**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Homeless Education Program's**

**Annual Needs Assessment**

**Start Date: Updated Dates:**

*Note: Homeless liaisons should maintain copies of older version needs assessments in their records.*

**Completed by:**

**PARTICIPANTS IN DEVELOPING NEEDS ASSESSMENT**

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| **NAME** | **POSITION IN THE CHARTER SCHOOL**  |
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**PARTICIPANTS IN UPDATING THE NEEDS ASSESSMENT**

**DATE**

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| **NAME** | **POSITION IN THE CHARTER SCHOOL**  |
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**Recommendation: Insert your school's logo or place your school's letterhead on the first page.**

 **Include Administration, Transportation Directors, Social Workers, and Federal Programs Director in developing your assessment.**

 **Include data in sections to support your plan.**

**AWARENESS**

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| **Questions to Consider** | **What's in Place** | **What's Needed**  |
| What is the level of awareness and education of the McKinney-Vento and Title IA legislation relative to the education of homeless children and youth with: * administrators and school personnel
* community agencies and networks, such as homeless coalitions, shelter providers, and other service providers?
* Are homeless education posters displayed in each school in the community?
* Is information about your program, including your contact information available on your website?
 |  |  |
| **DATE** | **FEEDBACK FROM THE OFFICE OF THE STATE COORDINATOR** | **COMPLIANCE STATUS** |
|  |  | **Noncompliant****Compliant** **Action Needed** |
| **DATE** | **RESPONSE & ACTION STEPS OF HOMELESS LIAISON** | **COMPLETION DATE(S)** |
|  |  |  |

**POLICIES & PROCEDURES**

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| **Questions to Consider** | **What's in Place** | **What's Needed** |
| * What policies and procedures are in place for determining eligibility, enrolling homeless students, and connecting them to services promptly?
* How is your school(s) routinely informed of these policies and procedures?
* What types of complaints regarding compliance issues or barriers to the school enrollment, attendance, and success of homeless students are received most frequently by your school?
* 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?
 |  |  |
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**DISPUTES**

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| **Questions to Consider** | **What's in Place** | **What's Needed** |
| * Does your charter school have a written McKinney-Vento dispute resolution policy? If so, does it align with the state McKinney-Vento dispute resolution policy?
* Do you 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 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 could be done to avoid disputes?
 |  |  |
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**IDENTIFICATION & ENROLLMENT**

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| Questions to Consider | What's in Place | What's Needed |
| * How many homeless children and youth have been identified as homeless in your district?
* How many homeless unaccompanied youth have been identified?
* How many homeless preschool-age children have been identified? (birth-3 and 4-5)?
* Do you enroll homeless students immediately?
* Do you identify and remove barriers to school enrollment and success for homeless students? Are barriers specific to homeless unaccompanied youth eliminated?
* How many students are doubled-up with friends or family due to lack of housing?
* How many homeless students are in other kinds of living situations?
* How many homeless students have moved within the district or outside the district in the past school year?
 |  |  |
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**SCHOOL SELECTION**

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| **Questions to Consider** | **What's in Place** | **What's Needed** |
| * What is the average mobility rate of homeless students (number of school transfers in a year) enrolled with you?
* Does the LEA act on the presumption that remaining in the school of origin is in the homeless child's or youth's best interest?
* What are the procedures for determining the best interest for school selection for homeless students?
* Do young homeless children attending SEA-or PSU-preschools remain in their 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?
 |  |  |
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**TRANSPORTATION**

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| **Questions to Consider** | **What's in Place** | **What's Needed** |
| * What is the average length of time for the charter 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?
* Does your pupil transportation policies allow for flexibility in determining the most efficient mode of transportation to and from the school of origin?
* Does your charter have formal or informal interdistrict policies in place for sharing the cost and responsibility for transporting homeless students?
* What are the biggest challenges in arranging transportation to and from the school?
* What resources are in place to support providing transportation to and from the school?
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**ACCESS TO SERVICES**

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| **Questions to Consider** | **What's in Place** | **What's Needed** |
| * How does your charter ensure that homeless students are linked to all services for which they are eligible, including tutoring and other academic support services?
* Are homeless students able to access free meals immediately when they become homeless or enroll in your school?
* How does the charter ensure that homeless children and youth and their families are linked to community services as needed?
* How are homeless youth enabled to accumulate credits and receive credit for work partially completed when they move from one school to another?
* How are homeless students supported in participating in extracurricular activities, including athletics?
* What services does the charter provide to address the trauma needs of homeless children and youth?
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**SCHOOL SUCCESS**

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| **Questions to Consider** | **What's in Place** | **What's Needed** |
| * Is the number of homeless students included in testing increasing each year?
* What percentage of identified homeless students in your charter school are grade-level proficient in reading and math?
* Is the academic proficiency of homeless students increasing in your district?
* Does analysis of proficiency data factor in the length of time enrolled in the school where tested?
* What other indicators, in addition to academic achievement scores, do you monitor? (e.g., attendance, grade-level promotion/retention, graduation rates, disciplinary referrals, etc.)
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**COLLABORATION WITHIN THE CHARTER SCHOOL**

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

Consider specifically * 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
* others
 |  |  |
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**COMMUNITY COLLABORATIONS, INCLUDING LOCAL PSU**

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| **Questions to Consider** | **What's in Place** | **What's Needed** |
| * What activities do you conduct to foster coordination and collaboration with the following:
* Public social service agency
* Medical and mental health services
* Food and clothing banks
* Law enforcement agencies
* Domestic violence agencies
* Childcare 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
* Homeless shelters
* Higher education institutions
* Business partners
* Faith-based organizations
* Your local PSU
* Other groups serving homeless children and youth and their families
 |  |  |
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**TITLE I, SUBGRANT FUNDING, ARP-HCY, & STATE TRANSPORTATION FUNDING SOURCES**

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| **Questions to Consider** | **What's in Place** | **What's Needed** |
| * What funding sources do you currently have for serving homeless students from NCHEP?
* How are services provided to homeless students in your charter school using these funds?
* 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 the McKinney-Vento program?
* What is the frequency of communication between the Title I coordinator and you?
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**ADDITIONAL RESOURCES, CAPACITY & COMPLIANCE**

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| **Questions to Consider** | **What's in Place** | **What's Needed** |
| * What additional resources are available to meet the unique needs of your homeless students if you do not have McKinney-Vento funding?
* What supplemental services are provided, and how are they funded if you do not receive McKinney-Vento funding?
* Is technical assistance being provided to you as the homeless liaison regarding the educational rights of and provision of services for homeless children and youth? How and by whom?
* How are you ensuring that school administrators and staff are providing services and supports in compliance with the McKinney-Vento Act?
 |  |  |
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