



# Homeless Education

Arizona Department of Education

## 23-24 Homeless Education Program Monitoring Guidance

### Why is our Homeless Education Program being monitored?

The State Education Agency (SEA) must monitor Local Education Agencies (LEAs) in coordination with local McKinney-Vento Homeless Liaisons to ensure compliance with the requirements of the McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11432 (f)(5) & 20 U.S.C. 6312 §1112(b)(6)).

The Homeless Education Program (HEP) Team will conduct this federally required program monitoring virtually, electronically, and on-site.

### What is EMAC?

EMAC (*Educational Monitoring, Assistance, and Compliance*) is the Arizona Department of Education's (ADE's) online portal for monitoring LEAs. Please reference the EMAC Desktop Monitoring Manual for support in navigating and completing desk-top monitoring tasks.

### When does our monitoring start and finish?




LEA Submission Window: Tuesday, August 1<sup>st</sup> – Friday, September 1<sup>st</sup>

The HEP Team Monitoring Review Window: Monday, September 4<sup>th</sup> – Friday, September 29<sup>th</sup>

## Reminders & Best Practice Tips

- Whenever possible, use Chrome as your browser for compatibility.
- For the **Online Forms**, we recommend you type your responses in a separate document and then copy and paste them into the comment fields of the form. This will save the form from timing out or freezing.
- EMAC will only accept PDF, Microsoft Word, Microsoft Excel, GIF, JPEG, or PNG files, less than 10 MB in size in a single upload. (You can check the file size in your "File Explorer" list. For reference, a file of 155 scanned pages is approximately 4.5 MB in size.) You can upload as many files as needed.
- When uploading files for evidence, **upload documents using the specific file names assigned on the HEP Required Monitoring Documentation Guidance.**
- When adding the required Evidence documentation, please note that this is a **two-step process**: "Select Files" AND "Upload".
- If the application freezes or pauses when you go to "Submit for Review" a task, refresh your browser window or tab. This should fix it.
- A complete **EMAC Desktop Monitoring Manual** can be downloaded [here](#).

## Quick Guide by Task

| HEP Desktop Monitoring Guide  |   |   |
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| <br>Page | <br>Legal Reference  | <br>Online Form Prompt   |
| <p style="text-align: center;"><b>HEP Monitoring Statement of Assurance</b></p>           | <p><b>Legal Background</b><br/><i>The State Education Agency must monitor local education agencies in coordination with local McKinney-Vento homeless liaisons to ensure compliance with the requirements of the McKinney-Vento Homeless Assistance Act. The State Education Agency may implement multiple monitoring approaches, including conducting data and document reviews, and hosting virtual interviews of local education agencies' programmatic stakeholders, coordinating with other State Education Agency program staff to conduct consolidated program monitoring, and hiring contractors to do the monitoring.</i></p> <p><b>Statutory Requirements:</b> 42 U.S.C. § 11432 (f)(5); Section 1111 of Title I, Part A of ESEA; 20 U.S.C. 6312 § 1112(b)(6)</p> <p><b>Regulatory Requirements:</b> 2 C.F.R. § 200.331(a); 34 C.F.R. § § 76.300-76.401</p> | <p><input type="checkbox"/> Complete the required Online Form: The online form is the 2023-20224 HEP Monitoring Statement of Assurance.</p> <p>Please note that the completed online form includes a digital signature and acknowledgement for the submission.</p>  |
| <p style="text-align: center;"><b>Policies &amp; Procedures</b></p>                       | <p><b>Legal Background</b><br/><i>Where laws, regulations, practices, or policies may act as a barrier to the identification, enrollment, attendance, or success in school of HCY, LEAs must undertake steps to develop policies and procedures to ensure that HCY are afforded the same free, appropriate public education as provided to other children and youths.</i></p> <p><b>Statutory Requirements:</b> 20 U.S.C. § 6312(b)(6) and (c)(4); 42 U.S.C. § 11432(g)(1)(I)</p>   | <p><input type="checkbox"/> Describe the stakeholders, procedures, and data collected to ensure the implementation of the policies and procedures that remove educational barriers for HCY.</p>   |
| <p style="text-align: center;"><b>Designation of McKinney-Vento Homeless Liaison</b></p>  | <p><b>Legal Background</b><br/><i>Every LEA is required to designate a local McKinney-Vento Homeless Liaison with sufficient time and capacity to carry out the required set of duties to ensure that HCY enroll in school and have the opportunity to succeed academically.</i></p> <p><b>Statutory Requirements:</b> 42 US Code § 11432 (g)(7)(A)</p>   | <p><input type="checkbox"/> Does the LEA utilize site-based McKinney-Vento Homeless Liaisons to conduct the HEP?</p> <p style="margin-left: 20px;"><input type="checkbox"/> In the space below, provide the name, title, and site location of all site-based McKinney-Vento Homeless Liaisons.</p> <p style="margin-left: 20px;"><input type="checkbox"/> Describe the collaboration between the McKinney-Vento Homeless Liaison of Record and any site-based McKinney-Vento Homeless Liaisons.</p> <p><input type="checkbox"/> Describe how the LEA consistently ensures that the designated McKinney-Vento Homeless Liaison has the capacity to effectively carryout their roles and responsibilities in a timely manner.</p> <p><input type="checkbox"/> Describe the LEA's internal systems to support with the continuity and effectiveness of the LEA's HEP, regardless of staff attrition.</p> |

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| <p><b>Professional Learning Requirements for the McKinney-Vento Homeless Liaison</b></p> | <p><b>Legal Background</b><br/> <i>LEAs will adopt policies and practices to ensure participation by LEA McKinney-Vento Homeless Liaisons in professional learning and other technical assistance activities, as determined appropriate by the Office of the Coordinator.</i></p> <p><b>Statutory Requirements:</b> 42 US Code § 11432 (g)(1)(J)(iv)</p>  | <p><input type="checkbox"/> Describe the LEA’s plan to ensure that the McKinney-Vento Homeless Liaison of Record and site-based McKinney-Vento Homeless Liaisons are made aware of and attend professional learning offered by the Office of the Coordinator to satisfy the mandatory eight (8) hours of professional learning hours.</p> <p><input type="checkbox"/> Describe the procedure in place to ensure that pertinent staff members supporting HCY at the LEA are made aware of professional learning opportunities offered by the Office of the Coordinator.</p>   |
| <p><b>Staff Awareness</b></p>  | <p><b>Legal Background</b><br/> <i>Each local McKinney-Vento Homeless Liaison shall ensure that school personnel providing services to HCY and UHY receive professional learning and other support.</i></p> <p><b>Statutory Requirements:</b> 42 U.S.C. § 11432 (6)(A)(ix); § 11433 (d)(3)</p>  | <p><input type="checkbox"/> Describe how the McKinney-Vento Homeless Liaison plans and organizes professional learning tailored for all district staff, as well as for specific departments, such as front office staff, transportation, security, and social workers.</p> <p><input type="checkbox"/> Describe how the McKinney-Vento Homeless Liaison evaluates the effectiveness of the professional learning provided and utilizes feedback to plan additional support throughout the year.</p>  |
| <p><b>Public Notice of the Educational Rights &amp; Services for HCY</b></p>             | <p><b>Legal Background</b><br/> <i>Public notice of the educational rights of HCY is disseminated in locations frequented by parents or guardians of such children and youths, and UHY, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to parents and guardians of HCY and UHY.</i></p> <p><b>Statutory Requirements:</b> 42 U.S.C. § (g)(6)(A)(vi)</p>                | <p><input type="checkbox"/> Describe the McKinney-Vento Homeless Liaison’s process to ensure that the Public Notice Poster is posted in locations frequented by both parents and guardians of HCY and UHY. Include the locations and timeline by which the McKinney-Vento Homeless Liaison ensures visible placement of these materials at the LEA and within the community.</p>   |
| <p><b>Data Collection &amp; Record Keeping</b></p>                                       | <p><b>Legal Background</b><br/> <i>The McKinney-Vento Act requires the gathering and reporting of reliable, valid, and comprehensive information and data on HCY. This information is to be collected and provided to the federal government to disseminate relevant data to stakeholders.</i></p> <p><b>Statutory Requirements:</b> 42 U.S.C. § 11432(e)(3)(F)(i); (g)(1)(A); (g)(6)(C); (f)(1); 20 U.S.C. § 6312 (b)(6)</p> | <p><input type="checkbox"/> Explain how the LEA utilizes its internal tracking system to maintain records of all students evaluated for McKinney-Vento eligibility throughout the school year, and those responsible for the system’s implementation.</p> <p><input type="checkbox"/> Describe the LEA’s process of ensuring that students identified as HCY and UHY are entered efficiently into the LEA’s SIS, and those responsible for the data entry.</p> <p><input type="checkbox"/> Describe the process and frequency with which the LEA utilizes its internal tracking system of all eligible HCY and UHY to ensure data integrity between its student information system (SIS) and AzEDS SUPP11 reports, and those responsible for implementing the data integrity checks.</p> |

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| <p><b>Eligibility &amp; Re-Eligibility Determination Procedures</b></p>           | <p><b>Legal Background</b><br/> <i>The LEA has developed, and shall review and revise, policies to remove barriers to the identification, enrollment, and retention of HCY for the duration of homelessness and until the end of the school year in which the student becomes permanently housed. To this end, McKinney-Vento Homeless Liaisons should re-evaluate the housing of HCY prior to the beginning of each school year to verify that the student still lacks fixed, regular, and adequate housing.</i></p> <p><b>Statutory Requirements:</b> 42 U.S.C. §§ 11432 (g)(1)(I); (g)(3)(A)(i)</p>   | <p><input type="checkbox"/> Describe the LEA's policies and procedures of making eligibility determinations for HCY and UHY. Include the timeline and who is involved in this process.</p> <p><input type="checkbox"/> Describe the LEA's policies and procedures of making re-eligibility determinations for HCY and UHY identified from the previous school year. Include the timeline and who is involved in this process.</p> <p><input type="checkbox"/> Describe the LEA's policies and procedures of informing students, parents, and guardians of eligibility and ineligibility determinations for HCY and UHY. Include the timeline and who is involved in this process.</p> <p><input type="checkbox"/> Describe the LEA's policies and procedures to provide the end of year notification letter to HCY and UHY identified throughout the school year. Include the timeline and who is involved in this process.</p> |
| <p><b>Immediate Enrollment</b></p>  | <p><b>Legal Background</b><br/> <i>The LEA has an ongoing obligation to remove barriers to the immediate enrollment and retention of HCY. A procedure should be in place to ensure the removal of barriers to enrollment, as may occur in the absence of records normally required for enrollment, missed application or enrollment deadlines during a period of homelessness, outstanding fees, or obtaining or sharing records due to movement to or from another school or district. If a student needs to obtain immunization or other health records, the McKinney-Vento Homeless Liaison must assist in the obtaining and/or referral to health services to acquire required health records.</i></p> <p><b>Statutory Requirements:</b> 42 U.S.C. §§ 11432 (g)(1)(H)-(I); (g)(3)(A)-(D)</p> | <p><input type="checkbox"/> Describe how the LEA ensures the immediate enrollment of HCY and UHY when typically required enrollment documentation may not be available. Include procedures to obtain or address the following documentation:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Immunization and other health records,</li> <li><input type="checkbox"/> Proof of residency,</li> <li><input type="checkbox"/> Proof of guardianship (applicable for UHY),</li> <li><input type="checkbox"/> Birth certificates, and</li> <li><input type="checkbox"/> Academic records.</li> </ul> <p><input type="checkbox"/> Describe the LEA's strategy to obtain or share records to expedite enrollment in the event of HCY and UHY transfer to or from another school or district.</p>  |
| <p><b>Best Interest Determination, Transportation, and Dispute Resolution</b></p> | <p><b>Legal Background</b><br/> <i>LEAs must make school placement determinations based on the "best interest" of the HCY and student-centered factors, provide prompt transportation to and from the school of origin, and maintain policies to carry out the dispute process as expeditiously as possible at both the LEA and SEA level.</i></p> <p><b>Statutory Requirements:</b> 42 U.S.C. § 11432 (g)</p>   | <p><input type="checkbox"/> Describe the LEA's established procedure to conduct a best interest determination (BID) for school placement.</p> <p><input type="checkbox"/> Describe the LEA's established procedure to promptly coordinate and provide transportation upon receiving a transportation request. Be sure to include the various modes of transportation and their funding sources.</p> <p><input type="checkbox"/> Describe the LEA's established procedure to conduct and provide written notification of both LEA and SEA-level dispute resolution requests.</p>   |

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| <p><b>Academic Performance Data</b></p>  | <p><b>Legal Background</b><br/> <i>HCY should have access to the education and other services required to ensure full and equal opportunities to meet the same challenging State academic standards to which all students are held.</i></p> <p><b>Statutory Requirements:</b> 42 U.S.C. § 11431(4); 42 U.S.C. § 11432(g)(6)(A)(ii); 20 U.S.C. 6312 § 1112(b)(6)</p>   | <p><input type="checkbox"/> Describe the LEA’s current academic outcomes in ELA, math, and science for HCY, and how they compare with students who are not experiencing homelessness. Data sources should include standards-based benchmark assessments.</p> <p><input type="checkbox"/> Based on performance discrepancies, describe the specific, measurable, and relevant academic goals for HCY.</p> <p><input type="checkbox"/> Describe the standards-based academic data utilized in continually monitoring, evaluating, and adjusting the ELA, math, and science instructional services provided to HCY to meet the LEA’s academic goals for HCY.</p>  |
| <p><b>Programmatic Performance Data</b></p>  | <p><b>Legal Background</b><br/> <i>HCY should have access to the education and other services required to ensure full and equal opportunities to meet the same challenging State academic standards to which all students are held.</i></p> <p><b>Statutory Requirements:</b> 42 U.S.C. § 11431(4); 42 U.S.C. § 11432(g)(6)(A)(ii); 20 U.S.C. 6312 § 1112(b)(6)</p>   | <p><input type="checkbox"/> Describe the LEA’s current attendance, retention, and discipline rates for HCY, and how they compare with students who are not experiencing homelessness.</p> <p><input type="checkbox"/> Describe the specific, measurable, and relevant programmatic goals for HCY.</p> <p><input type="checkbox"/> Describe the data utilized in continually monitoring, evaluating, and adjusting the wraparound services provided to HCY to meet the LEA’s programmatic goals for HCY.</p>  |
| <p><b>Supplement, not Supplant Requirement</b></p> <p><b>EHCY &amp; ARP-HCY Subgrantees ONLY</b></p> | <p><b>Legal Background</b><br/> <i>The services provided with Education for Homeless Children (EHCY) and Youth and American Rescue Plan – Homeless Children and Youth (ARP-HCY) funds must not replace the regular academic program and must instead be designed to expand upon or improve services provided as part of the LEA’s / Charter District’s regular academic program.</i></p> <p><b>Statutory Requirements:</b> 42 U.S.C. § 11433(a)(3); 42 U.S.C. § 11432(g)(4)</p> | <p><input type="checkbox"/> Describe the LEA’s policy and procedure to coordinate with all existing federal and state-funded services provided to all students to maximize the use of EHCY and/or ARP-HCY funds to meet the LEA’s HCY academic and programmatic goals.</p> <p><input type="checkbox"/> Describe the LEA’s established policy and procedure to coordinate with community-based organization in-kind donations and services to maximize EHCY and/or ARP-HCY funds to meet the LEA’s HCY academic and programmatic goals.</p> <p><input type="checkbox"/> Describe how the LEA ensures that the McKinney-Vento Liaison(s) and other stakeholders, including educators, curriculum staff, administrators, and other federal grants staff, actively participate throughout the decision-making process to determine the use of EHCY and/or ARP-HCY grant funds.</p> |

## HEP Desktop Monitoring Required Documentation Guide



### Evidence to Upload

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| <input type="checkbox"/> Governing Board Approved HCY Policies   |
| <input type="checkbox"/> McKinney-Vento Homeless Liaison Job Description   |
| <input type="checkbox"/> Site-Based McKinney-Vento Homeless Liaison Job Description ( <i>If applicable</i> )                     |
| <input type="checkbox"/> Evidence of ADE Professional Learning Attendance  |
| <input type="checkbox"/> Evidence of ADE Professional Learning Attendance for Site-Based McKinney-Vento Homeless (If applicable) |
| <input type="checkbox"/> Annual McKinney-Vento Training Presentation   |
| <input type="checkbox"/> LEA's Rights of Homeless Students   |
| <input type="checkbox"/> Public Notice Poster  |
| <input type="checkbox"/> LEA Internal Tracking System  |
| <input type="checkbox"/> LEA Eligibility and In-Eligibility Notification Letters   |
| <input type="checkbox"/> LEA End of Year Notification Letter   |
| <input type="checkbox"/> LEA Identification and Eligibility Interview Questions and Checklist Form                               |
| <input type="checkbox"/> LEA Student Residency Questionnaire Form  |
| <input type="checkbox"/> LEA Caregiver's Authorization Affidavit Form  |
| <input type="checkbox"/> LEA Best Interest Determination (BID) Form for School Placement   |
| <input type="checkbox"/> LEA Transportation Request Form   |
| <input type="checkbox"/> LEA-Level Dispute Resolution Form   |
| <input type="checkbox"/> SEA-Level Dispute Resolution Form   |
| <input type="checkbox"/> LEA Written Notification of a Dispute Decision  |
| <input type="checkbox"/> HCY Needs Assessment and Tracking Template  |