**CHARTER SCHOOL 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**

|  |  |
| --- | --- |
| **NAME** | **POSITION IN THE CHARTER SCHOOL** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**PARTICIPANTS IN UPDATING THE NEEDS ASSESSMENT**

**DATE**

|  |  |
| --- | --- |
| **NAME** | **POSITION IN THE CHARTER SCHOOL** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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**

|  |  |  |
| --- | --- | --- |
| **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? |  |  |
| **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)** |
|  |  |  |

**DISPUTES**

|  |  |  |
| --- | --- | --- |
| **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? |  |  |
| **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)** |
|  |  |  |

**IDENTIFICATION & ENROLLMENT**

|  |  |  |
| --- | --- | --- |
| 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? |  |  |
| **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)** |
|  |  |  |

**SCHOOL SELECTION**

|  |  |  |
| --- | --- | --- |
| **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? |  |  |
| **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)** |
|  |  |  |

**TRANSPORTATION**

|  |  |  |
| --- | --- | --- |
| **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? |  |  |
| **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)** |
|  |  |  |

**ACCESS TO SERVICES**

|  |  |  |
| --- | --- | --- |
| **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? |  |  |
| **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)** |
|  |  |  |

**SCHOOL SUCCESS**

|  |  |  |
| --- | --- | --- |
| **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.) |  |  |
| **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)** |
|  |  |  |

**COLLABORATION WITHIN THE CHARTER SCHOOL**

|  |  |  |
| --- | --- | --- |
| **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 |  |  |
| **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)** |
|  |  |  |

**COMMUNITY COLLABORATIONS, INCLUDING LOCAL PSU**

|  |  |  |
| --- | --- | --- |
| **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 * Child care 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 |  |  |
| **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)** |
|  |  |  |

**TITLE I, SUBGRANT FUNDING, ARP-HCY, & STATE TRANSPORTATION FUNDING SOURCES**

|  |  |  |
| --- | --- | --- |
| **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? |  |  |
| **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)** |
|  |  |  |

**ADDITIONAL RESOURCES, CAPACITY & COMPLIANCE**

|  |  |  |
| --- | --- | --- |
| **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? |  |  |
| **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)** |
|  |  |  |