



District: Click or tap here to enter text.

Superintendent: Click or tap here to enter text.

Homeless Liaison: Click or tap here to enter text.

Name(s) of Monitor(s): Click or tap here to enter text.

Date(s) of Monitoring: Click or tap here to enter text.

Introduction

The purpose of the McKinney-Vento Homeless Assistance Act is to ensure that all homeless children and youth have equal access to the same free, appropriate public education, including public preschool education, provided to other children and youth. The primary focus of this program is to facilitate the enrollment, attendance and success of homeless children and youth in public schools.

The following monitoring form is used to evaluate a district's performance, processes and fiscal management. Program compliance and/or effectiveness are determined based on district responses to indicators and supporting evidence for each monitoring question. Each section contains multiple monitoring questions that will be evaluated individually. When reviewing and completing the form, please note that each item evaluated may contain suggested documentation with examples of records. This monitoring will include a mandatory review of a detailed Enterprise ERP (EERP, formerly MUNIS) report for the program. Evidence should reflect activities since the beginning of the grant in October 2024.

Overview of Monitoring Process

As required by [Title 2 of the Code of Federal Regulations \(CFR\) 200.332](#), the Kentucky Department of Education (KDE) conducts monitoring of all McKinney-Vento subgrant fund recipients to ensure that the federal award is used for authorized purposes, in compliance with federal statutes, regulations and the terms and conditions of the award; and that award performance goals are achieved. KDE staff will conduct monitoring of district implementation of McKinney-Vento initiatives during 2024-2027 subgrant award cycle. This document, which includes **programmatic, subgrant planning and fiscal requirements**, will be used in the review. Program compliance and effectiveness will be determined based on responses and supporting evidence for each of the monitoring indicators.

The monitoring form consists of three sections:

- Programmatic Implementation and Outcomes for Homeless Children and Youth
- Administration of McKinney-Vento Subgrant
- Fiscal Management

Prior to monitoring, each district will complete a self-assessment, providing narrative responses to each of the questions on this form in the spaces labeled “District Response.” The completed self-assessment will be uploaded into a designated SharePoint site, along with other monitoring evidence. KDE monitors will review the uploaded evidence and information submitted on the self-assessment and formulate follow-up questions to ask during interviews with district staff.

Directions for Districts:

Please read each indicator on the following pages and type your responses in the text boxes. Documentation should be uploaded into SharePoint as evidence of the district’s implementation of each indicator. Suggested documentation is provided as recommendations for most indicators. Districts may have other documentation to provide that also may satisfy requirements. In a few cases, specific documentation is required (e.g., detailed EERP reports). Monitoring staff may request additional pieces of evidence as needed.

In SharePoint, there are three main folders: Programmatic Implementation and Outcomes, Administration of the McKinney-Vento Subgrant and Fiscal Management. Please save evidence with a descriptive name and with the question number it supports. For example, if you are submitting data on evaluating the effectiveness of the McKinney-Vento funded program in response to Question 4 in the “McKinney-Vento Programmatic Implementation and Outcomes” section of the monitoring form, you might save the evidence with a name such as: “Q4 Program Effectiveness Data” and then upload the document into the “ McKinney-Vento Implementation and Outcomes” folder. Please do not upload any personally identifiable information (PII) into any of the SharePoint folders.

When you have completed your responses to the district monitoring form, save the form with your district’s name and upload it into the main SharePoint folder for your district.

Section I: McKinney-Vento Programmatic Implementation and Outcomes

1. The district is required by the McKinney-Vento Act to adopt policies and implement procedures related to the identification and enrollment of homeless students. The policies and procedures must describe how the district will:
 - a. Effectively identify homeless children and youth through coordinated activities with staff within the district and with other entities and agencies. [See McKinney-Vento 11432(g)(6)(A)(i).]
 - b. Effectively identify and eliminate barriers to enrollment and attendance so homeless students are automatically enrolled in school and have full and equal opportunity to succeed in the educational setting. [See McKinney-Vento 11432(g)(6)(A)(ii).]

Use the District Response section below to describe the process your district used to develop, review and implement policies related to the identification and enrollment of homeless students. The response should include how stakeholders – such as school staff, community partners, and families – were engaged in the process to ensure alignment to the McKinney-Vento Act requirements.

District Response: Click or tap here to enter text.

Required Documentation: Districts must submit evidence of their policies and written procedures related to the identification and enrollment of homeless students.

Suggested Documentation: Examples may include training documents, sign-in sheets for trainings, email correspondence, student handbook, district policies or other written processes.

2. The McKinney-Vento Homeless Assistance Act requires that homeless children and youth have opportunities to meet the same challenging state academic standards as the state establishes for other children and youth. Use the District Response section below to explain what measures your school district takes to ensure that homeless children and youths have access to the education and services they need to meet the same challenging state academic standards as all other students. [See McKinney-Vento 11431(4).]

District Response: Click or tap here to enter text.

Suggested Documentation: Meeting minutes documenting discussions on expanded or improved services for students experiencing homelessness, evidence of wrap-around supports and services, evidence-based programming intended to support the academic and social/emotional needs of students experiencing homelessness (including before, after and summer school programming)

3. The McKinney-Vento Act requires that each district have a local liaison with [specific responsibilities](#). Use the District Response section below to list who was responsible for this role during the grant cycle. Please include any lapses or interim appointments in the district response below. [See McKinney-Vento 11432(g)(1)(J)(ii) and [704 KAR 7:090](#).]

District Response: Click or tap here to enter text.

Required Documentation: Accurate homeless liaison listed on the district's [Open House](#) webpage, training certificate for the current school year's required annual KDE liaison training.

Suggested Documentation: School website, communications between the district and families that refer students to the local homeless liaison, student handbook, other professional development and trainings completed by the liaison.

4. The McKinney-Vento Act requires that 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. Use the District Response section below to describe the methods your school district uses to ensure that public notices about the educational rights of homeless children and youths are effectively communicated in locations such as schools, shelters, public libraries and soup kitchens. [See McKinney-Vento 11432(g)(6)(A)(vi).]

District Response: Click or tap here to enter text.

Required Documentation: Observations by KDE monitoring staff that the homeless posters are on display throughout the district in locations where parents can easily see them and that the correct district and state contact information is listed on the poster.

Suggested Documentation: Photos of posters placed in district and community locations. Other examples communicating educational rights such as enrollment forms, student handbook, district websites, etc.

5. The McKinney-Vento Act requires districts to heighten stakeholders' awareness of the specific needs of homeless children and youths. Use the District Response section below to describe what data and information the local education agency (LEA) takes into consideration when determining the needs of students experiencing homelessness. [See McKinney- Vento 11432(g)(J)(ii).]

District Response: Click or tap here to enter text.

Suggested Documentation: Current needs assessment that could include a formal written needs assessment process that was followed; feedback from stakeholders, including surveys; analysis of student data, including behavioral and assessment data, meeting minutes in which needs were discussed; etc.

6. The McKinney-Vento Act requires local homeless liaisons to give special attention to ensuring the identification, enrollment and attendance of homeless children and youths who are not currently attending school. Students not attending school may include chronically absent students, students at-risk of dropping out and eligible pre-school age students. Use the District Response to describe the practices the liaison and LEA use to ensure students' daily attendance in school. The District Response should include any methods that are in use to reduce chronic absenteeism for students experiencing homelessness. [See McKinney- Vento 11432(7)(C).]

District Response: Click or tap here to enter text.

Required Documentation: District process or policies related to daily attendance and chronic absenteeism.

Suggested Documentation: Examples of successful attendance based programs and incentives.

7. The McKinney-Vento Act requires policies and practices that ensure comparable transportation is provided as requested by parents, guardians or the homeless liaison. Students experiencing homelessness have a right to transportation to school and extracurricular activities. In the District Response section below, describe how the district ensures comparable transportation is provided in the best interest of the students. [See McKinney- Vento 11432(g)(6)(A)(viii).]

District Response: Click or tap here to enter text.

Required Documentation: District process or policy describing transportation for students experiencing homelessness. If the district uses prepaid fuel cards, present examples of forms or procedures.

Suggested Documentation: Communication with the district transportation department, bus routes and other evidence of necessary transportation.

8. The McKinney-Vento Act requires LEAs to identify and remove barriers that prevent youths from receiving appropriate credit for full or partial coursework satisfactorily completed while attending a prior school, in accordance with state, local, and school policies. Additionally, [704 KAR 7:090 \(2\)\(5\)](#) requires LEAs to adopt written procedures to ensure credit, including partial credit, is awarded for all coursework satisfactorily completed by homeless children and unaccompanied youth. Use the District Response section below to describe the process your district used to develop, review and implement the policy related to providing partial credit to homeless students. The response should include how stakeholders such as school staff, community partners and families were engaged in the process to ensure alignment to the McKinney-Vento Act and Kentucky requirements. [See McKinney- Vento 11432(g)(6)(ii) and [704 KAR 7:090 \(2\)\(5\).](#)]

District Response: Click or tap here to enter text.

Required Documentation: (1) Written procedures detailing how the district will ensure credit, including partial credit, is awarded to homeless students. **(2)** Evidence that the

procedures have been shared with appropriate staff such as counselors.

Suggested Documentation: Evidence that the procedures are being implemented, with PII redacted.

9. In the event of an enrollment dispute, the McKinney-Vento Act requires that “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.” Use the District Response section below to explain how families and youth are made aware of their right to challenge placement and enrollment decisions. [See McKinney-Vento 11432(g)(6)(A)(vii).]

District Response: Click or tap here to enter text.

Required Documentation: Local dispute resolution policy that aligns with KDE Dispute Policy.

Suggested Documentation: Examples of disputes or situations resolved locally without a formal dispute.

10. The McKinney-Vento Act requires that school personnel providing services receive professional development and other support regarding the McKinney-Vento Act and students experiencing homelessness. Use the District Response section below to describe these efforts. [See [704 KAR 7:090\(2\)\(3\)\(g\)](#) and McKinney-Vento 11432(g)(6)(A)(ix).]

District Response: Click or tap here to enter text.

Suggested Documentation: Evidence that staff have been trained in supporting students experiencing homelessness, such as training materials, agendas, sign-in sheets, etc.

Section II: Administration of the McKinney-Vento Subgrant

As part of the McKinney-Vento competitive subgrant application, LEAs created a Strategic Plan (Attachment 4 on your approved McKinney-Vento application) containing multiple objectives. Use the following three questions to provide a status update for three objectives from your approved application. Responses should be included in the District Response sections. [See McKinney-Vento 11433 (b)(1-7).]

1. **Objective 1:** [Click or tap here to enter the objective title.]

- **Activities:** What specific activities have been implemented to support this objective?
- **Services/Resources:** What services or resources have been provided to support homeless students to meet this objective? Are these services/resources meeting the needs of the students? What measurable outcomes have been achieved for this objective?

District Response: Click or tap here to enter text.

Suggested Documentation: Include examples of documentation that support the District Response. This documentation should be directly tied to this objective.

2. **Objective 2:** [Click or tap here to enter the objective title.]

- **Activities:** What specific activities have been implemented to support this objective?
- **Services/Resources:** What services or resources have been provided to support homeless students to meet this objective? Are these services/resources meeting the needs of the students? What measurable outcomes have been achieved for this objective?

District Response: Click or tap here to enter text.

Suggested Documentation: Include examples of documentation that support the District Response. This documentation should be directly tied to this objective.

3. **Objective 3:** [Click or tap here to enter the objective title.]

- **Activities:** What specific activities have been implemented to support this objective?
- **Services/Resources:** What services or resources have been provided to support homeless students to meet this objective? Are these services/resources meeting the needs of the students? What measurable outcomes have been achieved for this objective?

District Response: Click or tap here to enter text.

Suggested Documentation: Include examples of documentation that support the District Response. This documentation should be directly tied to this objective.

As part of the McKinney-Vento competitive subgrant application, LEAs created an Evidence of Collaboration document (Attachment 5 on your approved McKinney-Vento application). Use the following questions to provide a status update for internal and external collaboration. Responses should be included in the District Response sections. [See McKinney- Vento 11433 (b)(1-7).]

4. **Internal Collaboration:** Use the District Response section below to describe the internal programs collaborating with the district on the McKinney-Vento grant initiatives. Include information about what activities are currently in place and what are planned for the future. Discuss services or resources that are being provided by these internal collaborators.

District Response: Click or tap here to enter text.

Suggested Documentation: Include examples of documentation that demonstrate collaboration such as emails, sign-in sheets, plans for activities, meeting minutes, etc.
5. **External Collaboration:** Use the District Response section below to describe the external programs collaborating with the district on the McKinney-Vento grant initiatives. Include information about what activities are currently in place, and what are planned for the future. Discuss services or resources that are being provided by these external collaborators.

District Response: Click or tap here to enter text.

Suggested Documentation: Include examples of documentation that demonstrate collaboration such as emails, sign-in sheets, plans for activities, meeting minutes, memorandum of agreement (MOA), memorandum of understanding (MOU), etc.
6. **Impact and Effectiveness:** Use the District Response section below to create a narrative that explains how the collaboration with internal and external partners has impacted the success of the McKinney-Vento grant initiatives. Include any specific examples of successful collaboration that have led to positive outcomes for homeless students.

District Response: Click or tap here to enter text.

Suggested Documentation: Include examples of documentation that demonstrate successful collaboration with internal and external partners.
7. The McKinney-Vento Act requires approved subgrants to be evaluated for program effectiveness. Use the District Response section below to describe what data the district collects to evaluate the effectiveness and quality of the district's McKinney-Vento subgrant funded programs. [See McKinney- Vento 11433 (f)(5).]

District Response: Click or tap here to enter text.

Suggested Documentation: Documentation to show that the district measured the academic impact of lost instructional time on students experiencing homelessness, analysis of data (not to include PII) such as attendance, numbers of discipline referrals, assessment scores, data demonstrating increased attendance, school stability, and graduation rates; sign-in sheets, call logs, etc. or other documents demonstrating

increased parent and family engagement among students experiencing homelessness and other underserved populations.

8. Use the District Response section below to describe what (if any) challenges have impeded the successful implementation of your McKinney-Vento subgrant initiatives and describe the actions you have taken to overcome these barriers.

District Response: Click or tap here to enter text.

Section III: Fiscal Management

As part of the McKinney-Vento competitive subgrant application, districts agreed to fiscal oversight by KDE to monitor how the LEA uses funds to serve homeless children and youths. Responses should be included in the District Response sections. [See McKinney- Vento 11433 (c)(3)(H).]

1. Describe the district's fiscal management processes, including proper oversight, which ensures the timely expenditure of McKinney-Vento subgrant funds.

District Response: Click or tap here to enter text.

Suggested Documentation: Internal accounting procedures, allowability procedures, budget review procedures, 30-60-90-day plans; minutes and agendas from meetings in which budget timelines were discussed.

2. Describe how other funding sources are used in conjunction with McKinney-Vento subgrant funds to meet the needs of homeless children and youth in this district. Examples may include donation accounts, Title I Homeless Set-aside, McKinney-Vento Set-aside and state and local funding.

District Response: Click or tap here to enter text.

Suggested Documentation: Spending plans and schedules; meeting minutes indicating budget discussions have taken place, emails and local processes.

3. How does your district ensure that all expenditures paid with subgrant funds are allowed under one of the [sixteen uses permitted by the McKinney-Vento Act](#) (see 42 U.S.C. 11433(d))?

District Response: Click or tap here to enter text.

Required Documentation: Current *detailed* EERP spending report with purchase order-level details for EERP project number 316L and 316M. Please note that there may be instances where KDE staff require the district to submit purchase orders (POs) for specific expenditures and the LEA will need to respond to the emailed request within a specified timeframe.

4. How do you ensure the KDE-approved budget for the McKinney-Vento subgrant program aligns with expenditures on the EERP report for 316L and 316M?

District Response: Click or tap here to enter text.

Required Documentation: Current *detailed* EERP spending report with purchase order-level details for EERP project number 316L and 316M; internal accounting procedures; budget review procedures; meeting schedule and agenda/minutes to show regulation meetings occur to resolve discrepancies between GMAP and EERP.

McKinney-Vento Homeless Assistance Act
District Self-Assessment and Monitoring Form

5. Did the LEA use any McKinney-Vento subgrant funds to award contracts to community-based organizations (CBOs)?

Yes

No

If yes, use the District Response to describe how these contracts helped meet the needs of students experiencing homelessness in your district.

District Response: Click or tap here to enter text.

Suggested Documentation: Contractual agreements with CBOs, meeting agendas and minutes, and call and email logs demonstrating ongoing conversations regarding services for students experiencing homelessness, evidence demonstrating successful programmatic implementation and supports as agreed upon

6. Use the District Response section below to explain and provide evidence for any additional activities or expenses that have not already been discussed, but which are being paid for with McKinney-Vento subgrant funds.

District Response: Click or tap here to enter text.