

# McKinney-Vento Homeless Education Application Content Guidelines

## Consolidated Application for ESEA Title Programs

### Introduction

The document outlines the content for the McKinney-Vento Homeless Education Application in the Consolidated Accountability and Support Application's Consolidated Application for Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), Title Programs. The application consists of only one component: a program budget. For program guidance and contact information, visit the Department's [ESSA Guidance and Allocations page](#).

### Program Assurances

1. The LEA assures its 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 (42 U.S.C. 11433(b)(3)). (Yes/No)
2. The LEA assures it will collect and promptly provide data requested by the state homeless coordinator so they may fulfill their duties under paragraphs (1) and (3) of 42 U.S.C. 11432(f) to: (Yes/No)
  - Gather and make publicly available reliable, valid, and comprehensive information on—
    - The number of homeless children and youths identified in the State, which must be posted annually on the State educational agency's website;
    - 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;
    - The difficulties in identifying the special needs and barriers to the participation and achievement of such children and youths;
    - Any progress made by the State educational agency and local educational agencies in the State in addressing such problems and difficulties; and
    - 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; and
  - 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.
3. Local educational agency requirements. The LEA assures it will comply with, or use requested funds to comply with, the LEA requirements of the state plan (42 U.S.C. 11432(g)(3)): (Yes/No)

- A. **In general.**—The LEA assures it will serve each child or youth to be assisted under the proposed subgrant, according to the child's or youth's best interest. In determining the best interest of the child or youth, the LEA must— (Yes/No)
- 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;
  - 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;
  - 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
  - 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).
- B. **School stability.**—The LEA assures it will continue the child's or youth's education in the school of origin for the duration of homelessness—(Yes/No)
- In any case in which a family becomes homeless between academic years or during an academic year; and
  - For the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
  - 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.
- C. **Immediate enrollment.**—The LEA assures it understands that, and its schools will comply with, the following regarding immediate school enrollment: (Yes/No)
- The selected school must immediately enroll the homeless child or youth, even if the child or youth 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 has missed application or enrollment deadlines during any period of homelessness.
  - The enrolling school must immediately contact the school last attended by the child or youth to obtain relevant academic and other records.
  - If the child or youth needs to obtain immunizations or other required health records, the enrolling school must immediately refer the parent or guardian of the child or youth, or (in the case of an unaccompanied youth) the youth, to the LEA's designated homeless liaison, who must assist in obtaining necessary immunizations or screenings, or immunization or other required health records, in accordance with subparagraph (D).
- D. **Records.**— The LEA assures it will maintain 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 so that the records involved are available, in a timely fashion, when a child or youth enters a new

school or LEA; and in a manner consistent with section 1232g of title 20 (i.e., Family Educational Rights and Privacy Act [FERPA]). (Yes/No)

E. **Enrollment disputes.**—The LEA assures if a dispute arises over eligibility, or school selection or enrollment in a school, the LEA will: (Yes/No)

- Immediately enroll the child or youth in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals;
- Provide the parent or guardian of the child or youth or (in the case of an unaccompanied youth) the youth with a written explanation of any decisions related to school selection or enrollment made by the school, the LEA, or the State educational agency involved, including the rights of the parent, guardian, or unaccompanied youth to appeal such decisions;
- Refer the parent, guardian, or unaccompanied youth to the LEA 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
- In the case of an unaccompanied youth, the liaison must 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 LEA assures it understands that the choice regarding placement must be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere. (Yes/No)

4. The LEA assures it will provide each homeless child or youth to be assisted under this subgrant services that are appropriately coordinated and comparable to services offered to other students in the school. Specifically, the LEA must provide services that: (Yes/No)

- Include—
  - Transportation services.
  - 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.
  - Programs in career and technical education.
  - Programs for gifted and talented students
  - School nutrition programs.
- Are coordinated 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.); and
  - Transportation, transfer of school records, and other interdistrict activities, with other local educational agencies.
  - If applicable, 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.
  - The provision of programs for children with disabilities served by that local educational agency and other involved local educational agencies under this part, and under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.) or section 794 of title 29.

5. The LEA assures it will comply with, or use requested funds to comply with, the LEA homeless liaison requirements under section 11432(g)(6). The LEA homeless liaison must: (Yes/No)
- Ensure that—
    - Homeless children and youths are identified by school personnel through outreach and coordination activities with other entities and agencies;
    - Homeless children and youths are enrolled in, and have a full and equal opportunity to succeed in, schools of that local educational agency;
    - 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;
    - 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;
    - 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;
    - 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;
    - Enrollment disputes are mediated in accordance with paragraph (3)(E);
    - 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);
    - School personnel providing services under this part receive professional development and other support; and
    - Unaccompanied youths—
      - Are enrolled in school;
      - 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
      - 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.
  - 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...
  - 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 must 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).

The LEA homeless liaison 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.

6. The LEA assures its LEA official, written notice of rights for homeless students and officials, and written process for dispute resolution are updated and posted on the LEA's website. (Yes/No)
  - Note: The LEA's dispute resolution procedure must state that students will remain enrolled and receive transportation pending the dispute.
7. The LEA assures it will comply with, or use requested funds to comply with, the requirements to 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, pursuant to paragraph (7) of section 11432(g) of this title: (Yes/No)
  - Review and revisions
    - A. In general.—Each ... 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.
8. The LEA assures its 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, Part A schoolwide program participation and targeted assistance participation. (Yes/No)
9. The LEA assures its 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 identity, and socioeconomic status. (Yes/No)
10. The LEA assures it will make efforts to implement public relations activities in all parts of the community, including homeless populations and minority neighborhoods. (Yes/No)
11. The LEA assures it will screen material utilized for training and public relations for bias. (Yes/No)

**Grant Agreement Upload** - Please upload a copy of the signed Grant Agreement(s).

## Program Questions

1. **Needs Assessment.** Please upload the LEA's completed assessment of the educational and related needs of its homeless children and youths (which may be undertaken as part of needs assessments for other disadvantaged groups; 42 U.S.C. 11433(b)(1)). – FILE UPLOAD

*Iowa Department of Education guidance should be viewed as advisory unless it's specifically authorized by state statute, according to Iowa Code section 256.9A. This does not apply to administrative rules, declaratory orders, or materials required by federal law or courts.*

2. **Homeless Services and Programs.** Complete the following table, adding rows for each activity included in the program budget, to describe the services and programs the LEA will provide with homeless funds to address the needs identified in completed assessment (42 U.S.C. 11433(b)(2)).
  - Select Allowable Activity from dropdown and provide Description
3. **Homeless Policies and Procedures.** Describe the policies and procedures, consistent with section 11432(e)(3), that the LEA will implement to ensure that its activities will not isolate or stigmatize homeless children and youths (42 U.S.C. 11433(b)(5)).
  - Prohibition on segregating homeless students
    - i. **(A) In general...**in providing a free public education to a homeless child or youth, no State receiving funds... shall segregate such child or youth in a separate school, or in a separate program within a school, based on such child's or youth's status as homeless.

## Program Budget

The local education agency must:

1. Budget 100% of total available funds.
2. Explain its use of the "Other" line item or object code.
3. Mark the component "Complete" using the button in the bottom right-hand corner.
  - *The budget cannot be marked complete until the superintendent or the school business official has marked the Allocations and Transfers\* collection as complete. Transfers must be completed by October 1st. (\*It is important to note that transfers are in use only and funds do not move from their original source).*

Allowable Activity (ESEA § 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
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).	Expedited evaluations of homeless children and youths
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.	Homeless education professional development
4) 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
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.	Defray excessive costs of transportation for homeless students
6) 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

Allowable Activity (ESEA § 11433(d))	Line Item
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.	Services to attract, engage, and retain homeless student
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.	Mentoring, summer school, tutoring, homework assistance, supervision, etc.
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.	Payment of fees and costs for transfer of necessary paperwork
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.	Education and training for parents and guardians of homeless children
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.	Coordination between schools and other agencies
12) The provision of specialized instructional support services (including violence prevention counseling) and referrals for such services.	Specialized instructional support 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.	Activities to address particular needs of homeless children and youths
14) 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
15) 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
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.	Provisions for emergency situations to enable full participation in school activities
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