriate staff person, able to carry out the duties described in paragraph (6)(A), who may also be a coordinator for other Federal programs, as a local educational agency liaison for homeless children and youths.

(iii) The State and the local educational agencies in the State will adopt policies and practices to ensure 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 (as determined under paragraph (3)), in accordance with the following, as applicable:

(I) If the child or youth continues to live in the area served by the local educational agency in which the school of origin is located, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the local educational agency in which the school of origin is located.

(II) If the child's or youth's living arrangements in the area served by the local educational agency of origin terminate and the child or youth, though continuing the child's or youth's education in the school of origin, begins living in an area served by another local educational agency, the local educational agency of origin and the local educational agency in which the child or youth is living shall agree upon a method to apportion the responsibility and costs for providing the child or youth with transportation to and from the school of origin. If the local educational agencies are unable to agree upon such method, the responsibility and costs for transportation shall be shared equally.

(iv) The State and the local educational agencies in the State will adopt policies and practices to ensure participation by liaisons described in clause (ii) in professional development and other technical assistance activities provided pursuant to paragraphs (5) and (6) of subsection (f), as determined appropriate by the Office of the Coordinator.

(K) A description of how youths described in section 11434a(2) of this title will receive assistance from counselors to advise such youths, and prepare and improve the readiness of such youths for college.

(2) Compliance

(A) In general

Each plan adopted under this subsection shall also describe how the State will ensure that local educational agencies in the State will comply with the requirements of paragraphs (3) through (7).

(B) Coordination

Such plan shall indicate what technical assistance the State will furnish to local educational agencies and how compliance efforts will be coordinated with the local educational agency liaisons designated under paragraph (1)(J)(ii).

(3) Local educational agency requirements

(A) In general

The local educational agency serving each child or youth to be assisted under this part shall, according to the child's or youth's best interest—

(i) continue the child's or youth's education in the school of origin for the duration of homelessness—

(I) in any case in which a family becomes homeless between academic years or during an academic year; and

(II) for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or

(ii) enroll the child or youth in any public school that nonhomeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

(B) School stability

In determining the best interest of the child or youth under subparagraph (A), the local educational agency shall—

(i) presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth;

(ii) consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth;

(iii) if, after conducting the best interest determination based on consideration of the presumption in clause (i) and the student-centered factors in clause (ii), the local educational agency determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal under subparagraph (E); and

(iv) in the case of an unaccompanied youth, ensure that the local educational agency liaison designated under paragraph (1)(J)(ii) assists in placement or enrollment decisions under this subparagraph, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal under subparagraph (E).

(C) Immediate enrollment

(i) In general

The school selected in accordance with this paragraph shall immediately enroll the homeless child or youth, even if the child or youth—

(I) is unable to produce records normally required for enrollment, such as previous academic records, records of immunization and other required health records, proof of residency, or other documentation; or

(II) has missed application or enrollment deadlines during any period of homelessness.

(ii) Relevant academic records

The enrolling school shall immediately contact the school last attended by the child or youth to obtain relevant academic and other records.

(iii) Relevant health records

If the child or youth needs to obtain immunizations or other required health records, the enrolling school shall immediately refer the parent or guardian of the child or youth, or (in the case of an unaccompanied youth) the youth, to the local educational agency liaison designated under paragraph (1)(J)(ii), who shall assist in obtaining necessary immunizations or screenings, or immunization or other required health records, in accordance with subparagraph (D).

(D) Records

Any record ordinarily kept by the school, including immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained—

(i) so that the records involved are available, in a timely fashion, when a child or youth enters a new school or school district; and

(ii) in a manner consistent with section 1232g of title 20.

(E) Enrollment disputes

If a dispute arises over eligibility, or school selection or enrollment in a school—

(i) the child or youth shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals;

(ii) the parent or guardian of the child or youth or (in the case of an unaccompanied youth) the youth shall be provided with a written explanation of any decisions related to school selection or enrollment made by the school, the local educational agency, or the State educational agency involved, including the rights of the parent, guardian, or unaccompanied youth to appeal such decisions;

(iii) the parent, guardian, or unaccompanied youth shall be referred to the local educational agency liaison designated under paragraph (1)(J)(ii), who shall carry out the dispute resolution process as described in paragraph (1)(C) as expeditiously as possible after receiving notice of the dispute; and

(iv) in the case of an unaccompanied youth, the liaison shall ensure that the youth is immediately enrolled in the school in which the youth seeks enrollment pending resolution of such dispute.

(F) Placement choice

The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

(G) Privacy

Information about a homeless child's or youth's living situation shall be treated as a student education record, and shall not be deemed to be directory information, under section 1232g of title 20.

(H) Contact information

Nothing in this part shall prohibit a local educational agency from requiring a parent or guardian of a homeless child or youth to submit contact information.

(I) School of origin defined

In this paragraph:

(i) In general

The term "school of origin" means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool.

(ii) Receiving school

When the child or youth completes the final grade level served by the school of origin, as described in clause (i), the term "school of origin" shall include the designated receiving school at the next grade level for all feeder schools.

(4) Comparable services

Each homeless child or youth to be assisted under this part shall be provided services comparable to services offered to other students in the school selected under paragraph (3), including the following:

(A) Transportation services.

(B) Educational services for which the child or youth meets the eligibility criteria, such as services provided under title I of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6301 et seq.) or similar State or local programs, educational programs for children with disabilities, and educational programs for English learners.

(C) Programs in career and technical education.

(D) Programs for gifted and talented students.

(E) School nutrition programs.

(5) Coordination

(A) In general

Each local educational agency serving homeless children and youths that receives assistance under this part shall coordinate—

(i) the provision of services under this part with local social services agencies and other agencies or entities providing services to homeless children and youths and their families, including services and programs funded under the Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq.); [1](https://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter119/subchapter6/partB&edition=prelim#11432_1_target) and

(ii) transportation, transfer of school records, and other interdistrict activities, with other local educational agencies.

(B) Housing assistance

If applicable, each State educational agency and local educational agency that receives assistance under this part shall coordinate with State and local housing agencies responsible for developing the comprehensive housing affordability strategy described in section 12705 of this title to minimize educational disruption for children and youths who become homeless.

(C) Coordination purpose

The coordination required under subparagraphs (A) and (B) shall be designed to—

(i) ensure that all homeless children and youths are promptly identified;

(ii) ensure that all homeless children and youths have access to, and are in reasonable proximity to, available education and related support services; and

(iii) raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness.

(D) Homeless children and youths with disabilities

For children and youths who are to be assisted both under this part, and under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.) or section 794 of title 29, each local educational agency shall coordinate the provision of services under this part with the provision of programs for children with disabilities served by that local educational agency and other involved local educational agencies.

(6) Local educational agency liaison

(A) Duties

Each local educational agency liaison for homeless children and youths, designated under paragraph (1)(J)(ii), shall ensure that—

(i) homeless children and youths are identified by school personnel through outreach and coordination activities with other entities and agencies;

(ii) homeless children and youths are enrolled in, and have a full and equal opportunity to succeed in, schools of that local educational agency;

(iii) homeless families and homeless children and youths have access to and receive educational services for which such families, children, and youths are eligible, including services through Head Start programs (including Early Head Start programs) under the Head Start Act (42 U.S.C. 9831 et seq.), early intervention services under part C of the Individuals with Disabilities Education Act (20 U.S.C. 1431 et seq.), and other preschool programs administered by the local educational agency;

(iv) 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;

(v) the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;

(vi) 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 the parents and guardians of homeless children and youths, and unaccompanied youths;

(vii) enrollment disputes are mediated in accordance with paragraph (3)(E);

(viii) the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin, as described in paragraph (1)(J)(iii), and is assisted in accessing transportation to the school that is selected under paragraph (3)(A);

(ix) school personnel providing services under this part receive professional development and other support; and

(x) unaccompanied youths—

(I) are enrolled in school;

(II) have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth, including through implementation of the procedures under paragraph (1)(F)(ii); and

(III) are informed of their status as independent students under section 1087vv of title 20 and that the youths may obtain assistance from the local educational agency liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid described in section 1090 of title 20.

(B) Notice

State Coordinators established under subsection (d)(3) and local educational agencies shall inform school personnel, service providers, advocates working with homeless families, parents and guardians of homeless children and youths, and homeless children and youths of the duties of the local educational agency liaisons, and publish an annually updated list of the liaisons on the State educational agency's website.

(C) Local and State coordination

Local educational agency liaisons for homeless children and youths shall, as a part of their duties, coordinate and collaborate with State Coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths. Such coordination shall include collecting and providing to the State Coordinator the reliable, valid, and comprehensive data needed to meet the requirements of paragraphs (1) and (3) of subsection (f).

(D) Homeless status

A local educational agency liaison designated under paragraph (1)(J)(ii) who receives training described in subsection (f)(6) may affirm, without further agency action by the Department of Housing and Urban Development, that a child or youth who is eligible for and participating in a program provided by the local educational agency, or the immediate family of such a child or youth, who meets the eligibility requirements of this chapter for a program or service authorized under subchapter IV, is eligible for such program or service.

(7) Review and revisions

(A) In general

Each State educational agency and local educational agency that receives assistance under this part shall review and revise any policies that may act as barriers to the identification of homeless children and youths or the enrollment of homeless children and youths in schools that are selected under paragraph (3).

(B) Consideration

In reviewing and revising such policies, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship.

(C) Special attention

Special attention shall be given to ensuring the identification, enrollment, and attendance of homeless children and youths who are not currently attending school.

## Appendix B – Iowa Administrative Code Chapter 33, Educating the Homeless

[https://www.legis.iowa.gov/docs/ACO/GNAC/iacpdf(9-5-01)/iac/281iac/28133/28133.pdf](https://www.legis.iowa.gov/docs/ACO/GNAC/iacpdf%289-5-01%29/iac/281iac/28133/28133.pdf)

## Appendix C - Definition of Homeless According to the McKinney-Vento Act

Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (per Title IX, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act) defines homeless as follows:

The term "homeless children and youths"--

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) includes--

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals; \*

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

\*Per Title IX, Part A of the Every Student Succeeds Act, "awaiting foster care placement" was removed from the definition of homeless on December 10, 2016; the only exception to his removal is that "covered states" have until December 10, 2017 to remove "awaiting foster care placement" from their definition of homeless.

View the [full text of the McKinney-Vento Homeless Assistance Act](https://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter119/subchapter6/partB&edition=prelim).

## Appendix D – Authorized Activities

Under the McKinney-Vento Act [42 U.S.C. § 11433(d)], school districts receiving McKinney-Vento subgrant funds may use the funds to provide the services and supports outlined in the 16 authorized activities cited in the statute, as follows:

A local educational agency may use funds awarded under this section for activities that carry out the Authorized activities purpose of this part, including the following:

(1) The provision of tutoring, supplemental instruction, and enriched educational services that are linked to the achievement of the same challenging State academic standards as the State establishes for other children and youths.

(2) The provision of expedited evaluations of the strengths and needs of homeless children and youths, including needs and eligibility for programs and services (such as educational programs for gifted and talented students, children with disabilities, and English learners, services provided under title I of the Elementary and Secondary Education Act of 1965 [20 U.S.C. 6301 et seq.] or similar State or local programs, programs in career and technical education, and school nutrition programs).

(3) Professional development and other activities for educators and specialized instructional support personnel that are designed to heighten the understanding and sensitivity of such personnel to the needs of homeless children and youths, the rights of such children and youths under this part, and the specific educational needs of runaway and homeless youths.

(4) The provision of referral services to homeless children and youths for medical, dental, mental, and other health services.

(5) The provision of assistance to defray the excess cost of transportation for students under section 11432(g)(4)(A) of this title, not otherwise provided through Federal, State, or local funding, where necessary to enable students to attend the school selected under section 11432(g)(3) of this title.

(6) The provision of developmentally appropriate early childhood education programs, not otherwise provided through Federal, State, or local funding, for preschool-aged homeless children.

(7) The provision of services and assistance to attract, engage, and retain homeless children and youths, particularly homeless children and youths who are not enrolled in school, in public school programs and services provided to nonhomeless children and youths.

(8) The provision for homeless children and youths of before- and after-school, mentoring, and summer programs in which a teacher or other qualified individual provides tutoring, homework assistance, and supervision of educational activities.

(9) If necessary, the payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youths in school, including birth certificates, immunization or other required health records, academic records, guardianship records, and evaluations for special programs or services.

(10) The provision of education and training to the parents and guardians of homeless children and youths about the rights of, and resources available to, such children and youths, and other activities designed to increase the meaningful involvement of parents and guardians of homeless children or youths in the education of such children or youths.

(11) The development of coordination between schools and agencies providing services to homeless children and youths, as described in section 11432(g)(5) of this title.

(12) The provision of specialized instructional support services (including violence prevention counseling) and referrals for such services.

(13) Activities to address the particular needs of homeless children and youths that may arise from domestic violence and parental mental health or substance abuse problems.

(14) The adaptation of space and purchase of supplies for any non-school facilities made available under subsection (a)(2) to provide services under this subsection.

(15) The provision of school supplies, including those supplies to be distributed at shelters or temporary housing facilities, or other appropriate locations.

(16) The provision of other extraordinary or emergency assistance needed to enable homeless children and youths to attend school and participate fully in school activities.

(Pub. L. 100–77, title VII, §723, as added Pub. L. 107–110, title X, §1032, Jan. 8, 2002, 115 Stat. 2001; amended Pub. L. 114–95, title IX, §9103, Dec. 10, 2015, 129 Stat. 2134.)

## Appendix E – School Placement, Best Interest and Transportation Requirements

**Key McKinney-Vento Provisions**

* Students in homeless situations have the right either to continue attending the school of origin, or to enroll immediately in the local school, according to each student’s best interest [42 U.S.C. § 11432(g)(3)(A); (42 U.S.C. § 11432(g)(1)(J)(iii)]. (See the Definitions sidebar for more information.)
* LEAs must presume that keeping the child or youth in the school of origin is in the child’s or youth’s best interest, except when doing so is contrary to the request of the parent, guardian, or unaccompanied youth [42 U.S.C. § 11432(g)(3)(B)(i)]
* Local liaisons must help unaccompanied youth select and enroll in school, giving priority to the youth’s wishes [42 U.S.C. § 11432(g)(3)(B)(iv)].
* If it is in the student’s best interest to remain in the school of origin, transportation to and from the school of origin must be provided at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison) [42 U.S.C. § 11432(g)(1)(J)(iii)].
* When it is determined to be in a student’s best interest to continue attending the school of origin, the student may remain in the school of origin for the duration of homelessness, and for the remainder of the academic year in which the student becomes permanently housed [42 U.S.C. § 11432(g)(3)(A)(i)]. Students who lose housing between academic years may attend the school of origin the following academic year [42 U.S.C. § 11432(g)(3)(A)].
* If an LEA determines that it is not in a child’s or youth’s best interest to attend the school of origin or the school requested by the parent, guardian, or unaccompanied youth, the LEA must provide a written explanation of the reasons for its determination to the parent, guardian, or unaccompanied youth. The explanation must be provided in a manner and form understandable to the parent, guardian, or unaccompanied youth, and must include information regarding the right to appeal the district’s determination [42 U.S.C. § 11432(g)(3)(B)(iii)].
* In the case of a dispute, the local liaison must ensure the student is enrolled immediately in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals [42 U.S.C. § 11432(g)(3)(E)(i)]. STRATEGIES FOR IMPLEMENTATION Under the direction of the local liaison, LEAs should consider the following strategies related to school selection:
* Inform parents, guardians, and unaccompanied youth of the right of McKinney-Vento students either to remain in the school of origin or to enroll immediately in the local school.
* Consult with parents and youth to determine which school is in a student's best interest to attend.
* Inform families and youth of the student’s right to receive transportation to and from the school of origin.
* Make transportation and/or other needed arrangements in a timely manner so that students can attend school immediately and receive all needed services.
* Work with your LEA transportation staff and those in surrounding LEAs to coordinate the provision of transportation. For more information, download NCHE’s Transporting Children and Youth Experiencing Homelessness brief at https://nche.ed.gov/pr/briefs.php. Enrolling Children and Youth Experiencing Homelessness in School 6
* Develop clear, understandable forms to use when providing written explanations of school determinations. Be sure to include information about the parent’s, guardian’s, or youth’s right to appeal the school’s decision, and the process for appeal.
* Keep written notes documenting conversations with parents and students to highlight problem areas and provide background information should a dispute arise. Specify what steps taken were helpful, and/or what could have been done differently to bring about a better resolution.

View the McKinney-Vento Law Into Practice Series: [Enrolling Children and Youth Experiencing Homelessness in School](https://nche.ed.gov/wp-content/uploads/2018/10/enrollment.pdf) from the National Center for Homeless Education.

## Appendix F - Homeless Liaison Responsibilities

Cited from the McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act (ESSA) in Title IX, Part A:

LOCAL EDUCATIONAL AGENCY LIAISON

(A) DUTIES - Each local educational agency liaison for homeless children and youths, designated under paragraph (1)(J)(ii), shall ensure that—

(i) homeless children and youths are identified by school personnel through outreach and coordination activities with other entities and agencies;

(ii) homeless children and youths are enrolled in, and have a full and equal opportunity to succeed in, schools of that local educational agency;

(iii) homeless families and homeless children and youths have access to and receive educational services for which such families, children, and youths are eligible, including services through Head Start programs (including Early Head Start programs) under the Head Start Act (42 U.S.C. 9831 et seq.), early intervention services under Part C of the Individual with Disabilities Education Act (20 U.S.C. 1431 et seq.), and other preschool programs administered by the local educational agency;

(iv) 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;

(v) the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;

(vi) 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 youths, and unaccompanied youths;

(vii) enrollment disputes are mediated in accordance with paragraph (3)(E); and

(viii) the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin, as described in paragraph (1)(J)(iii), and is assisted in accessing transportation to the school that is selected under paragraph (3)(A);

(ix) school personnel providing services under this subtitle receive professional development and other support; and

(x) unaccompanied youths –

 (I) are enrolled in school;

(II) have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth, including through implementation of the procedures under paragraph (1)(F)(ii); and

(III) are informed of their status as independent students under section 480 of the Higher Education Act of 1965 (20 U.S.C. 1087vv) and that the youths may obtain assistance from the local educational agency liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid described in section 483 of such Act (20 U.S.C. 1090).

(B) NOTICE - State Coordinators established under subsection (d)(3) and local educational agencies shall inform school personnel, service providers, and advocates working with homeless families, parents and guardians of homeless children and youths, and homeless children and youths of the duties of the local educational liaisons, and publish an annually updated list of the liaisons on the State educational agency’s website.

(C) LOCAL AND STATE COORDINATION - Local educational agency liaisons for homeless children and youths shall, as part of their duties, coordinate and collaborate with State Coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths. Such coordination shall include collecting and providing to the State Coordinator the reliable, valid, and comprehensive data needed to meet the requirements of paragraphs (1) and (3) of subsection (f).

(D) HOMELESS STATUS. – A local educational agency liaison designated under paragraph (1)(J)(ii) who receives training described in subsection (f)(6) may affirm, without further agency action by the Department of Housing and Urban Development, that a child or youth who is eligible for and participating in a program provided by the local educational agency, or the immediate family of such a child or youth, who meets the eligibility requirements of this Act for a program or service authorized under title IV, is eligible for such program or service.

(42 U.S.C. § 11432(g)(6))

[Homeless Liaison Toolkit (2020 Edition)](https://nche.ed.gov/homeless-liaison-toolkit/) from the National Center for Homeless Education

## Appendix G – LEA Reflections on McKinney-Vento Main Themes

* This appendix has been added to assist the district in framing their homeless program’s strengths, needs, and barriers to more effectively complete the required subgrant application goals. This section is not to be included in your official application submission.
* Be honest, brief, and concise in reflections and answers.
* The use of bullets is encouraged.

### Example: Awareness

|  |  |  |
| --- | --- | --- |
| Questions to Consider | What’s in Place | What’s Needed |
| * What activities take place to increase the level of awareness in community agencies, shelters, and service providers?
 | 1. Currently there are no community-wide activities to increase awareness
 | 1. Community-wide activities to increase the awareness of homeless education, including identification, rights, and supports of these students
 |

### Awareness

|  |  |  |
| --- | --- | --- |
| Questions to Consider | What’s in Place | What’s Needed |
| * What is the level of awareness of school personnel on the needs of homeless children and youth?
* What programs, activities, and training are conducted for LEA program administrators and school personnel to increase their awareness of homeless children and youth?
* What is the level of awareness of community agencies and organizations on the needs of homeless children and youth?
* What activities take place to increase the level of awareness in community agencies, shelters, and service providers?
* Are posters widely disseminated in schools and throughout the community?
* How are parents and guardians of homeless children and youth informed of the educational rights of and opportunities for their children and of meaningful opportunities to participate in the education of their children?
* How are unaccompanied homeless youth informed of educational rights and opportunities?
 |  |  |

### Policies and Procedures

|  |  |  |
| --- | --- | --- |
| Questions to Consider | What’s in Place | What’s Needed |
| * What policies and procedures are in place for determining eligibility, enrolling homeless students, and connecting them to services in a timely way?
* How are schools routinely informed of these policies and procedures? Do they follow them?
* What types of complaints regarding compliance issues or barriers to the school enrollment, attendance, and success of homeless students are received most frequently by the LEA that should be addressed in policies?
* What specific policies and procedures are in place for unaccompanied homeless youth regarding consent, enrollment without a legal guardian, and other issues?
* What policies and procedures ensure the privacy of the living situations of homeless children and youth?
 |  |  |

### Dispute Resolution

|  |  |  |
| --- | --- | --- |
| Questions to Consider | What’s in Place | What’s Needed |
| * Does the LEA have a written McKinney-Vento dispute resolution policy? If so, does it align with the state McKinney-Vento dispute resolution policy?
* Does the LEA provide parents, guardians, or unaccompanied youth with written notice of a decision related to eligibility, school selection, or enrollment in a school and information on how they may initiate a dispute if they disagree?
* Are disputes carried out expeditiously and according to the SEA’s and LEA’s McKinney-Vento dispute policy?
* Are students enrolled in the school requested and provided all services, including transportation, during the dispute resolution process?
* How many disputes have occurred over the past year? What were the areas of disagreement?
* What could be done to avoid disputes?
 |  |  |

### Identification

|  |  |  |
| --- | --- | --- |
| Questions to Consider | What’s in Place | What’s Needed |
| * How many homeless children and youth are reported as currently enrolled in the LEA? Is this number consistent with the level of poverty in the LEA and community?
* What kinds of outreach and coordination take place to increase the identification of homeless children and youth in your community?
* What efforts are in place to identify homeless youth who do not attend school?
* Does the LEA utilize a residency form upon enrollment to identify students who may be homeless? Has this form been reviewed to ensure it does not create a barrier to enrollment?
* Are registrars and other school office staff familiar with the procedures for how to identify and determine eligibility for McKinney-Vento services?
 |  |  |

### Transportation

|  |  |  |
| --- | --- | --- |
| Questions to Consider | What’s in Place | What’s Needed |
| * Are transportation services arranged quickly so that attendance is not impacted?
* Are preschool-aged children provided transportation to and from the school of origin?
* Do state or local pupil transportation policies allow for flexibility in determining the most efficient mode of transportation to and from the school of origin?
* Does the LEAs have formal or informal inter-district policies in place for sharing the cost and responsibility for transporting homeless students across school district lines for remaining in the school of origin?
* What are the biggest challenges in arranging transportation to and from the school of origin?
* What resources are in place to support providing transportation to and from the school of origin?
 |  |  |

### Access to Service

| Questions to Consider | What’s in Place | What’s Needed |
| --- | --- | --- |
| * Are homeless students placed in classes on the day they enroll?
* How do schools place students when their records are not available on the day they enroll?
* How does the LEA ensure that homeless students are enrolled and assisted with basic school requirements (e.g., records transfer)?
* How does the LEA ensure that homeless students are linked to all services for which they are eligible, including tutoring and other academic support services?
* What policies and procedures ensure that eligible homeless children and youth can enroll in summer school programs, career and technical education programs, and on-line learning without barriers?
* Are homeless students able to access free meals immediately when they become homeless or enroll in school?
* How does the LEA ensure that young homeless children have access to public preschool programs administered by the LEA?
* How are young homeless children linked to Head Start, Early Head Start, and early intervention services under IDEA, Part C?
* How does the LEA ensure that homeless children and youth and their families are linked to community services as needed?
* How does the LEA ensure that homeless unaccompanied or out-of-school youth are enrolled and linked to services?
* How are homeless students supported in participating in extracurricular activities, including athletics?
* What processes ensure that homeless students with IEPs from other LEAs are provided immediate and continual services?
* What services does the LEA provide to address the trauma needs of homeless children and youth?
* How do you ensure that homeless children and youth are not stigmatized or segregated on the basis of their status as homeless?
 |  |  |

### School Success

| Questions to Consider | What’s in Place | What’s Needed |
| --- | --- | --- |
| * How do homeless children and youth in the LEA perform academically in comparison to the LEA or state average for all students?
* How does the LEA support improvement of homeless children and youth in the areas of academic proficiency? Are district and building leadership on board?
* Is there consensus across the district, including school administration, that homeless students can improve and/or be proficient academically?
* How does the attendance rate of homeless children and youth compare to the LEA or state average?
* How does the LEA support regular attendance of homeless children and youth?
* What is the state’s rate of homeless youth dropping out of school? What is the on-time graduation rate of homeless students? How do these rates compare with the state average for all students?
* What services exist to enroll and retain homeless youth?
* How does the rate of disciplinary referrals and suspensions for homeless students and youth compare to the state average?
* How does the LEA review discipline referrals for homeless students to ensure they are not punished for actions and behaviors related to their homelessness?
* What policies and practices enable homeless students to recover credits or attain partial credit for work completed while attending a prior school?
 |  |  |

### Collaboration Within LEA

|  |  |  |
| --- | --- | --- |
| Questions to Consider | What’s in Place | What’s Needed |
| * How do you ensure coordination among LEA administrators and personnel programs serving homeless students?
	+ Consider specifically
	+ district and building leadership teams
	+ pupil transportation
	+ school registrars
	+ special education
	+ child nutrition
	+ English learners
	+ early childhood
	+ early learning services
	+ migrant education
	+ dropout and truancy prevention
	+ after tutoring school programs
	+ school counselors and social workers
	+ school nurses
	+ charter schools, if applicable
 |  |  |

### Title I Coordination

|  |  |  |
| --- | --- | --- |
| Questions to Consider | What’s in Place | What’s Needed |
| * What resources, supports, and services are provided to homeless children and youth through Title I, Part A?
* Does the Title I program reserve funds for homeless students?
* Is this set aside an amount sufficient to meet the needs of homeless children and youth in the LEA?
* Is this amount based on a discussion between the local homeless liaison and Title I coordinator of data on and needs of homeless students?
* Do you have input on the description in the local plan of the coordination between the Title I and McKinney-Vento programs?
* What is the frequency of communication between the Title I coordinator and you?
 |  |  |

### Community Collaboration

|  |  |  |
| --- | --- | --- |
| Questions to Consider | What’s in Place | What’s Needed |
| * What activities do you conduct to foster coordination and collaboration with the following:
	+ Public and private child welfare and social service agencies
	+ Medical clinics
	+ Mental health services
	+ Food and clothing banks
	+ Law enforcement agencies
	+ Domestic violence agencies
	+ Child care providers
	+ Providers of services and programs funded under the Runaway and Homeless Youth Act
	+ housing and HUD-funded programs
	+ Head Start and Early Head Start
	+ Early intervention programs (IDEA, Part C)
	+ Homeless shelters
	+ Higher education institutions
	+ Business partners
	+ Faith-based organizations
	+ Other groups serving homeless children and youth and their families
 |  |  |

### Resources, Capacity, and Compliance

|  |  |  |
| --- | --- | --- |
| Questions to Consider | What’s in Place | What’s Needed |
| * Does the LEA provide the local liaison the time and support to sufficiently carry out duties?
* Does the homeless liaison receive sufficient training to carry out responsibilities?
* Does the LEA provide professional development and other support to school personnel serving homeless children and youth?
* Does the LEA review data on an annual basis to identify needs and plan efficient use of resources?
* What are sources of support that the LEA provides for homeless children and youth?
* What are sources of support that come from federal and state programs?
* What supplemental services are provided through subgrants, if applicable?
* What are the most critical areas of support still needed to serve homeless students?
* What compliance problems were identified in the LEA’s most recent monitoring of the EHCY program? How have these been addressed?
 |  |  |

## Appendix H – Budget Alignment Crosswalk

| Allowable Activity Section 11433 (d) | Line Item |
| --- | --- |
| 1. The provision of tutoring, supplemental instruction, and enriched educational services that are linked to the achievement of the same challenging State academic standards as the State establishes for other children and youths.
 | Tutoring, additional instruction, and enriched educational services |
| 1. The provision of expedited evaluations of the strengths and needs of homeless children and youths, including needs and eligibility for programs and services (such as educational programs for gifted and talented students, children with disabilities, and English learners, services provided under Title I of the Elementary and Secondary Education Act of 1965 [20 U.S.C. 6301 et seq.] or similar State or local programs, programs in career and technical education, and school nutrition programs).
 | Expedited evaluations of homeless children and youths |
| 1. Professional development and other activities for educators and specialized instructional support personnel that are designed to heighten the understanding and sensitivity of such personnel to the needs of homeless children and youths, the rights of such children and youths under this part, and the specific educational needs of runaway and homeless youths.
 | Homeless education professional development |
| 1. The provision of referral services to homeless children and youths for medical, dental, mental, and other health services.
 | Referral services for medical, dental, mental, and other health services |
| 1. The provision of assistance to defray the excess cost of transportation for students under section 11432(g)(4)(A) of this title, not otherwise provided through Federal, State, or local funding, where necessary to enable students to attend the school selected under section 11432(g)(3) of this title.
 | Defray excessive costs of transportation for homeless students |
| 1. The provision of developmentally appropriate early childhood education programs, not otherwise provided through Federal, State, or local funding, for preschool-aged homeless children.
 | Early childhood education programs for pre-school homeless children |
| 1. The provision of services and assistance to attract, engage, and retain homeless children and youths, particularly homeless children and youths who are not enrolled in school, in public school programs and services provided to nonhomeless children and youths
 | Services to attract, engage, and retain homeless student |
| 1. The provision for homeless children and youths of before- and after-school, mentoring, and summer programs in which a teacher or other qualified individual provides tutoring, homework assistance, and supervision of educational activities.
 | Mentoring, summer school, tutoring, homework assistance, supervision, etc. |
| 1. If necessary, the payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youths in school, including birth certificates, immunization or other required health records, academic records, guardianship records, and evaluations for special programs or services.
 | Payment of fees and costs for transfer of necessary paperwork |
| 1. The provision of education and training to the parents and guardians of homeless children and youths about the rights of, and resources available to, such children and youths, and other activities designed to increase the meaningful involvement of parents and guardians of homeless children or youths in the education of such children or youths.
 | Education and training for parents and guardians of homeless children |
| 1. The development of coordination between schools and agencies providing services to homeless children and youths, as described in section 11432(g)(5) of this title.
 | Coordination between schools and other agencies |
| 1. The provision of specialized instructional support services (including violence prevention counseling) and referrals for such services.
 | Specialized instructional support services |
| 1. Activities to address the particular needs of homeless children and youths that may arise from domestic violence and parental mental health or substance abuse problems.
 | Activities to address particular needs of homeless children and youths |
| 1. The adaptation of space and purchase of supplies for any nonschool facilities made available under subsection (a)(2) to provide services under this subsection.
 | Adaptation of space and purchase of supplies for nonschool facilities to provide homeless services |
| 1. The provision of school supplies, including those supplies to be distributed at shelters or temporary housing facilities, or other appropriate locations.
 | Provision of school supplies |
| 1. The provision of other extraordinary or emergency assistance needed to enable homeless children and youths to attend school and participate fully in school activities.
 | Provision for emergency situations to enable full participation in school activities |
| 1. Homeless liaison position required by 42 U.S.C. 11432(g)(1)(J)(ii). Use of McKinney Vento funding for this position allowed per Section 1113 (c) (3) (C) (ii) (I)
 | Full or partial salary for homeless liaison |

## Appendix I - Iowa’s Statewide Continuous Improvement Process



## Appendix J - Scoring Rubric

Applications will be evaluated by a subgrant review panel according to the following rubrics. Final funding decisions will be made by the Iowa Department of Education.

### Section 1: LEA Homeless Coordination with Title I, Part A, Set-Aside and Number of Homeless Students and Primary Nighttime Residence

|  |  |  |  |
| --- | --- | --- | --- |
| 0 | 5 | 10 | Points |
| No data and answers provided | Limited and/or incorrect data and vague answers | Data and answers provided are complete and accurate (matches Title I CASA Application submissions for years 2019-2021.) |  |

### Section 2: McKinney-Vento Subgrant Narrative and Action Plan

|  |  |  |  |
| --- | --- | --- | --- |
| 0-10 | 11-39 | 40-50 | Points |
| Marginal (**lacks sufficient information; requires clarification or additional information**)* Narrative
* Goals
* Action steps
* Persons responsible
* Timeline
* Evidence of implementation and resources
 | Adequate (**clear and complete**), * Narrative
* Goals
* Action steps
* Persons responsible
* Timeline
* Evidence of implementation, and resources
* Evidence of implementation and resources
 | Exemplary (**well-conceived and thoroughly developed**):* Narrative
* Goals
* Action steps
* Persons responsible
* Timeline
* Evidence of implementation, and resources
 |  |

### Section 3: Budget Proposal - Year One

|  |  |  |  |
| --- | --- | --- | --- |
| 0-9 | 10-19 | 20-30 | Points |
| Marginal: Budget shows little to no alignment with goals and other allowable McKinney-Vento expenses | Adequate: Budget has some clear alignment with goals and other allowable McKinney-Vento expenses Evidence of implementation and resources | Exemplary: Budget strongly reflects alignment with goals and other allowable McKinney-Vento expenses |  |

### Section 4: Stakeholders Providing Input to this Grant Proposal

|  |  |  |
| --- | --- | --- |
| 0 | 10 | Points |
| Required stakeholders are not represented | The stakeholder group providing input to this grant included the homeless coordinator and at least one parent, teacher, Title I director, and administrator |  |

### Procedures Used to Determine Approval

Each application will be reviewed by knowledgeable persons familiar with school programs and support services for homeless children and youth. Reviewers will rank the applications in order from highest to lowest. The number of subgrants to be awarded will be determined by the Iowa Department of Education based on quality of subgrant application, established need, and available federal funds. Budget negotiation may be necessary to accommodate the obligation of all funds.

## Appendix K – Additional Resources

[**Iowa Department of Education McKinney-Vento Homeless Education Resources**](https://educateiowa.gov/pk-12/every-student-succeeds-act/essa-guidance-and-allocations/mckinney-vento-homeless-education)

[**National Association for the Education of Homeless Children and Youth (NAEHCY)**](https://nche.ed.gov/monitoring-and-evaluation/)

* [NAEHCY 2021 Conference](https://naehcy.org/2021-conference/) - This conference is held annually and serves as a notable professional development opportunity for staff that work with homeless children and youth programs. We strongly encourage you to include a portion of your McKinney-Vento Subgrant budget to send some of your staff to this worthwhile conference.

**November 13-16, 2021**

**Hyatt Regency, Peachtree Street - Atlanta, GA**

[**National Center for Homeless Education (NCHE)**](https://nche.ed.gov)

* [Dispute Resolution](https://nche.ed.gov/dispute-resolution/)
* [Homeless Liaison Toolkit (2020 Edition)](https://nche.ed.gov/homeless-liaison-toolkit/)
* [LEA Informal Needs Assessment](https://nche.ed.gov/needs-assessment/)
* [Monitoring and Program Evaluation](https://nche.ed.gov/monitoring-and-evaluation/)