

Homeless District/School Policy Checklist

Use this checklist as a tool to review your District/LEA Homeless Policy.
 Check “A” if the item is addressed; check “N” if the item needs to be addressed.

| Policy should start with a Statement of the Act. | | |
|--------------------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A | N | The policy describes how the School will do the following: |
| <input type="checkbox"/> | <input type="checkbox"/> | Definitions: Children and youth in transition (<i>fixed, regular, adequate nighttime residence</i>); Unaccompanied youth (<i>not in the physical custody of a parent or guardian</i>); Could have others |
| <input type="checkbox"/> | <input type="checkbox"/> | Identification: this should include in and out of school, liaison, and data |
| <input type="checkbox"/> | <input type="checkbox"/> | School Selection: this should include school of origin |
| <input type="checkbox"/> | <input type="checkbox"/> | Enrollment: this should include immediate enrollment, may not be denied or delayed due to any lack of document normally required for enrollment |
| <input type="checkbox"/> | <input type="checkbox"/> | Transportation: to and from school of origin, district collaborations, other transportation services comparable to those offered to housed students |
| <input type="checkbox"/> | <input type="checkbox"/> | Services: this should be a list of services; comparable services offered to other students |
| <input type="checkbox"/> | <input type="checkbox"/> | Disputes: 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | Free Meals: on day of enrollment, must submit name to district nutrition office immediately |
| <input type="checkbox"/> | <input type="checkbox"/> | Eligibility for Title I Services: Children and youth in transition are automatically eligible for Title I services, regardless of what school they attend. |
| <input type="checkbox"/> | <input type="checkbox"/> | Training: at least once a year liaison will do training with all staff (<i>example: principals, assistant principals, federal program administrators, registrars, school secretaries, school counselors, school social workers, bus drivers, custodians, cafeteria workers, school nurses and teachers</i>) |
| <input type="checkbox"/> | <input type="checkbox"/> | Coordination: liaison to coordinate with other services, public and private agencies, transportation department, state coordinator and others. |
| <input type="checkbox"/> | <input type="checkbox"/> | Preschool: policy will apply to preschools administered by district. |