

National Center for Homeless Education

Education for Homeless Children and Youth Program

Local Educational Agency Informal Needs Assessment

Instructions

Local liaisons should undertake an annual review of data and activities in their local educational agency (LEA) to ensure that the local Education for Homeless Children and Youth (EHCY) program is identifying and meeting the needs of homeless children and youth.

This informal needs assessment tool provides a series of questions that local liaisons may use to determine the status of their services for homeless children and youth and to identify where to focus efforts to meet the most critical needs of these students. This questionnaire should be used in conjunction with a review of data that provides the numbers of homeless children and youth identified, their primary nighttime residence, absenteeism, discipline referrals, drop-out rate, and level of academic proficiency. It would also be helpful to review local and community or state data available. Local liaisons should also review their phone and email logs to identify recurring problems and concerns, along with past LEA EHCY program monitoring reports. Input from other program administrators and stakeholders will also enhance the quality of responses.

The questions are organized by key focus areas for the work of the LEA in homeless education and reflect provisions in the McKinney-Vento Homeless Assistance Act (McKinney-Vento Act), as amended by the Every Student Succeeds Act of 2015 (ESSA). References to relevant portions of the McKinney-Vento Act are included for each area. The questions are comprehensive to ensure that all aspects of the McKinney-Vento program are included. Focus areas include:

- Awareness
- Policies and Procedures
- Disputes
- Identification
- Enrollment
- School Selection
- Access to Services
- Transportation
- School Success
- Collaboration within the LEA
- Collaboration with Title I
- Community Collaboration
- Resources, Capacity, and Compliance
- Charter Schools (if applicable)

This tool is designed to be customized to fit your program. You may find that you have more information for some areas than others, or that some of your responses are based more on what you know from experience (and others' experience), rather than hard data. The questions are intended to spark discussion more than be utilized as a formal needs assessment framework, in order to accommodate the time and resources available to respond to them. Local liaisons would find it worthwhile to spend at least several hours completing the questionnaire, but some may choose to spend longer, engaging the input of other program administrators and stakeholders.

Awareness

State Plan Requirements¹ – 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 personnel of the specific needs of homeless children and youths, including such children and youths who are runaway and homeless youths. [42 U.S.C. § 11432 (g)(1)(D)]

Coordination Purpose – Each local educational agency is required to coordinate with State and local housing agencies. This coordination must be designed to “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.” [42 U.S.C. § 11432(g)(5)(C)(iii)]

LEA liaison duties – Each local agency liaison for homeless children and youths, designated under paragraph (1)(J)(iii), shall ensure that – 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 [42 U.S.C. § 11432(g)(6)(A)(v)]; 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 [42 U.S.C. § 11432(g)(6)(A)(vi)].

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. [42 U.S.C. § 11432(g)(6)(B)]

¹ Many of the items listed as requirements in the State plan are considered activities that must be carried out at the LEA level. Therefore, several State plan provisions are included in the LEA needs assessment.

Questions to Consider	What's in Place	What's Needed	Priority
What is the level of awareness of school personnel on the needs of homeless children and youth?			
What programs, activities, and trainings are conducted for LEA program administrators and school personnel to increase their			
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

Statement of Policy – In any State where compulsory residency requirements or other requirements, in laws, regulations, practices, or policies may act as a barrier to the identification of, or the enrollment, attendance, or success in school of homeless children and youths, the State educational agency and the local educational agencies in the State will review and undertake steps to revise such laws, regulations, practices, or policies to ensure that homeless children and youths are afforded the same free, appropriate public education as provided to other children and youths. [42 U.S.C. § 11431(2)]

State Plan Requirements – Must include a description of procedures

- That the State educational agency will use to identify homeless children and youths in the State and to assess their needs [42 U.S.C. § 11432(g)(1)(B)];
- That ensure that homeless children and youths who meet the relevant eligibility criteria are able to participate in Federal, State, or local nutrition programs [42 U.S.C. § 11432(g)(1)(E)];
- That ensure that 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 [42 U.S.C. § 11432(g)(1)(F)(i)];
- That ensure that youths described in section 725(2) [definition of the term ‘homeless children and youths’] and youths separated from public school are identified and accorded equal access to appropriate 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 [42 U.S.C. § 11432(g)(1)(F)(ii)]; and
- That ensure that 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 [42 U.S.C. § 11432(g)(1)(F)(iii)].

The State plan must also include:

- A demonstration that the State educational agency and the local educational agencies have developed, and shall review and revise, policies to remove barriers to the identification of homeless children and youths, and the enrollment and retention due to outstanding fees or fines, or absences [42 U.S.C. § 11432(g)(1)(I)]; and

- An assurance that 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 a parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin [42 U.S.C. § 11432(g)(1)(J)(iii)].

LEA Requirements – 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 444 of the General Education Provisions Act (20 U.S.C. 1232g). [42 U.S.C. § 11432(g)(3)(G)]

Review and Revisions –

(A) Each State educational agency and local educational agency that receives assistance under this subtitle 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 selected under paragraph (3) [best interest determination];

(B) 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 shall be given to ensuring the identification, enrollment, and attendance of homeless children and youths who are not currently attending school. [42 U.S.C. § 11432(g)(7)]

Questions to Consider	What’s in Place	What’s Needed	Priority
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 specific 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

State Plan –Must include a description of procedures for the prompt resolution of disputes regarding the educational placement of homeless children and youths. [42 U.S.C. § 11432(g)(1)(C)]

LEA Requirements –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) [disputes in the State plan] 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. [42 U.S.C. § 11432(g)(3)(E)]

LEA Liaison Duties –

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

- enrollment disputes are mediated in accordance with paragraph (3)(E) [enrollment disputes]. [42 U.S.C. § 11432(g)(6)(A)(vii)]

Questions to Consider	What's in Place	What's Needed	Priority
Does the LEA have a written McKinney-Vento dispute resolution policy? If so, does it align with the state McKinney-Vento dispute resolution policy?			
Do LEAs 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

LEA Liaison Requirements – Each local educational agency liaison for homeless children and youths, designated under paragraph (1)(J)(ii), shall ensure that homeless children and youth are identified by school personnel through outreach and coordination activities with other entities and agencies. [42 U.S.C. § 11432 (g)(6)(A)(i)]

Questions to Consider	What's in Place	What's Needed	Priority
How many homeless children and youth are reported as enrolled in the LEA? Is this number consistent the level of poverty in the LEA and community?			
Is it likely that there are homeless children and youth in your state who have not been identified and are not attending school?			
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?			

Enrollment

State Plan Requirements – Must include

- 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. [42 U.S.C. § 11432(g)(1)(H)]
- 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. [42 U.S.C. § 11432(g)(1)(I)]

LEA Requirements –

Immediate enrollment –

- (i) The school selected in accordance with this paragraph [best interest determination] 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 deadlines during any period of homelessness.
- (ii) The enrolling school shall immediately contact the school last attended by the child or youth to obtain relevant academic and other records.
- (iii) 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 [records]. [42 U.S.C. § 11432 (g)(3)(C)]

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 so that the records involved are available, in a timely fashion, when a child or youth enters a new school or school district. [42 U.S.C. § 11432(g)(3)(D)(i)]

Questions to Consider	What's in Place	What's Needed	Priority
Do all schools in the LEA enroll homeless students immediately? When enrollment delays occur, what are the reasons?			

How does the LEA remove barriers to enrollment due to lack of records typically required upon enrollment or due to missed deadlines during any period of homelessness?			
Do homeless children and youth experience barriers to enrollment due to outstanding fines, fees, or absences?			
Do enrolling schools immediately contact the school last attended by a child or youth to obtain relevant academic records?			
Does the LEA liaison assist in obtaining necessary immunizations or screenings or immunization or other health records when needed?			
Have enrollment barriers specific to unaccompanied homeless youth, such as enrolling without a parent or guardian, been eliminated?			
Do schools make records available in a timely fashion to a new school in which a homeless child or youth enrolls?			
How many and what types of complaints do you receive regarding enrollment barriers for homeless children and youth?			

School Selection

LEA Requirements -

- The local educational agency serving each child or youth to be assisted under this subtitle 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) 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 is are eligible to attend. [42 U.S.C. § 11432(g)(3)(A)]
- 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. [42 U.S.C. § 11432 (g)(3)(I)(i)]
- 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. [42 U.S.C. § 11432(g)(3)(I)(ii)]
- 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 best 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) [enrollment disputes]. [42 U.S.C. § 11432(g)(3)(B)]

Questions to Consider	What's in Place	What's Needed	Priority
What is the average mobility rate of homeless students (number of school transfers in a year) in the LEA? How does this compare to the average mobility rate of nonhomeless students in the LEA?			
Does the LEA presume that remaining in the school of origin is in the homeless child's or youth's best interest?			
What are the procedures for determining best interest for school selection for homeless students?			
Do young homeless children attending SEA-or LEA-preschools remain in their school of origin?			
Are designated receiving schools for feeder schools considered schools of origin for homeless students who complete the final grade level served by a school of origin?			
What calls and complaints do you receive indicating barriers to homeless students enrolling in either the school of origin or the local attendance area school?			

Transportation

State Plan Requirements – Such plan shall include the following: Assurances that the following will be carried out –the State and 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 in paragraph (3). [42 U.S.C. § 11432(g)(1)(J)(iii)]

LEA Liaison Duties –Each local educational liaison for homeless children and youths designated under paragraph (1)(j)(ii) shall ensure that 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) [the best interest determination]. [42 U.S.C. § 11432(g)(6)(A)(viii)]

Questions to Consider	What's in Place	What's Needed	Priority
What in the average length of time for the LEA to arrange transportation for homeless children and youth?			
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 interdistrict 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 Services

State Plan Requirements –Must include

- 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 [42 U.S.C. § 11432(g)(1)(A)];
- 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 [42 U.S.C. § 11432(g)(1)(E)];
- A description of procedures that ensure that—(i) homeless children have equal access to public preschool programs, administered by the State educational agency or local educational agency, as provided to other children in the State; (ii) homeless youths as described in section 725(2) [definition of homeless children and youths] 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, on-line learning, and charter school programs, if such programs are available at the State and local levels [42 U.S.C. § 11432(g)(1)(F)];

- Assurances that the following will be carried out –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. [42 U.S.C. § 11432(g)(1)(J)(i)]

State Plan Requirements –Must include a description of procedures that ensure that –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, on-line learning, and charter school programs, if such programs are available at the State and local levels. [42 U.S.C. § 11432(g)(1)(F)(iii)]

LEA Liaison Requirements –Each local educational agency liaison for homeless children and youths, designated under paragraph (1)(J)(ii), shall ensure that(iii) homeless families and homeless children and youths have access to and receive educational services for which such families 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 youth receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services. [42 U.S.C. § 11432(g)(6)(A)]

LEA Liaison Requirements –Must ensure that –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 youths, including through implementation of 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). [42 U.S.C. § 11432(g)(6)(A)(x)]

Questions to Consider	What's in Place	What's Needed	Priority
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 magnet schools, 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 SEA or 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

Statement of Policy –Homeless children and youths should have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging State academic standards to which all students are held. [42 U.S.C. § 11431(4)]

State Plan –Must include

- A description of how homeless 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 [42 U.S.C. § 11432(g)(1)(A)];
- A description of procedures that ensure that –youths described in section 725(2) [definition of homeless children and youths] and youths separated from public schools are identified and accorded equal access to appropriate secondary education and support services, including by identifying barriers 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; [42 U.S.C. § 11432(g)(1)(F)(ii)]

LEA Liaisons –Each local educational agency liaison for homeless children and youths, designated under paragraph (1)(J)(ii), shall ensure that homeless children and youths are enrolled in, and have a full and equal opportunity to succeed in, schools of that local educational agency. [42 U.S.C. § 11432(g)(6)(A)(ii)]

Questions to Consider	What's in Place	What's Needed	Priority
How do homeless children and youth in the LEA perform academically in comparison to the LEA or state average for all students?			
What is the rate of grade-level promotion or retention for homeless students? How does that compare to the LEA or state average?			

How does the LEA support improvement of homeless children and youth in the areas of academic proficiency?			
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 the LEA

Coordination Purpose –The coordination required under subparagraphs (A) and (B) shall be designed to –(i) ensure that homeless children and youths are promptly identified; (ii) ensure that homeless children and youths have access to, and are in reasonable proximity to available education and related support services; and (iii) raise awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness. [42 U.S.C. § 11432 (g)(5)(C)]

Homeless Children and Youths with Disabilities –For children and youths who are to be assisted both under this subtitle, and under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.) or section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), 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. [42 U.S.C. § 11432 (g)(5)(D)]

Questions to Consider	What's in Place	What's Needed	Priority
How do you ensure coordination among LEA administrators and personnel programs serving homeless students? Consider specifically ○ 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

Title I Requirements –

A local educational agency may receive a subgrant under this part for any fiscal year only if such agency has on file with the State educational agency a plan, approved by the State educational agency, that...is coordinated with...the McKinney-Vento Homeless Assistance Act. [20 U.S.C. § 6312(a)(1)(B)].

Each local educational agency plan shall describe...the services the local educational agency will provide homeless children and youths, including services provided with funds reserved under section 6313(c)(3)(A), to support the enrollment, attendance, and success of homeless children and youths, in coordination with the services the local educational agency is providing under the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11301 et seq.). [20 U.S.C. § 6312(b)(6)]

A local educational agency shall reserve such funds as are necessary under this part...to provide services comparable to those provided to children in schools funded under this part to serve homeless children and youths, including providing educationally related support services to children in shelters and other locations where children may live. [20 U.S.C. § 6313(c)(3)(A)(i)]

Funds reserved under subparagraph (A)(i) [for comparable services for homeless children and youths] may be determined based on a needs assessment of homeless children and youths in the local educational agency, taking into consideration the number and needs of homeless children and youths in the local educational agency, and which needs assessment may be the same needs assessment as conducted under section 11433(b)(1) of title 42 [20 U.S.C. § 6313(c)(3)(C)(i)]; and used to provide homeless children and youths with services not ordinarily provided to other students under this part including providing –(I) funding for the liaison designated pursuant to section 11432(g)(1)(J)(ii) of title 42; and (II) transportation pursuant to section 11432(g)(1)(J)(iii) of such title [20 U.S.C. § 6313(c)(3)(C)(ii)].

Questions to Consider	What's in Place	What's Needed	Priority
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

Coordination – Each local educational agency serving homeless children and youths that receives assistance under this part shall coordinate – 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.). [42 U.S.C. § 11432(g)(5)(A)(i)]

Coordination with 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 105 of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12705) to minimize educational disruption for children and youths who become homeless. [42 U.S.C. § 11432(g)(5)(B)]

Questions to Consider	What's in Place	What's Needed	Priority
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			
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Resources, Capacity, and Compliance

State Plan Requirements: Must provide assurances that

- The local educational agencies will designate an appropriate staff person, able to carry out the duties described in paragraph (6)(A) [of the local liaison]. [42 U.S.C. § 11432 (g)(1) (J)(ii)];
- 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) [functions of Office of Coordinator] as determined appropriate by the Office of Coordinator. [42 U.S.C. § 11432(g)(1)(J)(iv)]

Each local educational agency liaison for homeless children and youths, designated under paragraph (1)(J)(ii), shall ensure that school personnel providing services under this subtitle receive professional development and other support. [42 U.S.C. § 11432(g)(6)(A)(ix)]

Questions to Consider	What's in Place	What's Needed	Priority
Does the LEA provide the local liaison the time and support to sufficiently carry out your duties? • How much time is needed? • How much time is allocated?			
Do you receive sufficient training to carry out your responsibilities?			

Do you provide professional development and other support to school personnel serving homeless children and youth?			
Do you 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 LEAs most recent monitoring of the EHCY program? How have these been addressed?			

Charter Schools (if applicable)

State Plan Requirements – Must include a description of procedures that ensure that homeless children and youths who meet the relevant eligibility criteria do not face barriers to accessing academic and extracurricular activities, including ... charter school programs, if such programs are available at the State and local levels. [42 U.S.C. § 11432(g)(1)(F)(iii)]

Questions to Consider	What's in Place	What's Needed	Priority
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What do you do to create awareness of the needs and rights of homeless students?			
Does the school have a local homeless liaison (if considered its own LEA)?			
Does the school follow the requirements of the McKinney-Vento Act, particularly with regard to identification, enrollment, and transportation?			
What professional development have the local liaison and other charter school staff received on the rights of homeless children and youth?			
Does your school submit data to the SEA and ED Facts on homeless children and youth annually?			

Needs Assessment Summary: High Priority Needs

In the following table, list the highest priority needs identified in the guiding questions and create a concrete (measurable) goal that the LEA should achieve during the next year to address each need. This information will guide the development of an annual action plan.

Focus Area	Priority Needs	Measurable Goal
Awareness		
Policies and Procedures		
Disputes		
Identification		
Enrollment		
School Selection		
Access to Services		
Transportation		

Student Success		
Collaboration within the LEA		
Collaboration with Title I		
Community Collaboration		
Resources and Capacity		
Charter Schools (if applicable)		

Stakeholders Providing Input to the Guiding Question Responses

Name	Role Group	Phone	Email

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