

>> Leanne Wheeler: Welcome to the Categorical Program Monitoring CPM Presentation for Homeless Education.

Homeless Education was re-authorized under No Child Left Behind, NCLB, Act of 2001. It requires all local educational agencies, or LEAs, to implement the provisions of the Education for Homeless Children and Youth Program.

>> Jeff Breshears: State coordinators for Homeless Education must ensure that all LEAs meet the requirements on such issues as school choice, enrollment policies, enrollment disputes, school records, duties of local liaisons, and reviewing and revising policies. The CPM process accomplishes this task.

The program overview as well as various resources is offered on this webpage.

You will be able to access various webpages and publications to help you implement the Homeless Education program in your LEA.

The definition, as well as the legislation, can also be accessed.

For reference, there are listings for every California LEA and county office of Education Liaison.

This information is collected through the Consolidated Application, or ConApp, parts 1 and part 2.

>> Leanne Wheeler: The Stewart B. McKinney Homeless Assistance Act was signed by President Ronald Reagan in 1987.

In 1994, Congress amended the McKinney as part of its re-authorization of the Improving America's Schools Act.

Then in 2001, under NCLB, the McKinney Education of Homeless Children and Youth Program was authorized as the McKinney-Vento Homeless Education Assistance Improvement Act.

This Act is designed to improve the educational stability, access and support for homeless children and youth.

It also is designed to address the problems that homeless children and youth are faced with in enrolling, attending, and succeeding in schools.

>> Jeff Breshears: Homeless Education is an essential part of the overall mission of NCLB which is to ensure that every child in the United States is successful in school and to close the achievement gap.

With this in mind, homeless students have the right to have equal access to the same free and appropriate public education including pre-school education as provided to other students as well as the right to enroll, participate fully, and succeed in school.

>> Leanne Wheeler: The objectives of Homeless Education are based upon maintaining educational stability.

LEAs need to adopt policies and practices to ensure that homeless children and youth are not stigmatized or segregated on the basis of their homeless status.

In addition, LEAs are required to designate an appropriate person to be a liaison for homeless children and youth.

This liaison needs to carry out specific duties which include ensuring comparable services to homeless children and youth along with transportation.

Liaisons shall, as part of their duties, coordinate and collaborate with the state coordinator, community agencies, and school personnel to better support homeless children and youth.

>> Jeff Breshears: As stated earlier, Homeless Education's desired outcomes are centered on improving the educational stability, access, and support for homeless children and youth.

These students also have the right to access educational and other services needed to meet the same challenging state academic achievement standards to which all students are held accountable.

>> Leanne Wheeler: This presentation is organized under the seven dimensions outlined in both the Homeless Education Monitoring Instrument and the Homeless Education's Ongoing Program Self-Evaluation Tool, or OPSET.

The OPSET is designed to assist LEAs in the ongoing monitoring of their programs.

This presentation will cover information that will answer key questions about each dimension and provide examples of what to look for in monitoring program components.

Your LEA has a requirement to provide opportunities for parents or guardians of homeless children and youth to participate in the education of their children.

This is the first Homeless Education item.

Board policies, communiqués, and your LEA plan can be used to show that your LEA involves parents and guardians of homeless children and youth.

The suggested prompt questions should lead to an articulation of many of the required components of the program.

Who is the liaison?

What educational services are available?

And how are educational rights disseminated?

Lastly, the LEAs should have homeless posters displayed at each school site, district office, or any other location where homeless children and their families congregate.

>> Jeff Breshears: To answer this key question, LEAs will need to show that the following are involved in the homeless education: Homeless children and youth, homeless parents and guardians, the liaison, district personnel, and community agencies.

>> Leanne Wheeler: The LEA will also need to show involvement among the homeless population using the LEA plan and communiqués.

>> Jeff Breshears: Now let us look at the second dimension of CPM, Governance and Administration.

This dimension is intended to ensure that the statutory requirements have been addressed in district policies, plans, and administration of the program for Homeless Education.

There are five Homeless Education items under this dimension.

The key questions as we move through the Governance and Administration dimensions are: What policies might you need to have in place for homeless children and youth?

What are the duties of the Homeless Education liaison?

>> Leanne Wheeler: Item 2, LEAs are required to ensure that homeless children and youth are not stigmatized or segregated and that a homeless liaison has been designated. Homeless students do not need to be placed in a specific school or program based upon their homeless status.

Your LEA will need to adopt a policy that homeless children and youth are not stigmatized or segregated based on their homeless status.

The local board policy would be an excellent way to document that this requirement has been met.

Interviews with the liaison, and possibly students and their parents or guardians, and observing classroom and or after-school facilities can also indicate whether or not homeless students are stigmatized or segregated.

In Item 3, the LEA is responsible for designating a liaison to coordinate between service providers and homeless youth and families.

It also needs to inform school personnel, service providers, and advocates working with homeless families of the duties of that liaison.

LEAs can demonstrate compliance with this requirement by having communiqués to school personnel, service providers, and advocates indicating the name and the duties of the liaison.

As in Dimension 1, observing posters on school grounds and at the district office can also show that the LEA is fulfilling this requirement.

>> Jeff Breshears: Under the NCLB and Homeless Education Item 4, LEAs are required to follow specific processes in the event of dispute over school selection or enrollment for a homeless child.

These steps include immediately enrolling the student in their chosen school until the dispute is resolved.

This requirement also ensures that an unaccompanied youth receives the same steps as a homeless student with a parent or a guardian.

An unaccompanied youth is a youth that is not in the physical custody of a parent or guardian.

Once a decision is made, the LEA must provide written explanation to the parent or guardian regarding the decision and the appeal process.

The LEA is also required to refer the child, youth, parent, or guardian to the liaison to assist with the dispute resolution as expeditiously as possible.

The LEA should maintain and review records of disputes, board policy, and a reference to the California Department of Education's dispute resolution process.

This letter can be found at the CDE Homeless Education Program webpage.

>> Leanne Wheeler: The last 2 items, Item 5 and 6, under Governance and Administration aims to demonstrate that the LEA coordinates the services they provide with the state, community, other local agencies or programs under the Runaway and Homeless Youth Act, and with Homeless Educational Issues.

The LEA should review and maintain some documentation such as meeting schedules, notices, agendas and minutes, communiqués.

The results of interviews with the liaison and possibly any service providers or local agencies may serve as additional evidence to meet these requirements.

>> Jeff Breshears: Here are the answers to the key question posed earlier for the Governance and Administration Dimension.

What policies might you need to have in place for homeless children and youth?  
Education access, dispute resolution, and immediate enrollment.

>> Leanne Wheeler: And what are the duties of the liaison?

To post public notice of educational rights, to mediate enrollment disputes, to coordinate with other LEAs and service providers, and to assist and accompany the youth.

>> Jeff Breshears: Now we move on to the third dimension, Funding.

The focus of this dimension is to ensure that the allocation and use of funds meet statutory requirements for allowable expenditures.

The key questions are: Do homeless children and youth receive special funding?  
How does my LEA demonstrate properly allocated funds for homeless education?

>> Leanne Wheeler: Item 7 states that LEAs are required to have reserved Title I, Part A funds as necessary to provide services to homeless children and youth that are comparable to services provided to children and schools funded under the provisions of the Title I, Part A.

Additional supplemental funding is available to assist LEAs in implementing the Homeless Education requirements.

However, it is offered through a competitive grant process every three years.

You can join the California Department of Education's funding mailing list at the address on the CDE webpage to be notified by e-mail when a new funding profile is added to that list.

>> Jeff Breshears: Your ConApp Part 2 should indicate the amount of time of Title I, Part A funds that were reserved for homeless education and what your LEA plans on doing with these funds.

Fiscal records would indicate to a CPM reviewer how your LEA use these funds to support and serve homeless children and youth liaison, as well as the Title I Director should be able to verify that these funds are being reserved and used appropriately.

LEA should be able to answer questions such as, "What is the LEA's process to determine the amount of funds reserve?"

How are expenditures consistent with federal and state requirements?

Do homeless children and youth receive Title I services?

Please note that the resources section of the Governance and Administration dimension of your OPSET include links to the CDE Homeless Education webpage, ConApp webpage and the LEA plan webpage.

On the Homeless Education webpage, there is a resource entitled Strategies.

These resource offers LEAs some Title I strategies to assists homeless children and youth.

>> Leanne Wheeler: So, to answer the key questions, the LEA is required to reserve Title, I Part A funds for homeless children and youth.

Homeless children and youth are automatically eligible for Title I services based upon their homeless status.

A listing of appropriate expenditures is in the instructions of the ConApp Part 1.

>> Jeff Breshears: Proper allocation of funds can be demonstrated through fiscal records, interviews, and the ConApp, and the LEA plan.

>> Leanne Wheeler: Homeless Education does not have any items in Dimension 4, Standards Assessment and Accountability. So, lets move on to Dimension 5.

>> Jeff Breshears: Staffing and Professional Development, Dimension 5, requires that staff members are recruited, trained, assigned, and assisted to ensure the effectiveness of the Homeless Education Program.

The key question regarding Staffing and Professional Development dimension is who is responsible for ensuring the effectiveness of the LEA's Homeless Education Program.

>> Leanne Wheeler: Item 8 deals with coordination and demonstration of involvement. State community and school personnel all provide education and related services to homeless children and youth.

The LEA designates a liaison to coordinate with these providers to ensure that the Homeless Education Program is effective.

At the LEA, principals, secretaries and teachers need to understand and implement these provisions of Homeless Education and the liaison is responsible for providing this professional development.

Once again, the LEA should review and maintain documents such as the ConApp Part 1 and 2, as well as the Homeless Education poster.

The liaison should be able to verify that coordination and provision of services are being implemented.

The OPSET offers a listing of suggested documentation and prompts for ongoing compliance.

The suggested documentation includes records and reports such as duty statements, resolved dispute, enrollment records, and services offered, ConApp Part 1 and Part 2, the LEA plan, and as a side note at a bottom of each poster you will find a space for the names and contact information of the local liaison, the county office of education liaison and the state coordinator.

Also, the contact information is required in both parts of the ConApp.

This is used to update CDE's liaison list twice a year.

>> Jeff Breshears: Dimension 5's key question for Homeless Education was who is responsible for ensuring the effectiveness of the LEA's Homeless Education Program. The answer is the California Department of Education, community, school personnel, and the liaison.

>> Leanne Wheeler: The sixth dimension, Opportunity and Equal Educational Access, requires participants to have equitable access to all programs provided by the LEA as required by law.

Here are the key questions to keep in mind as we move through this dimension.

What comparable services are homeless children offered?

Where should the LEA enroll a homeless child?

>> Jeff Breshears: The school at which the homeless or youth attended when permanently housed or last enrolled is called the School of Origin.

Your LEA should continue the student's education in the school of origin to the extent feasible and when in the best interest of the student, except when doing so is contrary to the wishes of the parents according to Item 9.

In the event that you are unable to enroll a homeless child at their school of origin, the LEA must provide the written explanation, including the statement regarding the right to appeal to the parent or guardian if the LEA sends a student to a school other than the school of origin or the school requested by the parent or guardian.

>> Leanne Wheeler: And to continue with the School of Origin requirement, the liaison is required to assist in placement or enrollment decisions, consider the youth's view and provide notice of the right to appeal for an unaccompanied youth.

The LEA should maintain documentation of these items--board policies, enrollment records and student records will help verify compliance.

>> Jeff Breshears: Under Item 10, the LEA must provide services to homeless students that are comparable to those services offered to other students of the school.

Such services include transportation...

>> Leanne Wheeler: As well as educational services for which the child or youth met federal, state, and local program eligibility criteria, vocational and technical education, gifted and talented education, school nutrition programs.

Documentation of evidence might include the LEA plan, single plan for student achievement, class and student schedules and communiqués.

The results of the interviews with the liaison, parents, students and others can help determine compliance of this requirement.

Observing such locations as the classroom and school grounds can also serve as verification of meeting requirements.

>> Jeff Breshears: To summarize the answer to the key questions for Dimension 5, homeless children and youth should be offered all the services provided to other students.

>> Leanne Wheeler: The LEA should make every attempt to enroll the homeless child or youth in the school that they attended when permanently housed or last enrolled.

>> Jeff Breshears: Here is your final set of key questions which focus on the Teaching and Learning Dimension.

What does enroll or enrollment mean?

What does immediate enrollment mean?

>> Leanne Wheeler: The LEA is required to immediately enroll the homeless child or youth even if the child or youth is unable to produce records normally required for enrollment stated in Item 11.

The enrolling school should immediately refer parents or guardians of homeless children or youth to the liaison to assist them in obtaining necessary immunizations or medical records.

Additionally, the LEA must maintain student records for each homeless child or youth so that the records are available when they enter a new school or school district.

Board policy, enrollment records, and communiqués are example of evidence that can be used to show compliance for both of these elements.

>> Jeff Breshears: Item 12 states that the liaison must coordinate with state, community and school personnel to provide education and related services for homeless children and youth including identification of homeless children and youth by school personnel and through coordination activities with other entities and agencies, enrollment and equal opportunity in LEAs schools.

>> Leanne Wheeler: And to continue, additional educational services, referral to health, dental, mental health and other services, information to parents or guardians about the educational and related opportunities available to them and their children.

The LEA should review and maintain the LEA plan, single plan for student achievement, instructional schedules, and evaluation results as evidence of compliance with these requirements.

The results of interviewing the liaison and observing instructional settings can help verify that teaching and learning is happening for homeless students.

>> Jeff Breshears: Last but not least, the answers to the final set of key questions: What does enroll or enrollment mean?

The term enroll or enrollment includes attending classes and participating fully in schools activities.

>> Leanne Wheeler: What does immediate enrollment mean?

It means that your LEA must enroll the homeless student even if the child or youth is unable to produce the normal records required for enrollment such as academic records, medical records, proof of residency or other documentation.

>> Jeff Breshears: What should the LEA expect during the CPM visit for Homeless Education?

The Homeless Education review has typically consisted of a visit that lasts anywhere from one to two days.

And there is an LEA level review, which means that there are no specific school site visits.

Like all team members, the Homeless Education team member will participate in the team entrance meeting on the first day.

After that meeting, the Homeless Education team member will either review the documentation on site or conduct an interview with the liaison.

This typically takes place the remainder of the day.

For any activity that did not occur that day, the team member will return to that location on the following morning and complete the review of documentation.

If the team member has any questions or concerns, they will be discussed with the liaison.

The LEA then has the opportunity to provide more documentation, set up additional interviews or provide observation time for the team member.

Hopefully, this additional time will serve to demonstrate that the LEA meets the requirements with Homeless Education.

The Homeless Education team member will then ask to schedule an early exit meeting to consisting of the CPM team leader, LEA-CPM coordinator, the liaison and the Homeless Education team member.

If there are any findings not meeting the requirements, they will be formally presented at this time.

Thank you for joining this presentation.