



Homeless Education Program Required Monitoring Documentation Guidance

Directions: Please reference the following guidance to ensure that all required documentation is complete and uploaded with the appropriate file name.

Required Document	Extended Document Description	File Name
Governing Board Approved HCY Policies	Governing board-approved polices that ensure the rights of HCY, including: <ul style="list-style-type: none"> • Identification • Immediate enrollment • Attendance • Transportation • Immunization • Residency • Birth certificates • School records and other documentation • Eligibility for services under IDEA and Section 504 of the Rehabilitation Act of 1973 • Guardianship • Special attention to HCY not currently attending school 	HCY Policies_EntityID#
McKinney-Vento Homeless Liaison Job Description	McKinney-Vento Homeless Liaison of Record’s job description, including the percentage the position comprises of the staff member’s FTE status	MV Liaison Job Description_EntityID#
Site-Based McKinney-Vento Homeless Liaison Job Description (If applicable)	Site-based McKinney-Vento Homeless Liaison job descriptions, including the percentage the position comprises of the staff member’s FTE status	Site_MV Liaison Job Description_EntityID#
Evidence of ADE Professional Learning Attendance	Professional learning participation verification documents received from the Office of the Coordinator for the McKinney-Vento Homeless Liaison of Record since July 2023	MV Liaison PL Attendance_EntityID#
Evidence of ADE Professional Learning Attendance for Site-Based McKinney-Vento Homeless (If applicable)	Professional learning participation verification documents received from the Office of the Coordinator for the site-based McKinney-Vento Homeless Liaisons since July 2023	Site_MV Liaison PL Attendance_EntityID#
Annual McKinney-Vento Training Presentation	Presentation materials used to provide any training for district personnel related to the McKinney-Vento Act and the identification and support provided to HCY and UHY	PL Attendance_EntityID#
LEA’s Rights of Homeless Students		Rights of HCY_EntityID#
Public Notice Poster	Public Notice Poster with current LEA and SEA contact information	Public Notice Poster_EntityID#

LEA Internal Tracking System	Template of organizational system for students being evaluated for McKinney-Vento eligibility and those that have been identified as HCY and UHY	Internal Tracking System_EntityID#
LEA Eligibility and In-Eligibility Notification Letters		Eligibility Notification_EntityID#
LEA End of Year Notification Letter	Letter including timeline and steps for reevaluation	EOY Notification_EntityID#
LEA Identification and Eligibility Interview Questions and Checklist Form		Interview Checklist_EntityID#
LEA Student Residency Questionnaire Form		Residency Questionnaire_EntityID#
LEA Caregiver's Authorization Affidavit Form		Caregiver Affidavit_EntityID#
LEA Best Interest Determination (BID) Form for School Placement		BID_EntityID#
LEA Transportation Request Form		Trans Request_EntityID#
LEA-Level Dispute Resolution Form		LEA Dispute Resolution_EntityID#
SEA-Level Dispute Resolution Form		SEA Dispute Resolution_EntityID#
LEA Written Notification of a Dispute Decision		Notification Dispute Decision_EntityID#
HCY Needs Assessment and Tracking Template	Template HCY needs assessment and/or internal tracking system utilized to determine wrap-around services for HCY, including clothing, transportation, medical, counseling, etc. needs throughout the school year	HCY Needs and Tracking_EntityID#