Homeless District/LEA Policy Checklist

Check “**A**” if the item is addressed; check “**N**” if the item needs to be addressed.

| Addressed | Not Addressed | The policy describes how the LEA will do the following:  |
| --- | --- | --- |
|  |  | **Definitions:** Children and youth in transition (*fixed, regular, adequate nighttime residence);* Unaccompanied youth *(not in the physical custody of a parent or guardian);* Could have others |
|  |  | **Identification:** this should include in and out of school, statement about liaison, tracking academic and attendance data , public notice of rights, and unaccompanied youth |
|  |  | **School Selection:** this should include school of origin and “best interest” determination  |
|  |  | **Enrollment:** this should include immediate, full and equal opportunity enrollment, may not be denied or delayed due to any lack of document normally required for enrollment or barriers of student fees  |
|  |  | **Disputes:** addresses both eligibility and enrollments; immediately enrolled pending final resolution;written explanation of decision and the right to appeal; parent or unaccompanied youth given every opportunity to participate meaningfully in the resolution; right to appeal to the state coordinator who has the final decision. |
|  |  | **Services:** this should be a statement or list of services “for which they are eligible”; comparable services offered to other students; includes Head Start, early intervention and other **preschool** programs administered by the LEA as applicable. |
|  |  | **Transportation:** to and from school of origin, district collaborations, other transportation services comparable to those offered to housed students |
|  |  | **Free Meals:** on day of enrollment, must submit name to district nutrition office immediately  |
|  |  | **Eligibility for Title I Services:** Children and youth in transition are automatically eligible for Title I services, regardless of if they attend a Title I school or non-Title I school. |
|  |  | **Unaccompanied Youth:** are informed of their status as independent students for the FAFSA, receive verification of that status and are provided with college/career counseling. |
|  |  | **Full/Partial Credit:** barriers are removed for students receiving appropriate credit for full or partial coursework satisfactorily completed with attending a prior school or transferring to a new school. |
|  |  | **District Liaison:** is able to carry out the 10 duties as described in the law. 42 USC §11432(g)(6)(A)  |
|  |  | **Staff Training:** t least once a year liaison will do training with all staff*(example: principals, assistant principals, federal program administrators, registrars, school secretaries, school counselors, school social workers, bus drivers, custodians, cafeteria workers, school nurses and teachers)* |
|  |  | **Coordination:** liaison to coordinate with other services, public and private agencies, transportation department, state coordinator and others. |