North Carolina Homeless Education Program (NCHEP)
LEA Monitoring
Interview Protocol
Subject to Change

LEA: _____ **Date of Monitoring Site Visit:** _____

Homeless Liaison: _____ **Person Completing Report:** _____

NCHEP monitors:	Documents reviewed prior to monitoring:
	_____ **Subgrant Application** _____ **Expenditure Report for PRC026** _____ **Title I Set Aside Amounts** _____ **Dispute Policy** _____ **District Website for Homeless Education Information** _____ **Other:**
School representatives present during monitoring:	**Items requested during monitoring to be sent to NCHEP:**
Final report sent to NCHEP on:	**Date NCHEP sent final report:**

Other notes:

Rating Rubric

Meets Requirements	Findings	Recommendations	Other / Not Applicable
Indicates that the status is acceptable	Out of compliance and requires a response stating actions(s) planned to correct the deficiency	Indicates a need for improvement and requires a response stating the action taken or planned to improve the situation	

Interview (Liaison, Principal, Agency Representative)	Sample Evidence
1. **McKinney-Vento Monitoring Area: The LEA implements procedures to address the identification of Homeless children and youth according to statutory definitions.**	☐ Enrollment/intake forms ☐ Tracking forms ☐ Notes/logs/documentation of community contacts ☐ Other
• What processes and criteria have been established to locate and identify homeless families and unaccompanied youth? • Describe your community outreach and collaboration activities with service providers and other community agencies to identify homeless children and youth. • Describe any outreach activities that specifically target preschool children or unaccompanied youth. • What procedures do you use to identify doubled-up families? • How do you assess homeless students' special needs once they are identified?	Site Notes:
Recommendations:	Recommendations:
Findings:	Findings:
Initial Action Needed:	Initial Action Needed:

Interview (Liaison, Principal, Agency Representative)	Sample Evidence
2. McKinney-Vento Monitoring Area: The LEA implements procedures to address the immediate enrollment of homeless children and youth according to statutory requirements.	☐ Agendas/memos/handbooks for training sessions ☐ Posters/brochures/flyers
 • What procedures are in place to enroll homeless students? • How does the LEA document enrollment problems? • How are records regarding each homeless child created, collected and/or maintained by the school? (immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs) • What process is used for making medical, school and other records available to schools or for obtaining records in a timely manner? • What, if any, issues in the process of making records available or obtaining records have delayed the enrollment process of any homeless students? • Where are public notices of rights disseminated?	Site Notes:
Recommendations:	Recommendations:
Findings:	Findings:
Initial Action Needed:	Initial Action Needed:

Interview (Liaison, Principal, Agency Representative)	Sample Evidence
3. McKinney-Vento Monitoring Area: The LEA implements procedures to address the retention of homeless students.	☐ Memos ☐ Information for parents ☐ Needs assessment documents ☐ District Board policies ☐ Tracking of transportation to school of origin
- What do you do to ensure that children remain in their school of origin when feasible? - What percentage of homeless students remain in their school of origin? - How many students were transported and how do you track this information? - How are parents, guardians, and unaccompanied youth assisted in accessing transportation services, including transportation to and from the school of origin? - What additional services/supports are in place to ensure the success of homeless students in school? (Title I services, after-school, school supplies, free school meals, medical referrals, etc.) - Are there any local district policies or procedures that remain as barriers to the identification, immediate enrollment, retention, or school success for homeless students? - How are parents or guardians of homeless children and youth provided with meaningful opportunities to participate in the education of their children?	Site Notes:
Recommendations:	Recommendations:
Findings:	Findings:
Initial Action Needed:	Initial Action Needed:

Interview (Liaison, Principal, Agency Representative)	Sample Evidence
4. McKinney-Vento Monitoring Area: The LEA provides information dissemination both internally and externally to ensure appropriate implementation of the statute.	☐ Posters/brochures in schools/agencies ☐ Agendas/memos/handbooks for training
• How are information and training provided to school personnel, service providers, and advocates working with homeless families about the rights of homeless students and the duties of the homeless liaison? (training, posters, brochures) • Are homeless posters visible in each of your schools, including contact information for LEA Liaison and State Coordinator? Do you need additional posters? Brochures? • How does the LEA ensure that outside agency representatives are knowledgeable of district policies and procedures for identifying and working with homeless children and youth? • How do you inform parents or guardians of homeless children and youth of educational and related opportunities available to their children? • What efforts have been taken by the LEA to create community awareness of the needs and rights of homeless students?	Site Notes:
Recommendations:	Recommendations:
Findings:	Findings:
Initial Action Needed:	Initial Action Needed:

Interview (Liaison, Principal, Agency Representative)	Sample Evidence
5. McKinney-Vento-Monitoring Area: The LEA ensures that there is coordination of programs and services to homeless students and families.	☐ Formal/informal agreements with agencies ☐ Documentation of coordinated services
• What strategies have you found successful in developing and maintaining collaborative relationships with community agencies that serve homeless children/families, including unaccompanied youth? • Describe examples of successful school-community collaboration on behalf of homeless students.	Site Notes:
Recommendations:	Recommendations:
Findings:	Findings:
Initial Action Needed:	Initial Action Needed:

Interview (Liaison, Principal, Agency Representative)	Sample Evidence
6. McKinney-Vento Monitoring Area: The LEA ensures that comparable Title 1, Part A services are provided to homeless students attending non-Title 1 schools.	☐ Title I budget ☐ Expenditure reports ☐ Copy of Title I plan ☐ Copy of Consolidated Plan ☐ Copy of Schoolwide Plans
- How does the district ensure that comparable services are provided to homeless students attending non-Title I schools? - Does the Title I plan have a description of services the LEA will provide to homeless students? - What amount of Title 1 Part A funds were reserved for the previous and current school years? - What process is used to reserve funds? Do you coordinate this with your Title I office? - What supplementary activities are provided with Title I reserved funds? - Who makes decisions about such services? - Do you have budget information that documents how reserved Part A funds are spent? *Note: If LEA states that they are exempt from this requirement because all schools are Title I Schoolwide schools, then monitor should ask to see the Schoolwide plan, and document that such plan includes a description of how the needs of homeless students are being addressed.*	Site Notes:
Recommendations:	Recommendations:
Findings:	Findings:
Initial Action Needed:	Initial Action Needed:

Interview (Liaison, Principal, Agency Representative)	Sample Evidence
7. McKinney-Vento Monitoring Area: The LEA has a system for ensuring prompt resolution of disputes.	☐ Dispute resolution policy ☐ Dispute resolution log
• How does the district ensure that disputes are being addressed, investigated, and resolved in a timely manner? Do you have a written Dispute Resolution process? • What documentation do you use when a parent or youth contacts you about enrollment problems or other issues? Do you have a log of contacts? • How does the liaison assist with dispute resolution? Who makes the final decision on school disputes?	Site Notes:
Recommendations:	Recommendations:
Findings:	Findings:
Initial Action Needed:	Initial Action Needed:

Interview (Liaison, Principal, Agency Representative)	Sample Evidence
Complete if the LEA receives a McKinney-Vento Subgrant	☐ McKinney-Vento budget ☐ Expenditure reports ☐ Program evaluation data, reports ☐
• How has the LEA expanded or improved services for homeless students through the McKinney-Vento subgrant? Describe services provided with subgrant funds. • Describe the process you use to verify that subgrant funds are spent only for approved project activities. What budget documentation can you provide as evidence of accountability for the use of subgrant funds? • Are grant expenditures on schedule? If no, why not? • Describe how the implementation of the subgrant addresses the academic needs of homeless students? • What data are you collecting to evaluate your program? • Have you submitted an evaluation report to the state? • Are there any specific challenges to successful implementation of your grant project? ***Additional questions should be asked in reference to specifics of proposed project***	Site Notes:
Recommendations:	Recommendations:
Findings:	Findings:
Initial Action Needed:	Initial Action Needed: