



MONITORING REPORT – HOMELESS CHILDREN AND YOUTH
 DEPARTMENT OF PUBLIC INSTRUCTION
 TITLE I
 SFN 53590 (3-05)

RETURN TO:
 Department of Public Instruction
 Title I Office
 600 E Boulevard Avenue, Dept. 201
 Bismarck, ND 58505-0440

Applicant (Legal Name of School/Agency)		Grant Amount
Address		
City	State	Zip Code
Authorized Representative	Telephone	E-mail Address
Homeless Contact	Telephone	E-mail Address

The Department of Public Instruction is responsible for the administration and supervision of programs funded under McKinney – Vento Homeless Assistance Act Funds (specifically Public Law 100-77, Title VII, Subtitle B). The purpose of this monitoring report is to provide summary information on the use of these funds to improve educational services to homeless children in the district/service area.

Management Review

Area of Compliance	Supporting Documentation	Compliance Status		Comments
		YES	NO	
Certification				
1. The board of education has named an authorized representative for the McKinney – Vento Program. The meeting was held on _____.	Include minutes from meeting authorizing a representative for the program.	<input type="checkbox"/>	<input type="checkbox"/>	
2. The board of education has approved the submission of the request for proposal for the McKinney – Vento grant. The meeting was held on _____.	Include minutes from meeting approving the submission of the grant.	<input type="checkbox"/>	<input type="checkbox"/>	

Financial Review

3. Purchase orders and invoices are properly coded to McKinney – Vento program.	Must include randomly selected purchase orders and invoices for McKinney – Vento and Title I homeless set aside. Must be coded to the proper object code, title, and FY funding. Dates must be after July 1.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Purchases are appropriate expenditures for meeting the program application.	Alignment with grant application. Coded to appropriate grant. Dated after July 1. Appropriate expenditure.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Salaries of those being paid with McKinney – Vento are tracked appropriately.	Fixed schedule or time and effort log is provided.	<input type="checkbox"/>	<input type="checkbox"/>	
6. The resources and services provided with McKinney – Vento funds are supplementary and do not supplant state and local support.	May include description of services and evidence of the supplemental nature of these federal programs. Must show that LEA program activities conducted in whole or part with McKinney – Vento funds are not required by any other law.	<input type="checkbox"/>	<input type="checkbox"/>	

Financial Review

7. The inventory of equipment, with a value of \$750 or more and a useful life of more than one year, meets the management requirements of EDGAR as described in the General Requirements for Federal Programs published by the Department of Public Instruction.	Evaluate the current McKinney – Vento inventory. Inventory record must include: Description, cost, serial number, date of purchase, and location.	<input type="checkbox"/>	<input type="checkbox"/>	
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Area of Compliance	Supporting Documentation	Compliance Status		Comments
		YES	NO	
Program Application Review				
8. The activities identified in the program application are being implemented as proposed.	Review of application and review of program. Alignment has been made between the two.	<input type="checkbox"/>	<input type="checkbox"/>	
9. Project is adequately addressing the needs of homeless children in this community.	Number of homeless children being served by the school, number being reported in shelters, homeless agencies, churches, etc.	<input type="checkbox"/>	<input type="checkbox"/>	
10. Progress has been made toward the program goals and objectives.	Written documentation of goals/objectives and progress to date.	<input type="checkbox"/>	<input type="checkbox"/>	

Program Review

Area of Compliance	Supporting Documentation	Compliance Status		Comments
		YES	NO	
Identification				
1. LEAs must locate and identify homeless children and youth of school who are found within the district, whether they are enrolled or not enrolled in school.	Enrollment forms; agendas or meeting minutes to document communication with social/welfare service agencies, shelters, churches, etc. Documentation of whom/where the main source of homeless referral stems from.	<input type="checkbox"/>	<input type="checkbox"/>	
2. LEAs maintain a cumulative count of the number of homeless children and youth who reside in the district and who are enrolled/not enrolled in school.	Cumulative record accounting for homeless students in the following categories: Pre-K, K-5, 6-8, 9-12, other.	<input type="checkbox"/>	<input type="checkbox"/>	
3. LEA documents the process that is followed once a student or family is identified as being homeless.	Documentation of the process that the school follows once a student is identified. (i.e., enrollment forms, procedural documentation, connecting parents/ students with outside agencies.)	<input type="checkbox"/>	<input type="checkbox"/>	
School Selection				
4. Students are kept in their school of origin unless it is against the parent or guardian's wishes. [Sec. 722(g)(3)(A)]	List of homeless students with school of origin and current school attending has been identified.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Students are allowed to stay in their school of origin the entire time they are homeless and until the end of any academic year in which they move into permanent housing. [Sec. 722(g)(3)(A)(i)] and [Sec. 722(g)(3)(A)(i)(II)]	Listing of former homeless students, school of origin, school attending after homelessness has ceased.	<input type="checkbox"/>	<input type="checkbox"/>	
6. If students are sent to a school other than the school of origin or the school requested by the parent/guardian, written explanation must be provided to the parent/guardian, including information on their right to appeal the decision. [Sec. 722(g)(3)(B)(ii)]	Must include written documentation of what is given to parents when the school of origin request is not met or rejected.	<input type="checkbox"/>	<input type="checkbox"/>	

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		YES	NO	
Enrollment				
7. Students are immediately enrolled in school, even if the child lacks records that are normally required for enrollment. [Sec. 722(g)(3)(C)(i)]	Include enrollment records. Timeline showing date of receiving student and date enrolled.	<input type="checkbox"/>	<input type="checkbox"/>	
8. Records are obtained from the students' previous school. [Sec. 722(g)(3)(C)(ii)]	Written documentation of communication with other schools.	<input type="checkbox"/>	<input type="checkbox"/>	
9. Student records (academic, immunization, medical, birth certificates, guardianship records, special evaluations) are maintained so they are readily available. [Sec. 722(g)(3)(D)]	Student records.	<input type="checkbox"/>	<input type="checkbox"/>	
10. Homeless students automatically qualify for free and reduced lunch.	Free and Reduced lunch forms.	<input type="checkbox"/>	<input type="checkbox"/>	
11. LEA has reviewed and revised policies and procedures which could act as a barrier to the enrollment, attendance and success of homeless children and youth. [Sec.722 (g)(1)(G)]	Board minutes, revised policies.	<input type="checkbox"/>	<input type="checkbox"/>	
12. LEA has system in place to ensure that homeless student is attending and participating in school regularly.	Documentation of liaison duties (or other assigned individual) regarding enrollment and attendance are available.	<input type="checkbox"/>	<input type="checkbox"/>	
Dispute Resolution				
13. A description of the procedures for the prompt resolution of disputes regarding the educational placement of students has been created and is available for parents.	Dispute resolution policy.	<input type="checkbox"/>	<input type="checkbox"/>	
14. Enrollment disputes are mediated by the Local Liaison. [Sec. 722(g)(3)(E)]	Documentation of dispute resolution process.	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation				
15. Transportation is provided to the school of origin, at the request of the parent. [Sec. 722(g)(1)(J)(iii)]	Transportation records.	<input type="checkbox"/>	<input type="checkbox"/>	
Local Liaison				
16. A Local Liaison has been designated for the school/agency. [Sec. 722(g)(1)(J)(ii)]	Local Liaison assignment. Check with name identified on consolidated application.	<input type="checkbox"/>	<input type="checkbox"/>	
17. Local Liaisons ensure that:		<input type="checkbox"/>	<input type="checkbox"/>	
a. Children and youth in homeless situations are identified by school personnel.	Enrollment records. Referral documentation.	<input type="checkbox"/>	<input type="checkbox"/>	
b. Homeless students enroll in and have full and equal opportunity to succeed in school.	Documentation of homeless students and the programs in which they participate. Documentation of accommodations made for homeless students. Documentation of system that is beneficial to student and his/her learning environment.	<input type="checkbox"/>	<input type="checkbox"/>	
c. Homeless families, children and youth receive educational services for which they are eligible. (Head Start, Even Start, referrals to health, mental health, dental, etc.)	Documentation of services that homeless families are utilizing is available.	<input type="checkbox"/>	<input type="checkbox"/>	
d. Parents are informed of the educational rights of their children and are provided with meaningful opportunities to participate in the child's education.	Meeting minutes, brochures, and flyers.	<input type="checkbox"/>	<input type="checkbox"/>	

Area of Compliance	Supporting Documentation	Compliance Status		Comments
		YES	NO	
Local Liaison (continued)				
e. Public notice of the educational rights of homeless students is disseminated.	Meeting minutes, brochures, and flyers. Method of distribution.	<input type="checkbox"/>	<input type="checkbox"/>	
f. Homeless individuals and families are fully informed of all transportation services, including the school of origin. Local Liaison assists in accessing the transportation services. [Sec. 722(g)(6)(A)]	Meeting minutes, brochures, and flyers, transportation records.	<input type="checkbox"/>	<input type="checkbox"/>	
18. Local Liaisons assist children and youth who do not have immunizations/medical records in obtaining necessary documentation communications or medical records. [Sec. 722(g)(3)(C)(iii)]	Immunization records, Local Liaison records of assisting children with immunizations/medical records.	<input type="checkbox"/>	<input type="checkbox"/>	
19. Local Liaisons must inform school personnel, service providers, and advocates that work with homeless of the Local Liaison's duties. [Sec. 722(g)(6)(B)]	Shelter listings, homeless agency listings, trainings, meeting minutes, agendas, training opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	
20. Local Liaisons are required to collaborate and coordinate with the state coordinator, community, and school personnel for the education and services provided to homeless students. [Sec. 722(g)(6)(C)]	Documentation of local liaison/district representation on committees including meeting minutes and agendas.	<input type="checkbox"/>	<input type="checkbox"/>	
Segregation				
21. LEAs must adopt policies and practices to ensure that homeless children and youth are not segregated or stigmatized on the basis of their homeless status. [Sec. 722(g)(1)(J)(i)]	Documentation of how the homeless program operates in relation to the rest of the school system.	<input type="checkbox"/>	<input type="checkbox"/>	
Unaccompanied Youth				
22. The Local Liaison must assist unaccompanied youth in school selection/enrollment decisions. [Sec. 722(g)(3)(B)(iii)]	Documentation of assistance with unaccompanied youth and enrollment.	<input type="checkbox"/>	<input type="checkbox"/>	
23. The Local Liaison assists the unaccompanied youth in requesting transportation to the school of origin. [Sec. 722(g)(1)(J)(iii)]	Documentation of assistance with unaccompanied youth and transportation. Transportation records.	<input type="checkbox"/>	<input type="checkbox"/>	
Title I				
24. LEAs are required to set aside funding to provide services comparable to those provided in Title I, Part A funded schools to serve homeless children who do not attend participating schools. [Sec. 1113(c)(3)(A)]	Documentation of set aside funding.	<input type="checkbox"/>	<input type="checkbox"/>	
25. A child who is homeless and attending any school in the LEA is eligible for services in a Targeted Assistance School Program. [Sec. 1115(b)(2)(E)]	Listing of homeless children in Non-Title I buildings and the services they receive.	<input type="checkbox"/>	<input type="checkbox"/>	

Area of Compliance	Supporting Documentation	Compliance Status		Comments
		YES	NO	
Coordination				
26. LEAs are required to coordinate services with local social services agencies and other agencies providing assistance to homeless children and youth. This coordination is to ensure that homeless children have access and proximity to all education and support services as well as to raise the awareness of school personnel and service providers. [Sec. 722(g)(5)(A)(i)] and [Sec. 722(g)(5)(C)]	Documentation of coordination with social service agencies and other agencies providing assistance to the homeless.	<input type="checkbox"/>	<input type="checkbox"/>	
27. LEAs are required to coordinate services with other LEAs on interdistrict issues. This coordination is to ensure that homeless children have access and proximity to all education and support services as well as to raise the awareness of school personnel and service providers. [Sec. 722(g)(5)(A)(ii)] and [Sec. 722(g)(5)(C)]	Documentation of coordination with area districts on issues such as transportation, enrollment, and transfer of records.	<input type="checkbox"/>	<input type="checkbox"/>	
28. LEAs are required to coordinate with state and local housing agencies to minimize educational disruption for children and youth who become homeless. This coordination is to ensure that homeless children have access and proximity to all education and support services as well as to raise the awareness of school personnel and service providers. [Sec. 722(g)(5)(B)] and [Sec. 722(g)(5)(C)]	Documentation of coordination with housing agencies.	<input type="checkbox"/>	<input type="checkbox"/>	

Signatures

Monitor	Signature of Monitor	Date
Title I Director	Signature of Title I Director	Date
Comments		