



McKinney-Vento Homeless Program End Of Year Preparations

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McKinney-Vento Grant Manager | Federal Programs and Oversight





BEST FOR
ALL

We will set all students on a path to success.

ACADEMICS

ALL TENNESSEE STUDENTS WILL HAVE
ACCESS TO A HIGH-QUALITY EDUCATION,
NO MATTER WHERE THEY LIVE

STUDENT READINESS

TENNESSEE PUBLIC SCHOOLS WILL BE
EQUIPPED TO SERVE THE ACADEMIC
AND NON-ACADEMIC NEEDS OF ALL
STUDENTS IN THEIR CAREER PATHWAYS

EDUCATORS

TENNESSEE WILL SET A NEW PATH FOR
THE EDUCATION PROFESSION AND BE
THE TOP STATE IN WHICH TO BECOME AND
REMAIN A TEACHER AND LEADER FOR ALL



Agenda

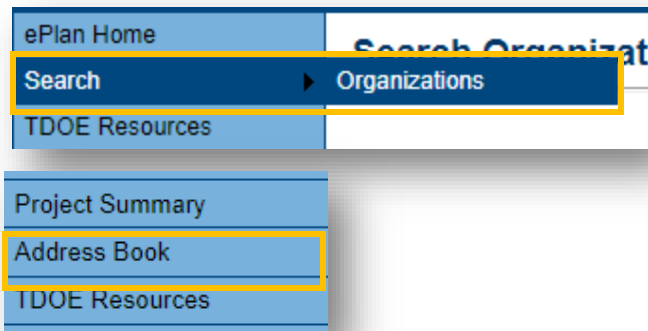
- Homeless Liaison Contact and Job Responsibilities
- Checking Homeless Data in EIS
- McKinney-Vento Reverification and Dispute Resolution
- Summer Resources and Supports
- Reminders, Resources, and Questions



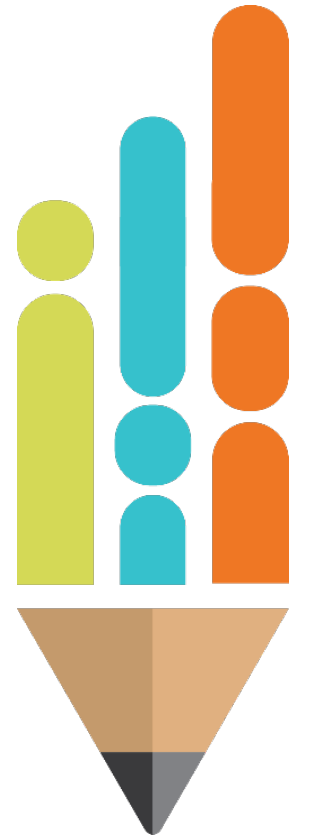
McKinney-Vento Homeless Liaison Contact & Responsibilities

Contact Information

- Homeless Liaisons must ensure that contact information is up-to-date in ePlan, including the following information:
 - Homeless Liaison Name
 - Email
 - Phone Number
- LEA contacts can be found in [ePlan](#) > Organizations > Address Book



Application	Contact Type
Consolidated	Director of Schools
	ESEA Bookkeeper
	ESEA Director
	Family Engagement Liaison
	Foster Care Point of Contact
	Homeless Children Liaison
	Homeschool Coordinator
	IDEA Bookkeeper



Contact Information Cont.

- Your LEA contacts can be found in [ePlan](#) > Funding Applications > Consolidated > Contacts

Monitoring	
Funding	Funding Applications
Data and Information	Sections
Reimbursement Requests	Budget Summary
Project Summary	Budget Download
Address Book	Last Page Visited

2024 ▾ All Approved Applications ▾

Entitlement Funding Application
ARP Homeless 2.0
ARP Homeless 2.0
ARP IDEA
ATSI 22 Grant
Consolidated

[-]	Cover Page and Overview
	Cover Page
	Overview
[-]	History Log
	History Log
	Create Comment
[-]	Allocations
	Allocations
[-]	Contacts
	Contacts

Type
Director of Schools [Select at least 1 contact(s)]
ESEA Bookkeeper [Select at least 1 contact(s)]
ESEA Director [Select at least 1 contact(s)]
Family Engagement Liaison [Select at least 1 contact(s)]
Foster Care Point of Contact [Select at least 1 contact(s)]
Homeless Children Liaison [Select at least 1 contact(s)]

Liaison Responsibilities

- Review McKinney-Vento Job Duties: [Local Homeless Education Liaisons: Understanding Their Role](#)
- Review the National Center for Homeless Education revised [Homeless Liaison Toolkit](#).



National Center for Homeless Education
Supporting the Education of Children and
Youth Experiencing Homelessness
<http://nche.ed.gov>



McKINNEY-VENTO LAW INTO PRACTICE BRIEF SERIES

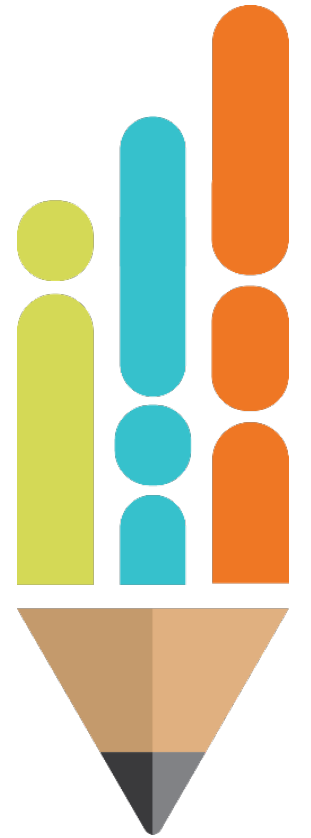
Local Homeless Education Liaisons: Understanding Their Role

This NCHE brief

- provides information on the role of the local homeless education liaison;
- reviews duties of the local liaison, as required by the McKinney-Vento Act; and
- provides strategies for local liaisons to carry out their responsibilities, and for district administrators to support them in their work.

Liaison Responsibilities Cont.

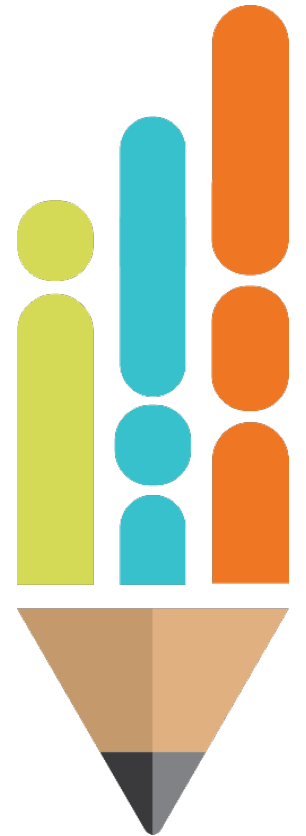
- Liaisons must undertake an annual review of data and activities in their local educational agency (LEA).
 - Review the LEA Homeless Program Needs Assessment
 - Policies and Procedures
 - LEA Dispute Process
- For a more extensive look at focus areas, download the [Local Education Agency Informal Needs Assessment](#)



Homeless Programming Funding & Resources

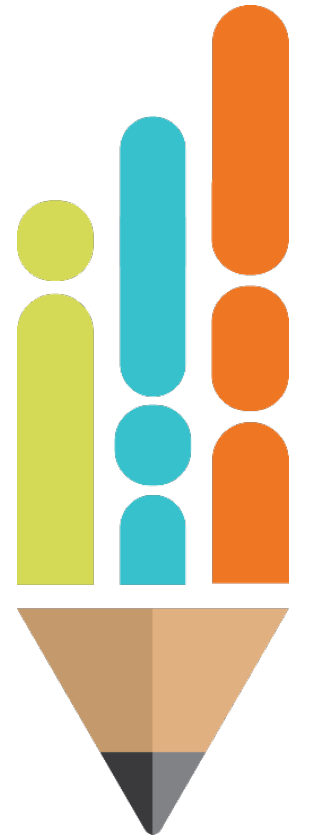
- Review ePlan to see what funding your LEA has to support homeless programming.
 - Title I, Part Homeless Set-Aside
 - ARP Homeless 1.0, 2.0, or System Navigator
 - McKinney-Vento Subgrant
- [ePlan](#) is Tennessee's online platform that allows schools and districts the ability to access district and school plans, funding applications, and monitoring instruments.
- ePlan user access forms can be found [here](#)

Note: ePlan user access is not required to access homeless tools posted in ePlan > TDOE Resources.



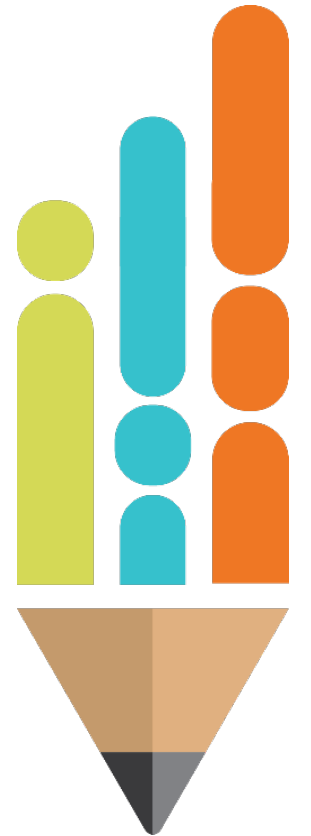
Final Expenditure Report

- For reimbursements needed by **June 30, 2024**:
 - Requests that do require documentation – enter by June 7.
 - Requests that do not require documentation – enter by June 14.
- FER can be started after **July 1, 2024**.
- Best Practice: Submit FERs by **August 1**.
- If you have submitted a reimbursement request for FY24 funds, you cannot begin the FER for that grant until the reimbursement request is marked *“Paid”* in ePlan
- Carryover (if applicable) will be loaded into FY25 *ONLY* after the FY24 FER is completed and approved.
- Carryover will move into new grant application where it will need to be budgeted. This will automatically put the application in *“Revision Started”* status



Homeless Immunization

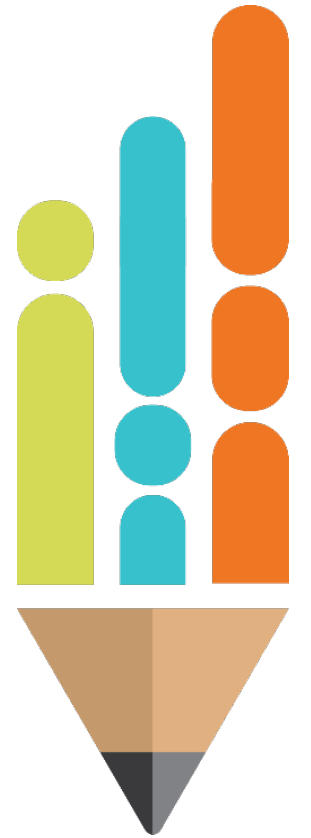
- T.C.A § 49-6-5001 requires the commissioner of education to report annually the number of homeless children who enrolled in public schools without immunization or proof of immunization and the average length of time required to for these children to be immunized or to obtain immunization records.
- The homeless immunization report is submitted through ePlan.
- The FY24 report will open in ePlan on **Thursday, May 9, 2024.**



Checking Your Homeless Data in EIS

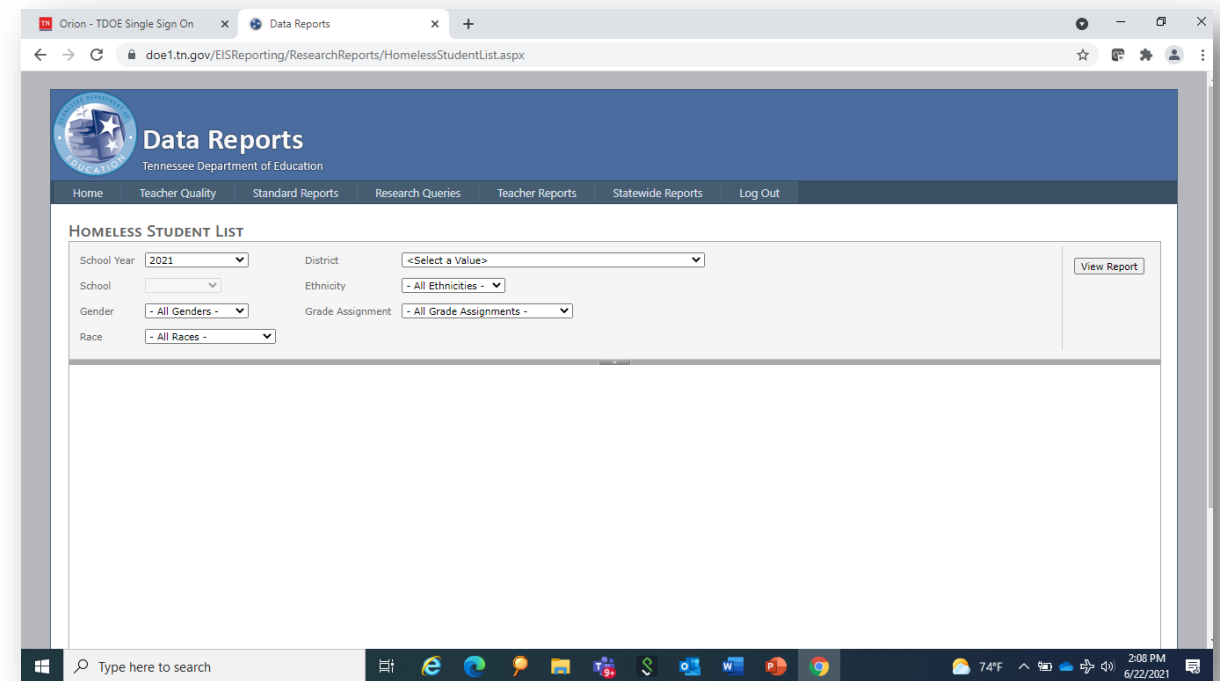
Homeless Student List Research Query

- At least once per month, use the *Homeless Student List* research query to check your data.
- Download the data to an Excel or csv file.
- Identify students who transfer into the LEA or school by comparing the homeless student classification and the homeless earlier this year columns.
- Identify homeless residence discrepancies by comparing the primary nighttime residence and homeless student classification columns.
- Research discrepancies identified.
- Enter corrections in SIS and restage your data to EIS. Corrections populate EIS the day after your data are restaged.



Homeless Student List Research Query

- In preparation of end-of-year reporting for the 2023-24 school year, LEAs should review the homeless student data in the EIS. This data is used for state and federal reporting purposes.
- To check your data in EIS, log in as a LEA or school user.
- Select **Data Reports / Research Queries**.
- Select the **Homeless Student List** research query.
- **Year** pre-populates as **2023** for the **2023-24** school year.
- Select a **School** or **All Schools**.
- Select **View Report**.



Research Query Results: No Discrepancies

- There are no discrepancies in the results below.
 - The homeless student classification is **Y** for all homeless students.
 - All homeless students have one of the four homeless primary nighttime residence codes (**01-04**).
 - If the homeless earlier this year flag is **Y**, the homeless student classification is **Y** in the current enrollment.

No Discrepancies							
Sch #	Last Name	State ID	Homeless McKinney-Vento Served	Homeless Residence	Homeless Unaccomp. Youth	Homeless (H) Stu. Class.	Homeless Earlier This Year
15	XXX	XXX	Y	02	Y	Y	
30	XXX	XXX	Y	04	N	Y	
45	XXX	XXX	N	01	N	Y	Y
55	XXX	XXX	N	03	N	Y	Y

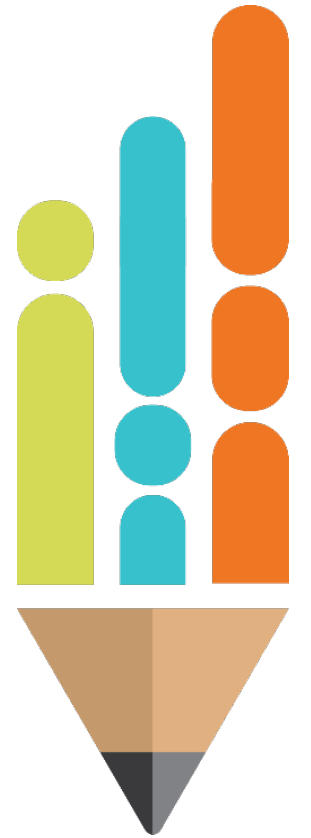
Research Query Results: Discrepancies

- The results below contain several discrepancies.
 - A student has been identified as doubled up (homeless nighttime residence code = **02**), but the student is not identified as homeless. The homeless student classification is **N**.
 - Two other students are identified as homeless (the homeless student classification is **Y**), but the homeless nighttime residence is **blank** for one and **00** for the other.
 - Another student was homeless in a prior enrollment during the school year (homeless earlier this year flag is **Y**), but the student is not identified as homeless in the current enrollment (homeless student classification is **N**).

Discrepancies							
Sch #	Last Name	State ID	Homeless McKinney-Vento Served	Homeless Residence	Homeless Unaccomp. Youth	Homeless (H) Stu. Class.	Homeless Earlier This Year
15	XXX	XXX	Y	02	Y	N	
30	XXX	XXX	Y		N	Y	
45	XXX	XXX	N	00	N	Y	
55	XXX	XXX	N		N	N	Y

Year-End Procedures

- Do **not** roll over homeless primary nighttime residence and other homeless fields to the next school year.
- SIS packages have procedures to end primary nighttime residence and other homeless fields at the end of the school year.
- Contact your SIS vendor if you need assistance with “anti-rollover” measures.



Reverification & Dispute Resolution



Reverification

- Revisit McKinney-Vento determinations for all students at the end of the year.
- Revisit all McKinney-Vento designations to avoid making families feel singled out.
- Be transparent about the process from the beginning.
- Explain to families at the time of designation that shared housing situations that were originally meant to be temporary may become permanent with time.





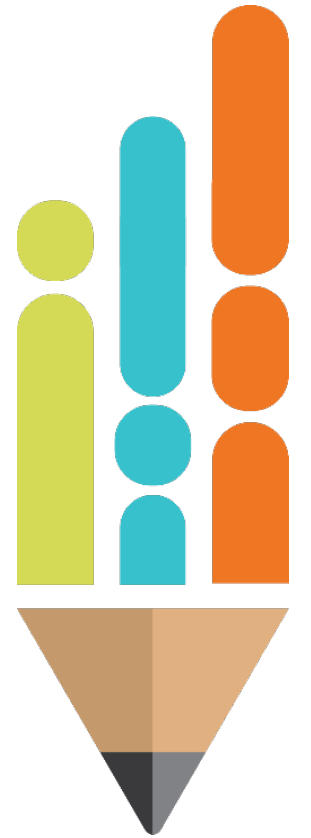
Reverification Cont.

- Send parents the ***Reverification Template Letter*** and a new ***Housing Questionnaire*** to allow them to self-identify.
- [End-of-Year Reverification Letter Template](#)
- If the family is no longer eligible for services, liaisons must:
 - Ensure a smooth transition for students who are no longer McKinney-Vento eligible.
 - Connect them with supports to which they are entitled
 - Title I services
 - English Language Learner
 - Special education services
 - Attendance improvement/dropout prevention services
 - Academic intervention services




Reverification & Dispute Resolution Process


- The McKinney-Vento Homeless Assistance Act requires SEAs and LEAs to follow a dispute resolution process when parents, guardians, or unaccompanied youth and schools disagree on the eligibility, enrollment, or educational placement of homeless children and youth.
- Tennessee's process can be found in [ePlan > TDOE Resources > ESSA Information, Guidance, PPTs, & Webinars > Title IX, Part A Education for Homeless Children & Youth > Resources for Homeless Liaisons > McKinney-Vento State-Level Dispute Resolution](#).



Dispute Resolution Process Brief and TDOE Template



National Center for Homeless Education
Supporting the Education of Children
and Youth Experiencing Homelessness
<https://nche.ed.gov>



McKINNEY-VENTO LAW INTO PRACTICE BRIEF SERIES
Dispute Resolution

This NCHE brief:

- summarizes the key provisions of the McKinney-Vento Act related to dispute resolution, and
- provides an overview of implementation strategies at the State and local levels



McKinney-Vento Dispute Resolution Process Sample Form

Instructions for Using this Template:

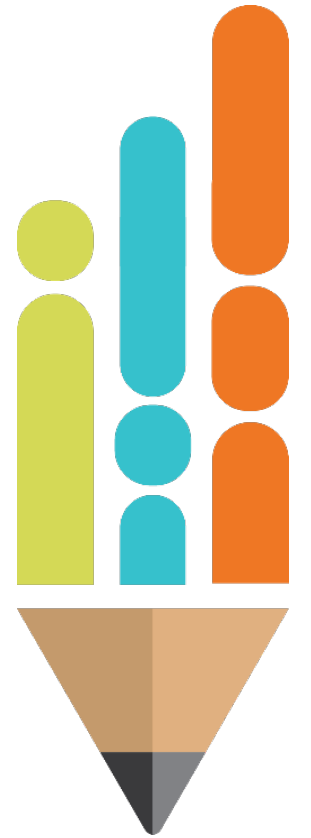
Before sharing, place this document on LEA letterhead, delete or update all red font areas, and provide the most up-to-date McKinney-Vento Liaison contact information.

This form can be used to initiate the dispute resolution process required by the McKinney-Vento Homeless Assistance Act. It can be used when a parent, guardian, or unaccompanied youth disagrees with the LEAs eligibility, school selection, or enrollment decision. If a dispute arises under the McKinney-Vento Act over eligibility, school selection, or school enrollment [42 U.S.C. 11432(g)(3)(E)], the Act requires LEAs initiate the McKinney-Vento Dispute Resolution Process. Federal law [42 U.S.C. § 11432(g)(1)(C)] requires that the State have a [Dispute Process](#) and that the LEA policy must align with the State's policy .

Sources: [NCHE McKinney-Vento Dispute Resolution Brief](#)
[TEMPLATE McKinney-Vento Dispute Resolution Process Sample Form 2021-04-16](#)

Enrollment Disputes

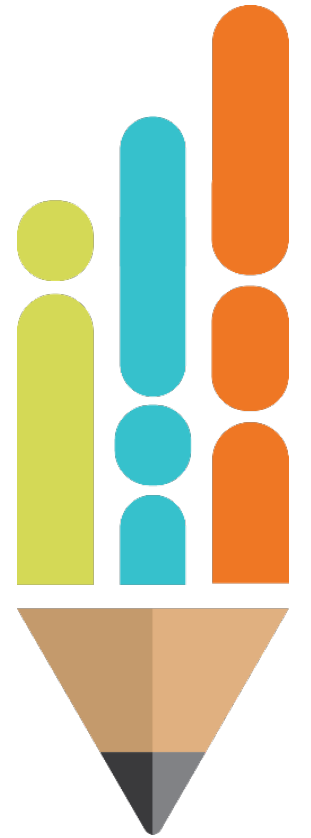
- If a dispute arises over **eligibility, school selection, or school enrollment**:
 - The parent, guardian or unaccompanied youth shall be referred to the local liaison, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute;
 - The child or youth shall be ***immediately enrolled in the school in which enrollment is sought***, pending final resolution of the dispute, including all available appeals; and
 - The parent, guardian, or unaccompanied youth shall be provided with a written explanation of any decisions related to dispute made by the school, LEA, or SEA, including the rights of the parent, guardian, or unaccompanied youth to appeal such decisions.



Summer School, Resources, Supports

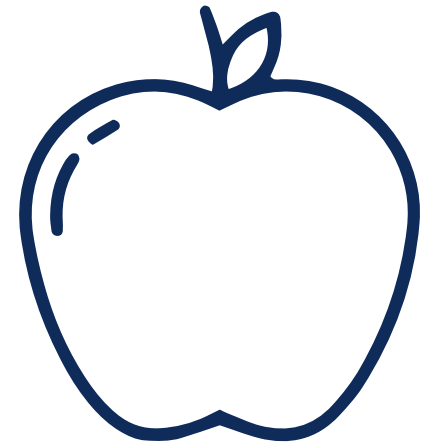
Information for Summer School

- As homeless liaisons work on varied schedules, it is important to ensure someone is available in the summer to assist homeless students with needed services.
- LEAs must ensure that homeless children and youths who meet the eligibility criteria do not face barriers to accessing academic and extracurricular activities, including summer school. (42 U.S.C. § 11432 [g][1][F][iii])
 - If participation in summer school is limited, homeless students must be given preference.
 - **If a homeless student cannot participate in summer school without transportation, the LEA must arrange transportation.**



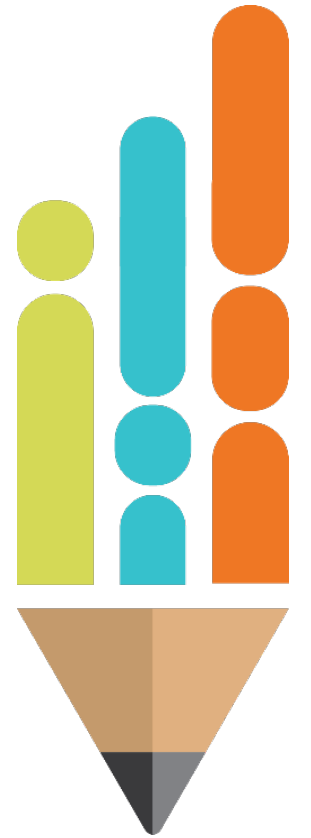
Summer Support & Resources

- The Summer Food Service Program (SFSP) provides free, nutritious meals and snacks to help children in low-income areas get the nutrition they need to learn, play, and grow throughout the summer months when they are out of school.
- For additional program information or to find a site near where you live, visit the [USDA Summer Food Service Program](#) and the [Tennessee Summer Food Service Program](#).
 - Text “Summer Meals” to 97779
 - Call 1-866-348-6479



Summer Support & Resources

- Under McKinney-Vento Liaisons are required to work with federal, state, and local agencies which include:
 - community-based organizations
 - churches
 - services clubs
- Ensure that you are setting up additional summer supports for students experiencing homelessness with your local community partners.



Important Reminders and Resources

Important Reminders

- Work on these tasks over the next few months to set your homeless program up for success in August.

End-of-Year Reminders

May/June

- ❑ Verify students' living situation at year-end for prioritization at the beginning of the school year.
- ❑ Send an end-of-year letter to McKinney-Vento families. An end-of-year letter sample template can be found [here](#).
- ❑ Access what worked well with the homeless program and determine if any changes need to be made.
- ❑ Be sure to review data to determine student outcomes and include relevant stakeholders in the assessment process.
- ❑ Check the accuracy of McKinney-Vento students' identification and alignment with SIS and EIS uploads.
- ❑ Homeless Immunization Report Opens in ePlan



Important Reminders Cont.

End-of-Year Reminders

July

- ❑ At the start of the new school year, begin identifying students who are eligible for McKinney-Vento services. Utilize the previous school year's year-end status and checkpoints, as well as enrollment/residency forms for identification. Utilize McKinney-Vento rights and notification forms as students are identified.
- ❑ Update [homeless poster](#) placements. If needed, order free posters from the National Center for Homeless Education (NCHE) [Homeless Education Rights Posters](#).
- ❑ Be sure poster locations are archived in writing for easy recall.
- ❑ Evaluate and update any LEA paperwork, forms, and written policies utilized for the homeless program, making sure contact information, school year and dates, and policies are correct and meet all requirements (see the *Mandated Policy & Procedures* section of the [McKinney-Vento Toolkit](#)).
- ❑ Check the LEA's Student Information System (SIS) to ensure that the LEA begins the school year with **zero** (0) students identified as McKinney-Vento eligible.
- ❑ Begin planning to attend the National Association for the [Education of Homeless Children and Youth \(NAEHCY\) Annual Conference](#)



Resources

- Department Resources
 - [ePlan > TDOE Resources > ESSA Information, Guidance, PPTs, & Webinars > Title IX, Part A Education for Homeless Children & Youth > McKinney-Vento Toolkit and Resources](#)
 - [FPO Data Manual](#)

- State Resources
 - [Tennessee Summer Food Service](#)

- Federal Resources
 - [Education for Homeless Children and Youths Program Non-Regulatory Guidance](#)
 - [National Center for Homeless Education \(NCHE\):](#)
 - [NCHE Homeless Liaison Toolkit](#)
 - [USDA Summer Food Program](#)



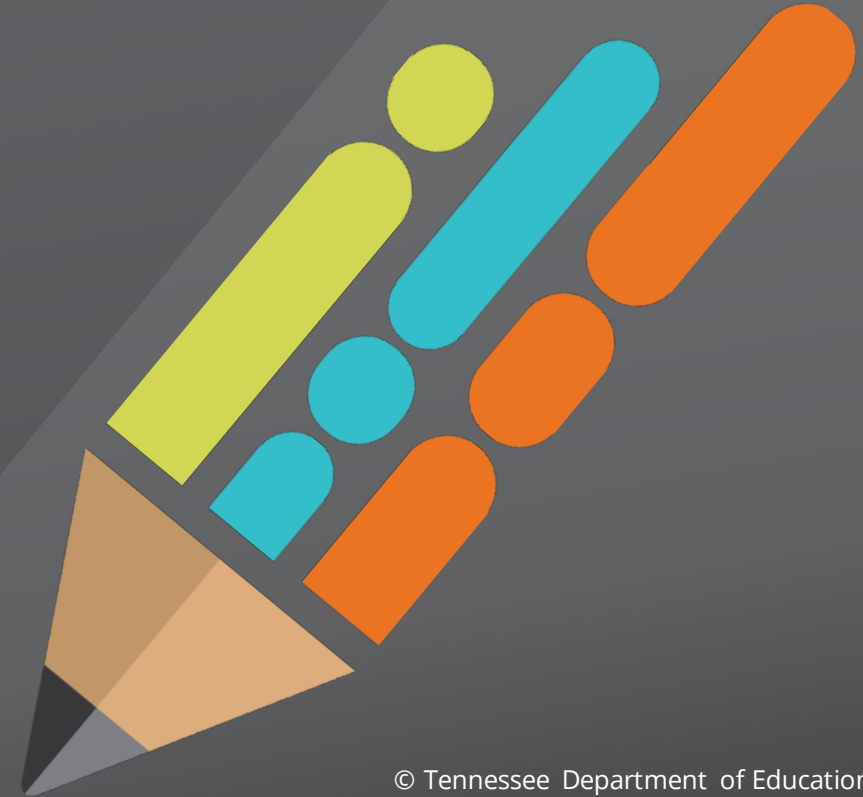


Questions?

Please Share your Feedback:

You may access the PD by navigating here:

https://stateoftennessee.formstack.com/forms/fpo_professional_development_survey





Thank You!

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